

**HOUSING AUTHORITY OF NEW ORLEANS
PROCUREMENT AND CONTRACTS DEPARTMENT
PROCUREMENT OF UNIFORM SHIRTS FOR ASSET MANAGEMENT STAFF
REQUEST FOR QUOTES #15-913-26**

4100 TOURO STREET
NEW ORLEANS, LA 70122
DATE: FRIDAY, MAY 15, 2015

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

CONTACT: _____

PHONE # _____ FAX # _____ EMAIL: _____

CONTRACT ADMINISTRATOR: DIANNE WILTZ-HUNLEY; PHONE: (504) 670-3249; FAX: (504) 286-8224

QUOTE DUE BY: FRIDAY, MAY 29, 2015 @ 2:00 pm

SCOPE OF SERVICES:

See Attached

Special Instructions and Required Submittal Documents:

1. All required submittal documents shall be delivered or faxed to Audrey Plessy, Procurement Manager at (504) 286-8224, no later than **2:00 p.m., CST on Friday, May 29, 2015**.
2. Submit this RFQ document and the attached Quote Form indicating unit price per item.
3. Questions are to be submitted in writing to: Dianne Wiltz-Hunley, Contract Administrator, at dwiltz@hano.org.

QUOTE VALID UNTIL: _____

QUOTE SUBMITTED AND AUTHORIZED BY: _____ ON _____ 20____

HANO reserves the right to execute a Contract/Purchase Order with the responsible individual(s), firm(s), or organization(s), which provide the greatest benefit to this agency, not necessarily the lowest price.

THIS IS NOT AN ORDER REQUEST

**HOUSING AUTHORITY OF NEW ORLEANS
PROCUREMENT AND CONTRACTS DEPARTMENT
PROCUREMENT OF UNIFORM SHIRTS FOR ASSET MANAGEMENT STAFF
REQUEST FOR QUOTES #15-913-26**

SCOPE OF SERVICES

The Housing Authority of New Orleans (HANO) seeks to procure uniform shirts for its Asset Management staff. Sizes and exact quantities to be purchased will be determined by HANO after award. The awarded contractor shall guarantee proper fit, and shall warrant workmanship and quality of materials used. Delivery of the shirts to be determined by HANO subsequent to award.

SHIRT SPECIFICATIONS:

Shirts shall be dark green or "stone" in color. The "HANO" logo shall be embroidered above the left breast of each shirt; the individual staff names (first Initial and last name, ex. "J. Doe") shall be embroidered in gold on the right side of the shirt using the same type face as the HANO logo.

Required sizes will vary: M, L, XL, 2XL, 3XL, 4XL, and 6XL. The manufacturer, type and specifications of the shirts are as follows:

K500-Port Authority® Silk Touch™ Polo (Manufacturer: San Mar) or equal

- 5-ounce, 65/35 poly/cotton pique
- Flat knit collar and cuffs
- Metal buttons with dyed-to-match plastic rims
- Double-needle armhole seams and hem
- Side vents

Adult Sizes: Medium - 6XL

K500LS-Port Authority® Long Sleeve Silk Touch™ Polo with Pocket (Manufacturer: San Mar) or equal

- 5-ounce, 65/35 poly/cotton pique
- Flat knit collar and cuffs
- Double-needle armhole seams and hem
- 3-button placket
- Metal buttons with dyed-to-match plastic rims
- Side vents

Adult Sizes: Medium - 4XL

K500LSP-Port Authority® Long Sleeve Silk Touch™ Polo with Pocket (Manufacturer: San Mar) or equal

- 5-ounce, 65/35 poly/cotton pique
- Flat knit collar and cuffs
- Double-needle armhole seams and hem
- 3-button placket
- Metal buttons with dyed-to-match plastic rims
- Side vents

Adult Sizes: Medium - 4XL

L500-Port Authority® Ladies Silk /Touch Polo Shirt (Manufacturer: San Mar) or equal

- 5-ounce, 65/35 poly/cotton pique
- Flat knit collar and cuffs
- Metal buttons with dyed-to-match plastic rims
- Double-needle armhole seams and hem
- Side vents

Adult Sizes: Medium - 6XL

S508-Port Authority® Short Sleeve Easy Care Shirt (Manufacturer: San Mar) or equal

- 4.5-ounce, 55/45 cotton/poly
- Button-down collar
- Dyed-to-match buttons
- Patch pocket
- Box back pleat

Adult Sizes: Medium - 6XL

HANO LOGO COLOR SPECIFICATIONS:

HANO Green – R (13), G (128), B (91)

Yellow – R (210), G (179), B (46)

Housing Authority of New Orleans (blue text) – R (105), G (148), B (192)

Refer to attached HANO logo PDF for specific color matching.

HOUSING AUTHORITY OF NEW ORLEANS
 PROCUREMENT AND CONTRACTS DEPARTMENT
 PROCUREMENT OF UNIFORM SHIRTS FOR ASSET MANAGEMENT STAFF
 REQUEST FOR QUOTES #15-913-26
 QUOTE FORM

SHIRT DESCRIPTION	SHIRT SIZES and UNIT COSTS															Total Cost
	M Unit Cost	Est. No. of Units	L Unit Cost	Est. No. of Units	XL Unit Cost	Est. No. of Units	2XL Unit Cost	Est. No. of Units	3XL Unit Cost	Est. No. of Units	4XL Unit Cost	Est. No. of Units	6XL Unit Cost	Est. No. of Units	Total Est. No. of Units	
K500-Port Authority® Silk Touch™ Polo, Manufacturer: SanMar, or equal – Dark Green	\$ _____	15	\$ _____	15	\$ _____	17	\$ _____	12	\$ _____	3	\$ _____	4			66	\$ _____
K500-Port Authority® Silk Touch™ Polo, Manufacturer: SanMar, or equal - Stone									\$ _____	1					1	\$ _____
K500LS-Port Authority® Long Sleeve Silk Touch™ Polo with Pockets, Manufacturer: SanMar, or equal – Dark Green	\$ _____	9	\$ _____	12	\$ _____	19	\$ _____	10	\$ _____	3			\$ _____	2	55	\$ _____
L500-Port Authority® Ladies Silk Touch™ Polo, Manufacturer: SanMar, or equal -Stone									\$ _____	1					1	\$ _____
K500LSP-Port Authority® Long Sleeve Silk Touch™ Polo with Pocket or equal – Dark Green			\$ _____	9		\$ _____	8								17	\$ _____
S508-Port Authority® Short Sleeve Easy Care Shirt or equal - Stone					\$ _____	4			\$ _____	4					8	\$ _____
TOTAL EXTENDED COST															148	\$ _____

Company Name _____
 By: _____
 Signature _____
 Name (Print or Type) _____

Title: _____
 Date: _____