

## Now Available!

The City has awarded a contract to **Incentive Brands** for **Embroidered Apparel** of various types. This contract includes Woven shirts, Polos and Knits, Fleece, Outerwear, and Sweatshirts. The available items can be seen at [sanmar.com](http://sanmar.com)

Please note that [T-shirts](#), bags, caps, and accessories are excluded from this contract, as are any items in included categories that do not have a published list price (e.g., “call for pricing”).

Discounts are based on the volume of items that have identical embroidery. If items on your order use different logos, each subset is discounted according to the number of pieces having the same logo embroidered on them. The minimum order quantity is one piece.

In accordance with the contract, the City will provide EPS files for logos. Incentive Brands will digitize and create embroidery files; they are not to set type or create the logo from another image. You can get your department logo or the City of Excellence logo from Marketing. Make sure you send the EPS file to Incentive Brands.

If you want to receive a proof for approval before production, you must request one. It will not be provided automatically.

The contract also requires that all orders be produced in accordance with the City’s logo standards. The City’s Communications and Community Outreach Department (aka Marketing) is the final arbiter of permissible logo usage. The contractor is charged with bringing noncompliant requests to the attention of CCO for approval or resolution.

Incentive Brands has been instructed not to begin production of an order prior to receiving a purchase order. Create an itemized order as a CRO in JD Edwards, and email it to Incentive Brands in advance.

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### Contract Information

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2020-0494-AC Embroidered Apparel

Valid through September 21, 2021. The Contract will automatically renew for up to four additional one-year periods unless sooner terminated pursuant to City of Plano Terms and Conditions.

Vendor: Incentive Brands  
610 Coit Rd Suite 100  
Plano, TX 75075-5703  
Contact: Mike Monahan  
(469) 374-9000  
[mike@incentivebrands.com](mailto:mike@incentivebrands.com)

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### Purchasing Contact

Nik Winter  
Contract Specialist  
Procurement and Project Management  
(972) 941-7569  
[nikw@plano.gov](mailto:nikw@plano.gov)

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DISCOUNT			
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Category	Order Quantity		
	<u>1 to 5</u>	<u>6 to 48</u>	<u>49+</u>
Woven	30%	35%	35%
Polo/Knit	30%	35%	35%
Fleece	30%	35%	35%
Outerwear	34%	38%	38%

Discount offered is for a delivered article of clothing with embroidery up to 3500 stitches. The quantity breaks are for various items in the same order having the same embroidery, and not for quantities of the same item. Personalization is a separate, additional charge.

ADDITIONAL PRICING

	<p>Additional Embroidery</p> <p style="margin-left: 40px;">UOM: <u>Thousand Stitches</u> Price: <input style="width: 100px;" type="text" value="\$0.60"/></p> <p>Item Notes: Price <b>per one thousand stitches</b> for embroidery greater than 3500 stitches. This does not include charges for personalization, which is listed separately.</p>
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	<p>Personalization</p> <p style="margin-left: 40px;">UOM: <u>EA</u> Price: <input style="width: 100px;" type="text" value="\$0.50"/></p> <p>Item Notes: Flat rate price per shirt for personalization (e.g., wearer's name) includes programming, labor, and required stitches.</p> <p style="margin-left: 40px;">Quantity is estimated annual usage, and not a guarantee or order quantity.</p>
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2020-0494-AC  
Embroidered Apparel  
Specifications

1. **BACKGROUND/ INTRODUCTION**

City of Plano (the “City”) is soliciting bids for custom-embroidered SanMar apparel to be purchased by various City departments as needed. T-shirts, bags, caps, and accessories are excluded from this contract, as are any items in included categories that do not have a published list price (e.g., “call for pricing”).

2. **DEFINITIONS**

2.1. **Price**

Price specified by the bidder shall include all direct and indirect costs including, but not limited to, virtual or physical proofs, embroidery samples, freight, delivery, fuel surcharges, etc. Additional charges that are not provided for in the line items will not be allowed.

3. **OBJECTIVES**

- 3.1. Achieve full compliance with updated City of Plano logo standards.
- 3.2. Achieve consistent quality for logoed apparel.
- 3.3. Streamline the ordering process for logoed apparel.

4. **CURRENT ENVIRONMENT**

The City has approximately 25 departments, some of which have multiple divisions (approximately 140 work units citywide). Currently, departments solicit quotes for individual orders as the need arises. The majority of items are found in the SanMar catalog. Polos and knits are the most frequently ordered items, followed by fleece and outerwear.

The City is not seeking to establish a contract for uniforms. Rather, we are interested in achieving a uniform appearance for the City logo on embroidered apparel. The majority of purchases include a variety of items with the same logo. Some departments may order personalized items with the wearers’ name on them.

Departments, and often their work units, order independently of each other. Orders may be placed at any time but are most frequent in October and around April. Due to economic conditions, we expect a near term reduction in orders with a rebound as conditions improve.

5. **SCOPE OF EFFORT**

This solicitation is based on the SanMar catalog and will result in a discount for embroidered merchandise. Pricing will be based on the prices published on the SanMar website (currently sanmar.com) at time of order. Contractor will be responsible for compliance with the City’s Brand Architecture Guide standards for logo use on apparel, which have been provided with this solicitation.

6. **CONSTRAINTS**

- 6.1. T-shirts, bags, caps, and accessories are excluded from this contract.
- 6.2. Items not found in the SanMar catalog or on the SanMar website are excluded from this contract.
- 6.3. The City’s Communications and Community Outreach Department (CCO) is the final arbiter of permissible logo usage. The contractor is charged with bringing noncompliant requests to the attention of CCO for approval or resolution. Contact information will be provided at time of award.

- 6.4. Minimum order quantity is one piece.
- 6.5. To be eligible for award, bidder must offer all items and services included in the Request for Bid.

7. **TASKS/DELIVERABLES**

- 7.1. Become familiar with City Logo Standards and assist departments with compliance.
- 7.2. Provide hardcopy SanMar catalogs to using departments upon request, subject to availability.
- 7.3. Provide apparel, as specified.
- 7.4. Embroider apparel as specified on order.
  - 7.4.1. The City will provide EPS files for logos. The contractor will digitize and create embroidery files.
- 7.5. The City places orders using purchase orders. To ensure prompt payment, do not start production of an order prior to receiving a purchase order.
- 7.6. Upon request, send proof for approval to Communications and Community Outreach Department as well as to ordering department for approval prior to production.

**Delivery**

- 7.7. Unless otherwise arranged with the ordering department, delivery is required three weeks (21 calendar days) after (a) approval of proofs, or (b) receipt of all required size, decoration, and packaging information, whichever is later.

**Samples**

- 7.8. During evaluation, bidder may be required to supply embroidery samples compliant with City Brand Architecture Guidelines on cotton, nylon, and fleece materials. Samples must be delivered within five business days of request. Failure to deliver samples within five business days of request may be grounds for deeming the bid nonresponsive.

8. OMITTED

9. OMITTED

10. **WORK HISTORY/PAST PERFORMANCE**

Work history must demonstrate success in providing services similar to the scope of this solicitation.

11. OMITTED

12. **ASSIGNMENT**

The offeror understands that, should their proposal be accepted, they agree as the contractor to retain control and to give full attention to the fulfillment of this contract, that this contract shall not be assigned without the prior written consent of City, and that no part or feature of the work will be assigned to anyone objectionable to City. Contractor further agrees that subcontracting any portion or feature of the work, or materials required in the performance of this contract, shall not relieve contractor from its full obligations to City as provided by this contract. Failure to obtain City's written consent prior to assignment of this contract as set forth herein, may result in termination of this contract at the City's discretion, without penalty or prejudice to any other remedy it may be entitled to at law, or in equity or otherwise under this contract. If the City elects to terminate this contract, the contractor shall provide the City refund of any prepaid, unused portion of the fees, calculated from the date of termination to the end of the then-current term.

13. OMITTED

14. OMITTED

15. **PERIOD OF PERFORMANCE**

Contract will be awarded for an initial term of one year. The Contract will automatically renew for up to four additional one-year periods unless sooner terminated pursuant to City of Plano Terms and Conditions.

16. OMITTED

17. OMITTED

18. **METHOD OF AWARD**

Bid will be awarded to the lowest responsive, responsible bidder meeting specifications.