



University of North Alabama  
Office of Procurement  
UNA Box 5025  
Florence, AL 35632  
Phone: (256)765-4206  
Fax: (256)765-4329

**Bid No. 2011-04 For: T-Shirts for Event Promotions**

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**INVITATION FOR BIDS:**

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Purchasing Department, Bibb Graves Hall, Room 21, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on October 19, 2010.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a noted timeframes on the specification page. Time is of the essence to this bid and if delivery is not made within the time specified, the University reserves the right to cancel any order placed as a result of this bid. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.

**DIRECTIONS FOR MAILING BIDS:**

**Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.**

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO:	(If via U.S. Mail)	(If via commercial package delivery service)
	University of North Alabama	University of North Alabama
	Purchasing Department - Bid 2011-04	Purchasing Department - Bid 2011-04
	UNA Box 5025	Bibb Graves Hall, Room 21
	615 N Pine Street	One Harrison Plaza
	Florence, AL 35632-0001	Florence, AL 35632-0001

BID FOR: T-Shirts  
Bid No. 2011-04

**CAUTION** – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate.

**Bids received in the Purchasing Department after the specified date and time set forth above will not be considered and will be returned to the bidder**

**Bids will be opened in Bibb Graves Hall, Room 21 at 2:00 p.m. local time on October 19, 2010**

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Revised 1/30/08

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
**Signed by Company Representative**



**Bid No. 2011-04      For:    T-Shirts for Event Promotions**

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### ***INSTRUCTIONS TO BIDDERS***

1. All bidders are to submit bids on proposal forms furnished by the Director of Purchasing, University of North Alabama (forms enclosed). All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder. Telephone bids will not be accepted. Bids submitted by "fax" machine will not be accepted. All bids are to be mailed or delivered in a sealed envelope.
2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.
3. Pictures, descriptions, and specifications should accompany all bids when required or desirable. Samples may be required and, if so, shall be furnished free of cost to the Owner.
4. Reference to manufacturers, suppliers, catalog numbers, etc., is intended to set quality standards and does not preclude bids from others as long as quality standards are met. Offers of equal items shall state the brand and number or level of quality. Alternates will not be considered unless they conform to the specifications.
5. All bidders are required to submit unit prices and extended prices, where applicable, for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
6. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any and all bids and to waive informalities.
7. All prices submitted on the proposal are to be delivered prices to the University of North Alabama and shall not include any state or local sales tax.
8. Bidders should sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.
9. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.
10. Should a bidder find discrepancies in, or omissions from the bid documents or should he be in doubt as to their meaning, he should at once notify the Owner who will send written instructions to all bidders.
11. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
12. **EQUAL EMPLOYMENT OPPORTUNITY/U.S. FAIR LABOR STANDARDS ACT:** By signing this proposal, bidder certifies that bidder is in compliance with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38USC4212, Section 503 - Rehabilitation act of 1973 Title I of the Americans with Disabilities Act of 1990 42USC12101, and that any and all goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
**Signed by Company Representative**



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**PROPOSAL FORM**

In compliance with the University of North Alabama **INVITATION FOR BIDS** and **INSTRUCTIONS TO BIDDERS**, the undersigned hereby proposes to furnish and supply items to the University of North Alabama, Florence, Alabama, in strict accordance with the **SCHEDULE** and **SPECIFICATIONS**.

The undersigned bidder/proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees, and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder/proposer, potential bidder/proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid/proposal, to refrain from bidding/proposing, to manipulate or ascertain the price(s) of other bidders/proposers or potential bidders/proposers, or to secure through any unlawful act an advantage over other bidders/proposers or the university.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the bidder/proposer without consultation with other bidders/proposers or potential bidders/proposers or foreknowledge of the prices to be submitted in response to this solicitation by other bidders/proposers or potential bidders/proposers on the part of the bidder/proposer, its officers, partners, owners, providers, representatives, employees, or parties in interest, including the affiant.

**DATED:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**BY:** \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

**BUSINESS ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**NUMBER OF DAYS TO DELIVER AFTER ORDER IS RECEIVED:** \_\_\_\_\_

**TERMS:** \_\_\_\_\_

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Signed by Company Representative**



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**UNIVERSITY OF NORTH ALABAMA**

**VENDOR CERTIFICATION**

**PURSUANT TO ACT NO 2006-557**

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVER INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES IN ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THEIR COMPLIANCE WITH ACT NO 2006-557. THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

Bidder here certifies full compliance with Act No. 2006-557:

Date: \_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Signed by Company Representative**



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**State of Alabama**  
**Disclosure Statement**  
(Required by Act 2001-955)

ENTITY COMPLETING FORM

Agreement Number

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of good or services previously provided, and the amount received for the provision of such goods or services.

**Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?**

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**Signed by Company Representative**



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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature

Date

Notary's Signature

Date

Date Notary Expires

*Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
**Signed by Company Representative**



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This form must be completed and returned before any contract(s) will be issued by the University of North Alabama

**SPECIFICATIONS / REQUIREMENTS**

The University of North Alabama is seeking bids for the support of t-shirts over a period of 12 months. Pricing must remain consistent throughout the award period of this bid. Designs will be proposed and created as needed for each order. All Bidders should complete the quote form below and attach an itemized quote to detail the pricing parameters quoted here. All items must be quoted and every section complete.

Those interested in responding to this bid must provide a sample to determine shirt quality. The University reserves the right to choose the most suitable supplier based on quality, price and delivery capability.

**QUOTE**

**Detailed Quote Form on Following Pages**

**Shirt Brand Quoting:** \_\_\_\_\_

**Standard Delivery Commitment (ARO):** \_\_\_\_\_

**All Prices must reflect F.O.B. University of North Alabama, Florence, AL 35632-0001**

*Verbal communication shall have no force or affect whatsoever toward the entire agreement. The terms of this bid can only be changed, altered, modified or amended by written agreement from both parties in an amended bid document.*

For any questions regarding use or needed performance of this equipment  
Contact Danielle Palasak (256)765-5064; email: [dcpalasak@una.edu](mailto:dcpalasak@una.edu)

For questions regarding bid submission  
Contact the Office of Procurement, Cindy Conlon (256)765-4293; email [chconlon@una.edu](mailto:chconlon@una.edu)

**BIDDER'S NAME:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
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Bid No. 2011-04 For: T-Shirts for Event Promotions

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					Unit Price	Unit Price
Itm	Shirt Style	Printing	Shirt Color	Qty	SIZES: S - XL	XXL +
1	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) No pocket	Lg Silkscreen on Back only 2 colors	White	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
2	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) No pocket	Lg Silkscreen on Back only 2 colors	Color (to include Tie-Dyed	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
3	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) No pocket	Lg Silkscreen on Back only 3 - 4 colors	White	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
4	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) No pocket	Lg Silkscreen on Back only 3 - 4 colors	Color (to include Tie-Dyed)	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
5	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) No pocket	Lg Silkscreen on Back Small Insignia on front left Chest 2 colors	White	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____

BIDDER'S NAME: \_\_\_\_\_ BY: \_\_\_\_\_  
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Bid No. 2011-04 For: T-Shirts for Event Promotions

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					Unit Price	Unit Price
Itm	Shirt Style	Printing	Shirt Color	Qty	SIZES: S - XL	XXL +
6	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) No pocket	Lg Silkscreen on Back Small Insignia on front left Chest 2 colors	Color (to include Tie-Dyed)	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
7	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) No pocket	Lg Silkscreen on Back Small Insignia on front left Chest 3-4 colors	White	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
8	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) No pocket	Lg Silkscreen on Back Small Insignia on front left Chest 3-4 colors	Color (to include Tie-Dyed)	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
9	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) With a chest pocket	Lg Silkscreen on Back only 2 colors	White	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
10	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) With a chest pocket	Lg Silkscreen on Back only 2 colors	Color (to include Tie-Dyed)	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____

BIDDER'S NAME: \_\_\_\_\_ BY: \_\_\_\_\_  
Signed by Company Representative



Bid No. 2011-04 For: T-Shirts for Event Promotions

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					Unit Price	Unit Price
Itm	Shirt Style	Printing	Shirt Color	Qty	SIZES: S - XL	XXL +
11	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) With a chest pocket	Lg Silkscreen on Back only 3 - 4 colors	White	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
12	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) With a chest pocket	Lg Silkscreen on Back only 3 - 4 colors	Color (to include Tie-Dyed)	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
13	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) With a chest pocket	Lg Silkscreen on Back Small Insignia on front left Chest Pocket 2 colors	White	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
14	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) With a chest pocket	Lg Silkscreen on Back Small Insignia on front left Chest Pocket 2 colors	Color (to include Tie-Dyed)	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____

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					Unit Price	Unit Price
Itm	Shirt Style	Printing	Shirt Color	Qty	SIZES: S - XL	XXL +
15	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) With a chest pocket	Lg Silkscreen on Back Small Insigniaon front left Chest Pocket 3-4 colors	White	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____
16	Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight) With a chest pocket	Lg Silkscreen on Back Small Insigniaon front left Chest Pocket 3-4 colors	Color (to include Tie-Dyed)	50-99	\$ _____	\$ _____
				100-499	\$ _____	\$ _____
				500-999	\$ _____	\$ _____
				1000-4999	\$ _____	\$ _____
				5000+	\$ _____	\$ _____

**Reminder: All Prices must reflect F.O.B. University of North Alabama, Florence, AL 35632-0001**  
**A Sample must accompany quote representing the quality of shirts provided**

BIDDER'S NAME: \_\_\_\_\_ BY: \_\_\_\_\_  
Signed by Company Representative