



Request for Proposal (RFP)

Uniform Shirts and Embroidery

RFP Release Date: September 21, 2026

Proposal Due Date: Monday, November 2, 2026, by 5:00 PM (EST)

Submission Email: Purchasing@SarasotaTaxCollector.gov

The Sarasota County Tax Collector's General Terms and Conditions (the "Terms and Conditions") govern this RFP. Any response to this Request for Proposal shall be considered an agreement to be bound by the Terms and Conditions.

1. Introduction

The Sarasota County Tax Collector's Office invites qualified firms or individuals to submit proposals to provide uniform shirts and embroidery services.

2. Scope of Services

The selected vendor will be expected to meet or exceed the following goals and deliverables:

- **Embroidery**
 - Minimum of Three Color Embroidery.
 - Vendor should also provide additional pricing structure for embroidery greater than three colors.
 - Embroidery applied to bulk shirt orders
 - Embroidery applied to shirts provided by Tax Collector Employees

- A logo file will be provided and the vendor will be required to digitize it for the embroidery.

- **Bulk Shirt Orders**

- At least once per year there will be a bulk order.
- Men and Women's shirts.
- Vendor needs to provide multiple styles and colors including a base polo shirt.
 - E.g. Polo, camp, short-sleeve, long-sleeve, etc.
 - Tax Collector's current shirt manufacturer, styles, and colors are available as an attachment to this RFP.
 - Vendors are not required to provide the same brands as in the attachment. The Tax Collector's currently used items are provided merely as a reference. Vendors may use the same brands, or propose other manufacturers that could provide a more cost-effective solution.
 - Vendor should confirm that they can provide the same or similar colors.
 - Any additional color options can be provided, along with their cost.
 - All shirts must be delivered with Tax Collector's logo embroidered upon the left breast of the shirt, and possibly on the sleeve. An example can be provided upon request.

- **Fleece Jackets**

- Vendor should mention whether it can accommodate embroidered fleece jackets and/or similar products.

- **Information on Vendor's available ordering methods.**

- E.g. whether vendor has customizable online stores for customers with all of the products.
- Be able to describe how employees will make their selection. Through a website, online store, email, spreadsheet, etc.

3. Proposal Requirements

Proposals should include the following:

1. **Cover Letter** summarizing your firm's interest and understanding of the project.
2. **Qualifications and Experience** including, if applicable, examples of similar work with government or public agencies.
3. **Approach and Methodology** for meeting the Scope of Services and performance metrics.
4. **Project Team** names, titles, and relevant experience of key personnel.
5. **Timeline and Deliverables** for implementation.
6. **Pricing Structure** Break down pricing per item listed in Section 2 Scope of Services. Include whether or not minimum orders are required.
7. **References** (minimum of three clients).
8. **Foreign Country of Concern Attestation and Human Trafficking Attestation Form**

4. Evaluation Criteria

The contract shall be awarded to the responsive and responsible vendor's submitting the proposal which best meets the Tax Collector's needs. Price will be considered along with the above options. Preference shall be given to local businesses where applicable.

The Tax Collector is aware that the prices of shirts can vary greatly based upon the economy. As such, part of the proposal is locking in the embroidery cost. The shirt cost shall be a best estimate of ranges.

This proposal may not be limited to a single supplier. Responsive vendors with strong pricing, goods, and interfaces may receive orders.

5. Submission Instructions

All proposals **must** be submitted **electronically**, in PDF format, by **5:00 PM EST** on Monday, November 2, 2026, to Purchasing@SarasotaTaxCollector.gov.

Responses submitted by any other means will not be considered. Late submissions will not be accepted. Responder shall assume full responsibility for timely delivery of the proposal.

Questions may be directed to the same email address with the subject line:

“RFP Inquiry – Uniform Shirts and Embroidery”. No questions or requests for clarification received after 5:00 PM EDT October 20 will be answered. All questions, and respective answers, will be posted online at www.SarasotaTaxCollector.gov/Procurement.

All other unsolicited communications regarding the procurement may subject the bid to disqualification.

6. Terms and Conditions

Any Purchase Order or Agreement will be subject to the *Tax Collector General Terms and Conditions of Purchase Orders* ([Sarasota County Tax Collector General Terms & Conditions of Purchase Orders](#)).

Additionally, the Sarasota County Tax Collector’s Office reserves the right to:

- Reject any or all proposals, in whole or in part.
- Request additional information from any respondent.
- Negotiate terms and conditions with the selected vendor.
- Terminate the solicitation process at any time.

7. Anticipated Timeline

*****THE ANTICIPATED SELECTION DATE IS A BEST ESTIMATE. IF SELECTION IS MADE LATER, THE INSPECTION/DISPUTE PERIOD AND CONTRACT START DATE SHALL BE ADJUSTED ACCORDINGLY*****

Event	Date
RFP Issued	September 21, 2026
Question Submission Deadline	October 20, 2026
Proposals Due	November 2, 2026

Event	Date
Review Period and Negotiation	November 2 – November 16, 2026
Anticipated Selection	November 17, 2026
Inspection/Dispute Period	November 18 – November 24, 2026 OR THE SEVEN DAYS FOLLOWING THE SELECTION.
Contract Start Date	December 1, 2026