



Request for Proposal – Student Uniforms

Return by February 2, 2024

TO:

DATE _____

NAME: _____

Type or Print

SIGNATURE: _____

TELEPHONE: _____

FAX No.: _____

E-MAIL: _____

Dear Sales Department:

We are requesting a proposal for services for the items listed below. Please retain one copy of this form for your records and return one copy. Questions concerning the items should be directed to Jodi Marshall, Office Manager at 570-966-1034 or jmarshall@sun-tech.org.

Thank you,

A handwritten signature in blue ink that reads "Jodi L. Marshall".

Jodi Marshall
Office Manager

Enclosure

**SUN Area Technical Institute
Request for Proposal
Student Uniforms**

Requirements for the uniform process are as follows:

- All shirt colors/print colors are specific by program and listed below;
- All shirts shall be imprinted with the SUN Tech logo;
- All program uniform shirts shall be available in individual item or packages as listed;
- All program uniform shirts shall have a “tall” option for students when available;
- Programs with scrubs/pants/other uniforms are listed separately below and should include the SUN Tech logo (where possible links for samples of these items are provided);
- Information on the ordering process shall be provided to SUN Tech to disseminate to students/parents/guardians;
- An online ordering and payment platform shall be available;
- An option for cash/check ordering shall be available;
- Uniforms/Packages shall have an option for home delivery or delivery to SUN Tech;
- Uniforms/Packages shall be separated and bagged by student order.
- Items that cannot be provided should be simply marked with a N/A.

Please provide a quotation for the items listed below.

| Advertising Art & Design Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|--|-------------------------------|-------------|--------------------|------------------|-----------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1- Crewneck Sweatshirt | Cotton Blend | S-4XL | Burgandy | White | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Burgandy | White | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Burgandy | White | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Burgandy | White | |
| Sweatshirt, Hooded | Cotton Blend | S-4XL | Burgandy | White | |

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| Auto Technology Program | 20 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| <u>Short Sleeve Dickies Button Down Shirt</u> Navy Blue | | | Navy Blue | White | |
| <u>Long Sleeve Dickies Button Down Shirt</u> Navy Blue | | | Navy Blue | White | |
| Navy Blue Work Pant | | | N/A | N/A | |

| Carpentry Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1-Crewneck Sweatshirt | Cotton Blend | S-4XL | Ash | Black | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Ash | Black | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Ash | Black | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Ash | Black | |

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| Collision Repair & Technology Program | 20 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-----------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1-Crewneck Sweatshirt | Cotton Blend | S-4XL | Red | Black | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Red | Black | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Red | Black | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Red | Black | |
| Sweatshirt, Hooded | Cotton Blend | S-4XL | Red | Black | |

| Computer Networking Technology Program | 24 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-----------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1-Crewneck Sweatshirt | Cotton Blend | S-4XL | Royal Blue | White | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Royal Blue | White | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Royal Blue | White | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Royal Blue | White | |
| Sweatshirt, Hooded | Cotton Blend | S-4XL | Royal Blue | White | |

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| Cosmetology Program | 20 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-Polo Shirts, 1- Crewneck Sweatshirt | Cotton Blend | S-4XL | Black | White | |
| Polo, Short Sleeve | Cotton Blend | S-4XL | Black | White | |

| Criminal Justice Program | 20 Potential Enrollees | | | | Your Quoted Unit Price |
|--|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-Polo Shirts, 1-Crewneck Sweatshirt | Cotton Blend | S-4XL | Black | White | |
| Polo, Short Sleeve | Cotton Blend | S-4XL | Black | White | |
| Khaki Tactical Pant | | All | | N/A | |

| Culinary Arts Program | 24 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Moroccan Chef Coat - Red | | | | White | |
| Classic Chef Pant 2"Black | | | | N/A | |
| Poplin Chef Hat Black | | | | N/A | |

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| Dental Health Technology Program | 20 Potential Enrollees | | | | Your Quoted Unit Price |
|--|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Ceil Blue Scrub Set | | | | Black | |
| Ceil Blue Scrub Jacket | | | | Black | |

| Diesel & Truck Technology Program | 20 Potential Enrollees | | | | Your Quoted Unit Price |
|--|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Short Sleeve Dickies Button Down Shirt Navy Blue | | | Navy Blue | White | |
| Long Sleeve Dickies Button Down Shirt Navy Blue | | | Navy Blue | White | |
| Navy Blue Work Pant | | | N/A | N/A | |

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| Electrical Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|--|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1- Crewneck Sweatshirt | Cotton Blend | S-4XL | Charcoal | White | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Charcoal | White | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Charcoal | White | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Charcoal | White | |
| Sweatshirt, Hooded | Cotton Blend | S-4XL | Charcoal | White | |

| Health Professions – Nurse Aide Program | 20 Potential Enrollees | | | | Your Quoted Unit Price |
|--|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Navy Blue Scrub Set | | | | White | |

| Health Professions – Patient Care Technician Program | 20 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Black Scrub Set | | | | White | |

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| HVAC Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|--|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1- Crewneck Sweatshirt | Cotton Blend | S-4XL | Oxford/Sports Grey | Black | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Oxford/Sports Grey | Black | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Oxford/Sports Grey | Black | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Oxford/Sports Grey | Black | |
| Sweatshirt, Hooded | Cotton Blend | S-4XL | Oxford/Sports Grey | Black | |

| Masonry Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|--|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1 -Crewneck Sweatshirt | Cotton Blend | S-4XL | Sand | Black | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Sand | Black | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Sand | Black | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Sand | Black | |
| Sweatshirt, Hooded | Cotton Blend | S-4XL | Sand | Black | |

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| Mechatronics Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1-Crewneck Sweatshirt | Cotton Blend | S-4XL | Black Heather | White | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Black Heather | White | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Black Heather | White | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Black Heather | White | |
| Sweatshirt, Hooded | Cotton Blend | S-4XL | Black Heather | White | |

| Precision Metalworking Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1-Crewneck Sweatshirt | Cotton Blend | S-4XL | Forrest Green | White | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Forrest Green | White | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Forrest Green | White | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Forrest Green | White | |

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| Welding Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1-Crewneck Sweatshirt | 100% Cotton | S-4XL | Navy Blue | White | |
| T-Shirt, Long Sleeve | 100% Cotton | S-4XL | Navy Blue | White | |
| T-Shirt, Short Sleeve | 100% Cotton | S-4XL | Navy Blue | White | |
| Sweatshirt, Crewneck | 100% Cotton | S-4XL | Navy Blue | White | |
| Sweatshirt, Hooded | 100% Cotton | S-4XL | Navy Blue | White | |

| Wood, Design & Technology Program | 18 Potential Enrollees | | | | Your Quoted Unit Price |
|---|-------------------------------|-------------|--------------------|------------------|-------------------------------|
| Silk Screened Product Description | Material | Size | Shirt Color | Ink Color | |
| Package Special 5-T's, 2-Long Sleeve T's, 1-Crewneck Sweatshirt | Cotton Blend | S-4XL | Indigo Blue | Black | |
| T-Shirt, Long Sleeve | Cotton Blend | S-4XL | Indigo Blue | Black | |
| T-Shirt, Short Sleeve | Cotton Blend | S-4XL | Indigo Blue | Black | |
| Sweatshirt, Crewneck | Cotton Blend | S-4XL | Indigo Blue | Black | |
| Sweatshirt, Hooded | Cotton Blend | S-4XL | Indigo Blue | Black | |

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Will there be a charge to provide order sheets/ordering brochures to be included in the SUN Tech letter to parents and if so, abwhat is the charge?

_____ No _____ Yes \$ _____
Charge

Is there a charge to set up online ordering and payments? _____ No _____ Yes \$ _____

What is the process for cash/check orders and payments? _____

Can families opt to have the items shipped to their home for an additional charge? _____ No _____ Yes

What is the delivery process to SUN Tech for items not shipped to home?

What is the optimum date, orders should be submitted to you from the students/parents, for the order to be delivered to students to meet the mandate to wear the shirt the first day of school (typically the 3rd week of August)?

Date

If new students enroll in August and order shirts, how many days does it usually take from the date the order is received to be delivered? _____Days

Is there an administrative site where orders placed by students can be traced or tracked? _____