

CITY OF TOPEKA

FINANCIAL SERVICES, Contracts & Procurement Div.
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Date: May 10, 2011
REPLY NOT LATER THAN: May 13, 2011 @ 2:00 PM

REQUEST FOR QUOTATION
BID #PC-073-11 FILE #157
T-Shirts – RE-BID
WPC – Amy Davison

PROPOSAL

These specifications were written with the intent of permitting competitive bidding. The City of Topeka reserves the right to waive minor deviations in the specifications which inadvertently restrict bidding to a single manufacturer (or vendor) or when such deviations do not alter nor deter the City from accomplishing the intended use or function.

However, it shall be the bidder's responsibility to advise the City of Topeka of any specifications, language, other requirements or any combinations thereof, which restricts or limits bidding. Such notification must be submitted in writing and must be received by the Contracts and Procurement Division no later than five (5) days prior to the bid closing. Each bid shall include descriptive literature and specifications on the product bid. However, the providing of this material shall not be considered a substitute for listing deviations.

T-shirts for WPC crews to reasonably comply with the following specification.

The City of Topeka Water Pollution Control Division is requesting bids on the following items. **Include freight costs in your bid.** These T-shirts are to be purchased on an annual schedule. *It is routine for the Water Pollution Control Division to place one (1) annual large (est. 360 to 400 t-shirts + or -) order prior to or during the spring season.*

T-shirt fabrics are to be either 100% cotton or a cotton-polyester blend (no more than 50/50 blend).

All T-shirts are to be screen printed with the City of Topeka logo (logo design supplied by WPC) on upper right chest of the T-shirt (located on left side opposite of pocket, if applicable or as otherwise specified). Employee first initial and last name are to be screen printed at the bottom left segment of the t-shirt. WPC shall indicate preference for screen print ink colors on T-shirts colors when ordering.

BID PRICE SHALL INCLUDE SCREEN PRINT COSTS PER GARMENT ORDERED.
See Table 1 (pg.3) for logo design.

This contract shall be in effect for a one (1) year period from the date of award. The City of Topeka reserves the right to renew this contract for two (2) additional one (1) year periods, subject to acceptable performance by the contractor and by mutual consent of both parties under the same terms and conditions of the award.

1. T-shirts **with** Pocket (Short Sleeve)
6.1 oz., 100% cotton preshrunk cotton (ash is 99% cotton/1% polyester) T-shirt with five-point left chest pocket. Quarter-turned. Seamless collar. Taped shoulder-to-shoulder. Fully double-needle stitched. In color choices: Ash and Royal (blue). Available in sizes from S – 5X

- *Gildan Ultra Cotton 2300 Cotton T-shirt with Pocket or equivalent*

Each \$ _____ sizes S-XL
Each \$ _____ sizes 2X & up

2. T-shirts **with** Pocket (Short Sleeve)
5.6 oz., 50/50 pill resistant preshrunk T-shirt with five-point left chest pocket. Quarter-turned. Double-needle top-stitched neckline. Seamless collar. Taped shoulder-to-shoulder. Fully double-needle stitched. In color choices: Ash and Royal (blue). Available in sizes S - 5X

- *Gildan Ultra Blend 8300 50/50 T-shirt with Pocket or equivalent*

Each \$ _____ sizes M-XL
Each \$ _____ sizes 2X & up

3. T-shirts TALL **without** Pocket (Short Sleeve)
6.1 oz., 100% cotton preshrunk cotton (ash is 99% cotton/1% polyester) T-shirt with five-point left chest pocket. Quarter-turned. Seamless collar. Taped shoulder-to-shoulder. Fully double-needle stitched. In color choices: Ash and Royal (blue). Available in sizes from S – 5X

- *Gildan Ultra Cotton PC61T Cotton T-shirt or equivalent*

Each \$ _____ sizes S-XL
Each \$ _____ sizes 2X & up

4. T-shirts **with** Pocket (Long Sleeve)
5.6 oz., 100% cotton preshrunk cotton T-shirt with five-point left chest pocket. Quarter-turned. Double-needle collar and bottom hem. Neck and shoulder tape. In color choices: Light Steel or Navy (blue). Available in sizes S – 5X

- *Gildan Ultra Cotton G2410 100% Cotton Long Sleeve T-shirt or equivalent*

Each \$ _____ sizes M-XL
Each \$ _____ sizes 2X & up

5. T-shirts without Pocket (Long Sleeve)

5.6 oz., 100% cotton preshrunk cotton T-shirt with five-point left chest pocket. Quarter-turned. Double-needle collar and bottom hem. Neck and shoulder tape.

In color choices: Light Steel or Navy (blue). Available in sizes S – 5X

- *Gildan Ultra Cotton G2400 100% Cotton Long Sleeve T-shirt or equivalent*

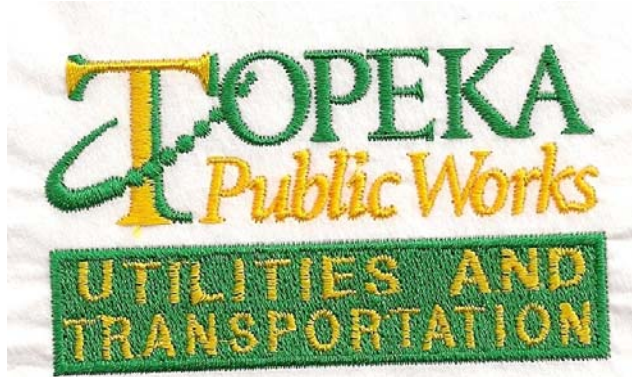
Each \$ _____ sizes M-XL

Each \$ _____ sizes 2X & up

Vendor Name: _____

Authorized Signature _____

Table 1



BRAND NAMES SHOWN ARE GIVEN ONLY FOR INFORMATIONAL PURPOSES TO DEMONSTRATE THE STYLING AND QUALITY REQUIRED. BIDS ON EQUIVALENT PRODUCTS ARE INVITED AND ENCOURAGED.

PLEASE QUOTE ON THESE FORMS, YOUR BEST PRICE, TERMS, AND DELIVERY ON THE ARTICLES DESCRIBED ABOVE. VENDOR MUST FILL IN ALL COSTS TO RECEIVE CONSIDERATION, SIGN YOUR NAME AND OFFICIAL SIGNATURE AND MAIL COMPLETED FORM BACK TO BUYER.

PROVIDE SUFFICIENT LITERATURE FOR BID EVALUATION. ALL COSTS LISTED ABOVE WILL BE INCLUDED IN THE EVALUATION.

Delivery: Number of days after receipt of detailed order _____ days. (If item in stock)

Terms and Conditions of this bid:

- NET 30 DAYS
- FOB DESTINATION, FREIGHT PREPAID AND ALLOWED.
- NO WORK SHALL BE DONE OR ITEMS PROCURED WITHOUT A PURCHASE ORDER NUMBER.

Bids on items reasonably comparable to the above are invited. Bidders should submit complete descriptive literature and specifications or their bids may not be considered.

Evaluation will be based on best value, cost versus quality and warranty. Bidders are advised to provide technical feature design information/documentation for evaluation.

The City will determine the total bid by taking the vendors bid price for each item and multiplying them by the shirts to be ordered in the initial order. Then the total bid will be analyzed and the award made to the lowest responsive and responsible bidder. The City reserves the right to accept or reject any and all bids and all or part of a bid and to waive informalities, technical defects and minor irregularities in the bids received. The City will consider bids submitted on an "all or nothing" basis if the bid is clearly designated as such. The City may accept any item or group of items of any bid unless otherwise stated in the bid invitation or unless the bidder qualified the bid by specific limitations.

Please quote on this form your best price, terms and delivery, on the articles described above. Vendor must complete all blank lines to receive consideration. Print your company name, your title, signature and all other information then **MAIL OR FAX** this completed form back to the address or number at the top.

Please put the bid number and date to be opened on the front of the envelope or the first page of the fax.

COMPANY NAME: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

BY (SIGNATURE): _____ TITLE: _____

PRINTED NAME: _____ DATE: _____

TELEPHONE #: _____ E-MAIL: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) or SOCIAL SECURITY NUMBER:

Phil Wolfe, CPPB
Procurement Officer II
pwolfe@topeka.org

Responses hand delivered or received by mail, courier or any other means after this deadline will not be accepted.

City of Topeka, Kansas