

**Return Bid To:**

**CITY OF GUNTERSVILLE**  
**341 GUNTER AVENUE**  
**GUNTERSVILLE, ALABAMA 35976**  
**(256) 571-7560**

**BID OPENING DATE & TIME:**  
**FRIDAY, SEPTEMBER 8, 2017 AT 2:00 P.M.**  
**BIDS MUST BE RECEIVED BY THIS DATE & TIME**

**LOCATION:** CONFERENCE ROOM  
2ND FLOOR – CITY HALL,  
MUNICIPAL BUILDING,  
GUNTERSVILLE, ALABAMA

**INVITATION FOR ANNUAL BIDS FOR**  
**T-SHIRTS AND SCREEN PRINTING**

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the City of Guntersville, Guntersville, Alabama will receive competitive bids on the above item(s) for the Parks and Recreation Department, City of Guntersville, and/or any agencies thereof.

The City of Guntersville reserves the right to accept and/or reject any and all bids.

Signed:

  
Betty Jones,  
City Clerk  
City of Guntersville

**VENDOR'S RESPONSE:**

**VENDOR'S NAME** \_\_\_\_\_

**VENDOR'S ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative**

\_\_\_\_\_  
**Typed or Printed Name**

**\*\*\*IF SHEET ISN'T SIGNED, BID IS VOID!!\*\*\***



**Heavyweight 100% Cotton Short Sleeve Shirt:**

	<u>Screen on Front &amp; Back- One Color</u>	<u>Screen on Front &amp; Back- Multi Color</u>
<b>GILDAN:</b>		
Youth (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (XXL-XXXXL)	\$ _____ EA	\$ _____ EA

	<u>Screen on Front- One Color</u>	<u>Screen on Front- Multi Color</u>
<b>GILDAN:</b>		
Youth (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (XXL-XXXXL)	\$ _____ EA	\$ _____ EA

**Heavyweight 100% Cotton Long Sleeve Shirt (Screen on Front & Back):**

	<u>One Color</u>	<u>Multi Color</u>
<b>GILDAN:</b>		
Youth (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (XXL-XXXXL)	\$ _____ EA	\$ _____ EA

**Performance Crew Short Sleeve Shirt (Screen on Front & Back):**

	<u>One Color</u>	<u>Multi Color</u>
Youth (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (XXL-XXXXL)	\$ _____ EA	\$ _____ EA

**Comfort Colors 100% Cotton Tank Top (Screen on Front):**

	<u>One Color</u>	<u>Multi Color</u>
Youth (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (XXL-XXXXL)	\$ _____ EA	\$ _____ EA

\*\*\*\*\*

**VENDOR'S RESPONSE:**

I hereby agree to furnish/deliver the above named items on or by the dates requested and hereby certify that all specifications set above will be met.

\_\_\_\_\_  
 Authorized Representative

**\*\*\*IF SHEET ISN'T SIGNED, BID IS VOID!\*\*\***



**Sweatshirt- Crewneck & Heavyweight (Screen on Front):**

	<u>One Color</u>	<u>Multi Color</u>
Youth (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (XXL-XXXXL)	\$ _____ EA	\$ _____ EA

**Sweatshirt- Hooded & Heavyweight (Screen on Front):**

	<u>One Color</u>	<u>Multi Color</u>
Youth (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (Small-XL)	\$ _____ EA	\$ _____ EA
Adult (XXL-XXXXL)	\$ _____ EA	\$ _____ EA

**\*\* PRICING IF CUSTOMER PROVIDES ITEMS TO BE SCREEN PRINTED \*\***

Set Up Charge for Retained Screen: \$ \_\_\_\_\_ Each

<u>Printing Quantity</u>	<u>One Color</u>	<u>Multi Color</u>
1-71	\$ _____ EA	\$ _____ EA
72-143	\$ _____ EA	\$ _____ EA
144-287	\$ _____ EA	\$ _____ EA
288-UP	\$ _____ EA	\$ _____ EA

Additional Price for Fill-Ins:\$ \_\_\_\_\_ Each

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**VENDOR'S RESPONSE:**

**I hereby agree to furnish/deliver the above named items on or by the dates requested and hereby certify that all specifications set above will be met.**

\_\_\_\_\_  
**Authorized Representative**

**\*\*\*IF SHEET ISN'T SIGNED, BID IS VOID!\*\*\***

### **SPECIAL INSTRUCTIONS TO BIDDERS**

- (1) The successful bidder shall begin furnishing bid materials on October 1, 2017 after receiving notice to proceed and continue furnishing said materials until September 30, 2018. The City of Guntersville reserves the right to negotiate with another bidder for the bid items if the low bidder cannot supply the materials within two (2) weeks from the placement of order. At the end of the 1 year term, if both parties agree, this contract could be extended.
- (2) Delivery must be guaranteed a maximum of two weeks from date of order.
- (3) Where applicable the vendor's bid price shall include the furnishing of all operator manuals, instructions, etc.
- (4) It shall be the bidder's responsibility to possess all proper County, State, and Federal license and shall familiarize oneself with and shall comply with all Federal, State, and local laws, ordinances and regulations.
- (5) No substitutions without prior Recreation Department approval of material. Substituted material should be of greater quality than original.
- (6) The City of Guntersville reserves the right to award this contract as a whole or in part, whichever is in the best interest of the City of Guntersville.
- (7) Bids may be submitted either by mail or in person; however, the City of Guntersville will not be responsible for the security of mailed bids. (Also, if mailing bid, please be advised that we do not receive mail before 2:00 P.M. daily, therefore mail early to ensure prompt arrival).
- (8) By the signing and submitting of this bid, the vendor certifies that he/she is an equal opportunity employer.
- (9) Bidders are required to use this "*Invitation for Bids.*" Failure to do so will be cause for rejection of bid.
- (10) Bidders shall bid all items, sign, and return all sheets in the "*Invitation for Bids*". Failure to do so will be cause for rejection of bid.
- (11) Each individual bid must be submitted in a sealed envelope with the word "*BID*" and name of bid item marked on outside of envelope.
- (12) Please be advised that in the event a bid is received from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within the City of Guntersville and the bid is no more than three percent (3%) greater than the bid of the lowest responsible bidder, the Mayor and City Council of the City of Guntersville may award the contract to the resident responsible bidder.

### **BIDDER ACKNOWLEDGEMENT**

**By signing and submitting the above bid, your company acknowledges that the quoted prices cannot be changed during the period of time stated, no can any type of surcharge or escalation charge be assessed without agreement from City Officials. Your company also understands the information set out in the Special Instructions to the Bidders and understands that not following the instructions could lead to bid disqualification.**

#### **Vendor's Response:**

**I hereby understand the information set out in the Special Instructions to the Bidders and understand that not following the instructions could lead to bid disqualification.**

\_\_\_\_\_  
**Authorized Representative**

**\*\*\*IF ALL SHEETS ARE NOT SIGNED, BID IS VOID!!\*\*\***