



Request for Quotes

RFQ # 20-21-1

Dated July 13, 2020

Project: GILDAN Dry Blend 50/50 Navy unisex T-Shirts with screen-print on both the front and back of shirts in accordance to the requirements in this solicitation.

Deadline for Quotes: 7/20/2020 at 9:00AM

Scope:

Spartanburg School District Seven, hereafter referred to as the "District", is accepting quotes for GILDAN Dry Blend 50/50 Navy unisex T-Shirts with screen-print on both the front and back of shirts in accordance to the requirements in this solicitation.

The District will supply the design in a format requested by the awarded vendor. All pricing will include setup, shipping and freight as well as any other fees. T-shirts must be delivered to the District Warehouse, 717 Union Street, Spartanburg, SC 29306 on or before July 30, 2020. All sizes needed are list on the bid sheet. The total quote price for each shall include a 7% S.C. sales tax. The tax will be added at the end of the quote sheet. There is a total of 1700 shirts.

Quote as Offer to Contract & Purchase Order as Award:

By submitting your Quote, you are offering to enter into a contract with the District. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. Any offer may be submitted by one legal entity; joint bids are not allowed. The Offeror agrees to be governed by the terms and conditions as set forth in this document and the District issued Purchase Order. Any quote containing variations from the terms and conditions set forth herein may, at the sole discretion of the District, render such quote non-responsive. Award under this RFQ will be evidenced by the issuance of a Purchase Order.

Minimum Service Requirements:

1. The District will accept email quotes. All quotes must be sent to Pamela Phillips, Procurement officer, @ pPhillips@spart7.org. It is the bidder's responsibility to be sure the email is received. You may call to verify at 864-594- 6179.
2. All quotes must be received no later than the deadline specified. Any quotes received after the scheduled deadline will be disqualified immediately in accordance with the District's policy.

Responsibility:

A picture proof must be emailed to Kim Parham before any screen printing is done. Once the proof is accepted and approved all work can be done.

Award:

Award will be to one vendor for base bid total. Award shall be made to the bidder that the District determines to be most advantageous. If the need arises for additional shirts this RFQ awarded vendor will be used during the District Calendar years 20-21 and 21-22, not to exceed in total \$25,000.00 for the two years. The contract resulting from this request shall be awarded to the most responsive and responsible offeror whose bid is determined to be the most advantageous to the District. However, the right is reserved to reject any and all, or portions of bids received, and in all cases, the District will be the sole judge as to whether an Offeror's bid has or has not satisfactorily met the requirements of the IFB. The District is not required to furnish a statement of the reason(s) why a bid was not deemed to be the most advantageous nor will it be required to furnish any information regarding the IFB. The award to the successful proposer regarding this solicitation will be posted at 610 Dupre Drive, Spartanburg, SC 29307 and/or the District's website at www.spartanburg7.org.

QUOTE FORM: T- SHIRTS
RFQ # 20-21-1

| <u>Quantity</u> | <u>Description</u> | <u>Bid Price per SHIRT</u> | <u>Quantity X Bid Price Total</u> |
|-----------------|------------------------------|----------------------------|-----------------------------------|
| 130 | SMALL | \$ | \$ |
| 378 | MEDIUM | \$ | \$ |
| 467 | LARGE | \$ | \$ |
| 397 | X- LARGE | \$ | \$ |
| 205 | 2 XLARGE | \$ | \$ |
| 86 | 3 XLARGE | \$ | \$ |
| 29 | 4 XLARGE | \$ | \$ |
| 4 | 5 XLARGE | \$ | \$ |
| 4 | 6 XLARGE | \$ | \$ |
| | | | |
| | SUBTOTAL | | |
| | SHIPPING/FREIGHT | | |
| | Tax 7% | | |
| | DESIGN SETUP | | |
| | | | |
| | <u>Base Bid Total</u> | | \$ |

Company Name: _____

Authorized Signature: _____

Printed Name from Above: _____

Date: _____