



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

**BID OPENING DATE & TIME:**  
**THURSDAY, SEPTEMBER 26<sup>th</sup> 2024, AT 2:00 P.M.**  
**BIDS MUST BE RECEIVED BY THIS DATE & TIME**

**LOCATION:**  
CONFERENCE ROOM 2ND FLOOR  
CITY HALL/MUNICIPAL BUILDING,

**INVITATION FOR ANNUAL BIDS FOR**  
**SHIRTS, SCREEN PRINTING AND EMBROIDERY**

In accordance with the Laws of Alabama, notice is hereby given that the City of Guntersville, Guntersville, Alabama will receive competitive bids on the above item (s) for City of Guntersville, and/or any agencies thereof for a period of time beginning October 1, 2024 until September 30, 2025.

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

Signed:

Betty Jones,  
City Clerk  
City of Guntersville

**BIDDER'S RESPONSE:**

**BIDDER'S NAME** \_\_\_\_\_

**BIDDER'S ADDRESS** \_\_\_\_\_

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

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

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

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

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

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

<b>100% Cotton Heavyweight Short Sleeve Shirt - Screen Print on <i>Front &amp; Back</i></b>		
Gildan or Equivalent (list brand below) Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>100% Cotton Heavyweight Short Sleeve Shirt - Screen Print on <i>Front Only</i></b>		
Gildan or Equivalent (list brand below) Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>100% Cotton Heavyweight Long Sleeve Shirt - Screen Print on <i>Front &amp; Back</i></b>		
Gildan or Equivalent (list brand below) Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>100% Cotton Heavyweight Long Sleeve Shirt - Screen Print on <i>Front Only</i></b>		
Gildan or Equivalent (list brand below) Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>100% Polyester Performance Crew Short Sleeve Shirt - Screen Print on <i>Front &amp; Back (No Brand Preference)</i></b>		
Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>100% Polyester Performance Crew Short Sleeve Shirt - Screen Print on <i>Front Only (No Brand Preference)</i></b>		
Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

<b>100% Polyester Performance Crew Long Sleeve Shirt - Screen Print on <i>Front &amp; Back</i> (No Brand Preference)</b>		
Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>100% Polyester Performance Crew Long Sleeve Shirt - Screen Print on <i>Front Only</i> (No Brand Preference)</b>		
Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>50% Poly/50% Cotton Performance Crew Short Sleeve Shirt - Screen Print on <i>Front &amp; Back</i> (No Brand Preference)</b>		
Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>50% Poly/50% Cotton Performance Crew Short Sleeve Shirt - Screen Print on <i>Front Only</i> (No Brand Preference)</b>		
Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>50% Poly/50% Cotton Performance Crew Long Sleeve Shirt - Screen Print on <i>Front &amp; Back</i> (No Brand Preference)</b>		
Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>50% Poly/50% Cotton Performance Crew Long Sleeve Shirt - Screen Print on <i>Front Only</i> (No Brand Preference)</b>		
Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

**Heavyweight Crewneck Sweatshirt - Screen Print on *Front & Back* (No Brand Preference)**

Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

**Heavyweight Crewneck Sweatshirt - Screen Print on *Front Only* (No Brand Preference)**

Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

**Heavyweight Hooded Sweatshirt - Screen Print on *Front & Back* (No Brand Preference)**

Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

**Heavyweight Hooded Sweatshirt - Screen Print on *Front Only* (No Brand Preference)**

Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

**100% Poly Dry Mesh Short Sleeve Polo Shirt w/out Pocket – Logo Embordered on Left Chest Area (No Brand Preference)**

Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

**100% Poly Dry Mesh Short Sleeve Polo Shirt with Pocket – Logo Embordered Above Pocket (No Brand Preference)**

Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

<b>Cotton/Poly Blend Short Sleeve Button Down Shirt – Logo Embordered Above Pocket</b>		
Port Authority or Equivalent (list brand below) Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$
<b>Cotton/Poly Blend Long Sleeve Button Down Shirt – Logo Embordered Above Pocket</b>		
Port Authority or Equivalent (list brand below) Brand	1 Color	Multi-Color
Youth Small - XL	\$	\$
Adult Small - XL	\$	\$
Adult XXL-XXXXXL	\$	\$

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

Set Up Charge for Embroidery: \$ \_\_\_\_\_

**BIDDER’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

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**SPECIAL INSTRUCTIONS TO BIDDERS**

1. This bid shall be good for the period beginning October 1, 2024 and going through September 30, 2025. At the end of the 1-year term, if both parties agree, this contract could be extended. 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. It shall be the bidder’s responsibility to possess all proper City, County, State, and Federal license and shall familiarize oneself with and shall comply with all Federal, State, and local laws, ordinances, and regulations.
3. 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.
4. 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. 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.
5. By signing and submitting of this bid, the vendor certifies that he/she is an equal opportunity employer.
6. Bidders are required to use this “*Invitation for Bids*” paperwork. Failure to do so will be cause for rejection of bid.
7. 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.
8. Each individual bid must be submitted in a sealed envelope with the word “*BID*” and the name of bid item marked on outside of envelope.
9. 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.

**Bidder’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!\*\*\***