



**Apparel and Merchandise Provider
Request for Proposal (RFP)**

RFP INFORMATION AT A GLANCE

Bid Title:	GREEN Charter Schools Apparel and Merchandise Provider
Send Proposals To:	Haley Thomas, Branding & Merchandise Coordinator c/o GREEN Charter Schools Email: hthomas@scgreencharter.org
Due Date & Time:	Due Date: 1:00pm November 1st, 2024

GREEN Charter Schools, hereinafter referred to as "GREEN," is requesting Proposals for a comprehensive Apparel and Merchandise Provider. All documents enclosed herein are to be considered part of this Request for Proposal (RFP). Each vendor is expected to carefully review all information contained in the Proposal Documents. All requirements set forth herein are to be adhered to without exception. Any deviations must be explained fully and may be cause for rejection.

All Proposals must be prepared as described below to facilitate comparison and evaluation. Failure to follow the format or to adequately address an area may cause the proposal to be deemed unresponsive and therefore be excluded from consideration. Any proposed deviation from the requested scope of services must be noted and fully explained. GREEN reserves the right to consider relevant information from various sources during the evaluation process to make a more informed decision.

GENERAL INFORMATION: GREEN Charter Schools, a non-profit educational provider based in South Carolina, is soliciting Proposals from qualified, interested bidders, for the items listed within this RFP document. GREEN is a tuition-free charter school network serving grades K-12. GREEN has seven campuses located across the state of South Carolina. The school is overseen by a Governing Board.

School	Address
GREEN Charter Elementary School	1440 Pelham Rd Greenville, SC 29615
GREEN Charter Middle School	211 Century Dr Greenville, SC 29607
GREEN Charter School Midlands	7820 Broad River Rd Irmo, SC 29063
GREEN Charter School Spartanburg	8150 Warren H. Abernathy Hwy Spartanburg SC, 29301
GREEN Charter School Lowcountry	8717 Old University Blvd N. Charleston, SC 29406
GREEN Upstate High School	356 Bridgeway Blvd Simpsonville SC 29681
GREEN Charter School Simpsonville	1100 Brookfield Blvd Greenville, SC 29607



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GREEN Charter Schools is the only school network in the Southeast specializing in STEM & Energy Education, teaching students to think critically and problem solve about America's complex energy and technology challenges. Our schools utilize a curriculum written by the National Energy Education Development Project, whose sponsors and partners include major petroleum and utility companies like BP America, Citgo, Dominion Energy, and Duke Energy. This curriculum includes core subjects such as Math and English but places an emphasis on environmental science.

PURPOSE: This Request for Proposal (RFP) is for the purpose of obtaining competitive proposals to provide school uniforms, spirit wear, and merchandise services for GREEN Charter Schools.

The goal of GREEN Charter Schools' apparel and merchandise program is to provide quality apparel and merchandise in a timely manner to our stakeholders, to include organized delivery of orders, managed inventory, and customer satisfaction.

Proposals must be signed by an authorized representative of the company, who is legally authorized to enter a contractual relationship in the name of the company. The submittal of a quotation by a vendor will be considered by GREEN as constituting an offer by the vendor at the stated prices.

(PLEASE PRINT CLEARLY)

Company Name: _____

Address: _____

Telephone: _____

Contact Name: _____

Contact Title: _____

Authorized Representative Signature: _____

(Signature of the person legally authorized to submit this proposal).



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STATEMENT OF CONDITIONS

Please provide your best recommendations and associated costs for the products to be provided, as specified in this RFP document. Any deviation from the specifications must be identified and fully described. Any supplemental services and fees over and above the activities and prices in this RFP must be scoped separately and approved by GREEN prior to commencement of work. GREEN reserves the right to accept or reject a quotation on each item separately, or as a whole, and to waive any irregularities in a quotation. If unable to participate, please return this form so marked. GREEN reserves the right to consider relevant information from various sources during the evaluation process to make a more informed decision.

Proposal Submittal: Proposals shall be submitted via email to **hthomas@scgreencharter.org**. It is the exclusive responsibility of the vendor to ensure that the emailed documentation is received by GREEN before the time and date specified above. **Proposals received after the deadline date and hour specified will not be considered.**

Award: GREEN will award the winning vendor its services on November 8, 2024, with services to begin March 1, 2025.

Travel Time: If vendor intends to present a proposal in person (not required), travel will be at the vendor's own expense.

Validity Period: Proposals are deemed valid for **180 days**, and all quoted prices shall remain fixed during this period. The proposal may be extended, upon written agreement between GREEN and the vendor, for an additional 180-day period, if necessary, in adherence with the same terms and conditions contained within this document.

Insurance

Please provide written proof of insurance, to include limits and types, for the Vendor's business entity.

Confidentiality

All RFP materials are confidential and will be discussed solely within the evaluation team.



**Apparel and Merchandise Provider
Request for Proposal (RFP)**

TABLE OF CONTENTS

Authorized Representative Signature:..... 2

STATEMENT OF CONDITIONS 2

I. RFP Submission and Award..... 5

II. Vendor Requirements 5

III. GREEN Requirements..... 6

IV. Product Information (ATTACHMENT A) 6

V. GREEN Dress Code Guidelines..... 7

VI. Evaluation Procedures 8



Apparel and Merchandise Provider Request for Proposal (RFP)

I. RFP Submission and Award

1. **Proposals will be accepted until 1:00pm on November 1st, 2024.** Proposals must be submitted as follows:
 - a. Electronic copy emailed to: Haley Thomas at **hthomas@scgreencharter.org**.
2. GREEN reserves the right to reject any or all proposals at its discretion.
3. Awards shall be made to the most qualified and responsible vendor whose proposal is the most responsive to this solicitation as judged by GREEN. The chosen vendor will be the one whose experience, capabilities, and resources demonstrate the ability to perform the services requested.
4. It is the responsibility of the prospective vendor to fully inform themselves of the conditions, requirements, and specifications contained within this RFP before submitting a proposal. Failure to do so may result in disqualification.
5. Proposals shall include the following information:
 - a. An overview of vendor company and vendor profile including but not limited to company history, corporate structure, financial stability, business locations, technology, number and type of employees, services offered, experience with similar engagements, data security practices, and client list.
 - b. An executive summary and detailed plan to address fulfillment of this RFP.
 - c. Vendor-suggested product list (utilize Attachment A.)
 - d. Pricing (per item and bulk; utilize Attachment A.)
 - e. Process Details (include all aspects from ordering to delivery).
 - f. Value Added Details (i.e., any volume discounts/rebates).
 - g. Unique products, ideas, ordering processes, etc., specific to vendor that would benefit GREEN.
 - h. Case studies and examples of similar projects completed within a specified timeframe.
 - i. Three (3) current references, including all contact information.
6. If additional information is required, please contact: Haley Thomas, GREEN Brand & Merchandise Coordinator, in writing at: **hthomas@scgreencharter.org**.

II. Vendor Requirements

1. The vendor shall propose products that would best fulfill GREEN's needs in regard to uniforms, spirit wear, and merchandise, etc. (Please review GREEN's Dress Code Guidance; see Attachment A.)
2. The vendor shall propose a price per-item based on both individual and bulk sales (utilize Attachment A).
3. The vendor shall maintain adequate inventory of apparel and merchandise items and communicate when replacement items are necessary. Colors are to be approved by GREEN.
4. Each applicable item for GREEN will have an embroidered or printed school logo.
5. Vendor shall work with GREEN to ensure the ordering, production, and shipping processes align to GREEN's apparel brand and mission for Owl Owffitters – www.owloffitters.com.



**Apparel and Merchandise Provider
Request for Proposal (RFP)**

- a. Owl Owtfitters is designed to be a “one-stop-shop” which GREEN stakeholders can visit to order uniforms, spirit wear, and merchandise. A full list of current products is available on the Owl Owtfitters website.
- 6. Orders will be fulfilled within two (2) weeks of vendor’s receipt of the order form.
- 7. Vendor will work with GREEN to establish a “start of school” ordering process for customers and ensure that all orders placed during this time are in stock and timely delivered.
- 8. Payment shall be made directly to the vendor from GREEN for all orders monthly unless agreed otherwise.
- 9. Vendor will fulfill orders via shipping at a flat rate cost and provide GREEN's Branding & Merchandise Coordinator with the tracking information for all customer orders.
- 10. Returns or damaged items will be resolved between the vendor and the customer.
- 11. Vendor will report to GREEN the quantity of items purchased and provide documentation as requested.
- 12. Vendor will maintain varying stock and update GREEN as to quantities of said stock, low in-stock product items, and out-of-stock product items, and offer alternatives.
- 13. Vendor will maintain the integrity of GREEN Charter Schools' Brand Guidelines.
- 14. Vendor will be willing to explore/discuss corporate relationships pertaining to instruction and course pathways for GREEN's High School students related to business or design.
- 15. Provide GREEN with product samples no later than the due date contained within this RFP.

III. GREEN Requirements

- 1. GREEN will provide the vendor with the GREEN Charter Schools Branding Guidelines.
- 2. GREEN will provide the vendor with all necessary logos.
- 3. GREEN will provide the vendor with historical order data.
- 4. GREEN will notify the vendor of GREEN parent information sessions and registration dates two weeks in advance of the events.
- 5. GREEN will provide payment in a timely manner.

IV. Product Information (ATTACHMENT A)

GREEN requests that a table similar to the one below be provided to the school for price comparisons.

Item	Item Description/ Supplier	Sizes Available	Price Per Item	Bulk Pricing per 10 Items
Short Sleeve Polo				
Long Sleeve Polo				
Short Sleeve T-shirt				
Long Sleeve T-shirt				



**Apparel and Merchandise Provider
Request for Proposal (RFP)**

Zipper Sweatshirt				
Hooded Sweatshirt				
Zip-up Fleece				
Youth Jumper				
Khaki Pants				
Khaki Shorts				
Khaki Skirts				
Other Option				
Other Option				
Other Option				
Other Option				

V. GREEN Dress Code Guidelines

The following Dress Code Guidelines are provided to assist our families and applies to all students at GREEN. Deviation from the Dress Code results in a call to parents/legal guardians for a change of clothing or in possible disciplinary action for repeated offenses.

All clothing must be neat and clean without rips, tears, holes, patches, or frayed edges. Students should be dressed and groomed in a manner which keeps the focus on learning.

Attire for School Buildings:

Shoes

- Closed toe shoes are required.
- Slippers, flip flops, sandals, shoes with wheels, and open toed shoes are prohibited.
- Tennis shoes are required for PE classes.

Bottoms

- All bottoms must be khaki or navy blue. Shorts must be at least fingertip length when standing with arms at the sides.
- Skirts, skorts, shorts, capri pants, and regular pants are permitted.
- All bottoms must be worn at the waist and undergarments shall not be visible.
- Leggings, athletic wear, sweatpants, joggers, and overalls are prohibited.
- Bike shorts or leggings for under skirts or jumpers are recommended.
- Students in **grades K-5** may also wear tan or navy jumpers with the school logo over a polo shirt in navy blue, green, or white.
- Students at **GREEN Charter Middle School and GREEN Upstate High School** may wear jeans in standard shades of blue denim with no rips, tears, holes, patches, or frayed edges.



**Apparel and Merchandise Provider
Request for Proposal (RFP)**

Tops

- GREEN Charter School-issued or approved logo shirts are required.
- GREEN Charter School logo outwear is permitted.
- Solid navy-blue vests, cardigans, sweaters, sweatshirts, and jackets are permitted.
- Any color long sleeved t-shirt may be worn under a short-sleeved polo shirt during colder months.

Head Coverings and Hair

- Hats are not allowed. Only religious head coverings are permissible.
- Hair color and hair style should not be distracting to the learning environment.

Jewelry and Accessories

- All jewelry and accessories must be school appropriate. Spiked, oversized, or distracting or dangling items are not allowed.

Attire for Dress Down Days, Field Trips, and Other Events During School Hours

- Clothing worn on these days may not be revealing, expose undergarments, or display suggestive wording or illustrations.
- Leggings are not permitted unless worn under a dress or tunic top of appropriate length.

Note: GREEN Charter Schools-issued/approved branded apparel can be purchased through Owl Owtfitters at www.owlowtfitters.com.

Please note that students may only wear GREEN logo wear which has been issued by GREEN Charter Schools. Parents, staff, and students are prohibited from creating, distributing, or selling clothing or any other items with the GREEN logo or GREEN brand insignia.

VI. Evaluation Procedures

GREEN's evaluation committee shall review all properly submitted proposals and will use the following criteria to score proposals. **GREEN will accept proposals until 1:00pm on November 1, 2024 and notify the winning vendor on November 4, 2024, with services to begin March 1, 2025.**

Criteria	Possible Points (Total 100)
Customer Service	40 (0, 20, 40)
Logistics and Distribution	25 (0, 13, 25)
Cost/Price	20 (0, 10, 20)
Inventory Management	10 (0, 5, 10)
References and Past Performance	5 (0, 3, 5)



Apparel and Merchandise Provider Request for Proposal (RFP)

Customer Service – Vendor employees should provide expedient, courteous, and high-quality customer service while maintaining an organized environment conducive to excellent customer service. The serviced customers will include, primarily, the GREEN Branding & Merchandise Coordinator, and GREEN Stakeholders who place orders for apparel or merchandise. Customers should be served through a variety of mediums including, but not limited to, phone and email. GREEN and its stakeholders will have reasonable expectations for a typical response time from the vendor. Vendors should be prepared to accept exchanges based on size or fit, as well as returns for damaged items. (40)

Logistics and Distribution – Vendor agrees to service all GREEN locations beginning March 1, 2025. Vendor will provide a thorough and robust forecast of all apparel and/or merchandise items the vendor intends to provide, including sizes, colors, styles, and genders. Vendor will be open to working with GREEN on modifications to items as requested. The responsibility of ordering, supplying, decorating, sorting, and distributing apparel and merchandise lies solely with the vendor. It is recommended that vendors outline all processes from design phase through production. (25)

Cost/Price – Vendors agree to provide items at a pre-negotiated price that will remain fixed throughout the course of any agreement without any increase in price without the approval of the GREEN Branding & Merchandise Coordinator. Vendors who can provide an incentive program to encourage early buying, discounts, rebates, and/or free items should describe these programs in the proposal. (20)

Inventory Management – Vendors may hold inventory at their facility, or order products as needed as long as the required timeline is met, and GREEN receives excellent customer service. Vendors will communicate proactively regarding any product issues and propose alternatives as needed. (10)

References and Past Performance – Vendor must demonstrate the ability to meet expectations, manage relationships, troubleshoot, and provide excellent customer service. (5)