

- s. Forest green
- t. Sandstone

Polo shirts – 6.5 oz to 7 oz

- u. Stonewash green
- v. Sandstone

Faded Blue denim shirts – 6.5 oz

- w. Short sleeve
- x. Long sleeve

Sweatshirts – 8 oz

- y. Forest green
- z. Navy blue

Hats

- aa. Baseball style, universal size, constructed brush canvas, pigment died and washed w/distress low profile soft lining, Khaki color w/Dark Green bill/visor
- bb. Stocking hat 100% acrylic, Navy blue color

Parks Logo:

A picture of the Parks Logo is a separate attached document for future information. Overall height is 2 1/2" and length is 3 3/4". This Logo is embroidered on all denim and polo shirts and both styles of hats; it is screen-printed on T-Shirts and Sweatshirts. The Logo is white on all Sweatshirts, forest green on shirts, and stocking hat is yellow, for all else it is dark green.

100% Organic Cotton Generic

The following items must be third-party certified organic.

- cc. 100% Certified Organic Cotton Crew T-shirt, 5 - 6.5 oz, men's, preshrunk – white & various color options, adult sizes S-2XL
- dd. 100% Certified Organic Cotton Crew T-shirt, 5 - 6.5 oz, women's, preshrunk – white & various color options, sizes S-2XL
- ee. 100% Certified Organic Cotton Crew T-shirt, 5 - 6.5 oz, youth, unisex, preshrunk – white & various color options, youth sizes S-XL

2. WORK PERFORMED BY THE CITY

Bureau staff shall make available sufficient hours of staff personnel as is required to meet with the Contractor and provide such information as required. The Office of Management and Finance has assigned a Strategic Sourcing Program Coordinator who will oversee administration of the Price Agreement(s) and provide support as needed as issues arise.

The City shall be responsible for implementing and maintaining usual, customary and appropriate internal accounting procedures and controls, internal controls and other appropriate procedures and controls for the City. These controls will include information technology, proprietary information, and trade secret safeguards if appropriate to City work.

3. PERIOD OF PERFORMANCE

The City anticipates having the selected Contractors begin work in August 2011 for a one year Price Agreement period with the option to renew for an additional 4 years for a total contractual period of not more than five (5) years.

4. INSURANCE – PROOF OF COVERAGE: Work shall not commence until all insurance requirements have been met and certificates thereof have been filed with the Chief Procurement Officer or the Auditor. All insurance requirements shall be as indicated within the attached sample Price Agreement.

5. SWEATSHOP FREE REQUIREMENTS

5.1 City of Portland Sweatshop Free Procurement Policy and Code of Conduct for Apparel Contractors:

5.1.1 The successful proposers must provide textile products in accordance with the City's Sweatshop Free Procurement Policy, Code of Conduct for Apparel Contractors, and related Administrative Rules. Copies of these documents are available online at <http://www.portlandonline.com/omf/index.cfm?c=50342&>, and the City's Code of Conduct for Apparel Contractors is attached as Exhibit B. The City's Sweatshop Free Procurement Policy and Code of Conduct are applicable to the Contractor and all subcontractors and suppliers down to the cut and sew (point-of-assembly) level of the manufacturing process for the products provided under the resulting price agreement. Proposers must acknowledge receipt of the Code of Conduct and Code of Conduct compliance in the Proposer's response cover letter.

5.1.2 Prior to contract award, the highest-scored proposers must demonstrate compliance with the City's Code of Conduct for Apparel Contractors by completing and submitting the City of Portland Sweatshop Free Procurement Policy Prime Contractor Full Compliance & Declaration Form and the Point-of-Assembly Factory Location Form (Exhibit C and Exhibit D) for all items

submitted in the Price Proposal. Delayed Compliance may be requested by the successful proposer, if necessary, by completing the Delayed Compliance Authorization Request Form available for download at <http://www.portlandonline.com/omf/index.cfm?c=50342&>.

5.1.3. In order to demonstrate continued compliance with the City's Sweatshop Free Procurement Policy, upon request by the City, the successful proposers shall provide Sweatshop Free Procurement Policy compliance documentation for any textile item ordered by City staff during the term of the resulting Price Agreements.

5.1.4 The City reserves the right to investigate all evidence reasonably necessary to determine whether the successful proposers are in full compliance with the City's Code of Conduct for Apparel Contractors, including on-site audits by City-approved independent third-party monitors of manufacturing facilities producing contract items.

6. REPORTING REQUIREMENTS

Upon request by the City Procurement Services office, the Contractor shall provide an itemized usage report on all items purchased by the City (up to four usage reports per year). The electronic usage report shall be in a Microsoft Excel compatible format and contain the following information per line item:

- a. Order Date
- b. Customer Number
- c. Customer Name (City Bureau/Office Name)
- d. Ordered By Name (name of person submitting order)
- e. Product Order Number (SKU)
- f. Item Description
- g. Item Brand Name/Manufacturer
- h. Item Manufacturer Product Number
- i. UOM
- j. Item Unit Price
- k. Quantity Ordered
- l. Extended Price

SECTION C ATTACHMENTS

1. Attachment A – Representations, Certifications, and Acknowledgements

The proposer shall complete this form and submit it with their proposal.

2. Attachment B – Non-Collusion Affidavit

The proposer shall complete this form and submit it with their proposal. Note that the form must be notarized.

3. Attachment C – Pricing Proposal

This page must be completed and submitted with the proposal.

4. Attachment D – Equal Benefits Compliance Worksheet/Declaration

Please complete this form and submit it with your proposal.

5. Exhibit A – SAMPLE PRICE AGREEMENT (City of Portland)

The sample Price Agreement, shown as Exhibit A is the City's standard Price Agreement which will be the contractual instrument executed as a result of the selection process.

6. Exhibit B - City of Portland Code of Conduct for Apparel Contractors

The Contractor shall be required to abide by this Code of Conduct to include all subcontractors and suppliers down to the cut and sew level during performance of the Price Agreement. The Proposer shall state in the Cover Letter that the firm has read, understands, and will comply with the City's Code of Conduct for Apparel Contractors.

7. Exhibit C – City of Portland Sweatshop Free Procurement Policy Prime Contractor Full Compliance Worksheet and Declaration Form

The selected Proposers shall complete this form prior to award and shall provide updates if any information changes or subcontractors or suppliers are added during performance of the Price Agreement.

8. Exhibit D – City of Portland Sweatshop Free Procurement Policy Point-of-Assembly Factory Location Form