



Request for Proposal

This Request for Proposal (RFP) is for the purpose of obtaining competitive proposals to provide school uniform services for Charter Schools USA (CSUSA) managed schools (see attachment A).

The goal of CSUSA's uniform service program is to provide quality apparel, timely and organized delivery of orders, managed and stored inventory, customer satisfaction, and payment resolution.

I. General Information

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|--------------------------|--|
| Date Issued: | February 19, 2019 |
| Services Requested: | School Uniforms |
| Schools Requesting Bids: | See Attachment A |
| Contract Terms: | One year, with optional renewal |
| Proposal Opening Date: | February 19, 2019 |
| Proposal Closing Date: | March 1, 2019 |
| Return Instructions: | Hand deliver or mail via certified delivery to: Charter Schools USA 800 Corporate Drive, Suite 700 Fort Lauderdale, FL 33334 Attn: Sasha Jaggon Procurement Manager sjaggon@charterschoolsusa.com |
| Contact: | Questions regarding this RFP should be directed in writing to: purchasing@charterschoolsusa.com |

II. RFP Submission and Award

1. Proposals will be accepted until 4:00pm EST on March 1, 2019
Proposals shall be submitted as follows:
 - a. One (1) Hard copy in a sealed envelope marked "Uniform Service Proposal"
 - b. One (1) Electronic copy on a USB thumb drive.
 - c. **Do not email your bid**
2. CSUSA reserves the right to reject any or all proposals
3. Awards shall be made to the most qualified and responsible vendor whose proposal is the most responsive to this solicitation as judged by CSUSA. The chosen vendor will be the one whose experience, financial capabilities and resources demonstrate their ability to perform the services required.
4. Vendor is not required to bid on all schools listed. CSUSA is willing to split the services between vendors, if it is both economically and operationally feasible to do so.

5. It is the responsibility of the prospective vendor to fully inform themselves of the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at the vendor's own risk.
6. Uniform colors and styles are subject to change. All efforts will be made to make these changes in a manner that limits the effects on both the vendors and parents. The uniform colors and styles listed in this document are current as of the time of publishing this RFP, however it is the vendor's responsibility to confirm colors and styles prior to placing any orders. Failure to do so will be at the vendor's risk.
7. Proposals shall include the following information:
 - a. Brief overview of the company/company profile
 - b. Product Details (include type of material used, product reviews, etc...)
 - c. Pricing List (per item)
 - i. Pricing must include embroidery of school logo onto tops
 - d. Process Detail (include all aspects from ordering to delivery)
 - e. Value Added Details (i.e. % rebate back to the school(s), store credit and/or, volume discounts/rebates)
 - f. Three (3) Current references

If additional information is required, please contact the Procurement Department at purchasing@charterschoolsusa.com

III. Vendor Requirements

1. The vendor shall propose a price per item based on the quantity needed for each school (see attachment A). The price must include logo embroidery.
2. The vendor shall maintain adequate inventory of the approved school uniform to allow for fast and easy delivery as required in this section. Colors are to be approved by the school and/or Charter Schools USA.
3. Each approved uniform top will have an embroidered school logo.
4. Vendor shall provide a "package option" of several items for easy ordering.
5. Sample sizes will be made available for each age group and item, upon request.
6. Upon request, vendor will attend parent information sessions at the school(s) and provide samples for the children to try on.
7. Orders shall be fulfilled within a maximum of two (2) weeks of vendor's receipt of payment. Ideally, the parent will receive the item at the time of payment.
8. Payment shall be made directly to the vendor from the parent.
9. Vendor will fulfill order via shipping to the parents' home address, hand delivery, or providing a location for pick-up, directly to the parent. A "Brick and Mortar" or storefront location within a reasonable distance of the school is preferred.
10. Returns or damaged items will be resolved between the vendor and the parent.
11. Vendor will report to Charter Schools USA the quantity of items purchased and provide documentation, upon request.
12. All royalty payments shall be submitted to [school name], c/o Charter Schools USA Operations Department, 800 Corporate Drive, Suite 700, Fort Lauderdale, FL, 33334.

IV. CSUSA/School Requirements

1. School will provide the vendor with the number of children per grade level.
2. School will notify the vendor of parent information sessions and registration dates at least two weeks in advance of the event, when possible.
3. School will provide the uniform vendor with the latest copy of the uniform policy and notify the vendor of any uniform policy changes.

Attachment A - List of Schools
 (** indicates new school for 2019-20**)

| School Name | Address | 2019-20 Grade Levels | Current Enrollment | 2019-20 Estimated Enrollment |
|---|---|----------------------------|-----------------------|------------------------------------|
| North Carolina | | | | |
| Cabarrus Charter Academy (CABA) | 355 Poplar Crossing NW Concord, NC 28027 | K-8 | 520 | 563 |
| Cabarrus Charter Academy Upper School (CABAUS) | 7550 Ruben Linker Rd. W. Concord, NC 28027 | 6-10 | 277 | 337 |
| Cardinal Charter Academy (CARD) | 1020 St. Charles Place Cary, NC 27513 | K-8 | 895 | 980 |
| Iredell Charter Academy (ICA) | 251 Home Improvement St. Troutman, NC 28166 | K-6 | 675 | 750 |
| Langtree Charter Academy (LANG) | 154 Foundation Ct. Mooresville, NC 28117 | K-5 | 831 | 870 |
| Langtree Charter Academy Upper School (LANGUS) | 185 W. Waterlynn Rd. Mooresville, NC 28117 | 6-12 | 775 | 924 |
| Union Preparatory Academy at Indian Trail (UNION) | 2324 Younts Rd. Indian Trail, NC 28079 | K-6 | 917 | 962 |
| Kannapolis Charter Academy (KCA) | 1911 Concord Lake Rd, Kannapolis, NC 28083 | K-8 | 494 | 662 |
| **West Lake Preparatory Academy** (WLPA) | 1411 Triangle Cir. Denver, NC 28037 | K-6 | N/A | 250 |
| **Steele Creek Charter Academy** (SCPA) | 2200 Shopton Rd. Charlotte, NC 28217 | K-6 | N/A | 615 |
| Florida | | | | |
| **Don Soffer Aventura High School** (DSAHS) | 3151 NE 213 th St. Aventura, FL 33180 | 9 | N/A | 200 |
| Renaissance Charter School at Coral Springs (RCSCS) | 6250 W. Sample Rd. Coral Springs, FL 33067 | K-8 | 1500 | 1500 |
| Renaissance Charter School at Plantation (RCSP) | 6701 West Sunrise Blvd. Plantation, FL 33313 | K-8 | 850 | 890 |
| Collier Charter Academy (COL) | 12101 Immokalee Rd. Naples, FL 34120 | K-8 | 600 | 729 |

| | | | | |
|---|--|-----|------|------|
| Henderson Hammock Charter School (HEND) | 10322 Henderson Rd. Tampa, FL 33625 | K-8 | 1140 | 1145 |
| Woodmont Charter School (WOOD) | 10402 N. 56 th St. Temple Terrace, FL 33617 | K-8 | 700 | 785 |
| **Seven Lakes Preparatory Academy** (SLPA) | 2130 Citrus Tower Blvd. Clermont, FL 34711 | K-6 | N/A | 615 |
| Manatee Charter Academy (MANA) | 4550 30 th St. E. Bradenton, FL 34203 | K-8 | 415 | 460 |
| Renaissance Charter School at Summit (SUMM) | 2001 Summit Blvd. West Palm Beach, FL 33406 | K-8 | 1040 | 1091 |
| Union Park Charter Academy (UPCA) | 32775 Oldwoods Ave. Wesley Chapel, FL 33543 | K-7 | 600 | 690 |

School Uniform Policy for: North Carolina Schools

The following items are part of the required school uniform for Charter Schools USA schools in North Carolina.

All students are expected to follow these guidelines.

Students in grades K-5

Embroidered school logo red polo, short or long sleeved
Khaki or navy bottoms (shorts, slacks, skorts)
Screen-printed school logo on grey PE T-Shirt (optional in K-5/worn on PE days only)

Students in grades 6-8

Embroidered school logo navy blue or white polo, short or long sleeved
Khaki or navy bottoms (shorts, slacks, skorts)
Screen-printed school logo on grey PE T-Shirt (required when taking PE)
Screen-printed school logo on navy PE shorts (required when taking PE)

Students in grades 9-12

Embroidered school logo black or light blue polo, short or long sleeved
Khaki or black bottoms (shorts, slacks, skorts)
Screen-printed school logo on grey PE T-Shirt (required when taking PE)
Screen-printed school logo on navy PE shorts (required when taking PE)

All students in grades K-12

In class, the only outerwear that students may wear over their uniform is a solid color sweater, sweatshirt, or windbreaker purchased from the uniform store. No hoodies, logos or designs are allowed unless it is school spirit wear.

Bottoms are not required to be purchased from the uniform store (though can be) and must have belt loops, worn with a belt. The bottoms may not be cargo pants, capris, leggings, jeans, zip-off style pants, skirts, or rolled-up shorts.

Solid color socks must be worn in white, navy blue, grey, or black. Shoes must be closed-toe, sneakers are preferred.

Students are required to wear belts. Belts/belt buckles displaying offensive symbols, as deemed inappropriate by faculty or administration, are not to be worn. Additional adornments, such as chains, are not permitted.

**School Uniform Policy for:
Don Soffer Aventura High School**

All students in grades 9-12 must wear:

Embroidered school logo navy or light blue polo, short or long sleeved
Khaki or navy bottoms (shorts, slacks, skorts)
Screen-printed school logo on grey PE T-Shirt (required when taking PE)
Screen-printed school logo on navy PE shorts (required when taking PE)

In class, the only outerwear that students may wear over their uniform is a solid color sweater, sweatshirt, or windbreaker, which may be purchased from the uniform store. No hoodies, logos or designs are allowed unless it is school spirit wear.

Bottoms are not required to be purchased from the uniform store (though can be) and must be flat front, have belt loops, and worn with a belt. The bottoms may not be cargo pants, skinny-style, capris, leggings, jeans, zip-off style pants, skirts, or rolled-up shorts. All bottoms must sit at the natural waist and fit properly without being too tight/revealing or too loose so that they sag.

Solid color socks must be worn in white, navy blue, grey, or black. Shoes must be closed-toe, sneakers are preferred.

Students are required to wear belts. Belts/belt buckles displaying offensive symbols, as deemed inappropriate by faculty or administration, are not to be worn. Additional adornments, such as chains, are not permitted.

School Uniform Policy for:
Union Park Charter Academy

K-5:

- Embroidered school logo polo in turquoise blue, short or long sleeved
- Screen-printed school logo grey PE T-Shirt (optional in K-5 and worn on PE days only)

6-8:

- Embroidered school logo polo in royal blue, short or long sleeved
- Screen-printed school logo grey PE T-Shirt (required when taking PE)
- Screen-printed school logo navy PE shorts (required when taking PE)

All:

- Khaki or navy bottoms (shorts, slacks, skorts)
- Belt
- White socks
- Closed toe and heel shoes
- Solid color sweater, sweatshirt, or windbreaker (no hoodies, logos, or designs are allowed).

All other Florida schools

Students in grades K-5

Embroidered school logo red polo, short or long sleeved

Khaki or navy bottoms (shorts, slacks, skorts)

Screen-printed school logo on grey PE T-Shirt (optional in K-5/worn on PE days only)

Students in grades 6-8

Embroidered school logo navy blue or white polo, short or long sleeved

Khaki or navy bottoms (shorts, slacks, skorts)

Screen-printed school logo on grey PE T-Shirt (required when taking PE)

Screen-printed school logo on navy PE shorts (required when taking PE)

All Students in K-8

In class, the only outerwear that students may wear over their uniform is an authorized solid color sweater, sweatshirt, or windbreaker. Specific colors or requirements may be determined by school leadership. No hoodies, logos or designs are allowed unless it is school spirit wear.

Bottoms are not required to be purchased from the uniform store (though can be) and must have belt loops, worn with a belt. The bottoms may not be cargo pants, skinny-style, capris, leggings, jeans, zip-off style pants, skirts, or rolled-up shorts.

Solid color socks must be worn in white, navy blue, grey, or black. Shoes must be closed-toe, sneakers are preferred.

Students are required to wear belts. Belts/belt buckles displaying offensive symbols, as deemed inappropriate by faculty or administration, are not to be worn. Additional adornments, such as chains, are not permitted.