

CITY OF NORTH CHARLESTON
INFORMAL BID
PQ-14-18
REPLY TO FAX (843) 745-1083
OR EMAIL – watienza@northcharleston.org

INFORMAL BID REQUEST: **NORTH CHARLESTON FIRE MUSEUM APPAREL**

REQUESTED BY: **NORTH CHARLESTON FIRE MUSEUM**

FOR TECHNICAL QUESTIONS PLEASE CONTACT: **MAX STERLING** at (843)740-5550
x 221 or email address msterling@northcharleston.org (Email is the Preferred Contact Method)

PRICE QUOTES MUST BE SUBMITTED BY: **FRIDAY, NOVEMBER 30, 2018 @ 3:00 PM**

Faxed bids or emailed bids are acceptable and encouraged. Submit bid by completing Bid Sheet portion of this form and other required forms and **forward to the Purchasing Department at the above fax number or email address.**

Bid Submission Requirements: Several forms provided further on comprise the complete bid submission ‘package’. All forms must be completed and submitted to ensure your bid is considered. Failure to submit all required forms may cause your bid to be declared non-responsive and discarded. Forms required when submitting your bid are:

- BID SHEET
- CERTIFICATION OF DRUG FREE WORKPLACE
- CERTIFICATION OF NONSEGREGATED FACILITIES
- CERTIFICATION REGARDING ILLEGAL IMMIGRATION
- VENDOR PREFERENCE (IF APPLICABLE)

BID FORM

Firm: _____

Phone: _____ Fax _____

E-Mail _____

the City of _____ County of _____,

and State of _____, hereinafter called "Bidder".

This Bid shall be signed only by a person legally authorized to bind the Bidder to a Contract.

By: _____
Signature Print or Type Name

Title Date

PROJECT: NORTH CHARLESOTN FIRE MUSEUM APPAREL

INFORMAL BID NO: PQ-14-18

PROJECT: North Charleston Fire Museum Apparel

INFORMAL BID NO: PQ-14-18

Copy of Art Design available at: North Charleston Fire Museum
4975 Centre Pointe Drive
North Charleston, SC 29418

Please email or call Max Sterling at msterling@northcharleston.org or (843) 740-5550 x 221 for more information. Email is preferred contact method.

DATE ISSUED: 11/20/2018	THIS INQUIRY IMPLIES NO OBLIGATION ON THE PART OF THE CITY OF NORTH CHARLESTON	Price Quotes Must be Submitted NOT LATER than 3:00 pm, Wednesday, 11/30/2018		
Design 1 – “Enter This Place to Learn”				
BRAND: Gildan COLORS: Navy Print: Silkscreen on Left Chest and Back (SEE ATTACHED SAMPLE)				
ITEM DESCRIPTION: Adult “Enter This Place” T-Shirt (Navy)	SIZE	QTY	UNIT PRICE	EXTENDED AMOUNT
1. Style Number: 8000 COLOR: Navy – PMS 533 C Men’s - DryBlend 50/50 T-Shirt 5.5 oz. 50% Cotton/ 50% Poly Crew neck, Tagless <u>TOTAL QUANTITY: 105</u>	Small	15	\$	\$
	Medium	15	\$	\$
	Large	25	\$	\$
	X- Large	25	\$	\$
	2X- Large	15	\$	\$
	3X-Large	5	\$	\$
	4X-Large	5	\$	\$

Design 2 – “NCFM”

BRAND: Gildan
COLORS: Navy
Print: Silkscreen on Left Chest and Back (SEE ATTACHED SAMPLE)

ITEM DESCRIPTION: Adult “NCFM” T-Shirt (Navy)	SIZE	QTY	UNIT PRICE	EXTENDED AMOUNT
1. Style Number: 8000 COLOR: Navy – PMS 533 C Men’s - DryBlend 50/50 T-Shirt 5.5 oz. 50% Cotton/ 50% Poly Crew neck, Tagless <p style="text-align: right;"><u>TOTAL QUANTITY: 60</u></p>	Small	5	\$	\$
	Medium	5	\$	\$
	Large	10	\$	\$
	X- Large	15	\$	\$
	2X- Large	15	\$	\$
	3X-Large	5	\$	\$
	4X-Large	5	\$	\$

BRAND: Gildan
COLORS: Sports Grey
Print: Silkscreen on Left Chest and Back (SEE ATTACHED SAMPLE)

ITEM DESCRIPTION: Adult “NCFM” T-Shirt (Grey)	SIZE	QTY	UNIT PRICE	EXTENDED AMOUNT
2. Style Number: 8000 COLOR: Sport Grey – PMS Men’s - DryBlend 50/50 T-Shirt 5.5 oz. 50% Cotton/ 50% Poly Crew neck, Tagless <p style="text-align: right;"><u>TOTAL QUANTITY: 60</u></p>	Small	5	\$	\$
	Medium	5	\$	\$
	Large	10	\$	\$
	X- Large	15	\$	\$
	2X- Large	15	\$	\$
	3X-Large	5	\$	\$
	4X-Large	5	\$	\$

Design 2 – “NCFM”

BRAND: Jerzees

COLORS: Navy

Print: Silkscreen on Left Chest and Back (SEE ATTACHED SAMPLE)

ITEM DESCRIPTION: Adult “NCFM” Sweatshirt	SIZE	QTY	UNIT PRICE	EXTENDED AMOUNT
3. Style Number: 562MR COLOR: J. Navy Jerzees NuBlend® Adult Crew Neck Sweatshirt 50/50 Cotton/Polyester Pre-shrunk Fleece <u>TOTAL QUANTITY: 65</u>	Small	5	\$	\$
	Medium	5	\$	\$
	Large	15	\$	\$
	X- Large	15	\$	\$
	2X- Large	15	\$	\$
	3X- Large	5	\$	\$
	4X- Large	5	\$	\$
ITEM DESCRIPTION: Youth “NCFM” Sweatshirt	SIZE	QTY	UNIT PRICE	EXTENDED AMOUNT
4. Style Number: 562BR COLOR: J. Navy Jerzees NuBlend® Youth Crew Neck Sweatshirt 50/50 Cotton/Polyester Pre-shrunk Fleece <u>TOTAL QUANTITY: 30</u>	Small	15	\$	\$
	Medium	10	\$	\$
	Large	5	\$	\$

Design 3 – “Child Dalmatian T-Shirt”

BRAND: Gildan

COLORS: Sport Grey

Print: Silkscreen on Left Chest and Back (SEE ATTACHED SAMPLE)

ITEM DESCRIPTION: Youth “Dalmatian”
T-Shirt (Sport Grey)

SIZE

QTY

**UNIT
PRICE**

**EXTENDED
AMOUNT**

1. Style Number: 8000B

COLOR: Sport Grey

Youth - DryBlend 50/50 T-Shirt

5.5 oz. 50% Cotton/ 50% Poly

Crew neck, Tagless

X- Small

20

\$

\$

Small

20

\$

\$

Medium

10

\$

\$

TOTAL QUANTITY: 50

Set-Up Fee

\$

Sub-total

\$

Shipping

\$

Sales Tax

\$

Total

\$

For technical information and requirements please see below.

GENERAL INFORMATION

Award of the Bid will be on an all or none basis. Bids will be analyzed and the award made to the lowest responsible, responsive Bidder whose Bid conforms to the specifications. The City shall be the sole judge of weights, given these factors. Selection of a Bid shall not imply the rejection of any other Bid. The City of North Charleston may reject any or all Bids without cause or explanation, and without incurring obligation to any Bidder.

Art file will be supplied to the awardee once purchase order has been issued. See Attachment of the Fire Museum Art Design. Please send all proofs to the attention of Max Sterling at msterling@northcharleston.org

Awardee must provide actual printed proof of each piece for approval prior to full run. Proof pieces will be included in total number order.

T-shirts shall be delivered to:

Vendor MUST be able to make delivery of all items no later than Friday, December 21th 2018.

Resident Vendor Preference: A Resident Vendor Preference of one percent (1%) of the aggregate bid amount shall be given to all qualified Resident Vendors in the award of all formal bids/proposals. The Resident Vendor Preference will only be applied in the event that more than one proposer's equipment is considered equal or suitable for use by the City, including delivery time and any other information obtained from responses, and either proposal would be advantageous to the City.

- a. Any vendor claiming the Resident Vendor Preference must submit a North Charleston Resident Vendor Preference Affidavit and a copy of their current North Charleston business license as part of the vendor's bid. The affidavit shall be included with each bid package furnished to a vendor. Failure of a vendor to return the affidavit and a copy of their current North Charleston business license with their bid shall disqualify the vendor for consideration of the Resident Vendor Preference.
- b. Nothing in the Resident Vendor Preference program shall be construed as increasing or decreasing the actual price of any bid. The actual cost which will be paid shall be the same as those bid. The percentage calculation is used only for award determination.
- c. The bid or proposal shall be awarded to the Resident Vendor if such bid does not exceed the lowest qualified bid from a nonresident vendor by more than one percent (1%).
- d. The Resident Vendor Preference shall not exceed a total amount of \$3,000.00 for any one bid or proposal award.

- e. In the event the procurement is to be made pursuant to State or Federal guidelines that prohibit or restrict local preference, then there shall be no local preference used in award.

**CITY OF NORTH CHARLESTON RESIDENT VENDOR PREFERENCE
AFFIDAVIT**

Personally appeared before me _____ who, being duly sworn, certifies that the vendor identified in this bid response meets the following qualifications for the resident vendor preference: Has a principal place of business located within the corporate limits of the City of North Charleston. (A post office box or temporary construction or office trailer shall not be considered a place of business). Has a valid City of North Charleston business license and is in compliance with any state requirements or local ordinances regarding the type of business engaged in.

By this written claim bidder requests that the one percent (1%) resident vendor preference (not to exceed \$3,000.00) be exercised in consideration of contract award of this bid. Failure to complete and return this affidavit and a copy of your current City of North Charleston business license with your bid will result in not being eligible to receive the benefits of the resident vendor preference.

BUSINESS NAME: _____

NORTH CHARLESTON STREET ADDRESS: _____

SIGNATURE: _____ TITLE: _____

Sworn to and subscribed before me at _____ State of _____

this _____ day of _____ 20____.

Signature of Notary Public

Commission Expires

CERTIFICATION OF DRUG FREE WORKPLACE

The bidder certifies that he maintains a drug-free workplace and has or will establish a drug-free awareness program that informs employees about the dangers of workplace drug abuse; the bidder's intent to maintain a drug-free workplace; the existence of any available drug counseling, rehabilitation or employee assistance programs; and the penalties that may be imposed upon employees who abuse controlled substances in the workplace.

In the event of the bidder's noncompliance with the drug free workplace certification of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the bidder may be declared ineligible for further contract awards with the City of North Charleston.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code) _____

CERTIFICATION OF NONSEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and washrooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

In the event of the bidder's noncompliance with nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the bidder may be declared ineligible for further contract awards with the City of North Charleston.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code) _____

CERTIFICATION REGARDING ILLEGAL IMMIGRATION

The contractor certifies that he/she will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act no. 280) and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code) _____

SAMPLE ART:
Design 1 – “Enter This Place to Learn”



SAMPLE ART: Design 2 – “NCFM”





Design 3 – “Youth Dalmatian T-Shirt”

