



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Chief Purchasing Agent

REQUEST FOR E-QUOTE NUMBER: 24RFQ071824C-JNJ

PROJECT TITLE: T SHIRTS WITH DEPARTMENT OF REGISTRATION & ELECTIONS LOGO

PROJECT TYPE: GOODS/COMMODITIES

DEPARTMENT: REGISTRATION & ELECTIONS

DUE DATE: Thursday, August 1, 2024

WILL BE RECEIVED UNTIL: 2:00 P.M.

LAST DAY FOR QUESTIONS: Thursday, July 25, 2024

ANY QUESTIONS REGARDING PURCHASING PROCEDURES, SPECIFICATIONS, CLARIFICATION OR INTERPRETATION REGARDING THIS E-QUOTE MUST BE SUBMITTED ELECTRONICALLY VIA BIDNET DIRECT WEBSITE <https://www.bidnetdirect.com/georgia/fultoncounty>. ALL RESPONSES TO QUESTION(S) WILL BE ISSUED IN THE FORM OF AN ADDENDUM AND POSTED ON BIDNET DIRECT WEBSITE.

THE COUNTY WILL NOT RESPOND TO REQUESTS RECEIVED AFTER *Thursday, July 25, 2024 AT 2:00 P.M.*

E-QUOTE RESPONSES MUST BE SUBMITTED ONLINE AT <https://www.bidnetdirect.com/georgia/fultoncounty>. BY THE DATE AND TIME INDICATED. VENDORS MUST REGISTER WITH BIDNET DIRECT IN ORDER TO RESPOND TO E-QUOTES.

BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

PURCHASING CONTACT:

Jakeiah Johnson

E-MAIL ADDRESS:

Jakeiah.johnson@fultoncountyga.gov

PHONE NUMBER:

(404)612-7885

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

REQUEST FOR QUOTE - COMMODITIES GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote ("E-QUOTE"). Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this e-quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for E-Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **METHOD OF SOURCE SELECTION.** This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is Code Section 102-373, Competitive Sealed Bidding.
3. **SUBMISSION OF RESPONSES.** Responses must be submitted for e-quotes on-line via the BidNet Direct website at <https://www.bidnetdirect.com/georgia/fultoncounty> . Response to e-quotes must be received no later than 2:00 p.m. on the date indicated.
4. **AMENDMENTS TO THE REQUEST FOR E-QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
5. **ADDENDUM.** Revision to the Request for E-Quote issued by the County prior to the receipt of bids.
6. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
7. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
8. **BASIS OF AWARD.**

Awarded to the overall lowest responsive and responsible bidder (single bidder)

The County shall award to the lowest responsive and responsible bidder(s) per line item(s) complying with the provisions of the E-Quote.

The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

9. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
10. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by the County in the written specifications.
11. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
12. **INDEMNIFICATION.** Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
13. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
14. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
15. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
16. **INVOICES AND PAYMENT TERMS.** The awarded Vendor must be registered as a Vendor in the Vendor Self Service System at <https://vss.fultoncountyga.gov/webapp/VSSPROD/AltSelfService> in order for the Department of Purchasing & Contract Compliance to issue a purchase order and for the Vendor to receive payment.

All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received by Accounts Payable. All payments will be made via Electronic Funds Transfer (EFT). The awarded Vendor must register in the Vendor Self Service System at <https://vss.fultoncountyga.gov/webapp/VSSPROD/AltSelfService> to receive payment via EFT.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government
 141 Pryor Street, SW
 Suite 7001
 Atlanta, Georgia 30303
 Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address
- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name
 - b. Department Representative Name

17. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
18. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
19. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
20. **DISQUALIFICATION OF BIDDER.** The submission of more than one (1) bid to the County as the primary Bidder for the same work by an individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Bidder and the rejection of the bid.
21. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

22. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
23. **RIGHT TO PROTEST.** Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal basis for the protest and specific relief sought by the protestor. Protests arising from factual or legal basis that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal basis that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.
24. **BINDING AUTHORITY.** The individual submitting this E-QUOTE must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all County purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.
25. **INTERGOVERNMENTAL COOPERATIVE PROCUREMENT STATEMENT.** The County through the Department of Purchasing & Contract Compliance grants to any public serving governmental agency, authorization to purchase equivalent services or products described herein with this solicitation at the same submitted unit bid price, terms and conditions, but only with the consent of the Contractor/Consultant/ Service Provider. Public agencies shall have the ability to purchase the awarded goods and services from the awarded Contractor(s)/Consultant(s)/Service Provider(s) under the terms and conditions of the resultant contract. Any purchases shall be between the Contractor/Consultant/Service Provider and the participating public agency and shall not impact the Contractor's/Consultant's/Service Provider's obligation to the County. Any estimated purchase volumes listed herein do not include other public agencies and the County makes no guarantee as to their participation.

REQUEST FOR E-QUOTE SPECIFICATIONS

PURCHASE OF T SHIRTS WITH FULTON COUNTY DRE LOGO DEPARTMENT OF REGISTRATION & ELECTIONS

1. DESCRIPTION

The Department of Purchasing & Contract Compliance is soliciting E-Quotes from qualified vendors to provide various sizes of T Shirts with Fulton County DRE logo for Department of Registration & Elections.

2. TERM OF AGREEMENT

The Term Agreement (Purchase Order) shall not exceed a 12-month period with no option to renew and shall not exceed the amount of \$100,000.

3. PRODUCT/SERVICE SPECIFICATIONS

The successful vendors will provide various sizes of T Shirts with Fulton County DRE logo for Department of Registration & Elections.

Item 1-8: Short Sleeve T-Shirts: 5.3 oz. 100% cotton Black - Non-topstitched, classic width, rib collar. Taped neck and shoulders 5.4-ounce, 100% cotton

Items 9-15: Long Sleeve T-Shirts: 1x1 rib knit cuffs 5.4 oz. 100% Cotton. Removable tag for comfort and re-labeling

4. UNIT PRICING

Item No.	Item Description	Estimated Quantity	Unit of Issue	Unit price (\$)
1	BROD_G500_055 Adult Heavy Cotton T-Shirt-BLACK-S	5	EACH	
2	BROD_G500_056 Adult Heavy Cotton T-Shirt-BLACK-M	15	EACH	
3	BROD_G500_057 Adult Heavy Cotton T-Shirt-BLACK-L	30	EACH	
4	BROD_G500_058 Adult Heavy Cotton T-Shirt-BLACK-XL	20	EACH	
5	BROD_G500_059 Adult Heavy Cotton T-Shirt-BLACK-2XL	10	EACH	
6	BROD_G500_060 Adult Heavy Cotton T-Shirt-BLACK-3XL	10	EACH	
7	BROD_G500_1649 Adult Heavy Cotton T-Shirt-BLACK-4XL	10	EACH	

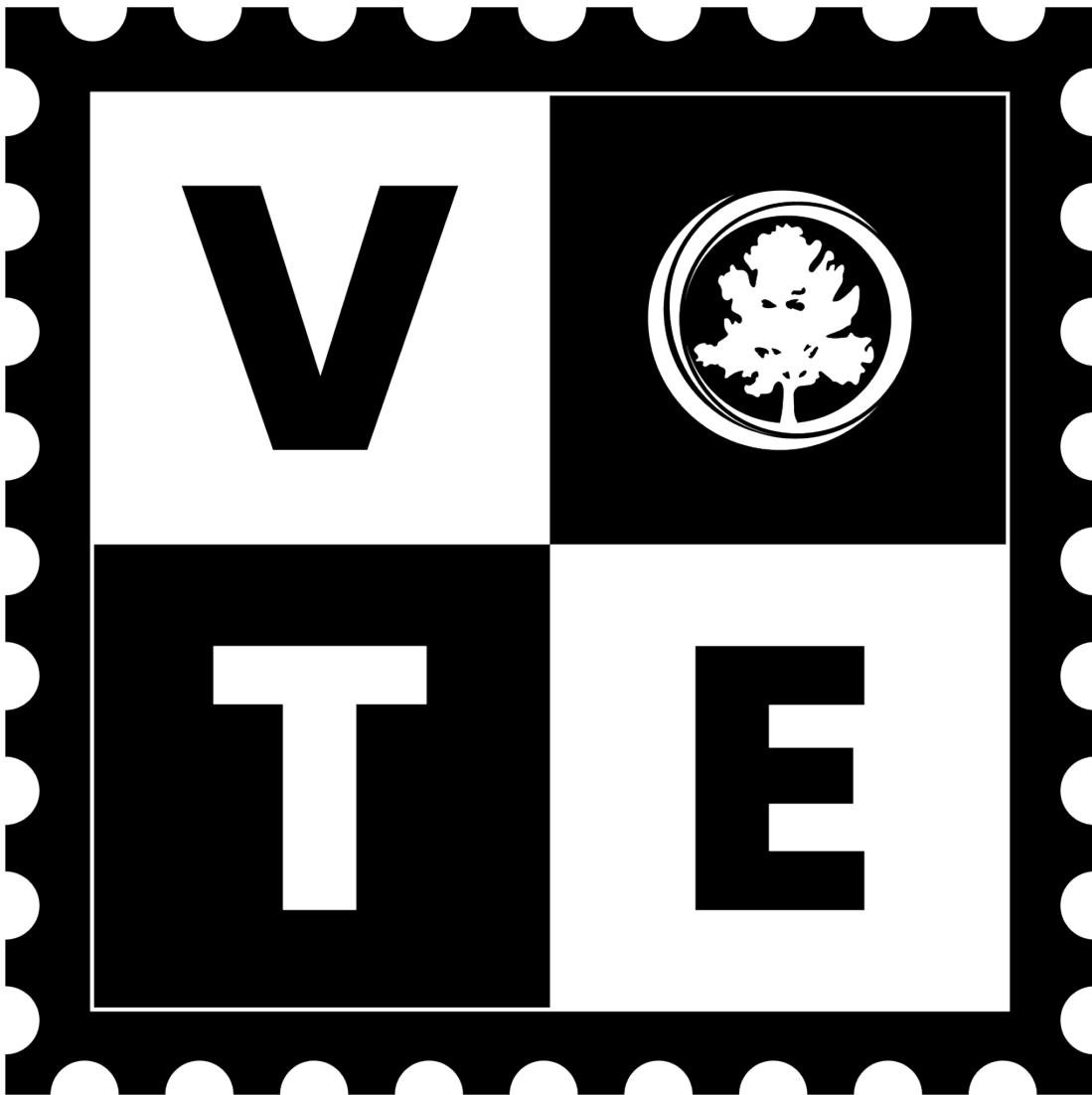
8	BROD_G540_007 Long Sleeve Core Cotton Tee-Jet Black-S	100	EACH	
9	BROD_G540_008 Long Sleeve Core Cotton Tee-Jet Black-M	1000	EACH	
10	BROD_G540_009 Long Sleeve Core Cotton Tee-Jet Black-L	1500	EACH	
11	BROD_G540_010 Long Sleeve Core Cotton Tee-Jet Black-XL	1500	EACH	
12	BROD_G540_011 Long Sleeve Core Cotton Tee-Jet Black-2XL	500	EACH	
13	BROD_G540_012 Long Sleeve Core Cotton Tee-Jet Black-3XL	300	EACH	
14	SANM_PC450LS_104 Long Sleeve Fan Favorite Tee- Jet Black-4XL	300	EACH	
15	SANM_PC450LS_107 Long Sleeve Fan Favorite Tee -Jet Black – 6XL	5	EACH	
16	Screen Charge - Silkscreen White Full Chest Imprint Center Full Front	2	EACH	
17	Shipping / Delivery Charge	1	LUMP SUM	

5. **SPECIAL CONDITIONS/INSTRUCTIONS**

DELIVERY ADDRESS:

5600 CAMPBELLTON FAIRBURN ROAD, FAIRBURN GA 30213

ATTN: JOHN ROSS / COREY HENSON



CONTRACT COMPLIANCE REQUIREMENTS

E-QUOTE – GOODS/COMMODITIES

PROJECT NAME AND NUMBER: 24RFQ071824C-JNJ; T-Shirts with Fulton County Registrations & Elections Logo

NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender, or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners (“Board”) that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

REQUIRED FORM

In order to be compliant with the intent and provisions of the County’s Non-Discrimination in Purchasing and Contracting Policy, Bidders **must** complete and upload the completed Contract Compliance Requirements document.

WORK CATEGORY: GOODS

BUSINESS CLASSIFICATION

The firm that will provide the scope of work/service(s) **IS NOT** , **IS** a Minority or Female owned and controlled business enterprise. Check the appropriate box.

- African American (AABE)
- Asian American (ABE)
- Hispanic American (HBE)
- Native American (NABE)
- White Female American (WFBE)
- Small Business (SBE)
- Service Disable Veteran (SDVBE)
- Disadvantage Business (DBE)

****If yes, Bidder must submit a copy of recent certification with a governmental agency (i.e., Fulton County, City of Atlanta, MARTA, etc.,) or professional organization (i.e. GSMDC, WBENC, SBA, etc.).**

Male or Female (Check the appropriate box)

EXHIBIT A – PROMISE OF NON-DISCRIMINATION

“Know all persons by these presents, that I/We (_____),
Name

_____ Title _____ Company Name
Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102-436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

NAME: _____ **TITLE:** _____

SIGNATURE: _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____