

**ADDENDUM # 1
T-Shirts Townwide
BID # 6083F**

June 26, 2009

Dear Vendors:

The Contract Bidding Documents pursuant to Bid # 6083F are hereby revised as follows:

Clarifications:

1. The **NEW BID OPENING DATE IS TUESDAY, JULY 7th 2009 at 3:00.**
2. On the last page of bid document remove total shirt quantity of 4,873.

Questions:

Q: I have a question on Public Works,Leisure,Plant & Facilities.
Are the Tees cotton or 50/50? I see you have both styles listed on the master sheet.

A: Public Works – 50/50
Leisure - cotton
Plant & Facilities – cotton

Q: We need the logo description, number of colors, stitch count if they are embroidery and the size of the logos and locations. There were no logos in the package that I received. Please advise. **WHAT IS THE LETTERING?**

A: The logo to be used is below. It will be one color with one line of text below identifying the department (ie. Public Works, Leisure Services, Plant & Facilities.) Logo location is noted in #13 of bid spec. under imprinting.



TOWN OF WEST HARTFORD 50 SOUTH MAIN STREET
TOWN OF WEST HARTFORD, CT 06107-2431
(860) 561-7470 FAX: 561-7492

 Printed on Recycled Paper



Q: Would you be able to provide me with the winning bid from the last bid? Also, is each department using the same logo? Example: public works 101 shirts all having the same logo, or does each color and style use something different?

A: Copy of the bid response is attached. Same logo will be used for all departments. Only the lettering will change. (see above.)

Q: Are the requirements for the bidders to use as a reference of shirts to pick from or the departments to pick the apparel that they wanted? Also, can we use counterparts for some shirts?

A: The shirt style requirements are noted on the spreadsheets. The shirt styles listed on page 4 of the bid spec. are examples of the quality of shirts that are acceptable. Equivalent items will be considered. Counterparts can be used.

Q: In regards to the Outer Bank Polo, I am having trouble finding that style # 5042. Do you have any other details on this shirts? Do you have the style # for the Ladies version of this shirt?

A: **Outer Banks - Interlock Knit Drop Needle Sport Shirt with Stripe Trim. 5042 -**

Q: Is it possible to get images for the embroidery required in bid #6083F due on 7/02.

A: See logo above.

Q: Can I get the contract history (prices paid, vendor, garments, year ordered) for the above referenced bid.

A: Copy of the bid response is attached.

Q: Question - on page 7 Gildan 100% ultra cotton 575 white IMPRINTING says purple on front(2color purple and black) - not sure what this means. Are these Small Business Enterprise bids?

A: The imprint is 2 colors, purple and black. There are no preferences for this bid.

Q: Can we submit our own brand with the same quality that you are looking for? Do we have to send the actual samples with the bid document that must be submitted on July 2?

A: Equivalent items will be considered. Samples do not need to be included with the bid response.

Sincerely,

Rick Hyman
Buyer

Town of West Hartford, Connecticut
 Department of Financial Services Purchasing Services Division
 50 South Main Street, West Hartford, CT 06107-2431

INVITATION TO BID

Bid No. 5651 F	Opening Date June 22, 2004	Opening Time 2:30 PM
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Formal Bid Informal Bid

THIS IS NOT AN ORDER

This INVITATION TO BID form, with your response on it, must be received by the Purchasing Services Division, at the above address, prior to the bid opening at the time and date shown above. Bids must contain an original signature and must be submitted in a sealed envelope. All bid envelopes must indicate the bid number, time and opening date. At the designated time, all bids will be publicly opened and read. **THIS IS SUBJECT TO THE TERMS AND CONDITIONS ATTACHED AS WELL AS ALL ATTACHED SPECIFICATION SHEETS AND DRAWINGS.**


Department: Townwide	Division:	Required Delivery Date	Requisition No.:
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Shipping Destination: various

DESCRIPTION	UNIT PRICE	TOTAL
<p>The Town of West Hartford is currently seeking a source of supply for various T-Shirts as per attached specifications dated June 1, 2004.</p>		
	TOTAL	\$ 15,624.46

We hereby agree to furnish and invoice above listed materials or services, delivered or performed in accordance with your specifications, requirements and terms as specified herein at prices specified above.

Bidders are encouraged to attend the Town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the Town's solicitation. Bidders who would like the results of the bid but are unable to attend the bid opening must submit with their bid a self-addressed stamped envelope and note requesting a copy of the bid results. We will endeavor to forward the bid results within two weeks. Bidders calling the Purchasing Office for bid results will be referred to the above procedure. The bidder agrees that by affixing their signature to this request for bids, the authorized signatory grants approval to the Town Of West Hartford to obtain third party credit reports for the purpose of assessing the financial capacity of the business entity tendering such bid to the Town.

Delivery Date <i>10 days ARO</i>	Shipment via <i>UPS Ground</i>	Vendor FEIN #: <i>59-2313874</i>	Terms <i>0 % 30 DAYS</i>
Vendor Name <i>Safari Sun</i>		Address <i>928 Jasmine Ct. - Suite 1007</i>	
		City, State, Zip <i>Altamonte Springs, FL 32701</i>	
Telephone <i>866-339-7281</i>	Fax No <i>888-339-2117</i>	Authorized Signature 	Printed Name <i>Chris Dornick</i>
		Title <i>Manager</i>	

NOTE: Failure to affix an authorized signature to this form will result in rejection of the bid.

**SPECIFICATIONS FOR VARIOUS TYPES OF T-SHIRTS AND
2 or 3-BUTTON POLO SHIRTS
June 1, 2004**

1. **Intent:**

Bids will be accepted for furnishing a total of approximately 28 two or three button polo T-shirts with collars and pockets, 48 short sleeve T-shirts and 18 long sleeve T-shirts with logos and with pockets for the Leisure Services Department per year. Sizes and quantities as stated are approximate and subject to change prior to submission of exact quantities and sizes subsequent to award. Furthermore, bids will be accepted for furnishing a total of approximately 3,000 – 3,500 T-shirts and no pocket/no button polo shirts as per the attached list of program and staff T-shirts Leisure Services will require in the coming year. Delivery will be needed on or about May 1 to the various facilities. Artwork will be supplied by the various facilities.

Bids shall be accepted for furnishing a total of approximately 110 two or three-button Polo shirts with collars and pockets and 565 short sleeve T-shirts with logos and with pockets for the Plant and Facilities Services Departments per year. Sizes and quantities as stated are approximate and subject to change prior to submission of exact quantities and sizes subsequent to award.

Bids shall be accepted for furnishing a total of approximately 106 two or three-button Polo shirts with collars and pockets, 132 short sleeve T-shirts with logos and with pockets and 77 long sleeve T-shirts with logos and without pockets for the Public Works Department per year. Sizes and quantities as stated are approximate and subject to change prior to submission of exact quantities and sizes subsequent to award.

Total number of T-shirts ordered in a calendar year is approximately 4,900.

2. **Term:**

The term of the contract shall be for a period of three years commencing on or about 7/1/04 and terminating 6/30/07, two (2) additional one (1) year extensions. The contract pursuant to this solicitation may be cancelled by the Town for cause or convenience upon written notification to the Contractor.

3. **Stock:**

The bidder shall have a fully stocked facility where the business is the sale and printing of shirts. If, in the judgment of the buyer, a facility is not adequately stocked, the bid may be rejected.

4. **Literature and Color Charts:**

Each bidder shall submit with their bid, and at no cost to the Town, detailed product literature, and color charts.

5. **Basis of Award:**
This bid shall be awarded to the vendor who provides the *best value* to the Town of West Hartford for all requirements stated herein. All items must be quoted. Incomplete bids will not be accepted.
6. **Samples:**
Shirt samples may be requested to determine the *best value*, and if requested, must be provided to the Town within three (3) working days of a request. Fabric samples may also be required, to determine the best value, upon request prior to award of any contract.
7. **Bid Submission:**
The bidder is required to state fixed prices for all items for the three-year contract term. All prices shall be on an F.O.B. destination basis (inside delivery). The Town is exempt from all taxes and fair trade restrictions.
8. **Description:**
For description of shirts and logos see attachments.
9. **Artwork:**
Camera ready artwork shall be provided by the Town. Artwork must be returned to the Town upon termination of the contract term.
10. **Delivery Dates:**
All items listed herein shall be delivered within fifteen working days of a request. It is anticipated that orders will be placed once per year for the majority of shirts. However smaller orders may be placed several times per year.
11. **Pricing:**
The attached BID SUBMISSION SHEET MUST BE COMPLETED AND RETURNED WITH A SIGNED (original signature) Invitation To Bid cover sheet. Prices must be filled in by size (as opposed to just a GRAND TOTAL price), in case quantities need to be adjusted.
12. **Sizes:**
Prices bid shall include all sizes noted. All sizes requested must be quoted in order to be considered for award.
13. **Imprinting:**
Logos shall be imprinted on left chest above the pocket as per the sample shirts noted in item 9. Logos for shirts which don't have pockets shall be imprinted on left chest approximately 5" from top of collar and approximately 4 1/2" from left arm seam.

14. **Proofs:**
Proofs (i.e. sample printed shirts) shall be required of each shirt requiring logos to insure proper sizing and placement of logos on shirts.
15. **Questions:**
Please forward any questions regarding this bid to Tammy Daniels-Bradley (FAX #860-523-3136) or via e-mail at tammyb@westhartford.org in writing at least five days prior to bid opening.

SHIRT REQUIREMENTS – See attached spreadsheet

Leisure Services

Polo: Fruit of the Loom Best
50/50

S/S Tee: Fruit of the Loom Best
50/50

Facilities Services

Polo: Fruit of the Loom Best
50/50

S/S Tee: Fruit of the Loom Best
50/50

Public Works

Polo: Crystal Springs
50/50

S/S Tee: Fruit of the Loom Best
50/50

L/S Tee: Fruit of the Loom Best
50/50

LEISURE SERVICES

COLOR: White Lettering (Logo) on Maroon (wine), Polo Shirts

Maroon Lettering (logo) on Gray Tee Shirts

Color	Total	Type	Large	X-Large	2XL
Gray	48	Short sleeve Tee shirt w/pocket	20	25	3
5930 PR			\$ 3.27 ea.	\$ 3.27 ea.	\$ 4.08 ea.
Fruit of the Loom	\$159.39		\$ 65.40	\$ 81.75	\$ 12.24
Gray or Maroon	18	Long sleeve Tee shirt w/pocket	8	10	
7930R			\$ 3.34 ea.	\$ 3.34 ea.	\$ 4.25 ea.
Fruit of the Loom	\$ 60.12		\$ 26.72	\$ 33.40	\$
Maroon (wine)	28	Button Top Polo w/pocket	18	10	
456MP			\$ 7.34 ea.	\$ 7.34 ea.	\$ 8.34 ea.
Seizes	\$ 202.46		\$ 130.12	\$ 70.34	\$
Fruit of the Loom Polo's Discontinued					
TOTAL SHIRTS	94				
GRAND TOTAL:	\$ 421.97				

421.97

PLANT & FACILITIES SERVICES SHIRTS BY SIZE AND TYPE

COLORS: NavyBlue with White Logo/Lettering

and White with Navy Blue Logo/Lettering

Color:	Total	Type	Medium	Large	X-Large	2XL
Navy Blue	565	Short Sleeve Tee w/pocket	35	186	252	92
S130 PR			\$ 3.49 ea.	\$ 3.49 ea.	\$ 3.49 ea.	\$ 4.38 ea.
Fruit of the Loom	\$970.09		\$122.15	\$189.49	\$255.49	\$402.96
White	20	Polo - short sleeve w/pocket			20	
436MP			\$6.64 ea.	\$6.64 ea.	\$6.64 ea.	\$7.64 ea.
Jerzees	\$132.80		\$	\$	\$132.80	\$
<i>Fruit of the loom discontinued</i>						
Navy Blue	90	Polo - short sleeve w/pocket	25	40	15	10
436MP			\$7.34 ea.	\$7.34 ea.	\$7.34 ea.	\$8.34 ea.
Jerzees	\$670.60		\$183.50	\$293.60	\$110.10	\$83.40
<i>Fruit of the loom discontinued</i>						
TOTAL SHIRTS	655					
GRAND TOTAL:	\$1773.49					

10/11/14 47

PUBLIC WORKS SHIRTS BY SIZE AND TYPE									
COLOR: Gold logo/lettering on navy shirts; navy logo/lettering on gray shirts; navy logo/lettering on "safety" orange shirts									
Color:	Total	Type	Medium	Large	X-Large	2XL	3XL	4XL	
Navy	101	Short Sleeve Tee	2	20	63	10	4	2	
5930PR		W/ pocket	\$3.49 ea.	\$3.49 ea.	\$3.49 ea.	\$4.34 ea.	\$4.57 ea.	\$5.77 ea.	
	\$370.27		\$6.98	\$69.80	\$219.87	\$43.80	\$18.28	\$11.54	
Gray	31	Short Sleeve Tee	2	0	13	8	5	3	
3430PR		W/ pocket	\$3.27 ea.	\$3.27 ea.	\$3.27 ea.	\$4.08 ea.	\$4.31 ea.	\$5.51 ea.	
	\$119.77		\$6.54	\$	\$42.51	\$32.64	\$21.55	\$16.53	
Navy	59	Long Sleeve Tee	1	18	28	11	1	0	
7930R		W/ pocket	\$4.65 ea.	\$4.65 ea.	\$4.65 ea.	\$5.65 ea.	\$6.65 ea.	\$7.65 ea.	
	\$287.35		\$4.65	\$83.70	\$130.20	\$62.15	\$6.65	\$	
Gray	18	Long Sleeve Tee	0	3	14	1	0	0	
7930R		W/ pocket	\$4.34 ea.	\$4.34 ea.	\$4.34 ea.	\$5.25 ea.	\$6.25 ea.	\$7.25 ea.	
	\$79.03		\$	\$13.02	\$60.76	\$5.25	\$	\$	
Navy	57	Button Polo	0	7	30	16	0	4	
4361AP		W/ pocket	\$7.34 ea.	\$7.34 ea.	\$7.34 ea.	\$8.34 ea.	\$9.34 ea.	\$10.34 ea.	
	\$446.38		\$	\$51.38	\$220.20	\$133.44	\$	\$41.36	
Gray	49	Button Polo	0	5	24	20	0	0	
4361AP		W/ pocket	\$6.93 ea.	\$6.93 ea.	\$6.93 ea.	\$7.93 ea.	\$8.93 ea.	\$9.93 ea.	
	\$359.57		\$	\$34.65	\$166.32	\$158.60	\$	\$	
Orange	57	Button Polo	0	7	30	16	0	4	
4361AP		W/ pocket	\$7.34 ea.	\$7.34 ea.	\$7.34 ea.	\$8.34 ea.	\$9.34 ea.	\$10.34 ea.	
	\$446.38		\$	\$51.38	\$220.20	\$133.44	\$	\$41.36	

Total 2108.75

-6- 2108.75

I. Celebrate West Hartford

FIBER	QUANTITY	COLOR	IMPRINTING	SIZES	PURPOSE	UNIT PRICE	EXT. PRICE
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	800	Indigo	White - front and back	400 M 400 XL	Road Race Terri needs these by May 28 th .	\$ 3.15 3.15	\$1260.00 1260.00
Outer Banks 6.6 oz 100% cotton Polo Shirt, Men's Outer Banks 5042	40	Bright Royal	Embroidered Logo (words only) on left upper chest area. Thread color for logo: White	Men's: 3 XXL 5 XL 10 L 2 M Ladies: 1 XL 7 L 10 M 2 S	CWH Committee Terri needs these by April 1 st .	16.54 15.54 15.54 15.54 11.16 11.16 11.16 11.16	49.62 77.70 155.40 31.08 11.16 78.12 111.60 22.32
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	85	Jade Dome	White on front & back	15 XL 45 L 25 M	CWH staff Terri needs these by May 28 th .	3.15 3.15 3.15	47.25 141.75 78.75

total 3324.75

II. Outdoor pools, playgrounds, Camp Funtastic

FIBER	QUANTITY	COLOR	IMPRINTING	SIZES	PURPOSE	UNIT PRICE	EXT. PRICE
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	140	White	Red letters on front and back. "AQUATIC STAFF" on front left side - small print. Leisure Logo is in front above Aquatic Staff "LIFEGUARD" on back - same as last year.	40 S	Lifeguards	\$ 2.53	\$ 101.20
				40 M		2.53	101.20
				40 L		2.53	101.20
				20 XL		2.53	50.60
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	24	White	Red letters on front and back. "POOL MANAGER" on front left side - small print. "LIFEGUARD" on back - same as last year.	6 XL	Pool Managers	2.53	15.18
				6 L		2.53	15.18
				6 M		2.53	15.18
				6 S		2.53	15.18
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	264	White	Red color on front	50 S	Playground, camp staff, and pool cashiers	2.03	101.50
				48 M		2.03	97.44
				70 L		2.03	142.10
				56 XL		2.03	113.68
				28 XXL		3.03	84.84
				12 XXXL		4.03	48.36
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	750	White	one color on front - blue lettering	400 adult S	Camp Funtastic	2.03	812.00
				250 adult M		2.03	507.50
				100 adult L		2.03	203.00
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	90	White	one color on front - orange lettering	60 adult S	Afternoon Adventures	2.03	121.80
				30 adult M		2.03	60.90
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	172	White	one color on front - green lettering	70 adult S	Camp Hillcrest	2.03	142.10
				40 adult M		2.03	81.20
				62 adult L		2.03	125.86

total 3,057.20 ✓

FIBER	QUANTITY	COLOR	IMPRINTING	SIZES	PURPOSE	UNIT PRICE	EXT. PRICE
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	250	Red	White logo on front	50 adult XXL	ECC staff	3.65	182.50
				50 adult XL		2.65	132.50
				50 adult L		2.65	132.50
				50 adult Med		2.65	132.50
				50 adult small		2.65	132.50

V. Westmoor Park

FIBER	QUANTITY	COLOR	IMPRINTING	SIZES	PURPOSE	UNIT PRICE	EXT. PRICE
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	150	natural	green text on back, green logo on left chest	50 L	Staff	2.53	126.50
				50 M		2.53	126.50
				50 S		2.53	126.50
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	575	white	purple on front (2 color purple and black)	100 Child 14/16	program	2.53	253.00
				100 Child 10/12		2.53	253.00
				100 Child 6/8 S		2.53	253.00
				150 Adult S		2.53	379.50
				100 Adult M		2.53	253.00
25 Adult XL	2.53	63.25					

/. Skating Rink

FIBER	QUANTITY	COLOR	IMPRINTING	SIZES	PURPOSE	UNIT PRICE	EXT. PRICE
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	65	Ash	Black on Front & Back	5 Adult XXXL	BV Camp Staff	4.87	24.35
				5 Adult XXL		2.87	14.35
				20 Adult XL		2.87	57.40
				35 Adult Med		2.87	100.45
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	625	Ash	One Color on Back (TBD)	475 Adult S	BV Camper Shirts	2.37	1125.75
				150 Adult M		2.37	355.50

total 41,229.55

4229.05

VI. Basketball League

FIBER	QUANTITY	COLOR	IMPRINTING	SIZES	PURPOSE	UNIT PRICE	EXT. PRICE
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	15	Daisy	Black front - Basketball logo & number Back - number	7-Adult L 8 Adult Med	Team Shirts	4.15 4.15	29.05 33.20
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	15	Light Blue	Black front - Basketball logo & number Back - number	7 Adult L 8 Adult Med	Team Shirts	4.15 4.15	29.05 33.20
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	15	Lime Green	Black front - Basketball logo & number Back - number	7-Adult L 8 Adult Med	Team Shirts	4.15 4.15	29.05 33.20
Gildan 100% ultra cotton heavyweight crewneck t-shirt, no pocket	20	Black	One color on front Bright Red	5 Adult XL 8 Adult L 7 Adult Med	Championship shirts	3.00 3.00 3.00	15.00 24.00 21.00

total 246.75

TOTAL SHIRTS	4,873						
GRAND TOTAL:	\$10,858.25						