



NOTICE TO BIDDERS CITY OF PLYMOUTH



Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 10:00 a.m., Thursday, April 12, 2018. The bid opening will be at 10:00 a.m., Thursday, April 12, 2018 for the following:

PURCHASE OF HOUSE HOCKEY UNIFORMS FOR THE 2018 / 2019 BUDGET YEAR

Specifications and bid documents are available at the city hall during normal business hours.

You may also download a copy of the documentation from the City's web site at:

<http://www.ci.plymouth.mi.us>.

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Maureen Brodie
City Clerk
City of Plymouth

INSTRUCTION TO BIDDERS

MODIFICATIONS: The proposal shall not contain any recapitulations of the work to be done. The City is under no obligation to consider alternate proposals or modifications to the specifications unless specifically requested in the bid documents. Oral presentations will not be considered.

EXAMINATION/INTERPRETATION OF THE CONTRACT DOCUMENTS & ABILITY TO BID:

Before submitting a proposal, bidders shall carefully read the specifications and other bid documents and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the specifications. Any bidder in doubt as to the true meaning of any part of the specifications or contract documents may submit to the City of Plymouth a written request for an interpretation or correction thereof. The person submitting such request will be responsible for its prompt delivery. If the interpretation is of general significance to all bidders, the City will attempt to fax or mail a copy of the interpretation to all parties known to be considering the bid. If the interpretation is of sufficient important to potentially affect other bids, then the City may extend the bid due date to give all potential bidders an opportunity to consider the interpretation. Neither the City, nor its agents and employees, shall be responsible for any other explanations or interpretations of the specifications and bid documents, other than those issued in writing by the City Clerk.

It is the intent of the City of Plymouth that all qualified contractors are able to bid under these specifications. If the bidder feels that the specifications are unreasonably restrictive and prevent an effective bid from being submitted, then the bidder is encouraged to notify the City and provide a written request for interpretation of the specification, which is being considered restrictive.

ADDENDA: Any addenda issued prior to the bid opening shall be covered by the bidder in the proposal and shall be made part of the contract documents. Receipt of such addendum shall be acknowledged in the proposal.

DELIVERY OF PROPOSALS: Bids shall be delivered by the time and to the place specified in the Notice to Bidders. It is the sole responsibility of the bidder to see that his/her proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals shall be returned to the bidder unopened. To avoid late receipt and disqualification of bids, it is recommended that bidders personally deliver bids or utilize overnight or certified mail with return receipt requested.

**BIDS SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING THE INSCRIPTION "PURCHASE OF HOUSE HOCKEY UNIFORMS FOR THE 2018 / 2019 BUDGET YEAR".
DELIVER BIDS TO:**

Maureen Brodie
City Clerk
City of Plymouth
201 S Main
Plymouth, MI 48170-1688

WITHDRAWAL: Any bidder may withdraw his proposal, either personally or by telegraphic, faxed or written request, at any time prior to the scheduled closing time for receipt of proposals.

OPENINGS: Proposals will be opened and publicly read aloud at the time designated.

BIDDER QUALIFICATIONS/REFERENCES: All bidders shall include a list of at least three references, preferably municipalities, which the City may contact regarding the bidder's performance. Upon request, the bidder shall also furnish a written statement of its qualifications for the proposed work and a list of work completed on similar projects.

DURATION OF PROPOSALS: Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

PAYMENT TERMS: To be determined by The City of Plymouth based on when the order is delivered.

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The contractor shall further not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his/her hire, tenure, terms, conditions, privileges of employment or any matter directly or indirectly related to employment because of age, except in cases of bona-fide occupational qualifications. Non-compliance with the non-discrimination clause of this contract shall result in cancellation, termination or suspension of the contract and the contractor may be declared ineligible for further City of Plymouth contracts.

HOLD HARMLESS CLAUSE: The contractor agrees to defend and hold the City of Plymouth and its tenants harmless from any claims, actions, damages, losses and expenses of any sort arising out of or in connection with any act or omission of said company, its employees, stewards agents or sub-contractors.

FAILURE TO PERFORM: Failure to perform according to the specifications and bid will result in immediate cancellation of the contract, with the understanding that the City will contact the contractor and inform him/her of any deficiencies and allow corrections of said deficiencies to be made within 24 hours of such notification. Repeated failures of same deficiency will result in immediate termination of the contract after written notice has been given and noted as final notice of failure to comply.

NON-COLLUSION AFFIDAVIT: Bidders will complete the enclosed Affidavit of Non-collusion by Contractor form.

THE CITY OF PLYMOUTH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, AND TO WAIVE ANY IRREGULARITIES. LOW BID DOES NOT AUTOMATICALLY GUARANTEE BID AWARD. BID IS AWARDED TO "BEST BID" AS DETERMINED BY THE CITY OF PLYMOUTH.

Bid may be awarded to more than one bidder.

AFFIDAVIT OF NONCOLLUSION

STATE OF _____ COUNTY OF _____

_____ (name), being first duly sworn deposes and says

that he is _____ (title) of _____ (corporation)

who submits herewith to the City of Plymouth a proposal for **PURCHASE OF HOUSE HOCKEY UNIFORMS FOR THE 2018 / 2019 BUDGET YEAR** for the City of Plymouth and certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;
3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;
4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

Firm Name

Signature of Bidder

Date:

2018/2019 Budget Year

House Hockey Uniforms Bid Specifications

- "Alternate" Jersey Bids Will NOT Be Accepted.
- Winning Vendor will provide mock up of all work prior to final bid award if requested.
- The Hockey Program will purchase uniforms with only the front logo on the uniform. After the uniforms are issued to the team, the Head Coach will bring the jerseys to the vendor to be numbered.
- Vendor will then bill the City for the numbering on the team jerseys.
- Any names placed on the uniforms will be paid by the team representatives.

Jerseys

Athletic Knit Hockey Jersey – Model: H6500 color code 918 (Adult & Youth) - Black with White and Gray Trim

- * Bid to include a two color screen logo on front.
- * Heat Transfer "athletic block" white numbers on back (10") and both sleeves/shoulders (4").
- * Sizes ranging from YS to XXL.
- * **Quantity from 70 - 140 jerseys.**

Athletic Knit Hockey Jersey – Model: H6500 color code 112 (Adult & Youth) - Gray with Black and White Trim

- * Bid to include a Fiberlok Lextra "Chervon" style Heat Transfer Patch.
- * Heat transfer "athletic block" black numbers on back (10") and both sleeves/shoulders (4").
- * Sizes ranging from YS to XXL.
- * **Quantity from 70 - 140 jerseys.**

Athletic Knit Hockey Jersey - Goalie Cut (Adult Only)

Model: Model: H6500 color code 918 - Black with White and Gray Trim

- * Bid to include up to four color screen logo on front.
- * Heat Transfer "athletic block" white numbers on back (10") and both sleeves/shoulders (4").
- * Adult Goalie Cut Jersey size will vary.
- * **Quantity from 1 - 20 jerseys.**

Athletic Knit Hockey Jersey – Goalie Cut (Adult Only)

Model: H6500 color code 112 - Gray with Black and White Trim

- * Bid to include a Fiberlok Lextra "Chervon" style Heat Transfer Patch.
- * Heat transfer "athletic block" black numbers on back (10") and both sleeves/shoulders (4").
- * Adult Goalie Cut Jersey size will vary
- * **Quantity from 1 - 20 jerseys.**

Vendor services required for awarding of bid.

- ** Bid Winner must be able to supply all items listed on a year round basis.
- ** All orders to be filled within 4 weeks of order placement.
- ** Sample products to be presented upon request of the City Representative before final bid acceptance.

**City of Plymouth Proposal Form
House Hockey Uniforms Bid**

- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bid Pricing	
Total bid for all services as listed in bid specifications	
Athletic Knit Model H6500 Youth Size Jersey per unit cost with front logo as specified.	Jersey w Screen \$ Jersey w Patch \$
Athletic Knit Model H6500 Adult Size Jersey per unit cost with front logo as specified.	Jersey w Screen \$ Jersey w Patch \$
Athletic Knit Model H6500 Adult Goalie Cut Jersey per unit cost with front logo as specified.	Jersey w Screen \$ Jersey w Patch \$
Application of heat transfer numbers to back of Jersey and both shoulders/sleeves as specified. Per jersey cost.	\$
Optional Players Last Name on back of a Jersey Per jersey cost.	\$

Bidder Contact Information

Bidder Company Name:	
Address:	
Phone Number:	
Fax:	
Email Address:	
Contact Person:	

The Undersigned, having examined the scope of work, hereby proposes to perform the work in a manner satisfactory to the City of Plymouth Recreation Department in accordance with all specifications, terms and conditions contained in this bid document at the following rates and prices and complete all work within schedules as generally stated and specifically agreed to at the initiation of each phase of work. I affirm that I have the authority to submit this bid to the City of Plymouth for the work specified on the attached sheet. I propose to supply the materials and labor to the City as outlined in this proposal in a timely manner.

Signature of Authorized Agent:	
Printed Name of Authorized Agent:	
Date:	