

City of Jacksonville, NC



Request for Quotes Jerseys and Hats for Athletic Programs 07/17/2024

I. Quotes Due

All quotes are due on 07/26/2024 by 5:00 P.M. for the purchase of:

Jacksonville Recreation Athletics and Camp Shirts

Interested bidders must sign this Request for Quotes and send via email to Herschel Pylant at hpylant@jacksonvillenc.gov. The City of Jacksonville is not responsible for delays in delivery via email for any reason.

II. Qualifications

If not currently a Vendor for The City of Jacksonville, upon notice, the successful bidder must be able to provide a Vendor Application and W-9 to the City of Jacksonville within 3 business days. The City is exempt from Federal Excise Tax. Our Federal Tax Identification Number is 56-6000232. The City is **not** exempt from NC State & County Sales Tax. Such taxes shall be shown as a separate item on all invoices.

III. Rights

The Jacksonville City Manager reserves the right to waive any informalities, to reject any or all bids, and to accept that Bid or Bids which appear to be in the Owner's best interest.

IV. Inspection

All materials/supplies shall be the subject of inspection by the Project Manager at time of delivery.

V. Quotes to be Retained

Quotes are to remain valid for thirty (30) days after the bid due date.

VI. Payment Terms and Purchase Order Terms and Conditions

The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges, finance charges or surcharges assessed by the seller for any reason. By responding to this bid, bidder accepts and agrees to City of Jacksonville Purchase Order Terms and Conditions, which are incorporated into this bid solicitation by reference. Purchase Order Terms and Conditions may be viewed here:

<https://www.jacksonvillenc.gov/DocumentCenter/View/657>

VII. Questions

Potential bidders may direct questions in writing, via email, to Herschel Pylant at hpylant@jacksonvillenc.gov, bidders must reference this RFQ in their email. Questions must be received by 4 p.m. July 22, 2024 12 pm and answered by July 24, 2024. No phone calls please. Business days do not include Holidays.

VIII. Specifications

- i. Submitted quote must include items, tax, delivery charges, and grand total, *please itemize and list separately.*
- ii. Must call with questions or clarification on printing.
- iii. Items to be ordered and delivered starting August, 2024 to June 30, 2025 with a two week turnaround.
- iv. Price to include screen fees, setup fees and delivery charges.
- v. May be substituted for equal or greater value.

NOTES:

- 1. FOR ATHLETIC (EX. BASEBALL, BASKETBALL ETC.) SHIRTS, COLOR MAY VARY DEPENDING ON NUMBER OF TEAMS AND WHAT IS AVAILABLE IN EACH SHIRT STYLE.**
- 2. FOR ATHLETIC SHIRTS, COLOR PRINTED/EMBROIDERED ON SHIRTS AND HATS MAY VARY UP TO TEN DIFFERENT COLORS. (EX. NAVY SHIRTS/HATS WITH RED PRINT/EMBROIDERY)**
- 3. FOR ATHLETIC SHIRTS, EACH TEAM HAS A DIFFERENT SPONSOR NAME TO BE PRINTED ON THE BACK OF THE SHIRT UP TO SEVENTY-FIVE DIFFERENT TEAMS PER SEASON.**
- 4. SPORT SPECIFIC NUMBERING WILL BE USED DEPENDING ON THE NUMBER OF PLAYERS PER TEAM (EX. TWELVE PLAYERS ON A BASEBALL TEAM WILL HAVE SHIRTS NUMBERED 1-12)**
- 5. TOTAL QUANTITIES ARE ONLY ESTIMATES AND ARE NOT GUARANTEED.**
- 6. THIS IS AN "ALL OR NONE" BID**
- 7. ITEMS MAY BE SUBSTITUTED FOR EQUAL OR GREATER VALUE**
- 8. IT IS REQUIRED THAT MERCHANDISE BE DELIVERED TO THE DESIGNATED ADDRESS BY 06/30/2025**
- 9. VENDORS WITHIN THE STATE OF NORTH CAROLINA MUST CHARGE 7% SALES TAX ON INVOICE**
- 10. IF SHIPPING CHARGES APPLY, THEY MUST BE LISTED ABOVE. IF YOU ARE ESTIMATING SHIPPING, PLEASE CALCULATE A "NOT TO EXCEED" AMOUNT**

Delivered to: Delivered to City of Jacksonville, Recreation Department, 100 Recreation Lane, Jacksonville, NC 28546.

ITEM	DESCRIPTION	UNIT PRICE	QUANTITY	EXTENDED PRICE
Augusta Sleeveless Shooter Shirt #203 (sizes Y – A2XL)	One color print and number on the front, number and sponsor name on the back. (Basketball)		600	
Augusta Sportswear Ladies Sleeveless V-Neck (sizes Y – A2XL)	One color print and number on the front, number and sponsor name on the back. (Volleyball/Softball)		670	
Team 365 TT11 (sizes Y – A2XL)	One color front print with sponsor name and number on back. (Football, Baseball)		600	
Augusta Micro Mesh Hats	Youth and Adult with one color embroidered logo. (Baseball)		600	
Soffe 2-Button 50/50 Henley (sizes Y – A2XL)	One color print and number on the front, number and sponsor name on the back. (All-Star Baseball)		50	
Gildan Heavy Weight 100% cotton t-shirts (sizes AS – A2XL)	Two colors on front and five colors on back and 1 color sponsor on sleeve (Pickleball Tournament)		225	
Gildan Heavy Weight 100% cotton t-shirts (sizes AS – A2XL)	One color front and back with sponsor on sleeve. (Senior Games)		425	
Gildan 500 B Heavy Cotton/Sport Grey ShirtB Heavy Cotton/Sport grey shirt (sizes Y – A2XL)	Screen printed front and back with six colors (Summer Camp)		1060	
Gildan Dryblend t-shirt (sizes AS – A4XL)	All shirts will be screen printed front and back with 1 color (white) Shirt color to be determined		100	
Sport-Tek ST352 Sleeveless PosiChange (True Blue)	All shirts will be screen printed front and back with 1 color (white) Shirt color to be determined True Blue – AS 2; AM 3; AL 10; AXL 10; A2XL 5; A3XL 1; A4XL 1		32	
SUBTOTAL				
SHIPPING (IF APPLICABLE)				
7% SALES TAX				
TOTAL AMOUNT				

BUSINESS NAME OF BIDDER: _____

Basis of BID:

Bidder will complete the work in accordance with this Request for Bids for the following price(s):

TOTAL AMOUNT: \$ _____

We hereby certify that this proposal is made in good faith and without collusion or connection with any other person bidding on this proposal or that any official or employee of the City of Jacksonville will be admitted to any share or part of the Contract or any benefit that may arise there from if the Contract is awarded to this company.

Name of Corporation, Firm or Individual

Address

Telephone number

Email Address

By: _____
Authorized Signature

Type or print name

DATE

Title of Authorized Signature