



REQUEST FOR QUOTES  
RECREATION AND PARKS APPAREL  
FOR YOUTH AND ADULT PROGRAMS  
FOR THE CITY OF HANAHAN, SC BID NO.: COH#-070621

The City of Hanahan, SC is requesting quotes from qualified vendors for:

All recreation athletic and program uniform and t-shirts for **Fiscal Year 2021/2022** with option for one-year extension.

All bids must be sealed and will be received by the City of Hanahan, **UNTIL 12:00 P.M. – July 29<sup>th</sup>, 2021**. Please display the following on the outside packaging of the proposal, **Hanahan Recreation and Parks Apparel Quotes**. Any submittal received after the deadline will not be considered.

Submittals are to be mailed or hand-delivered to:

City of Hanahan Recreation & Parks  
1255 Yeamans Hall Rd.  
Hanahan, SC 29410  
Attn. Hanahan Recreation and Parks Apparel

All questions must be submitted in writing. The deadline for written questions is **July 16<sup>th</sup>, 2021 @ 12:00 p.m. (EST)**.

Written questions can be emailed to Danny Stewart. [dstewart@cityofhanahan.com](mailto:dstewart@cityofhanahan.com)

City of Hanahan Recreation and Parks  
1255 Yeamans Hall Road  
Hanahan, SC 29410  
(843) 266-0723 (PHONE)  
(843) 266-0725 (FAX)

## **INSTRUCTION TO BIDDERS**

**1. COMPLIANCE:**

All participating bidders, by their signature hereunder agree to comply with all of the conditions, requirements, and instructions of this bid as stated or implied. Upon submitting a bid proposal, the Bidder warrants that he/she is familiar with all provisions of the contract documents and agrees to comply with them.

**2. INTERPRETATION OF DOCUMENTS AND SPECIFICATIONS:**

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of Specifications, Schedules and Information Sheets or the proposed Contract Documents, he may submit to the Purchasing Agent a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by an addendum duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The city will not be responsible for any explanation or interpretation of such documents which anyone presumes to make on behalf of the city before expiration of the ultimate time set for the receipt of bids.

**3. PROPOSAL/BID:**

All proposals/bids must be made on the forms provided in this bid. No alterations in bids or in the printed forms thereof, by erasures, deletions, or interpolations will be acceptable unless each alteration is signed or initialed by the bidder; if initialed, the City may require the bidder identify the alteration so initialed. Each bid shall be mailed or delivered; each bid shall be enclosed in a sealed envelope, endorsed on the outside of the envelope with the words " Recreation and Parks Apparel" Such bids will be submitted to the City of Hanahan 1255 Yeamans Hall Road, Hanahan, SC 29410.

**4. SIGNATURES OF BIDDERS:**

Each Bidder shall sign his proposal, using his legal signature and giving his full business address. The person signing the proposal must be an officer of the company or partnership. Bids by partnerships shall be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the President, Secretary, or other persons authorized to bind it in the matter. The names of all persons signing should also be printed below the signature. A bid by a person who affixes to his signature the word, "President", "Secretary", "Agent" or other designation without disclosing his principal, may be held to be a bid of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

**5. QUALIFICATIONS OF BIDDERS:** Bidders may be requested to submit satisfactory evidence that they have a practical knowledge of the particular work bid upon, and that they have the necessary financial resources to complete the proposed work.

**6. WITHDRAWAL OF BID:**

No Bidder may withdraw his Bid for a period of sixty (60) days after the date and hour set for the opening herewith. A Bidder may withdraw his Bid at any time prior to the expiration of the period during which Bids may be submitted, by written request of the Bidder, which request must be signed in the same manner and by the same persons or person who signed the Bid.

**7. MISTAKES IN BIDDING INSTRUCTIONS:**

If the City makes a mistake in drafting the bidding instructions or any other contract documents, the City reserves the right to reject any or all bids, or to require that Bidders submit an alternate bid with adjustments made to correct the error(s). Such errors will be set forth in an addendum. If the Bidder has already been selected and has started performing work under the contract, and the City then discovers a mistake in the contract documents for which the City is responsible, the City may opt to reform the contract. If the mistake causes the Bidder to receive compensation for materials not used in the Work or for labor that would not be required for the Work, the contract price shall be decreased proportionally. If the mistake causes the Bidder to fail to bid on work which must be performed in order to properly complete the contract, the City may increase the contract price to equal the proportionate increase in the cost of required materials and labor caused to the Bidder. In the alternative, the city may solicit bids for such additional work, or the city may reassign such additional work to another Bidder, as the city deems appropriate. Nothing in this provision shall apply to mistakes made by the Bidder in completing the bid form or in performing the contract.

**8. PAYMENTS:**

Payment for all work performed under this Contract will be made by check, by the City within thirty (30) days after completion and acceptance of the work covered by the Contract. Partial estimates may be issued and paid as provided in the General Conditions.

**9. DEFENSE OF SUITS:**

In case any action at law or suit in equity is brought against the City, any officer, employee, or agent thereof, for or on account of the failure, omission, or neglect of the Contractor to do and perform any of the covenants, acts, matters, or things by this Contract undertaken to be done or performed, or for the injury or damage caused by the negligence of the Contractor or his Subcontractors or his or their agents, or in connection with any claim or claims based on the lawful demands of subcontractors, workmen, material, men or suppliers or machinery and parts thereof, equipment, power tools and supplies incurred in the fulfillment of Contract, the Contractor shall indemnify and save harmless the City, officers, employees, and agents of the City, of and from all losses, damages, costs (including attorney's fees), expenses, judgments, or decrees whatever arising out of such action of suit that may be brought as aforesaid.

10. **ACCEPTANCE OF BIDS:** The City of Hanahan reserves the right to reject any or all bids, to waive formalities, and to accept the bid which appears to be in the City's best interest.

11. **BID RESULTS:**

Bidders desiring to know bid results must enclose a self-addressed, stamped envelope with their bid. A bid summary sheet will be mailed after the bid opening. No bid results will be given over the telephone.

Each bidder may be required to show that former work performed by him has been handled in such manner that there are no just or proper claims pending against such work. No Bidder will be acceptable if he is engaged in any other work which impairs his ability to finance this Contract or provide proper equipment for the proper execution of the same. The city may request a list of other projects, if deemed necessary.

Each Bidder shall demonstrate his ability by meeting all requirements herein stipulated, if asked for them.

Wherever the word "Contract" appears, it shall be held to include all the documents as listed in the General Conditions. No less than all of the parts of the Contract Documents shall constitute the formal Contract.

**BID TO REMAIN OPEN SUBJECT TO ACCEPTANCE.**

**BONDS:**

- a. Bid Bond – Not Required
- b. Warranties and Guarantees. Workmanship warranty of 30 days

**\*\* COMPANIES MAY BE REQUIRED TO BE WITHIN A 125 MILE RADIUS OF THE CITY OF HANAHAN**

**BID FORM**

City of Hanahan  
1255 Yeamans Hall Rd.  
Hanahan, SC 29410

BID: Pursuant to the “advertisement for Bids” for the above named project, and being familiar with all contractual requirements therefore, the undersigned Bidder hereby proposes to furnish all labor, materials, tools, supplies, equipment, transportation, services and all other things necessary for the completion of the contractual work, and perform the work in accordance with the requirements and intent of the Contract Documents, within the time of completion set forth herein, for, and in consideration of the following prices.

Proposal of \_\_\_\_\_ (Hereinafter called **BIDDER** organized and existing under the laws of the state of \_\_\_\_\_ doing business as \_\_\_\_\_ to the **CITY OF HANAHAN** (hereinafter called City).

In compliance with your Advertisement for Bids, **BIDDER** hereby proposes to perform WORK on: “**2021/2022 RECREATION AND PARKS APPAREL**” in strict conformance with the **CONTRACT DOCUMENTS**, within the time set forth therein, and at the prices stated below.

By submission of this **BID**, each **BIDDER** certifies, and in case of a joint **BID** each party thereto certifies as to his own organization that this **BID** has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this **BID** with any other **BIDDER** or with any competitor.

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**BIDDER** hereby agrees to commence **WORK** under this contract on or before a date to be specified in the **NOTICE TO PROCEED** and to fully complete the **PROJECT** as indicated in the General Conditions.

## BID SUMMARY

\_\_\_\_\_  
(Company Name)

Hereby submits to the City of Hanahan, South Carolina the following bid items complete and in place as specified for the 2021/2022 Recreation and Parks Apparel.

**The following is a quote for the pricing and printing of assorted clothing items. Pricing should be for 2021/2022 Fiscal Year**

<b>Item Description</b>	<b>Price Per Item</b>
Jersey Knit T-Shirts 50/50 (Hanes, Russell, Jerzee)	
Football Jersey's Augusta 9566 or Champro or Equal product (Football)	
Major League/Minor League Replica Baseball Caps (Baseball)	
Major League/Minor League Replica Baseball Visors (Softball)	
Augusta Sportswear 1518, Champro Dri Gear 2 button Placket, or Equivalent Shirts (Baseball All-Stars)	
Augusta Sportswear 1675, Champro Dri Gear 2 button Placket, or Equivalent Shirts (Softball All-Stars)	
Augusta Sportswear 342163, Champro High Fice Flex Style, or Equivalent Ladies Shirt (Volleyball)	
Richardson 514 Caps	
Richardson 740 Visor	
Augusta Sportswear 5017/5012 or Equivalent 100% polyester Dri-Power Wicking Polo Shirt (Coach Polos)	
Augusta Sportswear 1731, Champro, or Equivalent (Basketball All-Stars)	
Sport -Tek Staff Shirts K469 or Equivalent	

The turn- around time between the time the order is placed and when the order is received will be **14** calendar days (including holidays). There **may be occasions where fill-in orders will need to be rushed delivered.**

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

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

By signing below, I will guarantee these prices will not change and be valid for the entirety of the 2021/2022 budget year. Hanahan Recreation and Parks Department does not guarantee any minimum or maximum number of teams, players, or sponsors. Purchases are based on the actual number of participants. In addition, it guarantees delivery of the entire order in the number of days agreed upon in the contract.

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

## APPAREL DESCRIPTION AND ESTIMATED QUANTITIES

### **SOCCER:**

All shirts must be jersey knit T-shirt style, a blend of 50 percent cotton and 50 percent polyester, 5.4 ounce or better, taped crew neck with a double needle hemmed short sleeve. Hanes, Russell, Jerzee, or equivalent. Sizes YM-AXXXL. One color Full front Screen print with team name or sponsor name/logo. 6" number screened or pressed on back and City Seal screened on left sleeve. All screen printing will be a contrasting color. **Screen color will be chosen by recreation department.**

*Approximate Number of Shirts:* 400 Youth  
100 Adult

### **FALL BASEBALL/SOFTBALL:**

All shirts must be jersey knit T-shirt style, a blend of 50 percent cotton and 50 percent polyester, 5.4 ounce or better, taped crew neck with a double needle hemmed short sleeve. Hanes, Russell, Jerzee, or equivalent. Sizes YM-AXXXL. One color Full front Screen print with team name or sponsor name/logo. 6" number screened or pressed on back and City Seal screened on left sleeve. All screen-printing will be a contrasting color. **Screen color will be chosen by recreation department.**

*Approximate Number of Shirts:* 80 Youth  
40 Adult

### **FALL SEASON BASEBALL CAP:**

Richardson 514 Cap. Adult and Youth Sizes. Two color lightning bolt letters (H) on front.

*Approximate number of hats:* 80 youth  
40 Adult

### **YOUTH VOLLEYBALL:**

Volleyball Jersey: Augusta Ladies MVP 92% polyester/8% wicking pinhole mesh. Full front two color screen and two color 4" number screened on front and two color 6" number screened on back. Or Champro High Five Girls long sleeve game jersey. Two color full front screen print with team name and 4" two color number on front and 6" two colors screened or pressed number on back.

*Approximate Number:* 50 Youth  
30 Adult



## **CHEERLEADING:**

All shirts must be jersey knit T-shirt style, a blend of 50 percent cotton and 50 percent polyester, 5.4 ounce or better, taped crew neck with a double needle hemmed short sleeve. Hanes, Russell, Jerzee, or equivalent. Sizes YM-AXXXL. One color Full front Screen print with team name or sponsor name. City Seal screened on left sleeve. All screen printing will be a contrasting color. **Screen color will be chosen by recreation department.**

*Approximate Number of Shirts:* Youth 90  
Adult 40

## **FOOTBALL:**

Football Jersey: Augusta Sports 9566 Youth Snap jersey or equivalent. Jersey shall be Full length, 100% polyester diamond mesh body 100% polyester dazzle two ply yoke and sleeves, 90% polyester/10% spandex side inserts, V-neck collar, front and back yoke is two layers Oversized shoulders and full-cut sleeves to accommodate pads, poly/spandex side inserts, Set-in sleeves with elastic cuffs, two needle coverstitch reinforced yoke, armholes, and side seams. Double needle hemmed bottom. Colors and sizes will be denoted. Full front two color screen with 6" number screened on front and sponsor name and 8" number screened or pressed on back. Or Champro First Down Dazzel Jersey. Dazzel polyester double ply cowl, Heavy spandex/Polyester side inserts, V-neck collar, full length.

*Approximate Number of Shirts:* Youth 70  
Adult 30

## **BASKETBALL:**

All shirts must be jersey knit T-shirt style, a blend of 50 percent cotton and 50 percent polyester, 5.4 ounce or better, taped crew neck with a double needle hemmed short sleeve. Hanes, Russell, Jerzee, or equivalent. Sizes YM-AXXXL. One color Full front Screen print with team name or sponsor name/logo. 6" number screened or pressed on back and City Seal screened on left sleeve. All screen printing will be a contrasting color. Screen color will be chosen by recreation department.

*Approximate Number of Shirts:* Youth 275  
Adult 150

## **SPRING YOUTH BASEBALL/SOFTBALL:**

All shirts must be jersey knit T-shirt style, a blend of 50 percent cotton and 50 percent polyester, 5.4 ounce or better, taped crew neck with a double needle hemmed short sleeve. Hanes, Russell, Jerzee, or equivalent. Sizes YM-AXXXL. One color Full front Screen print with team name or sponsor name/logo. 6" number screened or pressed on back and City Seal screened on left sleeve. All screen printing will be a contrasting color. Screen color will be chosen by recreation department.

*Approximate Number of Shirts:* Youth 400 -- Adult 25

**BASEBALL HATS:**

Baseball Caps: Minor/Major league Replica 6 panel polyester/cotton twill adjustable hook/loop tape closure 3D logo.

*Approximate Number of Hats:* Youth 300  
Adult 200

**SOFTBALL VISORS:**

Visors: Cotton/Polyester twill; three panel constructions; two-piece Velcro closure. Minor/Major League Replica.

*Approximate Number of Visors:* Youth 70  
Adult 50

**YOUTH BASEBALL ALL STAR UNIFORMS:**

Augusta Sportswear 1517/1518 Cutter jersey or equivalent. 100% polyester wicking knit, 92% polyester/8% spandex pinhole mesh, contrast color self-fabric collar, Contrast color front, side, and sleeve inserts, set-in sleeves, double needle hemmed sleeves and bottom. Full Front two color screen with two color number screened or pressed on back and front. Or Champro Dri Gear 2 button baseball jersey, Power Dri Gear 100% polyester flat back mesh 2 button placket front, contrasting colored shoulder inserts, side panels and piping.

*Approximate Number of Shirts:* Youth 50  
Adult 20

**YOUTH SOFTBALL ALL STAR UNIFORMS:**

Augusta Sportswear Ladies Firebolt Jersey Model Number 1674/1675 and or equivalent. 100% polyester wicking smooth knit, 100% polyester wicking, contrasting color, Duo Knit V-neck collar duo knit inserts Full Front two color screen with two color number screened or pressed on front and back. Or Champro Sleeveless Racer Back Softball Jersey 100% polyester flat back DRI GEAR mesh.

*Approximate Number of Shirts:* Youth 30  
Adult 12

**ALL STAR BASEBALL CAP:**

Richardson 514 Cap. Adult and Youth Sizes. Two color lightning bolt letters (H) on front.

*Approximate Number of Hats:* Youth 30  
Adult 48

**ALL STAR SOFTBALL VISORS:**

Richardson 740 pro-mesh visor

*Approximate number of visors:* Youth 24  
Adult 24

**ALL STAR COACHES SHIRTS:**

Augusta Sportswear Style 5017 100% polyester dri-power wicking textured knit Left Chest Embroidery

*Approximate Number of Shirts:* Adult 30

**YOUTH BASKETBALL ALL STAR UNIFORMS:**

Augusta Sportswear 1731 Youth and Adult Step Back Jersey. 100% polyester wicking smooth knit, 100% polyester wicking, contrasting color, Duo Knit V-neck collar duo knit inserts. Full Front two color screen with two color number screened or pressed on front and back or Champro BBJ23 PRIME BASKETBALL JERSEY.

*Approximate Number of Shirts:* Youth 50  
Adult 20

**ATHLETIC CAMP T-SHIRTS:**

All shirts must be jersey knit T-shirt style, a blend of 50 percent cotton and 50 percent polyester, 5.4 ounce or better, taped crew neck with a double needle hemmed short sleeve. Hanes, Russell, Jerzee, or equivalent. Sizes YM-AXXXL. One color Full front Screen print with team logo. City Seal screened on left sleeve. All screen printing will be a contrasting color. **Screen color will be chosen by recreation department.**

*Approximate Number of Shirts:* 250 Youth  
100 Adult

**SUMMER CAMP T-SHIRTS:**

All shirts must be jersey knit T-shirt style, a blend of 50 percent cotton and 50 percent polyester, 5.4 ounce or better, taped crew neck with a double needle hemmed short sleeve. Hanes, Russell, Jerzee, or equivalent. Sizes YM-AXXXL. One color Full front Screen print with team logo. City Seal screened on left sleeve. All screen printing will be a contrasting color. **Screen color will be chosen by recreation department.**

*Approximate Number of Shirts:* 400 Youth  
100 Adult

**\*\*IF OFFERING AN EQUAL SUBSTITUTE SHIRT OR JERSEY A SAMPLE MUST BE PROVIDED BEFORE ACCEPTANCE.**