



Lorenzo Gigliotti  
Executive Director

## California Fire & Rescue Training Authority, Sacramento

9320 Tech Center Drive. Sacramento, CA 95826 • Phone (916) 475-1660 • Fax (916) 475-1662  
[www.fireandrescuetraining.ca.gov](http://www.fireandrescuetraining.ca.gov)

Governing Council

Fire Chief Kim Zagaris , Chairperson  
Deputy Chief Lloyd Ogan  
Director Matt Kelley

California Emergency Management Agency  
Sacramento Fire Department  
Sacramento Metropolitan Fire District

### Request For Informal Bid

*Date: 5/3/2013*

Subject: The California Fire & Rescue Training Authority is requesting written bids for Screen-printed & Embroidered Logo Apparel

Submit Written Bid to: California Fire & Rescue Training Authority  
9320 Tech Center Drive  
Sacramento, CA 95826  
Fax #: (916) 475-1662  
Attn: Lorenzo Gigliotti  
Title: Executive Director

Direct technical inquiries to: Contact: Cristy Jorgensen  
Phone #: (916) 475-1669

Written Bids shall be submitted by: Date: May 31, 2013  
Time: 12 noon

#### **NO EXCEPTIONS**

Late submittals will not be considered. Written bids must be received by the time and location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the person specified above under "Submit Written Bid to" section will not be accepted.

The California Fire & Rescue Training Authority intends to award the contract to the lowest, responsive, responsible bidder. Bids will be graded on work quality, experience and total cost. The California Fire & Rescue Training Authority reserves the right to reject any or all bids offered in response to this RFIB, and either rebid or take any other action permitted by statute. The CFRTA reserves the right to negotiate the terms and conditions of any final contract for purchase of the item(s) described herein.

Bid proposals shall be clearly marked: **CFRTA Logo Apparel**

Questions, requests for further information and/or clarification of the bidding process should be directed to:

Lorenzo Gigliotti, Executive Director  
California Fire & Rescue Training Authority  
9320 Tech Center Drive  
Sacramento, CA 95826  
(916) 475-1660  
(916) 475-1662 (fax)

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Scope of Work/Specifications:

The following two logos will be used: California Fire & Rescue Training Authority (CFRTA) or California Regional Fire Academy (CFRA). They will be either embroidered or screenprinted depending on the item.



"CRFTA" Logo



"CRFA" Logo

Fire Academy Recruit T-Shirts-

- CRFA Logo screenprinted on Front Left chest; American flag on right arm (reversed); "Regional Fire Academy" on back in white text.
- 5180 Hanes "Beefy" Tee- Deep Navy
- Quantities needed: 25 small, 300 medium, 500 large, 300 x-large, 75 2x-large

Fire Academy Recruit Sweatshirts-

- CRFA Logo screenprinted on Front Left chest; "Regional Fire Academy" on back in white (same as t-shirts). No flag.
- F260 Hanes Ultimate Cotton Crewneck Sweatshirt- Deep Navy
- Quantities needed: 50 small, 75 medium, 200 large, 175 x-large, 50 2x-large

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Fire Academy Recruit Technical T-Shirts

- CRFA Logo screenprinted on Front Left Chest; American flag on right arm (reversed); "Regional Fire Academy" on back in white text.
- ST350 Sport Tek Competitor Tee-True Navy
- Quantities needed: 50 small, 200 medium, 300 large, 300 x-large, 75 2x-large

Fire Academy Recruit Technical Shorts-

- CRFA Logo screenprinted on Front Left leg
- ST312 Sport-Tek Competitor Shorts: True Navy
- Quantities needed: 50 small, 75 medium, 200 large, 175 x-large, 50 2x-large

Fire Academy Hats-

- California Fire Academy Sacramento embroidered on front of cap (two color)
- 6677 Yupong Flex Fit Cap- Dark Navy
- Quantity Needed: 150 one size

Fire Academy Staff Hats-

- CRFA embroidered on front of cap (two color)
- Port Authority Flexfit Cap- Black
- Quantity Needed: 75 l/xl

Fire Academy Staff T-shirts-

- CRFA Logo screenprinted on Front Left chest; "Academy Staff" in gold/yellow text on Front Right chest; American flag on right arm (reversed); "Regional Fire Academy Staff" in gold/yellow text on back
- 5180 Hanes "Beefy" Tee- Deep Navy
- Quantities Needed: 20 small, 50 medium, 100 large, 150 x-large

Paramedic Intern T-Shirts

- CRFA Logo screenprinted on Front Left Chest: American flag on right arm (reversed); "Paramedic Intern" on back in white text.
- 5180 Hanes "Beefy" Tee- Deep Navy
- Quantities needed: 25 medium, 50 large, 25 x-large, 10 2x-large
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EMS Student T-Shirts-

- CRFA Logo screenprinted on Front Left Chest: American flag on right arm (reversed); "EMS Student" on back in white text.
- 5180 Hanes "Beefy" Tee- Deep Navy
- Quantities needed: 40 small, 75 medium, 100 large, 50 x-large, 10 2x-large

EMS Polo Shirts-

- CRFA logo embroidered on Front Left chest. "EMS STUDENT" embroidered under logo on Front Left chest. "EMS STUDENT" screenprinted in white text on back.
- Gildan Ultra Cotton Navy Blue 3 button polo short sleeve shirt

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- Quantity Needed: 25 small, 75 medium, 100 large, 50 x-large

CFRTA Instructor T-shirts-

- CFRTA logo screenprinted on Front Left chest. "Instructor" screenprinted under logo on Front Left Chest. "CA Fire & Rescue Training Authority" screenprinted in white text on back of shirt. "Instructor" screenprinted in red text and outlined in white on back of shirt. Reversed American Flag screenprinted on left sleeve. California State Flag screenprinted on right sleeve.
- 5180 Hanes "Beefy" Tee-Deep Navy
- Quantities Needed: 25 small, 40 medium

CFRTA Ball Caps

- "California", "Training Authority" embroidered in white text on front of cap. "Fire & Rescue" embroidered in red and outlined in white on front of cap. Attached logo embroidered centered on back seam of cap.



- 6677 Yupong Flex Fit Cap-Dark Navy
- Quantities Needed: 50 L/XL caps.

CFRTA Bucket Caps

- "California", "Training Authority" embroidered in white text on front of hat. "Fire & Rescue" embroidered in red and outlined in white on front of cap.
- Mil Spec/Rip Stop H-44105B Navy Blue.
- Quantities needed: 100 Large/X-large hats

Sports Towels

- "Academy" logo embroidered centered on one end of towel
- Port Authority TW52: White
- Quantities needed: 300 towels

Additional Bid Requirements

- ❖ All items must be listed by unit price and bid must include a total price, inclusive of shipping, handling, set up charges and/or any other fees.
- ❖ Any item substitutions in the bid are subject to review and approval prior to bid award.

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- ❖ Any per unit price breaks at higher than the requested quantities may be proposed and may be considered.
- ❖ Proofs required before final screenprinting or embroidery.

Additional Bid Information

- ❖ It is CFRTA's intention to award entire apparel order to the successful bidder, but reserves the right to remove any individual items due to excessive pricing, product quality or other quality assurance issues.
- ❖ Successful bidder to provide IRS W-9 form and copy of business license.
- ❖ Successful bidder may be required to provide product samples prior to production.
- ❖ CFRTA will notify only the successful bidder upon award.

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## ***Bidder Submission Instructions***

### Bid Submission Packet

To successfully submit a bid, bidders are required to submit a bid packet to the location specified in the "Submit Written Bid To" section above. The bid packet shall contain the following documentation:

- The "Request For Informal Bid Document" with signature, date and title at the bottom of each page indicating that the informal bid document, including attachments, was received and read.
- A Written Bid shall be submitted on company letterhead adhering to the specifications identified in the "Scope of Work/Specifications" section of the Request For Informal Bid. The total cost for the requested project/service shall include all applicable costs (tax, shipping, etc.) and a final total.

### Bid Submission Method

Bids shall be submitted using one of the following methods if applicable:

- In Person – hand delivered to the California Fire & Rescue Training Authority if the address is provided in the "Submit Written Bid To" section.
- By mail - using certified or registered mail with return receipt requested, or by overnight delivery services if the address is provided in the "Submit Written Bid To" section.
- By Fax – If a fax number is provided in the "Submit Written Bid To" section.

### Upon Bid Award

- Upon Bid Award, the successful bidder shall execute and submit the appropriate California Fire & Rescue Training Authority's Conflict of Interest Statement.
- Upon Bid Award, the successful bidder shall provide proof to the satisfaction of the CFRTA of appropriate insurance coverage, such as a Comprehensive General Liability policy, a Professional Errors and Omissions policy, or Worker's Compensation policy, depending upon the nature of the services or personal property requested.

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- Upon contract award, it becomes the bidder's responsibility to furnish the personal property or special services meeting the specifications stated. Deviations from these specifications must be stated by the supplier when making a proposal. If not stated, the CFRTA assumes that the specifications are going to be met. Deviations are not automatically acceptable and major deviations must be investigated to determine whether or not all bidders should be advised of a specification change and given the opportunity to resubmit bids.

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