



CITY COUNCIL AGENDA ITEM

Date: October 10, 2013

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
 Carol Anderson, Recreation Director
 Scott Mercer, Recreation Supervisor/Facility Manager

Subject: Standard Purchasing Resolution 1: Award To Low Bidder – Tee Shirts – Recreation Department

History

The Recreation Department routinely purchases Tee Shirts for staff and the youth and adult recreational programs throughout the year on an as needed basis. Tee shirts are used by the Recreation Center, Aquatic Center and the Community Center. Tee Shirts provide uniformed attire and make staff easily identifiable. Tee shirts are also furnished for league play, day camps, and league awards. The current Tee shirt contract has expired.

Purchasing

On September 7, 2013, a bid opening was conducted as required by City Charter/Code and bid proposals were received at the City’s request from firms interested in providing two (2) year requirements of 50/50 and 100% Cotton Tee Shirts for the Troy Recreation Department with an option to renew for one (1) additional year. Ninety-nine (99) companies were notified via the Michigan Intergovernmental Trade Network (MITN) website with five (5) proposals received. Also of the ninety nine (99) companies notified via MITN; fifty nine (59) companies were Michigan based companies. Of the five bids received, one was disqualified for failing to submit the proper bid surety as specified.

Companies notified via MITN	99
Troy Companies notified via MITN	1
Troy Companies notified Active email Notification	1
Troy Companies notified Active Free	0
Companies that viewed the bid	39
Troy Companies that viewed the bid	0

***MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.*

Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.

Inactive MITN member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

A detailed pricing list for each option was requested and received from the four responsible, responsive bidders. The bid tabulation was analyzed and a complete reference check was conducted. Additionally, know that the bid pricing was compared to other bids posted on MITN and research was also done with local printing companies that verified that the bid pricing received was very competitive and cost effective.

Financial

Funding for the purchase of Tee Shirts is available in the Recreation, Community Center and Aquatic Center operating accounts. The cost of Tee Shirts is built into registration and membership fees paid by participants.



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Recommendation

City management recommends awarding a two (2) year contract with an option to renew for one (1) additional year to provide Tee Shirts for the Recreation Department on an as needed basis to the low total bidder, *Express Press of Springfield, MO* for an estimated total annual cost of \$45,435.72 at unit prices contained in the bid tabulation opened September 7, 2013; with all expenses not to exceed budgetary limitations.

Opening Date -- 9/19/13
Date Reviewed - 10/03/13

CITY OF TROY
BID TABULATION
TEE SHIRTS

VENDOR NAME: **	EXPRESS PRESS	ASHGROVE	IMPRESSIVE	BSN SPORTS
		MKTG AGENCY	PROMOTIONS	
	SPRINGFIELD, MO	NOVI, MI	CLAWSON, MI	DALLAS, TX
CHECK #	161603	667937	531169683-4	1019120731
CHECK AMOUNT	\$2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

EST QTY	DESCRIPTION	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH
ITEM #1-- 50/50 Short Sleeve Shirts					
(50% Cotton & 50% Polyester w/One Color Imprint on Front)					
2,000	Youth - Small, Med, Large	\$ 2.98	\$ 3.71	\$ 3.75	\$ 4.20
2,000	Adult - Small,Med,Large,X-Large	\$ 2.88	\$ 4.33	\$ 3.75	\$ 3.86
60	Adult - XX-Large, XXX-Large	\$ 4.88	\$ 6.60	\$ 5.75	\$ 6.11
1,000	COST PER DIGIT: Single	\$ 0.50	\$ 1.30	\$ 1.00	\$ 2.47
500	Double	\$ 1.00	\$ 2.60	\$ 2.00	\$ 2.47
	QUOTING ON STYLE:	8000	G8000	G800B & G900	G800B, G800
	MANUFACTURED BY:	Gilden 5.6 oz	Gilden	Gilden	Gilden
	NUMBER OF COLORS AVAILABLE:	36	27	35 (See Exhibit 1)	36
	ESTIMATED TOTAL (ITEM#1):	\$ 13,012.80	\$ 19,076.00	\$ 17,345.00	\$ 20,191.60
ITEM #2 -- 100% Cotton - Short Sleeve Shirts					
One (1) Color Imprint on Front					
400	Adult - Med,Large, X-Large	\$ 2.98	\$ 4.61	\$ 3.95	\$ 3.87
100	Adult - XX-Large	\$ 4.88	\$ 6.44	\$ 5.95	\$ 6.10
	QUOTING ON STYLE:	2000	G2000	G200	G200
	MANUFACTURED BY:	Gilden 6.1 oz	Gilden	Gilden	Gilden
	NUMBER OF COLORS AVAILABLE:	64	\$ 48.00	39 (See Exhibit 2)	36
	ESTIMATED TOTAL (ITEM#2):	\$ 1,680.00	\$ 2,488.00	\$ 2,175.00	\$ 2,158.00
ITEM #3 -- 100% Cotton - Short Sleeve Shirts (No Imprinting)					
350	Adult - Small, Med,Large,X-Large	\$ 2.63	\$ 3.42	\$ 3.45	\$ 2.34
50	Adult - XX-Large	\$ 4.53	\$ 5.26	\$ 5.45	\$ 4.56
	QUOTING ON STYLE:	2000	G2000	G200	G200
	MANUFACTURED BY:	Gilden	Gilden	Gilden	Gilden
	NUMBER OF COLORS AVAILABLE:	64	48	39 (See Exhibit 2)	36
	ESTIMATED TOTAL (ITEM#3):	\$ 1,147.00	\$ 1,460.00	\$ 1,480.00	\$ 1,047.00
ITEM #4 -- 50% Cotton/50% Polyester Blend					
Short Sleeve Shirts w/Two Colors Front & 1 Color Back					
2,800	Youth -Small, Medium, Large	\$ 3.43	\$ 4.62	\$ 4.75	\$ 4.98
1600	Adult - Medium, Large, X-Large	\$ 3.33	\$ 5.24	\$ 4.75	\$ 4.54
	QUOTING ON STYLE:	8000	G8000	G800B & G900	G800B (youth) G800
	MANUFACTURED BY:	Gilden	Gilden	Gilden	Gilden
	NUMBER OF COLORS AVAILABLE:	36	27	35 (See Exhibit 1)	36
	ESTIMATED TOTAL (ITEM#4):	\$ 14,932.00	\$ 21,320.00	\$ 20,900.00	\$ 21,208.00

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 BID TABULATION
 TEE SHIRTS

VENDOR NAME: **		EXPRESS PRESS	ASHGROVE	IMPRESSIVE	BSN SPORTS
			MKTG AGENCY	PROMOTIONS	
EST QTY	DESCRIPTION	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH	PRICE/ EACH
ITEM #5 -- 100% Cotton - Two Color Imprint - Front & Back					
Short Sleeve Shirts					
3,200	Adult-Medium, Large, X-Large	\$ 3.47	\$ 5.82	\$ 5.45	\$ 6.81
400	Adult - XX-Large	\$ 5.27	\$ 7.65	\$ 7.45	\$ 9.04
QUOTING ON STYLE:		2000	G2000	G200	G200
MANUFACTURED BY:		Gilden 6.1 oz	Gilden	Gildan	Gilden
NUMBER OF COLORS AVAILABLE:		36	48	39 (See Exhibit 1)	36
ESTIMATED TOTAL (ITEM#5):		\$ 13,212.00	\$ 21,684.00	\$ 20,420.00	\$ 25,408.00
ITEM #6 -- 50% Cotton/50% Polyester Blend					
Short Sleeve Shirts w/Four Color Imprint Front					
400	Youth- Small, Medium, Large	\$ 3.43	\$ 4.27	\$ 5.25	\$ 6.41
24	Adult - Medium, Large, X-Large	\$ 3.33	\$ 4.89	\$ 5.25	\$ 8.75
QUOTING ON STYLE:		8000	G8000	G800B & G900	G800B, G800
MANUFACTURED BY:		Gilden 5.6 oz	Gilden	Gilden	Gilden
NUMBER OF COLORS AVAILABLE:		36	27	35 (See Exhibit 1)	36
ESTIMATED TOTAL (ITEM#6):		\$ 1,451.92	\$ 1,825.36	\$ 2,226.00	\$ 2,774.00
ESTIMATED GRAND TOTAL ALL ITEMS:		\$ 45,435.72	\$ 67,853.36	\$ 64,546.00	\$ 72,786.60
SAMPLES INCLUDED Y or N		N	N	N	N
HOURS OF OPERATION		8:00AM-5:00PM	8:00AM-6:00PM	8:00AM-5:30PM	7:30AM-6:00PM
CONTACT INFORMATION:		417-880-6850	248-444-7426	248-390-8028	NO # PROVIDED
PAYMENT TERMS		NET 30	NET 30	NET 30	NET 30
GUARANTEED DELIVERY		BIDDERS WILL BE NOTIFIED 2 WEEKS IN ADVANCE			
WARRANTY		90 DAYS	Full replacement on defective goods	Manufacturer	1 year limited warranty
EXCEPTIONS		X	X	X	X
ALL OR NONE AWARD: Y or N		N	N	Y	N
ACKNOWLEDGEMENT: Y or N		Y	Y	Y	Y

****BOLDFACE TYPE DENOTES LOW TOTAL BIDDER**

NOT CONSIDERED:

All American Embroidery Inc. (Failed to submit bid deposit as per bid requirements)

NO BIDS:

Loeman's Embroidery, Engraving and Screen Printing LLC

ATTEST:

Enna A. Bachelor
 Susan Riesterer
 Scott Mercer

MaryBeth Murz
 Purchasing Manager