

**CITY OF FEDERAL WAY
REQUEST FOR QUOTE
PARKS UNIFORM ORDER 2020**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is requesting quotes for the purpose of Park Uniform Order 2020. The City’s needs are outlined in the following Request for Quotes (“RFQ”).

II. TIME SCHEDULE

The City will follow the following timetable:

Issue RFQ	12/16/2019
Deadline for Submittal of Quotes	12/30/2019 @ 2:00 PM
Notify Contractor Chosen	1/6/2020

III. INSTRUCTIONS TO PROPOSERS

A. All quotes shall be submitted electronically via email to:

Dana Almberg – Finance Department
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835- 2526

B. If submitted by email, all proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFQ – Parks Uniform Order 2020.

C. All quotes must be submitted on the attached Quote Sheet and received by the Deadline for Submittal of Quotes detailed in II. Time Schedule, at which time they will be opened. Three (3) copies of the quote must be presented. No faxed or telephone quotes will be accepted.

D. The Parks Manager or representative will notify the contractor selected by the date stated in II. Time Schedule.

IV. SELECTION CRITERIA

<u>Factor</u>	<u>Weight Given</u>
1. Price.	75%
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
Total Criteria Weight	100%

Each quote will be independently evaluated on factors one through three.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from the contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the contract.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the quotes have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all

bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

G. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the RFQ.

VI. DEFINITIONS\

Contract Administrator shall be the City of Federal Way Parks Maintenance Divisions duly authorized representative.

Approved means approved by the owner.

Approved equal or equivalent, as hereinafter used, shall mean a material or method equal to or better than required materials or methods.

Specifications shall mean these specifications and all addenda thereto.

VII. SCOPE OF SERVICES

Provide apparel as described below with a City Logo as described in the attached City of Federal Way Identity Guidelines.

- Provide apparel for 14 Full-Time Staff and approximately 20 Seasonal Staff (five Shirts and two Sweatshirts).
- Provide apparel brands: Carhartt, Jerzees, Port Authority, Port & Company, or approved equal
- Provide all apparel in sizes Small through 3X.
- All apparel to be embroidered with the City of Federal Way logo, then underneath/below logo embroidered "Parks Department".
- All logos to be color unless they will not show up on apparel.
- All apparel to be Charcoal Gray unless otherwise specified, (Heather Gray may be acceptable in some applications), if unavailable please contact Derreck Presnell @ 253-835-6961.
- Apparel to be delivered to Steel Lake Maintenance Shop at 31130 28th Ave S. Federal Way, WA.
- Must be able to provide apparel listed below or approved alternative. Apparel to be provided may change over time based on city need. The City will chose the type and quantity of apparel to order.

- Carhartt K87 Short Sleeve Tee Shirt's in Charcoal Heather.
- Carhartt K121 Hooded Sweatshirt's in Charcoal Heather.
- Carhartt K128 Long Sleeve Henley's in Charcoal Gray.
- Carhartt K84 Short Sleeve Henley's in Charcoal Gray.
- Jerzees 29M 50/50 Short Sleeve Tee Shirt's in Charcoal Gray.
- Jerzees 4662M Crew Neck Sweatshirt's in Heather Gray.
- Port & Company PC90 Crew Neck or equal in Heather Gray.
- Port Authority F229 Fleece Jacket's in Battleship Gray/Black.
- Port Authority F219 Fleece Vest's in Iron Gray.
- Port Authority C865 Flex Fit Cap's (S/M & L/XL) In Dark Gray.
- Fahrenheit RN56389, Style /90, PO#15523 Adjustable Cap's in Dark Gray.
- OTTO Collection 19-503, RN129002 Adjustable Cap's in Khaki.
- Port and Company or equal CP83 Adjustable Cap's in Khali/Blue.

VIII. COMPENSATION

- A. Please present detailed information on the proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will be made only after the services have been performed, an itemized billing statement is submitted in the form specified by the City, and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

IX. PUBLICATION.

Parks Uniform Order 2020:

Dates:

Item	Fahrenheit	Otto	Port & Company	Port Authority
Dark Gray Flex Fit Cap (S/M & L/XL) (W/city Logo embroidered)				
Dark Gray Adjustable Cap (W/city Logo embroidered)				
Khaki Adjustable Cap (W/city Logo embroidered)				
Khaki/Blue Adjustable Cap (W/city Logo embroidered)				
Winter Stocking Hat (w/city Logo embroidered)				
Item				
Logo Embroidered (Per/ Each)				
- Top				
- Jacket				
- Hat				
Logo Silkscreened				
- Top				
- Jacket				
- Hat				

Incorrect Usage

Correct and consistent use of the Federal Way identity will establish and maintain the strength of the brand. The identity and its components must not be reconfigured. Never alter or distort the identity with graphic treatments.

Identity Don'ts

Do not re-create the identity. Always use approved artwork. Whenever possible, use the EPS file format. In most cases it will give you the best results.

Do not alter the logotype by changing its proportions, typeface, or lockup positioning.

Never enclose the identity inside another shape or form.

Do not change the color specifications. See Identity Color and Color Usage.

JPG and GIF format images are designed for screen applications and should not be printed.

Incorrect Typeface



Incorrect Arrangement of Logo and Logotype



Incorrect Usage in a Shape



Incorrect Proportions



Incorrect Color Specifications



Incorrect Usage of .JPG or .GIF File Format



City of Federal Way Identity Usage Guidelines

The purpose of this document is to help you apply the Federal Way identity correctly and consistently when you create marketing and other collateral materials for external consumption. Our identity is a valuable asset; please use it with care and consideration. By following the guidelines provided here, you will help reinforce the singular, unified visual impression our identity was designed to produce.

City of Federal Way Identity



Identity Description

The City of Federal Way's logo consists of a stylized mountain motif atop a pair of stripes or waves. This logo and accompanying logotype and descriptor constitute the city's visual identity. The purpose of this identity is to act as a visual symbol for the city of Federal Way. It communicates on three levels.

First, it acts as an identifier, creating presence and distinction. It says, "This is Federal Way." The simple, bold shapes and forms serve to make the identity memorable and recognizable. This boldness and simplicity further serve to make it functional across a wide variety of applications.

Second, the identity is descriptive, both categorizing and qualifying. The logotype ("Federal Way") and the descriptor ("City of") categorize this organization as a city. The mountain/wave motifs of the logo

allude to the city's prime location—its proximity to natural resources: mountains, sound, lakes, and parks.

Third, the identity communicates emotional attributes. The triangle/mountain motif is a stable shape alluding to the stability of the community and city organization. The stripes or waves are directional, flowing, and energetic, alluding to the dynamic quality, activity, and potential of the city. The typographic style of the logotype is sans-serif, modern, and clean, communicating that Federal Way is a modern, progressive city.

A logo/identity is a banner for an organization to rally around. It is a tool for communication that ultimately derives its meaning from the behavior of the organization it represents.

The Identity

The Federal Way identity is made up of three components: the logo (mountain/waves), the logotype ("Federal Way"), and the descriptor ("City of"). The logo and other elements of the identity are carefully designed to convey Federal Way's unique attributes as a city. It is important to apply the identity properly and consistently across all media to maintain a unified image.

Formats
The identity has been designed in both vertical and horizontal formats to accommodate various applications.

Vertical Format



Application
The Federal Way identity should always be used in its entirety. The relationship between the logo and logotype should never be shifted or adjusted. Always use the approved Federal Way artwork when reproducing our identity.

Minimum Size
It is important that all parts of the identity can be read easily in every application. For this reason, the identity should not be used at sizes smaller than those specified in the diagrams.

Clear Space

To ensure high visibility and uncluttered presentation, always maintain "clear space" around the identity. Determine the identity's clear space by measuring the height of the lowercase letters in "Federal Way". An area equal to this distance ("X" in the diagrams) should be kept clear around all sides of the identity. The height of X will increase or decrease in proportion to the size of the identity.

Minimum Size



Horizontal Format



Clear Space



Color

The Federal Way identity contains two colors, Dark Blue and Light Blue. These colors should be used in all Federal Way communications to strengthen the overall brand.

Color	Primary Color	Hex Code	Process	CMYK	PMS	RGB
Federal Way Dark Blue	#1E337E	#1E337E	C:100 M:75 Y:0 K:52	100 75 0 52	Blue 662	18 33 76
Federal Way Light Blue	#4E81C7	#4E81C7	C:60 M:41 Y:0 K:22	60 41 0 22	Blue 662	48 81 127

Note 1: Do not use this reproduction for color matching; refer to the Pantone color swatch books when specifying all colors.

Note 2: Process blue values are given as a guide only. Ensuring these values may be utilized to achieve the best match to the Pantone color values provided.

Color Usage

The Federal Way identity may be used in the color configurations shown below. Depending on your needs and desired effect, use the version that best suits the chosen medium of the identity application.

Full-Color Identity

The 2-color PMS identity [1] is the preferred identity. Use it whenever possible. There is a 4-color (CMYK) version of the identity available for process applications. If a color background is used, make sure there is enough contrast in value to maintain the identity's legibility.

1-Color Black Identity

When placing the identity on a white or light background in a limited color application, use the 1-color version in black [2].

1-Color Reversed Identity

For black or dark-colored backgrounds, use the 1-color reversed version [3].

Identity over an Image

When the background is an image, the 1-color black version should be used on a light image [4], and the 1-color reversed version on a dark image [5].



[1]

[2]



[3]



[4]



[5]