

City of Portsmouth
Bid #18-10
Safe Routes to School T-Shirts

INVITATION TO BID

Sealed bid proposals, **plainly marked** Bid #18-10 “Safe Routes to School T-Shirts” **on the outside of the envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **11:30 am, October 13, 2009** at which time all bids will be publicly opened and read aloud.

Bid Specifications may be obtained from the Finance/Purchasing Department on the third floor at the above address, on-line at **www.cityofportsmouth.com**, or by calling the Purchasing Coordinator at 603-610-7227.

Addenda to this bid, if any, including written answers to questions, will be posted on the City of Portsmouth website at **<http://www.cityofportsmouth.com/finance/purchasing.htm>** under the proper heading. Addenda and updates will NOT be sent directly to vendors. The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City. Questions may be directed to Deborah Finnigan at 603-766-1415. **Please continue below for the complete document.**

Questions may be directed to Deborah Finnigan at 603-766-1415.

BID SPECIFICATIONS

For

T-Shirts for Walk to School Day

City of Portsmouth, New Hampshire

Public Works Department

Specifications for
T-Shirts for Walk to School Day

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit its proposal upon the form furnished by the City (attached) and will include submittal data described in specification section. Prices shall be given in both in words and figures.
- B. Corrections made to amounts or information requested on the bid form should be made by crossing out the error and entering the new price or information above or below it. The correction must be initialed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner, If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- D. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.

II. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

III. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

IV. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

V. Irregular Proposals and Disqualification of Bidders

Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.

- B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- B. Evidence of collusion among bidders;
- C. Failure to submit all required information requested in bid specifications;
- D. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- E. Disqualification is in the best interest of the City of Portsmouth.

AWARD

I. Consideration of Proposals and Award

After the proposals are opened and read, bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

Within 7 calendar days after the opening of proposals, if an award is made, it will be made to the lowest, responsible, qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by mail at the address indicated on the proposal.

The award shall not be considered official until such time that a Purchase Order, fully executed contract or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

II. Reservation of Rights

The City reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the City. The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City. The City of Portsmouth also reserves the right to reject the bid of a bidder who has failed to perform properly or complete on time contracts of a similar nature.

MINIMUM SPECIFICATIONS

2009 Walk To School Day T-Shirts

City of Portsmouth, New Hampshire

Public Works Department

This project is part of an approved federally funded Safe Routes to School Grant. The project includes t-shirts for the October 29th Walk to School Day.

The cost shall include the cost for t-shirts and the artwork to be placed on each shirt. Price shall include delivery F.O.B to the Department of Public Works address.

SCOPE

It is the intent of this specification to describe the Walk to School Day t-shirts. A copy of the specifications for the unit being proposed shall be included with the bid and any exceptions, variations and/or deletions must be noted or the bid may be rejected.

Walk To School Day T-shirts

The t-shirts shall meet the following criteria:

Materials

- A. 3 color print full front
 - i. Artwork for shirt ~ See attachment A
- B. Price for a 100% cotton t-shirt or a 50/50 blend t-shirt
 - i. The final choice dependant on price
- C. Shirt Color
 - i. orange or bright blue

Bid Price:

Shirt color to be supplied: _____

Quantity	Items and Unit Prices Bid	Unit Price		Total Amount	
		Dollars	Cents	Dollars	Cents
1800 ea	t-shirts in 50/50 blend AT _____ _____ DOLLARS per ea				
	OR				
1800 ea	t-shirts in 100% cotton AT _____ _____ DOLLARS per ea				

Bidder understands that bid prices shall include delivery FOB to the Department of Public Works, 680 Peverly Hill Road, Portsmouth, New Hampshire. Prices shall include any and all taxes, fees and other charges.

DELIVERY:

Bidder must state approximate date from receipt of order delivery will be made:_____.

Delivery must be made no later than 14 days from receipt order date.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidders specifications and agrees to the terms, conditions and specifications set forth herein. Bidder understands that bid prices shall include delivery FOB to the Department of Public Works, 680 Peverly Hill Road, Portsmouth, New Hampshire.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity. Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

Submitted by Authorized Agent: _____
(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

ATTACHMENT A



Have the background of the Safe Routes to school logo be the color of the t-shirt.