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**CITY OF FORT COLLINS  
INVITATION TO BID  
BID 6044**

**Reversible Jerseys for Youth Recreation  
BID OPENING: 3:00 p.m. (our clock), March 30, 2007**

Sealed bids will be received and publicly opened at the office of the Director of Purchasing and Risk Management, PO Box 580, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents. If delivered, they are to be sent to 215 North Mason Street, 2<sup>nd</sup> Floor, Fort Collins, Colorado 80524. If mailed, the address is PO Box 580, Fort Collins, 80522-0580.

**Bids must be received at the Purchasing Office prior to 3:00 p.m. (our clock), March 30, 2007.**

Any questions regarding this inquiry should be directed to Ed Bonnette, Buyer, C.P.M., CPPB (970) 416-2247.

**A copy of the Bid may be obtained as follows:**

1. Download the Bid from the Purchasing Webpage, Current Bids page, at:  
<https://secure2.fcgov.com/bs/login.jsp>.
2. Come by Purchasing at 215 North Mason St., 2nd floor, Fort Collins, and request a copy of the Bid.

**Special Instructions**

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or member of City Council, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered.

This rule also applies to subcontracts with the City. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited.

Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions is available for review in the Purchasing Office or the City Clerk's Office. Request Resolution 91-121 for cement restrictions.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.

James B. O'Neill II, CPPO, FNIGP  
Director of Purchasing and Risk Management

BID PROPOSAL  
Bid 6044  
REVERSIBLE JERSEYS FOR YOUTH RECREATION

**BID OPENING: MARCH 30, 2007 3:00p.m. (our clock)**

WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR REVERSIBLE JERSEYS FOR YOUTH RECREATION PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS.

Any questions regarding this inquiry should be directed to Ed Bonnette, Buyer, C.P.M., CPPB (970) 416-2247.

The City of Fort Collins is requesting bids for reversible jerseys using the following guidelines:

Bidder is to fill in the Unit Price per Dozen for each size category, and multiply it out by the Quantity Requested, to fill in the Extended Price per Dozen. Also, please fill in the Lead Time to deliver the item. All items must include freight F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal. Any silkscreening charges and/or setup charges are to be included in the cost of the jerseys.

Specifications: Specifications are to be considered minimum and describe a Merry Garden **Mini Mesh** (or comparable brand) reversible short-sleeve jersey. Round neck T-shirt, reversible, **mini mesh** material, colors Kelly Green and Gold, gold "Youth Sports" logo and sponsor's logos silk screened onto the green side, green "CSU" logo and sponsor's logos silk screened onto the gold side, front center of the shirt, approximately 2" down from the collar. Camera ready artwork provided at time of order. Vendor must be licensed to apply Colorado State University Ram logos. **TO CLARIFY, LOGOS ARE TO BE SILKSCREENED (ONE COLOR) ON THE FRONT SIDE OF THE SHIRT ONLY; ON BOTH THE GREEN FRONT SIDE AND THE GOLD FRONT SIDE.**

**Size Breakdown (Adult Sizes). Delivery can be made within \_\_\_\_\_ days.**

<b>Small</b>	<b>17 dozen</b>
<b>Medium</b>	<b>21 dozen</b>
<b>Large</b>	<b>4 dozen</b>
<b>X-Large</b>	<b>8 dozen</b>

**Total 50 dozen (typical annual initial order quantity)\***

**Bid Schedule:**

**Sizes: Small – Large**      \$ \_\_\_\_\_ per Dozen x 42 dz = \$ \_\_\_\_\_

**Sizes: X-Large**            \$ \_\_\_\_\_ per Dozen x 8 dz = \$ \_\_\_\_\_

**Total Price = \$ \_\_\_\_\_**

I confirm that I am currently licensed to apply Colorado State University (CSU) Ram logos.  
Yes \_\_\_ No \_\_\_

**Bidders are required to supply sample swatches of bid items for approval, along with their Bid submission.**

\*Additional T-shirt orders for incremental quantities may be placed, at intervals of four to six months throughout the year. It is the intent of the City that the same price that is set initially for the year will also be held throughout the year for these incremental quantities.

The initial term of the agreement shall be for one year beginning May 1, 2007. The agreement may be renewed, at the option of the City, for additional one-year periods, not to exceed four (4) additional one-year periods. Pricing changes shall be negotiated by and agreed to by both parties at renewal time and may not exceed the Denver Boulder CPI-U as published by the Colorado State Planning and Budget Office. Awarded vendor may be required to provide proof of increased costs in order to justify price increases.

Solicitations for this Bid are sent out electronically under the City's listing for the following Commodity Codes:

805-12: ATHLETIC APPAREL: JACKETS, JERSEYS, T-SHIRTS, SHORTS, ETC.  
200-55: SHIRTS, JACKETS, HATS, ETC: CUSTOM SILK SCREEN

**Question:** We have been informed that Merry Garden Mini Mesh is no longer available, and has not been for the last three years or so. What substitute material has the City been purchasing?

**Answer:** The City has been purchasing the following: Cobblestone Reversible Kelly Green & Gold

**Question:** What is the current price per unit the City has been paying? What have the actual reorder quantities been?

**Answer:** Here is a recap of the purchasing history under the existing award to Bid 5691:

Current price is \$11.63/each. Original bid price back on March 2002 was \$10.92/each.  
There is no price difference between small-large and x-large sizes.  
Here is the order/reorder history:

4/9/02: 600 @ \$10.92/ea  
11/15/02: 316 @ \$10.92/ea

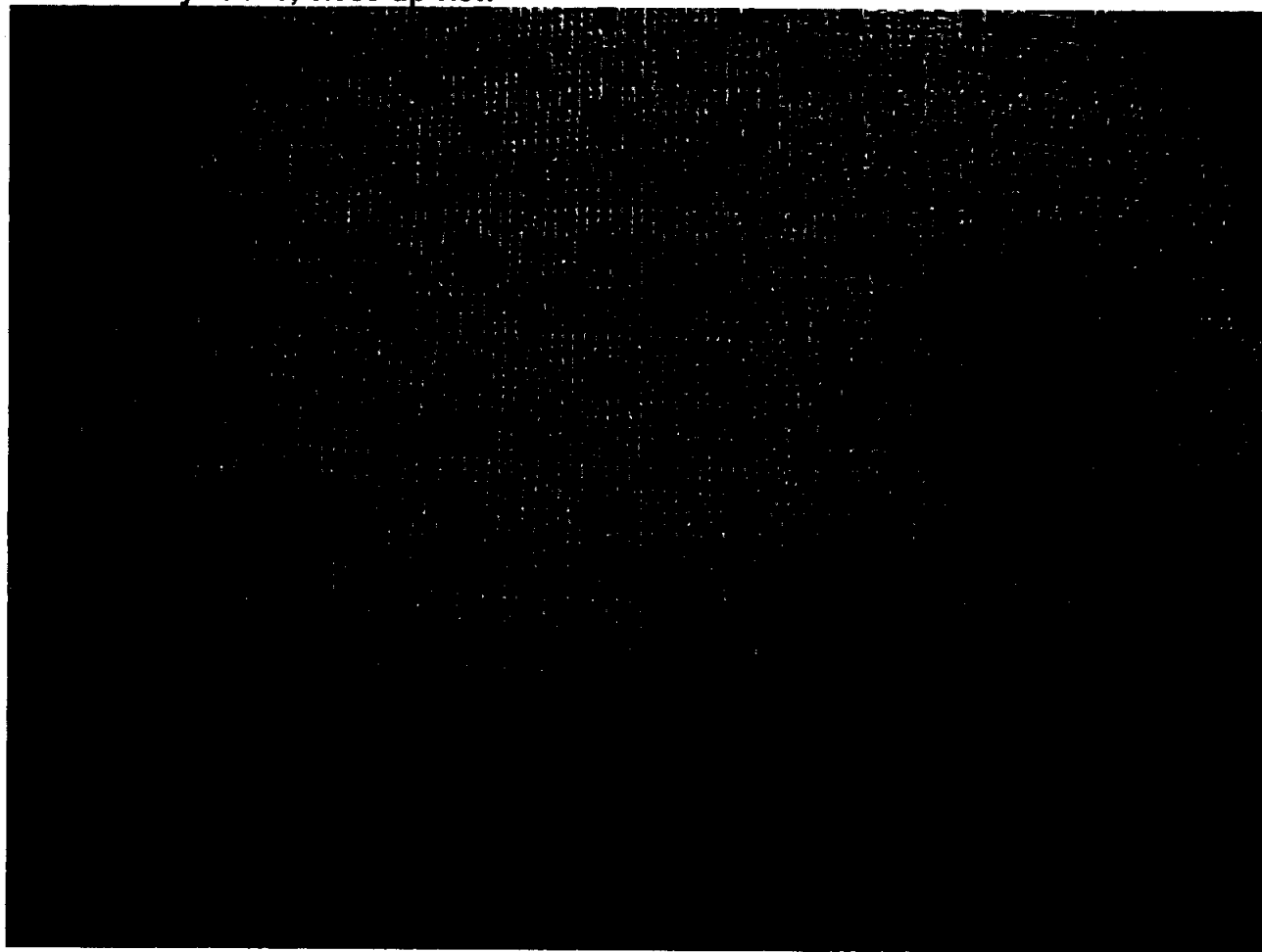
6/9/03: 360 @ \$10.92/ea (no increase at Bid renewal)

2/24/04: 255 @ \$11.19/ea (2.5% increase granted at Bid renewal)  
10/11/04: 475 @ \$11.19/ea  
12/12/04: 300 @ \$11.19/ea

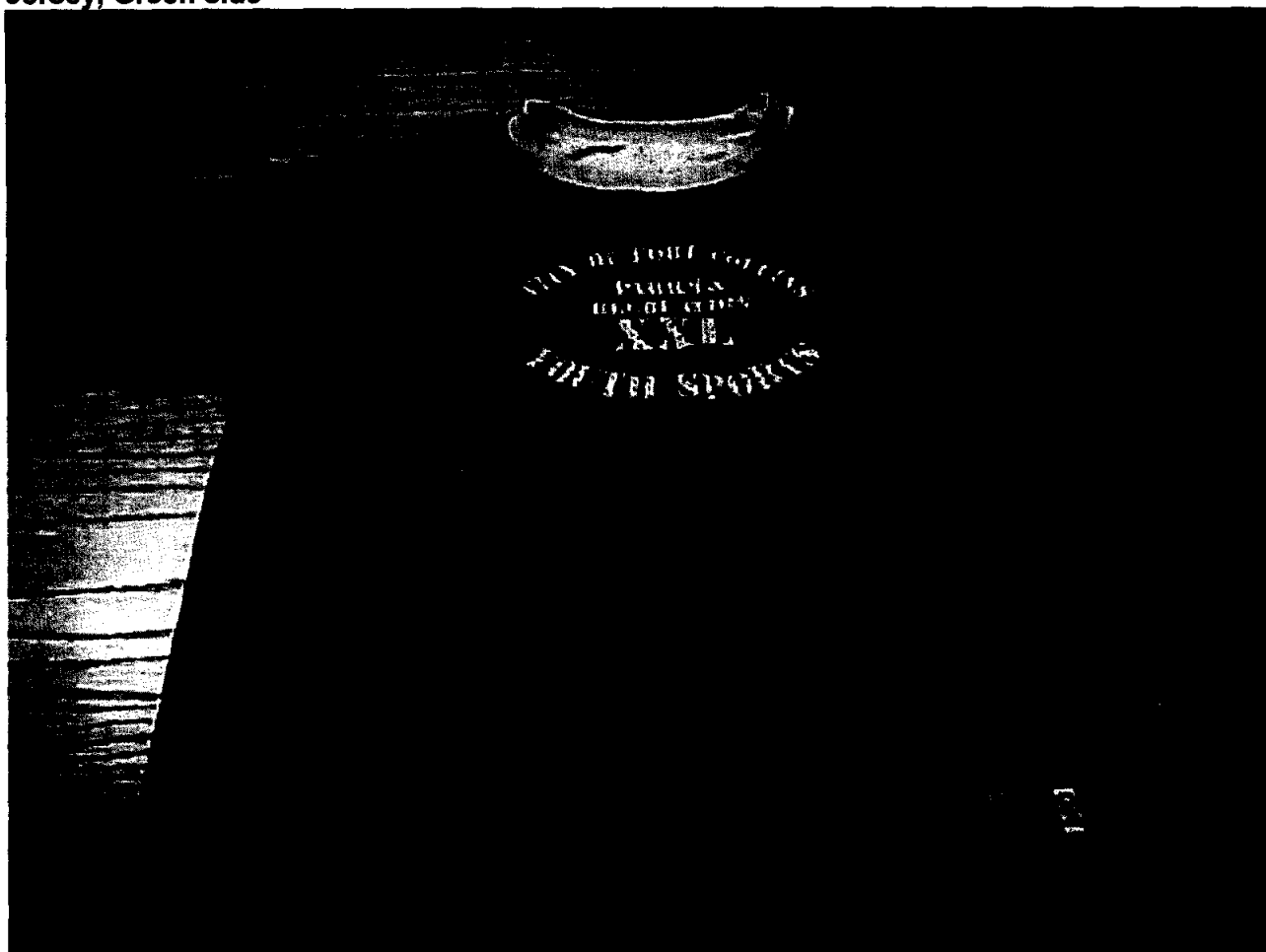
5/12/05: 375 @ \$11.41/ea (2% increase granted @ renewal)  
10/13/05: 250 @ \$11.41/ea  
1/4/06: 450 @ \$11.41/ea

8/28/06: 586 @ \$11.63/ea (2% increase granted @ renewal)  
11/27/06: 500 @ \$11.63/ea

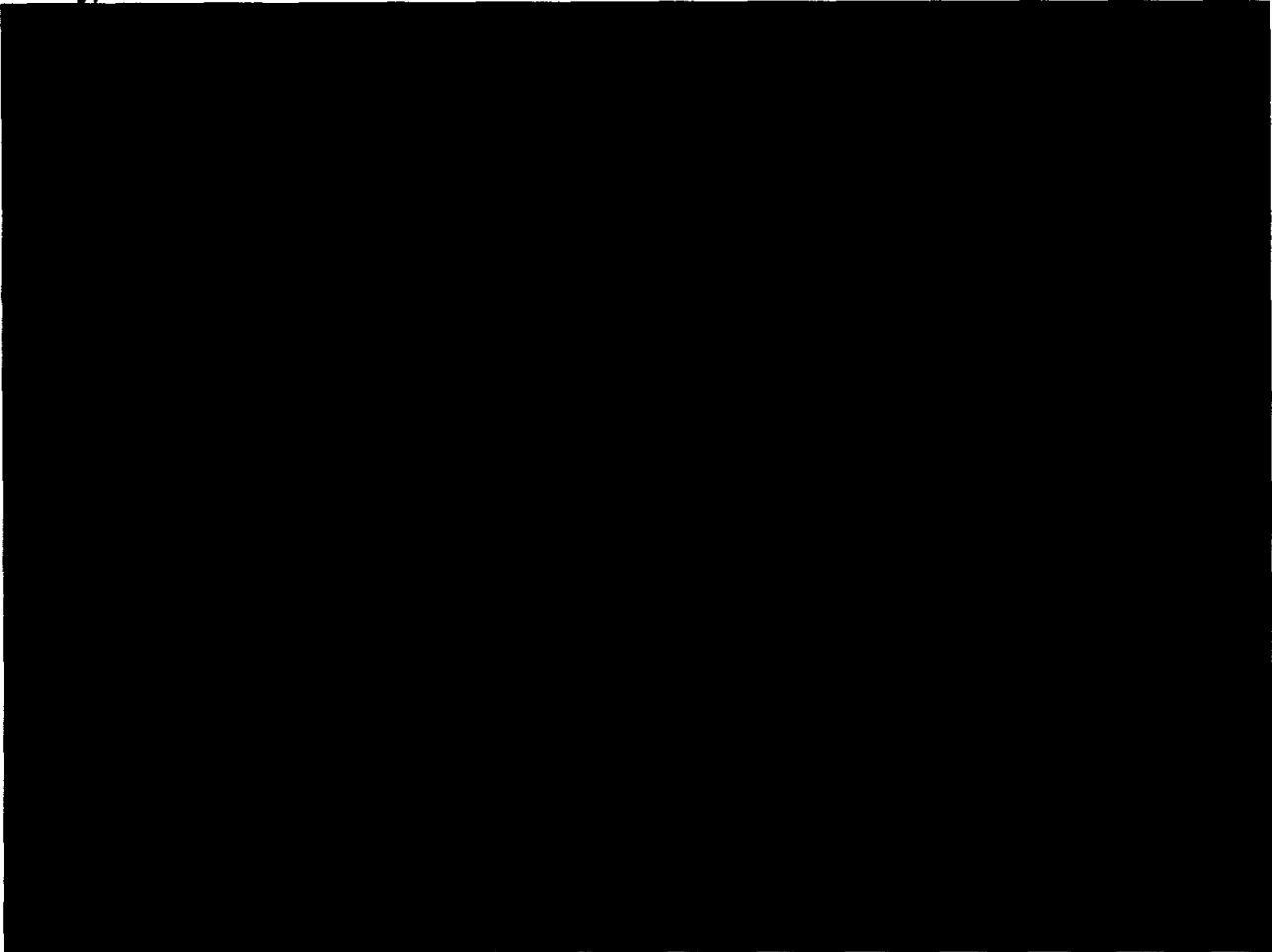
**Jersey Fabric; close-up view**



Jersey, Green side



**Jersey, Gold side**



\_\_\_\_\_  
SIGNATURE AND TITLE

\_\_\_\_\_  
TYPED OR PRINTED NAME AND TITLE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
COMPANY NAME (AREA CODE) TELEPHONE & FAX NUMBER

\_\_\_\_\_  
ADDRESS: STREET, CITY, STATE, ZIP DATE