



Request for Quotes

Solicitation Number: USC-RFQ-3663-DG

Date Issued: November 6, 2020

Procurement Officer: Dennis Gallman

Phone: 803-777-4115

E-Mail Address: gallmand@mailbox.sc.edu

Mailing Address 1600 Hampton Street; Ste 606
Columbia, SC 29208

DESCRIPTION: Furnish/Deliver South Carolina Gamecocks T-Shirts

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA**

Quotes can be emailed to gallmand@mailbox.sc.edu or Faxed to 803-7772032

SUBMIT QUOTE BY **November 13, 2020 at 9:00 AM (EST)**

QUESTIONS MUST BE RECEIVED BY: N/A

CONFERENCE TYPE: **Not Applicable**

DATE & TIME:

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION: **Not Applicable**

NAME OF OFFEROR

(full legal name of business submitting the offer)

, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

☐ Sole Proprietorship

☐ Partnership

☐ Other _____

☐ Corporate entity (not tax-exempt)

☐ Corporation (tax-exempt)

☐ Government entity (federal, state, or local)

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	<div style="display: flex; justify-content: space-between;">Area Code - Number - ExtensionFacsimile</div>
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
____ Payment Address same as Home Office Address	____ Order Address same as Home Office Address
____ Payment Address same as Notice Address (check only one)	____ Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
--	----------------------	----------------------	----------------------	------------------------

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.*** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

____ In-State Office Address same as Home Office Address
____ In-State Office Address same as Notice Address **(check only one)**

Award Criteria: The award shall be made to the lowest responsible and responsive bidder(s) whose RFQ meets the requirements and criteria set forth in the Request for Quotation.

AWARD WILL BE MADE TO ONE VENDOR

AWARD MAY BE MADE BY INDIVIDUAL LINE ITEMS

Bidders Qualification: Bidders must, upon request of the University, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Purchasing Department reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.

Bidder's Responsibility: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint him with existing conditions shall in no way relieve him of any obligation with respect to this RFQ or to the contract.

Rejection/Cancellation: The University of South Carolina reserves the right to reject any and all RFQs and to cancel the RFQ.

UNIT PRICE GOVERNS (JAN 2006)

In determining award, unit prices will govern over extended prices unless otherwise stated. [06-6075-1]

QUESTIONS FROM OFFERORS (FEB 2015)

(a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the Procurement Officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. See clause entitled "Duty to Inquire." We will not identify you in our answer to your question. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

Please submit questions ONLY via Email to Dennis Gallman at gallmand@mailbox.sc.edu

PROTESTS (MAY 2019)

If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest, but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled “Protest-CPO”. The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]

PREFERENCES - A NOTICE TO VENDORS (SEP 2009)

On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. All the preferences must be claimed and are applied by line item, regardless of whether award is made by item or lot. Vendors are cautioned to carefully review the statute before claiming any preferences. The requirements to qualify have changed. If you request a preference, you are certifying that your offer qualifies for the preference you’ve claimed. Improperly requesting a preference can have serious consequences. [11-35-1524(E)(4)&(6)] [02-2B111-1]

PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009): To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

PREFERENCES - SC/US END-PRODUCT (SEP 2009)

Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms “made,” “manufactured,” and “grown” are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of

the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See “Substitutions Prohibited - End Product Preferences (Sep 2009)” provision. [02-2B112-1]

MINORITY PARTICIPATION (DEC 2015):

Is the bidder a South Carolina Certified Minority Business? ☐ Yes ☐ No

Is the bidder a Minority Business certified by another governmental entity? ☐ Yes ☐ No

If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? ☐ Yes ☐ No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? _____

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? ☐ Yes ☐ No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? _____

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

☐ Traditional minority

☐ Traditional minority, but female

☐ Women (Caucasian females)

☐ Hispanic minorities

☐ DOT referral (Traditional minority)

☐ DOT referral (Caucasian female)

☐ Temporary certification

☐ SBA 8 (a) certification referral

☐ Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

The Department of Administration, Division of Small and Minority Business Contracting and Certification, publishes a list of certified minority firms. The Minority Business Directory is available at the following URL: <http://osmba.sc.gov/directory.html>

[04-4015-3]

Bids are requested for the furnishing and delivery of t-shirts for the Office of Undergraduate Admissions for the University of South Carolina, per the attached specifications.

- 1) FULL DELIVERY OF THE SHIRTS MUST BE COMPLETED BY JANUARY 8, 2021, OR A DATE MUTUALLY AGREED UPON BY THE UNIVERSITY.
- 2) ALL SHIRTS MUST BE GILDAN ITEM NO. 5000, 5.3 OZ 100% COTTON SHORT-SLEEVE TEES IN COLORS LISTED IN FOLLOWING CHART (NO SUBSTITUTIONS), WITH A TWO-COLOR FRONT.

Items Quoted to be as Indicated or Approved Equal.

1. The vendor must have ready and direct access to a postscript printer, Illustrator CS5.5, InDesign CS5.5, Photoshop CS5.5 and the ability to generate separations from vector and raster electronic files: .ai, .indd and .eps formats. Undergraduate Admissions will not provide separations. Printer must be able to provide 6-color printing and front-side printing. Front printing will be centered toward the top of the shirt.
2. Shirt designs will be submitted with the shirt color incorporated into the design. Printer will add or remove colors/separations to compensate to achieve the design.
3. The vendor's bid will take into account any required double-printing due to light ink on a dark shirt, maintaining appropriate coverage and quality and not omitting second runs if necessary. Vendor will assume that a light ink on a dark shirt requires a double-run. Vendors' bid will include appropriate white background if needed for other colors on a dark shirt. **Shirts with faded color due to lack of a second run or white background will be reprinted and delivered at vendor's expense in a timely manner by the shirt distribution date.**
4. The vendor will receive color .ai, .eps, (Adobe Illustrator CS5.5) or .indd (Adobe InDesign CS5.5) file of each design. If the final shirt does not match the submitted design (with the exception of slight color differences due to screen color and printer ink discrepancy), all shirts of that design will be reprinted at no cost to us in a timely manner. Problems arising from color unavailability will be brought to the attention of Undergraduate Admissions before printing for approval/resolution.

5. Ink colors will be “standard” or premixed inks (red, blue, green) unless a specific Pantone color is specified. Refer to bid and shirt orders for shirt colors; do not visually rely on the colors as viewed on a computer monitor.
6. The vendor must have the ability and willingness to receive files and conduct correspondence efficiently via email.
7. The vendor must be willing to send a t-shirt sample before printing if requested.
8. The vendor must have the ability to handle screens as well as solid ink coverage. Vendor must be able to convert a percentage of ink specified in the file to an appropriate halftone screen for shirt production.
9. The vendor must be able to accept a purchase order.

Note: Due to budget limitations, the University of South Carolina will purchase either line item 1 or line item 2.

BIDDING SCHEDULE/USC RFQ-3663-DG

<u>QUANTITY</u>	<u>ITEM 1</u>	<u>UNIT</u>	<u>TOTAL</u>
20,000	<p>All shirts are to be #5000 Gildan Short-Sleeve Adult Tee 5.3 oz., 100% preshrunk cotton. T-shirt colors are garnet and white. Garnet needs to be Gamecock Garnet (Pantone 202 C), or as close to Pantone 202 C as possible. For Gildan, the correct color is "Garnet."</p> <p><u>Sizes</u></p> <ul style="list-style-type: none"> For 20,000: 3,200 (small); 8,200 (medium); 6,200 (large); 2,000 (XL); 400 (XXL) <p>Short Sleeve Shirt Color: Graphite Heather</p> <p>Front Imprint Design: "South Carolina Gamecocks"</p> <p>Front Imprint Color(s): 2 colors (white and garnet)</p> <p>Back Imprint Design: N/A</p> <p>Back Imprint Color(s): N/A</p> <p>SHIRT QUOTED: _____</p> <p>Freight</p>	<p>\$ _____</p> <p>—</p>	<p>\$ _____</p> <p>\$ _____</p>

TOTAL (ITEM 1) \$ _____

Resident Vendor Preference _____

SC End Product Preference _____

US End Product Preference _____

<u>QUANTITY</u>	<u>ITEM 2</u>	<u>UNIT</u>	<u>TOTAL</u>
15,000	<p>All shirts are to be #5000 Gildan Short-Sleeve Adult Tee 5.3 oz., 100% preshrunk cotton. T-shirt colors are garnet and white. Garnet needs to be Gamecock Garnet (Pantone 202 C), or as close to Pantone 202 C as possible. For Gildan, the correct color is "Garnet."</p> <p><u>Sizes</u></p> <ul style="list-style-type: none"> For 15,000: 2,400 (small); 6,150 (medium); 4,650 (large); 1,500 (XL); 300 (XXL) <p>Short Sleeve</p> <p>Shirt Color: Graphite Heather</p> <p>Front Imprint Design: "South Carolina Gamecocks"</p> <p>Front Imprint Color(s): 2 colors (white and garnet)</p> <p>Back Imprint Design: N/A</p> <p>Back Imprint Color(s): N/A</p> <p>SHIRT QUOTED: _____</p> <p>Freight</p>	<p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>

TOTAL (ITEM 2) \$ _____

Resident Vendor Preference _____

SC End Product Preference _____

US End Product Preference _____

Note: The commodity preferences do not apply to a single unit of an item with a price in excess of \$50,000 or a single award with a total potential value in excess of \$500,000. [11-35-1524(E)(2)] or a single award with a total potential value in excess of \$5000.