



## CITY COUNCIL ACTION REPORT

September 9, 2009

TO: John Szerlag, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration  
Susan A. Leirstein, Purchasing Director  
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Standard Purchasing Resolution 1: Award to Low Bidder – Tee Shirts

### **Background**

- On September 2, 2009, bids were opened to furnish one-year requirements of 50/50 and 100% Cotton Tee Shirts with an option to renew for one additional year. Tee shirts are used in several Parks and Recreation programs as team, participation, uniform or award shirts.
- 182 vendors were notified via the MITN system with seven qualified bids received, as well as two (2) statements of no bid. Four bid responses were not considered for award as they failed to meet the bid surety requirements.
- Custom T's of Clawson, Michigan is the low total bidder.
- The contract shall commence on October 1, 2009 and expire September 30, 2010.

### **Financial Considerations**

- Funding for the purchase of tee shirts is available in the Parks and Recreation and Aquatic Center operating accounts.
- The cost of the shirts is built-in to the registration fee paid for by program participants.

### **Legal Considerations**

- ITB-COT 09-36, one-year requirements of Tee Shirts with an option to renew was competitively bid as required by City Charter and Code.
- All bidders were given the opportunity to respond with their level of interest in supplying tee shirts to the City of Troy.

### **Recommendation**

- City management and the Parks and Recreation department recommend awarding the tee shirt contract to the low total bidder, Custom T's of Clawson for an estimated total cost of \$35,142.25, at unit prices contained in the bid tabulation with a one-year renewable option from October 1, 2010 to September 30, 2011.

VENDOR NAME:

<b>Custom T's</b>	Impressive	E.A. Graphics	Easy Green Shop
	Promotional		
	Products, LLC	Receipt # D572562	
CHECK #	0427713	5300361325	Check on File 9202203251
CHECK AMOUNT	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>

EST QTY	DESCRIPTION	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH
<b>ITEM #1-- 50/50 Short Sleeve Shirts</b>					
<b>(50% Cotton &amp; 50% Polyester w/One Color Imprint on Front)</b>					
3,600	Youth - Small, Med, Large	\$ 2.39	\$ 2.47	\$ 2.72	\$ 3.85
2,800	Adult - Small, Med, Large, Xlarge	\$ 2.39	\$ 2.49	\$ 2.74	\$ 3.95
50	Adult - XXL Large, XXX Large	\$ 3.49	\$ 3.75	\$ 3.84	\$ 5.65
3000	<b>COST PER DIGIT:</b> Single	\$ 0.35	\$ 0.35	\$ 0.35	\$ 1.45
730	Double	\$ 0.70	\$ 0.60	\$ 0.70	\$ 1.95
QUOTING ON STYLE:		G8000	8000 / 8000B	8000 & 8000B	G8000
MANUFACTURED BY:		Gildan			
NUMBER OF COLORS AVAILABLE:		28	29 Available	30 & 28	30
<b>ESTIMATED TOTAL (ITEM#1):</b>		<b>\$ 17,031.50</b>	\$ 17,539.50	\$ 19,217.00	\$ 30,976.00
<b>ITEM #2 -- 100% Cotton - Short and Long Sleeve</b>					
<b>One (1) Color Imprint on Front</b>					
150	Youth - Small, Med, Large - LONG Sleeve	\$ 4.29	\$ 4.55	\$ 5.75	\$ 6.55
100	Adult - Med, Large, Xlarge - LONG Sleeve	\$ 4.29	\$ 4.55	\$ 5.75	\$ 7.00
1100	Adult - Med, Large, Xlarge - SHORT Sleeve	\$ 2.49	\$ 2.55	\$ 2.81	\$ 4.15
125	Adult - XX Large - SHORT Sleeve	\$ 3.89	\$ 3.75	\$ 3.91	\$ 5.65
QUOTING ON STYLE:		G2400, G2000	S/S - 2000 L/S 2400/2400B	2400B, G2400, 2000	G2000
MANUFACTURED BY:		Gildan			
NUMBER OF COLORS AVAILABLE:		62 Short 24 Long	L/S - 14 S/S - 39	14, 30, 67	64
<b>ESTIMATED TOTAL (ITEM#2):</b>		<b>\$ 4,297.75</b>	\$ 4,411.25	\$ 5,017.25	\$ 6,953.75
<b>ITEM #3 -- 100% Cotton - Short Sleeve Shirts (No Imprinting)</b>					
175	Adult - Small, Med, Large, Xlarge	\$ 1.79	\$ 2.25	\$ 2.15	\$ 3.30
25	Adult - XXL Large	\$ 2.99	\$ 3.50	\$ 3.25	\$ 4.75
QUOTING ON STYLE:		G2000	2000	2000	G2000
MANUFACTURED BY:		Gildan			
NUMBER OF COLORS AVAILABLE:		62	39	67	64
<b>ESTIMATED TOTAL (ITEM#3):</b>		<b>\$ 388.00</b>	\$ 481.25	\$ 457.50	\$ 696.25
<b>ITEM #4 -- 50% Cotton/50% Polyester Blend</b>					
<b>Short Sleeve Shirts w/Two Colors Front &amp; 1 Color Back</b>					
1200	Youth - Small, Medium, Large	\$ 2.89	\$ 2.80	\$ 2.97	\$ 4.65
1000	Adult - Medium, Large, X-Large	\$ 2.89	\$ 2.85	\$ 3.03	\$ 4.75
QUOTING ON STYLE:		G8000	8000 / 8000B	8000B / 8000	G8000
MANUFACTURED BY:		Gildan			
NUMBER OF COLORS AVAILABLE:		28	29	28 & 30	30
<b>ESTIMATED TOTAL (ITEM#4):</b>		<b>\$ 6,358.00</b>	\$ 6,210.00	\$ 6,594.00	\$ 10,330.00

Opening Date -- 9/2/09  
 Date Prepared -- 9/10/09

CITY OF TROY  
 BID TABULATION  
 TEE SHIRTS

VENDOR NAME:

VENDOR NAME:		Custom T's	Impressive	E.A. Graphics	Easy Green Shop
			Promotional		
			Products, LLC		
EST QTY	DESCRIPTION	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH
<b>ITEM #5 -- 100% Cotton - Two Color Imprint - Front &amp; 1 Color Back Short Sleeve Shirts</b>					
2000	Adult-Small, Medium, Large, X-Large	\$ 2.89	\$ 2.95	\$ 3.19	\$ 4.95
300	Adult - XX-Large	\$ 4.29	\$ 4.00	\$ 4.35	\$ 6.40
QUOTING ON STYLE:		G2000	2000	2000	G2000
MANUFACTURED BY:		Gildan			
NUMBER OF COLORS AVAILABLE:		62	39	67	64
<b>ESTIMATED TOTAL (ITEM#5):</b>		\$ 7,067.00	\$ 7,100.00	\$ 7,685.00	\$ 11,820.00
<b>ESTIMATED GRAND TOTAL ALL ITEMS</b>		\$ 35,142.25	\$ 35,742.00	\$ 38,970.75	\$ 60,776.00
SAMPLES INCLUDED	Y or N	No	No	No	No
CONTACT INFORMATION:	Hrs of Op Phone #	8 AM to 7 PM 248-703-5548	8 AM to 5 PM M-F 248-390-8028	8 AM to 5 PM 586-850-6449	9 AM to 5 PM 313-570-2477
PAYMENT TERMS		Net 30	Net 30	Net 10	Net 30
GUARANTEED DELIVERY		<b>BIDDERS WILL BE NOTIFIED 2 WEEKS IN ADVANCE</b>			
WARRANTY		<b>MANUFACTURER'S</b>			
EXCEPTIONS		Bid may be broken up by Item only if item #1 is awarded to Custom T's at a minimum	None	Blank	Blank
ACKNOWLEDGEMENT:		Yes	Yes	Yes	Yes
ADDENDUM #1		No	No	No	No

NO BIDS:  
 Slick Shirts Screen Printing  
 Libra Industries

Yellow Highlight Denotes Low Total Bidder

DISQUALIFIED:  
 General Motivation Co., Inc. (Personal check submitted as bid surety, instead of cashier's check, certified check or money order)  
 Brittan Banners Inc. (Personal check submitted as bid surety, instead of cashier's check, certified check or money order)  
 Advertising Accents, Inc. (Did not submit bid surety check with bid, as specified)  
 ForSports (Did not submit bid surety check with bid, as specified)

ATTEST:  
 Diane Fisher  
 Barbara Rupas  
 Linda Bockstanz

Susan Leirstein CPPB  
 Purchasing Director

Opening Date -- 9/2/09  
 Date Prepared -- 9/10/09

jh/sl

CITY OF TROY  
 BID TABULATION  
 TEE SHIRTS

VENDOR NAME:

CHECK #

CHECK AMOUNT

Full Contact Sports

Design

Design

Incentives, Inc

Incentives, Inc

Alternate

9479201382

0450125

0450125

\$500.00

\$500.00

\$500.00

EST QTY DESCRIPTION

PRICE/  
EACH

PRICE/  
EACH

PRICE/  
EACH

**ITEM #1-- 50/50 Short Sleeve Shirts**

**(50% Cotton & 50% Polyester w/One Color Imprint on Front)**

3,600 Youth - Small, Med, Large  
 2,800 Adult - Small, Med, Large, Xlarge  
 50 Adult - XXL Large, XXX Large

**COST PER DIGIT:** Single  
 Double

Alternate

(Min of 36 pieces)

(Min of 250 pieces)

\$ 4.53

\$ 6.87

\$ 4.48

\$ 4.38

\$ 6.96

\$ 4.56

\$ 6.10

\$ 8.85

\$ 6.32

\$ 1.00

\$ 1.95

\$ 1.35

\$ 1.50

\$ 2.50

\$ 1.35

Style: Jerzees 29/29B

8000 / 8000B

G8000 / 8000B

G8000 & 8000B

Gildan

24

A - 26, 3X - 11, Y - 29

A - 26, 3X - 11, Y - 29

Same price different Style

**ESTIMATED TOTAL (ITEM#1):**

\$ 32,972.00

\$ 52,337.50

\$ 34,247.50

**ITEM #2 -- 100% Cotton - Short and Long Sleeve**

**One (1) Color Imprint on Front**

150 Youth - Small, Med, Large - LONG Sleeve  
 100 Adult - Med, Large, Xlarge - LONG Sleeve  
 1100 Adult - Med, Large, Xlarge - SHORT Sleeve  
 125 Adult - XX Large - SHORT Sleeve

QUOTING ON STYLE:

MANUFACTURED BY:

NUMBER OF COLORS AVAILABLE:

**ESTIMATED TOTAL (ITEM#2):**

Order Qty 24-71

Order Qty 72 +

\$ 5.87

\$ 9.38

\$ 7.48

\$ 5.96

\$ 10.74

\$ 8.23

\$ 4.22

\$ 7.79

\$ 5.78

\$ 5.78

\$ 9.34

\$ 6.97

2400B / 2000B

2000 - Short

2400 / 2000

G2400 - Lg, 2400B - Y

Gildan

12 & 28

Y-14, A-44, 50/50- 25

Adult Long - 33

\$ 6,841.00

\$ 12,217.50

\$ 9,174.25

**ITEM #3 -- 100% Cotton - Short Sleeve Shirts (No Imprinting)**

175 Adult - Small, Med, Large, Xlarge  
 25 Adult - XXL Large

QUOTING ON STYLE:

MANUFACTURED BY:

NUMBER OF COLORS AVAILABLE:

**ESTIMATED TOTAL (ITEM#3):**

Order Qty 200

\$ 2.75

\$ 3.27

\$ 4.75

\$ 4.80

2000

2000

Gildan

Gildan

24

44

50/50 - 25 colors

\$ 600.00

\$ 692.25

**ITEM #4 -- 50% Cotton/50% Polyester Blend**

**Short Sleeve Shirts w/Two Colors Front & 1 Color Back**

1200 Youth - Small, Medium, Large  
 1000 Adult - Medium, Large, X-Large

QUOTING ON STYLE:

MANUFACTURED BY:

NUMBER OF COLORS AVAILABLE:

**ESTIMATED TOTAL (ITEM#4):**

Order Qty 144

\$ 5.61

\$ 6.05

\$ 5.36

\$ 6.13

8000B / 8000

G8000 / 8000B

Gildan

Gildan

24

37 & 29

\$ 12,092.00

\$ 13,390.00

Opening Date -- 9/2/09  
 Date Prepared -- 9/10/09

CITY OF TROY  
 BID TABULATION  
 TEE SHIRTS

VENDOR NAME:

VENDOR NAME:		Full Contact Sports	Design	Design	
			Incentives, Inc	Incentives, Inc	
				Alternate	
EST QTY	DESCRIPTION	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH	
<b>ITEM #5 -- 100% Cotton - Two Color Imprint - Front &amp; 1 Color Back</b>			Order Qty 72		
<b>Short Sleeve Shirts</b>					
2000	Adult-Small, Medium, Large, X-Large	\$ 5.58	\$ 8.16		
300	Adult - XX-Large	\$ 7.14	\$ 9.66		
QUOTING ON STYLE:		2000	2000		
MANUFACTURED BY:		Gildan	Gildan		
NUMBER OF COLORS AVAILABLE:		24	44		
			50/50 - 25 Colors		
<b>ESTIMATED TOTAL (ITEM#5):</b>		\$ 13,302.00	\$ 19,218.00		
<b>ESTIMATED GRAND TOTAL ALL ITEMS:</b>		\$ 65,807.00	\$ 97,855.25	N/A	
SAMPLES INCLUDED Y or N		Yes	No		
CONTACT INFORMATION: Hrs of Op		8 AM to 6 PM	8 AM to 5 PM		
Phone #		586-292-6735	1-800-528-8028		
PAYMENT TERMS		Net 30	Net 30		
GUARANTEED DELIVERY		<b>BIDDERS WILL BE NOTIFIED 2 WEEKS IN ADVANCE</b>			
WARRANTY		<b>MANUFACTURER'S</b>			
EXCEPTIONS		Attached To Bid	Attached To Bid		
ACKNOWLEDGEMENT: Y or N		Yes	Yes	Yes	
ADDENDUM #1 Y or N		No	No	No	

PROPOSAL: One-Year Requirements of 50/50 Tee Shirts and 100% Cotton Shirts with an Option To Renew for One Additional Year