



June 22, 2022

**STATE OF ALABAMA
COUNTY OF SHELBY**

INVITATION TO BID – SHORT SLEEVE T-SHIRTS

Sealed bids for **SHORT SLEEVE T-SHIRTS** will be received in the office of the County Manager, Administration Building- Shelby County, 200 West College St, Room 123, Columbiana, Alabama 35051 until **2:30 p.m. July 7, 2022** at which time bids will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning this bid, please contact Kendall Williams at kwilliams@shelbyal.com.

GENERAL INFORMATION

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID – SHORT SLEEVE T-SHIRTS** with opening date and time. Late bids will not be opened.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the file and Commission Minutes.

Should there be a change in ownership or management the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. The contract is not transferable by either party.

The County may cancel this contract at any time for any reason, provided a thirty day written notice is given.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document; or
- C. Failure to include requested information or other details of the bid.

CONTRACT PERIOD/PRICING

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

IMMIGRATION LAW

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

METHOD OF AWARD

The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of The Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission.

Shelby County requires a purchase order for all purchases/services. Copies of purchase orders shall be required by vendor for orders to be processed and invoices paid.

Please provide your bid response in triplicate, one original and two copies.



Chad Scroggins
County Manager

Specifications for Unisex Triblend Short Sleeve Tee

Shirt Details:

- Retail fit
- Tear away label
- Side seamed
- Triblend Colors: 3.8 oz, 50/25/25 poly Airlume combed and ring spun cotton/rayon, 40 singles

Additional Features:

- Available in colors:
 - Mustard Triblend, or comparable
 - Steel Blue Triblend, or comparable
 - Ice Blue Triblend, or comparable
 - Storm Triblend, or comparable

Recommended Care Guide:

- Machine wash warm
- Wash inside out
- Only non-chlorine bleach
- Tumble-dry low
- Do not iron decoration
- Do not dry clean

Samples:

All bids must be accompanied by a sample tee shirt. Bids without samples will be disqualified. In addition, the manufacturer shall provide instructions for Use. This may be provided on a garment label, to included special care instructions and appropriate precautions to observe.

T-shirt Price Sheet
Single-sided print, full color

	1-100 quantity	101- 250 quantity	251-500 quantity	501-999 quantity	1000+ quantity
	Cost per shirt	Cost per shirt	Cost per shirt	Cost per shirt	Cost per shirt
Small					
Medium					
Large					
X-Large					
2 X Large					
3 X Large					
4 X Large					
5 X Large					
6 X Large					
7 X Large					

T-shirt Price Sheet

Double-sided print, full color

	1-100 quantity	101- 250 quantity	251-500 quantity	501-999 quantity	1000+ quantity
	Cost per shirt	Cost per shirt	Cost per shirt	Cost per shirt	Cost per shirt
Small					
Medium					
Large					
X-Large					
2 X Large					
3 X Large					
4 X Large					
5 X Large					
6 X Large					
7 X Large					

T-shirt Price Sheet
Single-sided print, one color

	1-100 quantity	101- 250 quantity	251-500 quantity	501-999 quantity	1000+ quantity
	Cost per shirt	Cost per shirt	Cost per shirt	Cost per shirt	Cost per shirt
Small					
Medium					
Large					
X-Large					
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6 X Large					
7 X Large					

Logo usage and design:

- All design proofs must be presented via email
- All designs must be approved with written and/or email approval before production begins

Additional Specification/Bid Notes:

- **Delivery shall be made to Shelby County Tourism & Events, 1123 County Services Drive; Pelham, AL 35124**
- Shipping is not included in the shirt pricing. It will be paid upon receipt of shipping invoice provided through/ by the awarded vendor
- Please state within your response the anticipated delivery term after order is received. (4 weeks, 6 weeks, etc.)

There will be a minimum of 2200 shirts ordered.

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS:

NAME OF COMPANY: _____

SIGNATURE : _____

ADDRESS: _____

TELEPHONE: _____

BID BOND: (If Applicable) _____

Sworn to and subscribed before me this the _____ day of _____ 2022

Notary Public

My Commission Expires: _____