



**CALHOUN COUNTY
ST. MATTHEWS, S.C.
REQUEST FOR PROPOSALS
RFP 2519**

Ag + Art Tour T-Shirt Printing Services

Request for Proposal No: RFP 2519
Request for Proposal Title: Calhoun County T-Shirt Printing Services

Publish Date: March 24, 2026

Contracting Entity: Calhoun County, SC
102 Courthouse Drive, Suite 109
Saint Matthews, SC 29135

Due Date: Proposals are due by 1:00 PM on April 8, 2026. Proposals received after that time/date will not be considered. Proposals will not be publicly opened.

Pre-Bid: No Pre-Bid Meeting
Interest parties may visit the sites listed

Questions: Email only – Questions must be received by 5:00 PM on April 1, 2026
kfogle@calhouncounty.sc.gov

Location: Procurement Dept
Calhoun County
102 Courthouse Drive Suite 109
Saint Matthews, SC 29135

Submission Format: **All proposals must be submitted with a sample in a sealed envelope**, clearly marked as follows:
Calhoun County
RFP 2519 T-Shirt Printing Services
102 Courthouse Drive
Saint Matthews, SC 29135

Proposal Overview: Calhoun County is seeking proposals from qualified vendors to provide high-quality printing services for an **Ag + Art T-Shirt**. The goal is to procure custom-printed shirts that reflect the county's branding and support the promotion of the Ag + Art Tour.

SCOPE OF WORK: The selected vendor shall provide the following services:

1. T-Shirt Material: Bella Canvas 3001C- Dust, and Carolina Blue
2. Printing Method: Screen printing
3. Design Specifications: Vendor must accurately print the provided logo.
4. Sizes: Range from Youth Small to Adult 4XL.
5. Quantity: Initial order of 100 shirts, with potential for reorders.
6. Color Options: Bella Canvas 3001C- Dust, and Carolina Blue
7. Packaging & Delivery: Shirts should be individually folded and packaged. Delivery to Calhoun County offices or designated location.

8. Production Timeline: Vendor must complete and deliver within 3 weeks of order placement.

For a proposal to be deemed acceptable, the interested party or company must meet the following criteria:

PROPOSAL REQUIREMENTS: Interested vendors must include the following information in their proposals:

1. Company Information: Name, address, contact person, and years in business.
2. Experience & References: Description of similar past projects and at least three client references.
3. Pricing: Detailed breakdown, including per-unit cost, setup fees, and shipping charges.
4. Printing Capabilities & Equipment: Description of printing process and technology used.
5. Production & Delivery Timeline: Estimated turnaround time from order confirmation to delivery.
6. **Samples: Vendors are required to provide an accurate sample print to be considered.**
7. Terms & Conditions: Warranty, refund policies, and any applicable terms.

EVALUATION CRITERIA: Proposals will be evaluated based on the following criteria:

- Quality & Durability of Printing and Materials (30%)
- Cost-Effectiveness (25%)
- Production & Delivery Timeline (20%)
- Vendor Experience & References (15%)
- Customer Service & Warranty (10%)

The County has sole discretion in evaluating the qualifications of responders and the suitability of their proposals to meet the County's needs. The County reserves the right to select the Proposal that is deemed to be in the best interest of the County. **The County also reserves the right to reject any and all Proposals.**

Below are the design logos/examples:



Ag + Art
TOUR

CALHOUN COUNTY



