



Purchasing Department
 100 E Normal – McClain 106
 Kirksville, MO 63501
 660.785.4159 660.785.7337 (fax)

REQUEST FOR BID

This Is Not An Order

Bid Request Number	2018-006
Date Published	August 3, 2017

BID MUST BE RECEIVED NO LATER THAN

Date and Time	Thursday, August 17, 2017 2:00 PM CDT
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Please indicate: Minority Business

Yes _____
 No _____

Contact Person: Lori Davenport, Buyer
 660.785.4159
purchasingbuyer@truman.edu

Bid Description: 2017 Alumni Homecoming Apparel

STATEMENT: In compliance with the Laws of the State of Missouri, Chapter 34 (M.R.S. 1969), we hereby ask for bids FOB: Kirksville, Missouri, on the following items. Questions to be directed as outlined in specifications. All responses must be submitted on this official Request for Bids form and be signed.

Name of Company	Authorized Representative (Printed Name) / Title
Street Address	Authorized Signature
City, State, Zip Code	Telephone / Fax Numbers
Federal Tax ID Number / Social Security Number	Email Address

BID RETURN INSTRUCTIONS: Completed bid can be faxed to 660.785.7337, e-mailed to purchasingbuyer@truman.edu or sent via U.S. Postal Service or other carrier. Print or type the Bid Number and Return Date in the lower left hand corner of the envelope or package.

**** IMPORTANT ****

By virtue of statutory authority, a preference will be given to materials, products, supplies, provision, and all other articles produced, manufactured, made or grown within the state of Missouri. See additional Missouri Preference Information attached.

**** NON-DISCRIMINATION ****

All contractors and sub-contractors doing business with the University must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by a contractor or subcontractor is found to exist, the University must take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all bidders' lists until corrective action is made an ensured, and referral to the Attorney General's Office.

**** IMPORTANT NOTICE ****

In order for any vendor to receive the additional Missouri preference as outlined in Executive Order 03-27, the economic impact documentation must be submitted with your quotation for consideration by Truman; otherwise, no additional Missouri preference will be given. See Attachment No. 1 for submission requirement. This applies even to Missouri vendors.

MISSOURI PREFERENCE INFORMATION ATTACHED

Please check if the Missouri Preference applies and if you have included the required information with your response.

_____ YES – Additional Missouri Preference is requested and all required documentation has been submitted for this consideration. See Attachment No. 1, Missouri Preference Information, Item A-E, for required documentation. This applies even to Missouri vendors.

_____ NO – I am not requesting Missouri Preference and thus have not submitted any additional documentation.

SPECIFICATIONS AND GENERAL INFORMATION

1. Pricing must include apparel, printing, set-up and shipping charges.
 - Shipping: FOB Kirksville, Missouri 63501.
2. It is the University’s intent to award this bid “All or None”.
3. The University will choose one Group and one color within that Group. Bidders are required to submit one sample of each color and a color sample of the front of the shirt per the sample artwork provided. Samples must be received within five (5) business days of the bid closing. Failure to submit samples may result in disqualification of the bid.
 - Samples shall be submitted to Truman State University at no additional cost and will not be returned.
 - The bidder should identify the sample with the bidder’s company name, product brand and SKU information, Bid number, and the Group number.
 - Samples shall be sent to the address listed on the cover page of the bid document to the attention of Lori Davenport.
4. Items must be Brand stated or University approved equivalent.
5. Artwork color samples are provided. The University will supply final digital files (vector artwork) to the awarded supplier.. Please note that slight changes could be made on final artwork supplied to awarded supplier.
6. Upon award of bid, the selected supplier will submit to Purchasing a printed sample of each product per the specifications outlined for approval prior to an order being placed.
7. Quantities stated are estimates. Quantities may increase or decrease at the time of the initial order. At the time of bid publishing, Truman State University plans to purchase all items listed. However, Truman State University reserves the right to not purchase all items listed on bid.

8. Truman State University reserves the right to remove items from this bid if pre-sales indicate a lack of interest based on style and/or color.
9. Please submit a signed W9 for your company if you have not done business with Truman State University via Purchase Order in the last 12 months.
10. Multiple orders can be expected. Additional orders may be as large as the initial order. In the event of additional orders, Truman State University requires apparel of comparable quality, colors, cost and a turnaround time of five (5) business days.
11. All prices are per item and shall be indicated on the Pricing Page and be held firm for all orders placed against this bid. Truman State University shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, restock fees, etc.
12. Vendors are required to submit their response by the bid closing date.
13. A notice of award issued by the University does not constitute an authorization for shipment. The selected vendor must receive a properly authorized purchase order.
14. Any change to the contract, whether by modification and/or supplementation must be accomplished by an amended contract signed and approved by and between the authorized representatives of the selected vendor and the University or by a modified purchase order prior to the effective date of such modification. The selected vendor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communication by or from any person, shall be used or construed as an amendment or modification to the contract.
15. Each invoice submitted must be on the selected vendor's original descriptive business invoice form and must contain a unique invoice number. The purchase order number must be on all invoices.
16. All payment terms shall be as stated in the Terms and Conditions of the purchase order as stated on Truman's website (<http://businessoffice.truman.edu/purchasing/conditions/index.asp>). Payment terms should be net 30 days unless otherwise agreed to in writing by both parties. No deposit or prepayment is requested unless specifically noted on the Bidder's response AND approved by the University prior to award.
17. The selected vendor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of Truman State University. Therefore, the selected vendor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc. and agrees to indemnify, save, and hold the University, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
18. The selected vendor shall not substitute any item(s) that has been awarded to the vendor without the prior written approval of Truman State University's Purchasing Department.
19. The University reserves the right to allow the selected vendor(s) to substitute any product offered by the vendor on all unshipped and future orders if capabilities and quality are equal to or greater than the product under

contract and if prices are equal to or less than contract price. The University shall be the final authority as to acceptability.

20. Truman State University requires 3 business days to inspect and accept or reject all orders placed against this bid.
21. The selected vendor shall be responsible for replacing any item received in damaged condition at no cost to the University. This includes all shipping cost for returning non-functional items to the vendor for replacement.
22. All prices shall include all packing, handling, shipping, and freight charges, FOB Destination. The University shall not make additional payments or pay add-on charges, freight or shipping unless specifically described and priced in the bid.
23. The bidder shall submit firm fixed prices on the Pricing Page of the Bid. All pricing shall be considered firm for the duration of the contract period.
24. While evaluating the bids, a unit price conversion may be done to fairly evaluate bid prices. However, for any resulting contract, the unit of measure bid will be the unit of measure awarded. Bidders are encouraged to contact the Buyer prior to submission of their bid to discuss anticipated unit modifications. The bidder is cautioned that the University reserves the right to clarify the unit of measure modification or to disqualify the bid for that Group if the unit of measure modification is not deemed appropriate or in the best interest of the University.
25. All communication (both written and oral) must be between the vendor and the Buyer listed at the top of the bid document.
26. The award shall be made to the lowest price responsive bidder for each Group. The University reserves the right to reject any bid which is determined unacceptable for reasons which may include by are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet mandatory technical specifications, and/or 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or services by the bidder within the past three years. As deemed in its best interests, the University reserves the right to clarify any and all portions of any bidder's offer.

End of Specifications and General Information

Bid No. 2018-006
Exhibit A - Pricing Section

Shirts

- Only one Group will be chosen. From that chosen Group, only one color will be chosen
- Front Printing: Left Corner – design not to exceed 4" x 4"
- Back Printing: Full Back
- All printing must be with Tight Registration
- Colors:
 - Base Bid: 3-Color Front: Purple, White, Gold
 - Base Bid: 1-Color Back: Purple
 - *Alternate 1: 3-Color Front: Purple, White, Gold*
2-Color Back: Purple and a color to be determined
 - *Alternate 2: 3-Color Front: Purple, White, Gold*
3-Color Back: Purple and 2 additional colors to be determined

Group 1 Specification – Gildan G240 Ultra Cotton Long Sleeve T-Shirt or University Approved Equivalent

- Color: Sport Grey or Dark Heather **Brand/Weight of Shirt:** _____

Group	Item	Quantity	Estimated Quantities per Size				
1	1	360	75/Small 10/XXX-Large	75/Medium 5/XXXX-Large	100/Large	75/X-Large	25/XX-Large
BASE PRICE:			SMALL – LARGE \$ _____	XXX-LARGE \$ _____	X-LARGE \$ _____	XXXX-LARGE \$ _____	XX-LARGE \$ _____
ALTERNATE 1 PRICE:			SMALL – LARGE \$ _____	XXX-LARGE \$ _____	X-LARGE \$ _____	XXXX-LARGE \$ _____	XX-LARGE \$ _____
ALTERNATE 2 PRICE:			SMALL – LARGE \$ _____	XXX-LARGE \$ _____	X-LARGE \$ _____	XXXX-LARGE \$ _____	XX-LARGE \$ _____

Group 2 Specification – Comfort Colors C6014 RingSpun Long Sleeve T-Shirt or University Approved Equivalent

- Color: Gray, Graphite or Granite **Brand/Weight of Shirt:** _____

Group	Item	Quantity	Estimated Quantities per Size				
2	1	360	75/Small 10/XXX-Large	75/Medium 5/XXXX-Large	100/Large	75/X-Large	25/XX-Large
BASE PRICE:			SMALL – LARGE \$ _____	XXX-LARGE \$ _____	X-LARGE \$ _____	XXXX-LARGE \$ _____	XX-LARGE \$ _____
ALTERNATE 1 PRICE:			SMALL – LARGE \$ _____	XXX-LARGE \$ _____	X-LARGE \$ _____	XXXX-LARGE \$ _____	XX-LARGE \$ _____
ALTERNATE 2 PRICE:			SMALL – LARGE \$ _____	XXX-LARGE \$ _____	X-LARGE \$ _____	XXXX-LARGE \$ _____	XX-LARGE \$ _____

Group 3 Specification – Hanes 5186 RingSpun Cotton Beefy T-Shirt or University Approved Equivalent

- Color: Vintage Gray or Light Steel

Group	Item	Quantity	Estimated Quantities per Size				
3	1	360	75/Small 10/XXX-Large	75/Medium 5/XXXX-Large	100/Large	75/X-Large	25/XX-Large
BASE PRICE:			SMALL – LARGE \$ _____	X-LARGE \$ _____	XX-LARGE \$ _____	XXX-LARGE \$ _____	XXXX-LARGE \$ _____
ALTERNATE 1 PRICE:			SMALL – LARGE \$ _____	X-LARGE \$ _____	XX-LARGE \$ _____	XXX-LARGE \$ _____	XXXX-LARGE \$ _____
ALTERNATE 2 PRICE:			SMALL – LARGE \$ _____	X-LARGE \$ _____	XX-LARGE \$ _____	XXX-LARGE \$ _____	XXXX-LARGE \$ _____

Group 4 Specification - Gildan G5400 100% Cotton Long Sleeve T-Shirt

- Color: Sport Grey or Graphite Heather

Brand/Weight of Shirt: _____

Group	Item	Quantity	Estimated Quantities per Size				
4	1	360	75/Small 10/XXX-Large	75/Medium 5/XXXX-Large	100/Large	75/X-Large	25/XX-Large
BASE PRICE:			SMALL – LARGE \$ _____	X-LARGE \$ _____	XX-LARGE \$ _____	XXX-LARGE \$ _____	XXXX-LARGE \$ _____
ALTERNATE 1 PRICE:			SMALL – LARGE \$ _____	X-LARGE \$ _____	XX-LARGE \$ _____	XXX-LARGE \$ _____	XXXX-LARGE \$ _____
ALTERNATE 2 PRICE:			SMALL – LARGE \$ _____	X-LARGE \$ _____	XX-LARGE \$ _____	XXX-LARGE \$ _____	XXXX-LARGE \$ _____

Please state turnaround time for initial order upon notice of award (ARO). _____ ARO

Additional Orders

- ✓ Additional orders may be as large as the initial order. In the event of additional orders, Truman State University requires apparel of comparable quality, colors, cost and a turnaround time of five (5) business days. **Turnaround time for additional orders:** _____

Minimum quantity for additional orders: _____

End of Pricing Section

MISSOURI PREFERENCE INFORMATION

As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Executive Order 03-27 states Missouri state government agencies shall purchase a Missouri product unless it is determined that the value (including, but not limited to price, performance and quality) of the Missouri product does not meet the needs of the user. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri products versus the economic impact of products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations.

Vendors must provide the following information:

- a. A description of the proposed services that will be performed and /or the proposed products that will be provided by Missourians and/or Missouri products.
- b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
- c. A description of the Vendor's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
- d. If any products and/or services offered under this RFB are being manufactured or performed at sites outside the continental United States, the Vendor must disclose such fact and provide details with their proposal.
- e. MBE/WBE Certification. In accordance with Executive Order 98-21, firms are encouraged and may be required per the RFB to utilize certified minority and women-owned business in selecting other appropriate resources. Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the OEO Internet website and download an application at <http://www.oa.mo.gov/oEO/Application-profit.pdf> or contact the MBE/WBE Certification Program at 877.259.2963 or email heyern@mail.oa.state.mo.us.

_____ MBE _____ WBE _____ Both

In the evaluation of responses, preferences shall be applied in accordance with Chapter 34 RSMo. Vendors should apply the same preferences in selecting other appropriate resources. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preferences shall be given when quality is equal or better and delivered price is the same or less. Truman reserves the right to consider the value of money and any other economic impact factor as deemed appropriate and in the best interests of the University.