

THE MONUMENT

**REQUEST
FOR BID**

UNIFORM APPAREL

FOR

**THE MONUMENT
444 Mt Rushmore Road North
Rapid City, SD 57701
605 394 4115**

August 28, 2021

**NOTICE FOR BIDS
FOR
UNIFORM APPAREL
FOR
THE MONUMENT
Rapid City, South Dakota**

Notice is hereby given that sealed bids will be received by the Board of Directors of THE MONUMENT, Rapid City, South Dakota, ***until 2:00 PM, MONDAY, SEPTEMBER 13, 2021***, at THE MONUMENT Administrative Office, 444 Mt. Rushmore Road North, Rapid City, South Dakota, 57701, and will be publicly opened and read for the purchase of ***UNIFORM APPAREL*** for THE MONUMENT. All proposals shall be made on the forms furnished by THE MONUMENT.

Specifications may be obtained at THE MONUMENT Office, Attn: Tracy Heitsch, 444 Mt. Rushmore Road North, Rapid City, South Dakota, 57701, (605 394 4115) or tracyh@themonument.live or at the following links
<https://www.rcgov.org/how-to/how-to-do-business-with-rapid-city/bids-contract-opportunities-160.html>
<http://www.themonument.live/bids>

Tracy Heitsch
The Monument
Deputy Executive Director

**SPECIFICATIONS FOR
UNIFORM APPAREL
Rapid City, South Dakota**

Bids will be received at THE MONUMENT Administrative Office, 444 Mt Rushmore Rd North, Rapid City, South Dakota on MONDAY, SEPTEMBER 13, 2021 until 2:00 P.M. for furnishing *UNIFORM APPAREL* which shall meet the following specifications:

SCOPE

It is the intent of these specifications to describe UNIFORM APPAREL in sufficient detail to secure bids on comparable UNIFORM APPAREL. All items not specifically mentioned, which are necessary in order to provide UNIFORM APPAREL shall be included in the bid and shall conform in strength, quality of material and workmanship to what is usually provided.

The Monument's intent is to obtain a reasonable bid from all interested bidders. If for any reason bidders are unable to meet or equal the following specifications, The Monument will receive for consideration minor deviations of specifications. Deviations and variations of specifications must be fully detailed and explained by the bidder on the form provided and stapled to the BIDDER'S PROPOSAL.

All bids must be accompanied by literature completely describing the UNIFORM APPAREL to be furnished.

GENERAL CONDITIONS

1) Bidders Information

Each bid envelope shall contain **ONLY ONE** (1) Bid Proposal and shall be marked with the words **"Sealed Bid – UNIFORM APPAREL."**

Bids submitted by mail, express courier, or common carrier cannot be accepted unless received in The Monument Administrative Office prior to the time for the scheduled bid opening. Bids submitted by fax or email cannot be accepted.

Each bid envelope shall contain the entire set of specifications and a completed "ARTICLE 5 CONTRACT DOCUMENT." Incomplete bids will be rejected.

To the extent required by statute, preference will be given to resident bidders pursuant to SDCL 5-18A-26.

The Monument reserves the right to reject all bids. Generally the lowest responsible bid will be accepted. In case the low bid is not responsible or the bid is not made in accordance with the requirements of SDCL Chapter 5-18A to 5-18D or the low bid is withdrawn after the bid opening, the bid of the next lowest responsible bidder may be accepted. However, to the extent allowed by law The Monument reserves the right to accept the bid that is to the advantage of and is in the best interest of The Monument and the City of Rapid City.

Payment will be made BY CHECK within a reasonable time after receipt and approval of the UNIFORM APPAREL, receipt of a City claim, and approval by The Monument Board of Directors.

The unit price of the bid must be stated on the Bidder's Proposal form, along with the extended price bid. Unit price shall take precedence over extended price; written figures shall take precedence over numerical figures.

The UNIFORM APPAREL is to be complete and ready for use intended and delivered F.O.B., THE MONUMENT, 444 Mt Rushmore Rd North, Rapid City, South Dakota, 57701.

DETAILED SPECIFICATIONS
UNIFORM APPAREL

SEE ATTACHMENT A

BIDDER'S PROPOSAL

NAME OF BIDDER: _____

ADDRESS: _____

PHONE NO.: (_____) _____ FAX NO.: (_____) _____

e-mail address: _____

Bidder proposes and agrees to and with THE MONUMENT, Rapid City, South Dakota ("Monument") to furnish UNIFORM APPAREL at the following price, to-wit:

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE (numerical)	EXTENDED PRICE (numerical)
	Garment description per specifications attached, complete and ready for use as intended and delivered FOB The Monument			
	(Extended Price in Words)			
Vendor Name:				

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE (numerical)	EXTENDED PRICE (numerical)
	Garment description per specifications attached, complete and ready for use as intended and delivered FOB The Monument			
	(Extended Price in Words)			
Vendor Name:				

The within proposal and agreement are based upon the conditions, stipulations, and specifications named in the notice inviting bids for said UNIFORM APPAREL, which notice and detailed specifications are made a part of this contract as if written herein at length. The UNIFORM APPAREL shall be delivered F.O.B., THE MONUMENT, Rapid City, South Dakota, 57701, **BY OCTOBER 1, 2021.**

The Bidder further agrees and states that he or she has read the notice calling for bids and has studied the detailed specifications and that he is familiar with the terms and conditions stipulated therein and agrees to enter into attached Contract.

BIDDER'S PROPOSAL

NAME OF COMPANY - BIDDER

AUTHORIZED SIGNATURE

Print Name & Title

Address

Date

BIDDER MUST FILL IN ALL SPACES PROVIDED ABOVE

EXPLANATION OF DEVIATIONS AND VARIATIONS OF SPECIFICATIONS/BID OPTIONS

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

5

**CONTRACT
SUPPLIES AND EQUIPMENT
BETWEEN
SUPPLIER AND THE MONUMENT**

THIS AGREEMENT, made the _____ day of _____, 20____, by and between _____ hereinafter "Supplier," and the THE RUSHMORE PLAZA CIVIC CENTER, DBA THE MONUMENT, Rapid City, South Dakota, hereinafter "THE MONUMENT," WITNESSETH:

That the Supplier and THE MONUMENT, for the consideration named, agree as follows:

ARTICLE 1. SCOPE OF WORK

The Supplier shall furnish all of the materials, labor and perform all of the work as described in the specifications for UNIFORM APPAREL, as prepared by THE MONUMENT, Rapid City, South Dakota, and shall do everything required by this Contract, and Detailed Specifications, which are hereby made a part of this Contract, including the following Addenda.

Addendum No.

Dated

ARTICLE 2. TIME OF COMPLETION

The furnishing or ordering of materials, supplies, and equipment under this Contract shall be commenced as soon as possible within the time stated in the specifications unless the specifications expressly provide for a one time delivery, it is agreed that THE MONUMENT may place orders under this Contract at any time or times within the Contract period. Request for time extensions shall be made in writing to THE MONUMENT at least fourteen (14) days before the Contract completion date. THE MONUMENT will issue all time extensions.

ARTICLE 3. THE CONTRACT SUM

THE MONUMENT shall pay the Supplier for the performance of the Contract, subject to additions and deductions provided therein, in current funds as follows:

_____ Dollars (\$_____)

ARTICLE 4. ACCEPTANCE AND FINAL PAYMENT

Upon delivery of any items under this Contract, the Individual or Department specified in Article 2 for making time extensions, shall satisfy himself or herself by examination that the furnishing of supplies and equipment has been finally and fully completed in accordance with the Specifications and Contract, and shall make up the appropriate purchase order. The Supplier must complete and return a proper City voucher and payment will be made on said voucher as soon as possible after approval by THE MONUMENT BOARD OF DIRECTORS.

CONTRACT

ARTICLE 5. THE CONTRACT DOCUMENTS

The Notice for Bids, Addendum, Specifications, and the Bidder's Proposal together with this Agreement, form the Contract, and all are as fully a part of the Contract as if herein set forth at length.

The Supplier further agrees and states that he or she has read the advertisement calling for bids and has studied the detailed specifications and that he is familiar with the terms and conditions stipulated therein.

IN WITNESS WHEREOF: The RUSHMORE PLAZA CIVIC CENTER, dba THE MONUMENT, Rapid City, South Dakota, its Board of Directors, having duly approved this Contract, has caused this Contract to be executed in its behalf by its Executive Director, hereunto duly authorized, attested thereto by its Finance Officer, this _____ day of _____, 20____.

THE RUSHMORE PLAZA CIVIC CENTER
DBA THE MONUMENT

ATTEST:

by _____
CRAIG BALTZER
THE MONUMENT EXECUTIVE DIRECTOR

by _____
Tracy Heitsch
The Monument Finance Officer

Date _____

NAME OF COMPANY

AUTHORIZED SIGNATURE

Print Name & Title

Address

Date _____

Attachment A

Mens						
Men - Polo Tactical Black	<p>Tactical polo is snag-proof and built to hold up to demanding wear. Multiple mic locations; sleeve pockets; and arm gussets for ease of movement. Fabric wicks moisture, resists stains and provides UV Protection.</p> <ul style="list-style-type: none"> • 100% Polyester; 6.7 oz • Ribbed collar with hemmed sleeves • Snag proof; moisture wicking • Mic clips at shoulder and placket • Pen pocket on left sleeve • Drop back tail to stay tucked in • 3-button placket • Dyed to match buttons • Industrial laundry friendly • Holds color 50+ wash cycles 					
		Production	Operations	F&B	Guest Services	Box Office
	XS	3	0	30	0	0
	S	6	8	30	4	0
	Medium	18	22	40	10	0
	Large	20	36	55	24	0
	XL	18	26	70	35	0
	2XL	5	24	45	11	0
	3XL	2	4	0	6	0
	4XL	0	4	0	1	0
	5XL	0	4	0	0	0
	LT	0	2	0	0	0
	XLT	4	4	0	0	0
	2XLT	0	2	0	5	0
	3XLT	8	0	0	3	0
	4XLT	3	0	0	0	0
	5XLT	0	0	0	2	0
		87	136	270	101	0

Mens

Short Sleeve
Industrial Work Shirt
Black

Meets IL50 standards,. 4.25 ounce, 65/35 poly/cotton with superior color retention, soil release and wick ability. Open collar with sewn-in stays, metal collar gripper closure, 2 button-through pockets, and bar tacked pencil stall on left pockets

	Production	Operations	F&B	Guest Services	Box Office	Totals
S	0	12	0	0	0	12
M	0	33	0	0	0	33
L	0	54	0	0	0	54
XL	0	39	0	0	0	39
2XL	0	36	0	0	0	36
3XL	0	6	0	0	0	6
4XL	0	6	0	0	0	6
5XL	0	6	0	0	0	6
LT	0	3	0	0	0	3
XLT	0	6	0	0	0	6
2XLT	0	3	0	0	0	3
3XLT	0	0	0	0	0	0
4XLT	0	0	0	0	0	0
	0	204	0	0	0	204

Tall Short Sleeve
Industrial Work Shirt
Black

4.25 Oz., 65% Polyester, 35% Cotton, Permanent Press Poplin, Lined
HVPMQ-NVNWL Two-Piece Collar, Mitered Front Pocket, Pencil Division, Fade Resistant,
Industrial Laundry Friendly

Reasonable Substitution for above

Mens

Men's Easy-Care
Broadcloth Black -
Chest Art Only

3.4 oz. 60% cotton/40% polyester broadcloth. Wrinkle Free Finish.
Classic fit, button down collar, died to match buttons. Left chest
pocket, 2 button adjustable cuffs with button through sleeve plackets.

	Production	Operations	F&B	Guest Services	Box Office	Totals
S	0	0	25	0	0	25
M	0	0	30	0	0	30
L	0	0	30	0	0	30
XL	0	0	35	0	0	35
2XL	0	0	20	0	0	20
3XL	0	0	0	0	0	0
4XL	0	0	0	0	0	0
	0	0	140	0	0	140

Womens

Women - Polo
Tactical Black

Tactical polo is snag-proof and built to hold up to demanding wear. Multiple mic locations; sleeve pockets; and arm gussets for ease of move. Fabric wicks moisture, resists stains and provides UV Protection.

- 100% Polyester; 6.7 oz.
- Ribbed collar with hemmed sleeves
- Snag proof; moisture wicking
- Mic clips at shoulder and placket
- Pen pocket on left sleeve
- Drop back tail to stay tucked in
- 3-button placket
- Dyed to match buttons
- Industrial laundry friendly
- Holds color 50+ wash cycles

[illegible]

Womens

Women 3/4 Sleeve
Black or Heather

Polyester/Spandex Blend 3/4 Sleeve Polo. Fabric wicks moisture, resists stains and provides UV Protection.

- 3 Tone fabric with antimicrobial finish/UV protection
- Self Fabric collar with collar stand
- 3/4 Sleeves
- Hemmed Sleeves & bottom with side vents
- 5 lightweight metal button placket
- double-needle stitching on neckline and armholes
- Sizes XXS-4XL
- 88% Polyester, 12% Spandex, 5.82 oz.

	Production	Operations	F&B	Guest Services	Box Office	Totals
S	0	0	30	3	0	33
M	0	0	30	8	0	38
L	0	0	40	12	0	52
XL	0	0	20	12	0	32
2XL	0	0	0	5	0	5
3XL	0	0	0	4	0	4
	0	0	120	44	0	164

Womens

Style - Cardigan Black
Chest Art Only

Ladies Open Cardigan. Fine Gauge Sweater.

- 52% cotton/ 31% acrylic / 17% nylon
- Traditional fit, full fashioned sleeves
- Hemmed Cuff, Hemmed Bottom
- longer Length
- Sizes XS-4XL
- 88% Polyester, 12% Spandex, 5.82 oz.

	Production	Operations	F&B	Guest Services	Box Office	Totals
S	0	0	0	0	5	5
M	0	0	0	0	6	6
L	0	0	0	0	7	7
XL	0	0	0	0	7	7
2XL	0	0	0	0	0	0
3XL	0	0	0	0	0	0
4XL	0	0	0	0	0	0
	0	0	0	0	25	25

Womens

Essential Broadcloth
Blouse Black - Chest
Art Only

- Wrinkle Resistant - Machine washable
- 65% polyester/ 35% cotton 3.1-3.25 oz.
- broadcloth dress shirt
- point collar with permanent stays
- Straight Back yoke seam
- Sizes XXS-4XL.

	Production	Operations	F&B	Guest Services	Box Office	Totals
XXS	0	0	0	0	0	0
XS	0	0	0	0	0	0
S	0	0	25	0	0	25
M	0	0	25	0	0	25
L	0	0	30	0	0	30
XL	0	0	25	0	0	25
2XL	0	0	15	0	0	15
3XL	0	0	0	0	0	0
4XL	0	0	0	0	0	0
	0	0	120	0	0	120

Unisex

Style - Quarter Zip
Black/Grey Trim - All
Black is an
acceptable substitute

- Polyester/Spandex Blend 3/4 Zip Pullover. Fabric wicks moisture
- Lightweight fabric that is breathable and wicks moisture
 - flat-lock seam construction for durability
 - contrasting inner collar back neck tape, black neck patch and zipper
 - rib-knit cuffs and hem
 - traditional fit
 - machine washable
 - Sizes unisex XXS-6XL
 - 90% Polyester, 10% Spandex, 8.29 oz.

	Production	Operations	F&B	Guest Services	Box Office	Totals
XS	0	0	0	0	3	3
S	0	0	0	18	20	38
M	0	0	0	35	15	50
L	0	0	0	46	5	51
XL	0	0	0	48	5	53
2XL	0	0	0	30	4	34
3XL	0	0	0	19	0	19
4XL	0	0	0	4	0	4
	0	0	0	200	52	252

Unisex

Style-T-Shirt - Black -
Back Design My
Adjust

Ring Spun Cotton Pre Shrunk Jersey.

- 4.6oz
- Soft, lightweight, cotton
- Classic Fit, quarter-turned to eliminate center crease
- tear away label
- seamless 1x1x rib collar with two-needle cover stitching on front neck, two needle hemmed sleeves and bottom
- shoulder to shoulder taping
- Sizes S-3XL

	Production	Operations	F&B Jest Services			Box Office	Totals
XS	8	0	0	0	0	0	8
S	8	0	0	0	0	0	8
M	30	0	0	0	0	0	30
L	30	0	0	0	0	0	30
XL	30	0	0	0	0	0	30
2XL	10	0	0	0	0	0	10
3X	0	0	0	0	0	0	0
	116	0	0	0	0	0	116

Unisex

T-Shirt Tall Black Back
Design My Adjust

- 5.4 Oz - 100% cotton
- Soft, lightweight, cotton
- Classic Fit
- tear away label
- seamless 1x1x rib collar with two-needle cover stitching on front neck, two needle hemmed sleeves and bottom
- shoulder to shoulder taping
- Sizes LT-4XLT

	Production	Operations	F&B Jest Services		Box office	Totals
LT	0	0	0	0	0	0
XLT	10	0	0	0	0	10
2XLT	2	0	0	0	0	2
3XLT	4	0	0	0	0	4
4XLT	4	0	0	0	0	4
	20	0	0	0	0	20

Unisex

Sport T- No Mesh -
Black

4.4 Oz Soft, Moisture wicking, machine washable

- 80% polyester/ 20% cotton
- Tear away removable label
- rib knit collar, taped neck
- Set in sleeves
- Sizes XS-4XL

	Overstock	(F&B/Production)	Totals
XS	8		8
S	8		8
M	55		55
L	55		55
XL	65		65
2XL	30		30
3XL	5		5
4XL	5		5
			231

Unisex

Sport T - Mesh
Black/Heather

With mesh panels at targeted heat zones for ultimate breathability, this draft tee combines moisture-wicking performance, unbeatable tri-blend softness.

4.4 Oz Soft, Moisture wicking, me, machine washable

- Body 75% polyester/13% cotton / 12% rayon jersey
- Mesh 3.7 oz. 100% polyester tricot mesh
- removable tag
- open hole mesh at shoulders, back yoke and underarms
- Sizes XS-4XL

	Production	Operations	F&B	Guest Services	Box Office	Totals
XS	0	0	0	0	0	0
S	0	0	8	0	0	8
M	0	0	20	0	0	20
L	0	3	22	0	0	25
XL	0	3	15	0	0	18
2XL	0	0	10	0	0	10
3XL	0	0	5	0	0	5
4XL	0	0	5	0	0	5
	0	6	85	0	0	91

All items to be Screen Printed Unless Noted otherwise

Screen Printing - Back

THE
MONUMENT
T E A M

Screen Printing - Front Chest

THE
MONUMENT

Files available in an .eps format