



# City of McAllen

**TABLE OF CONTENTS**  
**FOR**  
**A SUPPLY CONTRACT FOR**  
**THE PURCHASE OF**  
  
**T-SHIRTS FOR 2009 PROGRAMS**

  

|              |             |   |
|--------------|-------------|---|
| <b>PAGE</b>  | <b>1</b>    | <b>NOTICE TO BIDDERS</b>  |
| <b>PAGES</b> | <b>2-8</b>  | <b>INSTRUCTIONS TO BIDDERS</b>  |
| <b>PAGES</b> | <b>9-10</b> | <b>SPECIFICATIONS (ATTACHED<br/>TENTATIVE SCHEDULE)<br/>(PAGES S-1 THROUGH S-4)</b> |
| <b>PAGE</b>  | <b>11</b>   | <b>BID FORM (ATTACHED BID FORM)<br/>(PAGES B-1 THROUGH B-2)</b>                     |

## NOTICE TO BIDDERS

Sealed bids addressed to Mr. Mike R. Perez, City Manager, City of McAllen, will be received on April 16, 2009 until 2:00 p.m., at which time they will be taken to the Large Conference Room (2<sup>nd</sup> floor) of McAllen City Hall and publicly opened, the names of company(ies) responding shall be announced. (BID TABULATIONS showing actual bid prices shall be provided, at a later date, to respondents requesting same in written form.) Bids must be in the City of McAllen's possession on or before the aforementioned date and time. (no late bids will be accepted).

### SUPPLY CONTRACT FOR THE PURCHASE OF T-SHIRTS FOR 2009 PROGRAMS

Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR BIDS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of McAllen web page address: [www.mcallen.net/bids](http://www.mcallen.net/bids), or may obtain copies of same by contacting the office of:

SANDRA ZAMORA, DIRECTOR OF PURCHASING AND CONTRACTING, LOCATED AT 1300 HOUSTON AVENUE, McALLEN, TX 78501 by calling (956) 681-1130 or by e-mailing your request to the following e-mail addresses: [szamora@mcallen.net](mailto:szamora@mcallen.net).

Be advised that if your company downloaded the bidding documents from the web page and is contemplating on bidding this project you must register with the Purchasing and Contracting Department, so that any changes/additions via Addendum form can be forwarded to your company. (Register with the Purchasing & Contracting Department by phone, fax, or e-mail. Please include your company name, address, phone and fax number, as well as, contact person).

Questions concerning this project may be directed to Shane Stockton, Marketing & Special Events Coordinator by calling (956) 681-3333.

The City of McAllen reserves the right to refuse and reject any or all bids and to waive any or all formalities or technicalities and to accept the bid to be the best and most advantageous to the City, and hold the bids for a period of 60 days without taking action.

Hand-deliver Bids: 1300 Houston Avenue, Purchasing & Contracting Department (3<sup>rd</sup> Floor)  
If using Land Courier (i.e., FedEx, UPS): 1300 Houston Avenue, Purchasing & Contracting Department (3<sup>rd</sup> Floor),  
McAllen, Texas 78501  
Mail Bids: P.O. Box 220, McAllen, TX 78505-0220

A Pre-Bid Conference will be held April 09, 2009 at 10:00 a.m. in the Large Conference Room (2<sup>nd</sup> floor) of McAllen City Hall. All prospective bidders are encouraged to be in attendance.

Envelopes must be clearly marked: Project No. 04-09-SP14-128  
T-SHIRTS FOR 2009 PROGRAMS

## CITY OF McALLEN INSTRUCTIONS TO BIDDER

### **DEVIATION FROM SPECIFICATION**

Please read your specifications thoroughly and be sure that the T-SHIRTS offered comply with all requirements. Any variation from the specifications must be clearly indicated on the item specification sheet and covered by letter attached to and made a part of your bid. If no exceptions are noted, and you are the successful bidder, it will be required that the T-SHIRTS be provided as specified.

### **PURPOSE**

( 1 ) The purpose of these specifications and bidding documents is to execute a supply contract for the purchase of:

### **T-SHIRTS FOR 2009 PROGRAMS**

### **INTENT**

( 2 ) The T-SHIRTS to be furnished under this sealed bid shall be new and unused. All specifications shown are minimum. There is no intention to disqualify any bidder who can meet these specifications.

### **SUBMITTAL OF BID**

( 3 ) Bids will be submitted in sealed envelopes upon the blank form of proposal attached hereto. Each bid must be completely filled out and SUBMITTED IN DUPLICATE FORM. (One (1) original marked "ORIGINAL," and one (1) copy marked "COPY" of their bid, complete with all supporting documentation.) Bids submitted by facsimile (fax) or electronically will NOT be accepted. Submittal of a proposal/bid in response to this solicitation for bid constitutes an offer by the Bidder. Bids which do not comply with these requirements may be rejected at the option of the City. Bids must be filed with the City of McAllen, before opening day and hour. No late proposals will be accepted. They will be returned to Bidder unopened (if properly identified).

Hand-deliver Bids: 1300 Houston Avenue, Purchasing & Contracting Department (3<sup>rd</sup> Floor)

If using Land Courier (i.e., FedEx, UPS): 1300 Houston Avenue, Purchasing & Contracting Department (3<sup>rd</sup> Floor),  
McAllen, Texas 78501

Mail Bids: P.O. Box 220, McAllen, TX 78505-0220

### **PREPARATION OF BID**

( 4 ) Bids MUST give full firm name and address of bidder, and be manually signed. Failure to do so will disqualify your bid. Person signing the bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information. The legal status of the Bidder whether corporation, partnership, or individual, shall also be stated in the bid. A corporation shall execute the bid by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Bidder shall give full names and addresses of all partners. All partners shall execute the bid. Partnership and Individual Bidder shall state in the proposal the names and addresses of all persons with a vested interest therein. The place of residence of each Bidder, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature.

## **INSTRUCTIONS TO BIDDERS Continued:**

### **ALTERATIONS/AMENDMENTS TO BID**

(5) Sealed bids CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. No bid may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of McAllen.

### **SALES TAX**

(6) **STATE SALES TAX MUST NOT BE INCLUDED IN BID.**

### **SUBSTITUTIONS**

(7) No substitutions or cancellations permitted without written approval of City of McAllen.

### **NO BID RESPONSE**

(8) If unable to bid, bidder should return inquiry giving reasons.

### **VARIATIONS**

(9) Any additions, deletions, or variations from the following specifications must be noted. Anything not specifically mentioned which is necessary for the service or which are normally furnished as a standard, shall be furnished by the successful bidder.

### **EXCEPTIONS**

(10) The Bidder shall attach to his/her bid sheet a list of any exceptions to the specifications if unable to do so in bid forms.

### **SYNONYM**

(11) Where in this bid package T-SHIRTS OR ITEMS is used, its meaning shall refer to the PURCHASE OF T-SHIRTS as specified.

### **DELIVERY**

(12) Bidders are advised that all items shall be delivered within seven (7) business days after receipt of artwork. It shall be a mandatory requirement of this Supply Contract that all items be delivered within this time limit and that in no event shall the delivery date exceed the date as posted on the Tentative Schedule of Events which has been included in this bid solicitation package. (Note: That the dates are tentative and that the official event date shall be as dictated by the Parks & Recreation Department).

### **DELAY IN DELIVERY**

(13) When delay in delivery can be foreseen, Bidder shall give prior notice to City of McAllen. Bidder must keep City of McAllen advised at all times of status of delivery. Default in promised delivery time (without acceptable reasons) or failure to meet specifications, authorizes the City of McAllen to contract for the purchase of such T-SHIRTS elsewhere and charge increase in cost to defaulting bidder.

(13a) Acceptable reasons for delayed delivery are as follows: Acts of God, (floods, tornadoes, hurricanes, etc.), acts of government, fire, strikes, war, or actions beyond the control of the successful bidder.

## **INSTRUCTIONS TO BIDDERS Continued:**

### **QUOTE DELIVERED PRICING**

(14) Quote F.O.B. McAllen, TX. If not quoting, show guaranteed exact cost to completely deliver the T-SHIRTS. Bid in units of measure and quantities specified -- extend and show total. In the event of discrepancies in extension(s), unit price(s) will govern. Sealed bids subject to unlimited price increase will not be considered.

### **TIME ALLOWED FOR ACTION TAKEN**

(15) The City may hold sealed bids **60** days after bid opening without taking action. BIDDERS are required to hold their sealed bids firm for same period of time.

### **RIGHT TO REJECT/AWARD**

(16) The City of McAllen reserves the right to reject any or all sealed bids, waive formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of McAllen.

### **COMPARABLE ITEM(S)**

(17) Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing the T-SHIRTS is merely descriptive, and not restrictive, and is used only to indicate quality and type of T-SHIRTS desired. If a bidder quotes on T-SHIRTS other than what is being specified, which he/she considers comparable, the manufacturer and type of said T-SHIRTS must be specified in the bid and sufficient manufacturer specifications must accompany same to permit thorough evaluation. It shall be the responsibility of the BIDDERS bidding an "or equal" to show proof of specification compliance. In the absence of these qualifications, he/she will be expected to provide the T-SHIRTS as called for.

### **INDEMNIFICATION CLAUSE**

(18) The Bidder agrees to indemnify and save harmless the City, the Director of Purchasing and Contracting, and her assistants from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Director of Purchasing and Contracting, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.

### **ADDENDA**

(19) Bidder shall carefully examine the bid forms, specifications, and instructions to BIDDERS. Should the bidder find discrepancies in, or omissions from bid forms, specifications, or other documents, or should he be in doubt as to their meaning, he should at once notify the Director of Purchasing and Contracting (McAllen City Hall, (956) 681-1130) and obtain clarification by addendum prior to submitting any bid. Explanations, interpretations, and supplemental instructions shall be in the form of written Addenda which shall become a part of the Contract documents. Said Addenda shall be mailed by certified mail (return receipt requested), e-mailed, hand delivered and/or faxed, to all prospective Bidders. All Addenda issued in respect to this project shall be considered official changes to the original bidding documents. Verbal statements in response to inquiries and/or requests for explanations shall not be authoritative nor binding.

## **INSTRUCTIONS TO BIDDERS Continued:**

### **ADDENDA (Continued):**

(19) It shall be the Bidder(s) responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their Proposal Submittal. Bidder(s) signature on Addenda shall be interpreted as the respondent's "recognition and compliance to" official changes as outlined by the City of McAllen and as such are made part of the original solicitation documents. Failure of any bidder to receive any such addendum or interpretation shall not relieve such Respondent/Bidder from its terms and requirements. Addendums are available online at [www.mcallen.net/bids](http://www.mcallen.net/bids).

### **PAYMENT**

(20) The City of McAllen will execute payment by mail in accordance with the State of Texas Pay Law after the T-SHIRTS have been completely delivered and found to meet City of McAllen specifications. No other method of payment will be considered.

### **AWARD**

(21) All items (applicable if more than one) will be evaluated and awarded individually or in any combination thereof.

### **ASSIGNMENT**

(22) Neither the bidders' contract nor payment due to an awarded vendor may be assigned to a third party without the written approval of the Purchasing and Contracting Department for the City of McAllen.

### **INTERPRETATIONS**

(23) Any questions concerning the conditions and/or specifications with regards to this bid solicitation shall be directed to the designated individuals as outlined in the Notice to Bidders. Such interpretations, which may affect the eventual outcome of this bid, shall be furnished in writing to all prospective Bidders via Addendum. No interpretation shall be considered binding unless provided in writing by the City of McAllen in accordance with paragraph (19).

### **GEOGRAPHICAL LOCATION**

(24) The geographical location(s) of bidder's facilities referenced purchase will be a factor in the evaluation and award of bid. All items, if more than one, will be evaluated and awarded individually or in any combination thereof.

### **EVALUATION**

(25) Number of days and/or weeks stated on bid proposal form for complete delivery will be a factor in the evaluation and award of bid.

### **STATUTORY REQUIREMENTS**

(26) It shall be the responsibility of the successful Bidder to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work to be performed hereunder and such shall apply to the contract throughout, and that they will be deemed to be included in the contract as though written out in full in the contract documents. (To include issues related to health, environmental, and safety to name a few.)

## **INSTRUCTIONS TO BIDDERS Continued:**

### **BIDDER'S EMPLOYEES**

(27) Neither the Bidder nor his/her employees engaged in fulfilling the terms and conditions of this Purchase Contract shall be considered employees of the City. The method and manner of performance of such undertakings shall be under the exclusive control of the vendor on contract. The City shall have the right of inspection of said undertakings at any time.

### **RIGHT TO WAIVE**

(28) The City of McAllen reserves the right to waive or take exception to any part of these specifications when in the best interest of the City of McAllen.

### **COOPERATIVE PRICING**

(29) Bidders are advised that in addition to responding to our "local" solicitation for bids/proposals with Dealer pricing, vendors/contractors are encouraged to provide pricing on the below referenced items/products/services based on BuyBoard, H-GAC, TPASS, TX DOT, US Communities and/or any other State of Texas recognized and approved cooperative which has complied with the bidding requirements for the State of Texas. If bidding other than or in addition to "dealer" pricing, kindly duplicate the bid forms for each bid being provided from a cooperative contract. Any and all applicable fees must be included). All cooperative pricing must be submitted on or before bid/proposal opening date and hour.

### **HUB CERTIFICATION**

(30) State Certified "**HUB Vendor(s)**" are asked to provide a copy of their certification, if they have not previously done so (information to be faxed to the Purchasing & Contracting Department at (956) 681-1138).

### **COSTS FOR PREPARATION OF BID**

(31) The City of McAllen shall not be held liable for any costs incurred by any bidder for work performed in the preparation of and production of a bid or for any work performed prior to execution of contract.

### **CONFIDENTIAL INFORMATION**

(32) Any information deemed to be confidential by the bidder should be clearly noted on the pages where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the bidder may not be considered confidential under Texas Law, or pursuant to a Court order.

### **VERBAL THREATS**

(33) Any threats made to any employee of the City, be it verbal or written, to discontinue the providing of item/material/services for whatever reason and/or reasons shall be considered a breach of contract and the City will immediately sever the contract with the Vendor on contract.

### **MATHEMATICAL ERRORS**

(34) In the event that mathematical errors exist in any proposal, unit prices/rates -v- totals, unit prices/rates will govern.

## **INSTRUCTIONS TO BIDDERS Continued:**

### **AUDIT**

(35) The City of McAllen reserves the right to audit the bidder's books and records relating to the performance of this contract. The City of McAllen, at its own expense, shall have the right at all reasonable times during normal business hours and upon at least twenty-four (24) house advance notice, to audit, to examine, and to make copies of or extracts from the books of account and records maintained by the vendor(s) with respect to the Supply/Service and/or Purchase Contract. If such audit shall disclose overpayment by City to vendor, written notice of such overpayment shall be provided to the vendor and the amount of overpayment shall be promptly reimbursed by vendor to the City. In the event any such overpayment is not paid within ten (10) business days after receipt of such notice, the unpaid amount of such overpayment shall bear interest at the rate of one percent (1%) per month from the date of such notice until paid.

### **PAST PERFORMANCE**

(36) Bidders are advised that past performance as it relates to product and/or service on Purchase/Service/Supply Contracts previously held with the City shall be a factor in the evaluation and award of this supply contract. The City's position on this matter shall be final.

### **JURISDICTION**

(37) Supply/Service/Purchase Contracts executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Hidalgo County, Texas.

### **VENUE**

(38) The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

### **CONFLICT OF INTEREST**

(39) Bidders are advised that they must be in compliance with the below mentioned law:

#### **CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of McAllen not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

**IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.**

## **INSTRUCTIONS TO BIDDERS Continued:**

### **APPROXIMATE QUATITIES**

(40) Bidders are advised that the City of McAllen contemplates the purchase of the approximate quantities reflected on the specification sheets directly following the item Article Number. These quantities are for a year's period of time; kindly make the proper allowances. This information is being provided as an aid to all bidders to help them provide the City of McAllen with the best price possible. Actual quantities may vary up or down. Acquisition for the type of item(s) awarded shall be from the "Successful Bidder(s)" for a period commencing on the date of award of the Supply Contract and ending one (1) year thereafter. The City of McAllen reserves the right to extend this contract for an additional one (1) period, if the performance of the successful vendor(s)/contractor(s) is/are satisfactory and the unit price(s) remain unchanged. Item(s) shall be purchased on an "as needed" basis and invoiced accordingly. Orders may be executed in person, by telephone, by fax, by mail and/or by e-mail. All orders must be accompanied by a Purchase Order number at time of order.

### **SPECIAL CIRCUMSTANCES**

(41) In the event that the City of McAllen has an immediate need for a particular item(s) that is/are on contract and the successful vendor on contract is not able to meet the special delivery time frame as needed by the City of McAllen, the City of McAllen reserves the right to purchase such item(s) elsewhere to fulfill its immediate need.

### **FLUCTUATION IN PRICES**

(42) If successful vendor has promotional sales on items that are on contract with the City of McAllen, it shall be the successful vendor's obligation/responsibility to pass on the additional savings to the City of McAllen.

### **TERMINATION OF CONTRACT**

(43) BIDDERS ARE ADVISED THAT FAILURE TO DELIVER ITEMS WITHIN TIME FRAME(S) ALLOWED, SHALL BE GROUNDS FOR TERMINATION OF CONTRACT. Termination of such contract shall be in writing.

### **VENDOR'S PERFORMANCE**

(44) Vendors' past performance shall be taken into consideration in the evaluation and award of "Supply Contract".

### **NON-APPROPRIATION CLAUSE**

(45) In the event that no funds are appropriated for this specific purpose, the City of McAllen reserves the right to cancel/terminate this contract. The City of McAllen shall be relieved of any and all responsibilities and/or obligations, without penalty(ies) of any sort. The vendor shall be notified in written form of the City of McAllen's intent to cancel/terminate said contract due to lack of funds.

**CITY OF McALLEN**  
**SPECIFICATIONS FOR A SUPPLY CONTRACT FOR THE PURCHASE OF**  
**T-SHIRTS FOR 2009 PROGRAMS**

**PROJECT NO. 04-09-SP14-128**

**BID OPENING DATE: April 16, 2009 at 2:00 p.m.**

Attached please read the specifications for the above referenced project. Please read the specifications thoroughly and be sure that the **items** offered comply with all requirements. Any variations from the specifications must be clearly indicated on item specification sheet and covered by letter attached to and made a part of your bid. Do Not fill in the blank with "as specified", "available", "standard", "yes", or "ok". If no exceptions are noted and you are the successful bidder, it will be required that the **items** be furnished as specified.

**GENERAL INFORMATION:** Following the item specifications we have included a "Tentative Schedule of Events" as provided by the Parks & Recreation Department. This schedule is to provide information for event planning. **Be advised that the design, size and quantities provided are approximate in nature and the dates are tentative.** This information is being provided in an effort to allow all interested concerns with the foresight to plan for our events. Actual dates and deadlines may vary and the successful respondent(s) shall be expected to accommodate any revised schedule(s) as necessary. Please note that quantities may vary up or down, in-line with Paragraph (40) of the Instructions to Bidders on Page 8 and that the delivery requirements are outlined in Paragraph (12). **Bids should be submitted based on the total estimated quantity per item number and not based on the estimated number of t-shirts needed per specific event.**

**MINIMUM REQUIREMENTS**

**TO BE FILLED OUT BY BIDDER**

**ITEM NO. 1:** T-Shirts - White, Short-sleeved

Crew neck, 100% cotton, 6-7 oz. weight.

All artwork shall be supplied by the

City of McAllen. **Estimated Quantity Needed: 4,062**

**ITEM NO. 2:** Gus & Goldie T-Shirts - White, Short-sleeved

Crew neck, 100% cotton, 6-7 oz. weight.

*Process front and back.*

All artwork shall be supplied by the

City of McAllen. **Estimated Quantity Needed: 10,500**

**ITEM NO. 3:** T-Shirts - Color, Short-sleeved

Crew neck, 100% cotton, 6-7 oz. weight.

All artwork shall be supplied by the

City of McAllen. **Estimated Quantity Needed: 3,237**

## **SPECIFICATIONS FOR A SUPPLY CONTRACT FOR THE PURCHASE OF T-SHIRTS FOR PROGRAMS 2009 Continued:**

### **MINIMUM REQUIREMENTS**

**ITEM NO. 4:** League T-Shirts - Color, Short-sleeved

Crew neck, 100% cotton, 6-7 oz. weight.

*Shirts will feature a uniform number on back.*

All artwork shall be supplied by the

City of McAllen. **Estimated Quantity Needed: 280**

### **TO BE FILLED OUT BY BIDDER**

---

---

---

---

---

---

---

---

**ITEM NO. 5:** T-Shirts - Sport Grey,

Short-sleeved, Crew neck, 100% cotton,

6-7 oz. weight. All artwork shall be supplied by the

City of McAllen. **Estimated Quantity Needed: 2,408**

**ITEM NO. 6:** T-Shirts - Color, Long-sleeved

Crew neck, 100% cotton, 6-7 oz. weight.

All artwork shall be supplied by the

City of McAllen. **Estimated Quantity Needed: 312**

**ITEM NO. 7:** T-Shirts - Staff, Two - Color combination,

“Ringer” Style, Short-sleeved, Crew neck, 50/50 blend of

cotton and polyester, 6-7 oz. weight. All artwork shall

be supplied by the City of McAllen.

**Estimated Quantity Needed: 612**

## **TENTATIVE SCHEDULE OF EVENTS AND QUANTITY FOR EACH ITEM TO FOLLOW (S-1 THROUGH S-4)**

---

**DATE**

---

**PRINT/TYPE NAME**

---

**TITLE**

---

**COMPANY**

## Tentative Schedule of Events

| ITEM #1 - COLOR: WHITE, SHORT-SLEEVED CREW NECK,<br>100% COTTON, 6-7 OZ. WEIGHT |  |                | Size/Quantity |     |       |       |             |     |     |     |     |        | DUE DATE |          |
|---|--|----------------|---------------|-----|-------|-------|-------------|-----|-----|-----|-----|--------|----------|----------|
|   |  |                | Youth Sizes   |     |       |       | Adult Sizes |     |     |     |     |        |          |          |
| DESIGN TYPE   | EVENT/PROGRAM NAME                       | DIVISION       | 2-4           | 6-8 | 10-12 | 14-16 | S           | M   | L   | XL  | 2XL | 3XL    | TOTAL    |          |
| 2 color front   | Lifeguard Apprentice                     | Aquatics       |               |     |       |       | 12          | 12  | 12  | 6   |     |        | 42       | 05/29/09 |
| 3 color front   | Camp of Champs Basketball Camp           | Athletics      |               | 12  | 36    | 36    | 24          | 24  | 12  | 12  | 6   |        | 162      | 06/17/09 |
|   | TAAF Swim Team                           |                |               |     | 48    | 48    | 24          | 12  | 6   | 6   |     |        | 144      | 06/05/09 |
|   | TAAF Track & Field Team                  |                |               | 24  | 36    | 36    | 24          | 24  | 12  | 12  |     |        | 168      | 06/05/09 |
| 3 color front, or 3 color front, 1 color back                                   | McAllen Open                             | Athletics      |               |     |       | 108   | 108         | 144 | 144 | 72  | 24  |        | 600      | 06/19/09 |
| 3 color front   | Summer Theater                           | Las Palmas     |               |     | 12    | 12    | 24          | 24  | 12  | 12  |     |        | 96       | 06/19/09 |
| 2 color front   | Fourth of July Band (Pharr)              | Special Events |               |     |       |       | 20          | 24  | 24  | 24  | 8   |        | 100      | 06/26/09 |
| Process front   | Softball League Runner-Up (Summer)       | Athletics      |               |     |       |       |             | 50  | 180 | 160 | 80  | 50     | 520      | 06/26/09 |
|   | Sand Volleyball League Champion (Summer) |                |               |     |       |       | 2           | 4   | 4   | 2   |     |        | 12       | 07/31/09 |
|   | Basketball League Champion (Summer)      |                |               |     |       |       |             | 4   | 4   | 4   |     |        | 12       | 07/31/09 |
|   | Kickball League Champion (Summer)        |                |               |     |       |       | 2           | 4   | 6   | 6   | 2   |        | 20       | 07/31/09 |
| 2 Color front, one color back, or 2 color front                                 | Kid Fishing Derby                        | Special Events |               | 24  | 24    | 36    | 24          | 12  |     |     |     |        | 120      | 08/05/09 |
| 3 color front, or 3 color front, one color back                                 | McPumpkin Run                            | Athletics      |               |     | 12    | 12    | 30          | 42  | 36  | 18  |     |        | 150      | 10/16/09 |
| Process front   | Softball League Runner-Up (Fall)         | Athletics      |               |     |       |       | 48          | 216 | 144 | 48  | 24  |        | 480      | 10/23/09 |
| 3 color front, one color back or process front, one color back                  | International Friendship Run             | Special Events |               | 36  | 48    | 60    | 120         | 120 | 120 | 72  | 24  |        | 600      | 11/13/09 |
| 3 color front   | 5K Sunchaser Series                      | Athletics      |               |     |       |       |             |     |     |     |     |        |          |          |
|   | Sunriser (May)                           |                |               |     |       |       | 12          | 18  | 30  | 18  | 6   |        | 84       | 05/22/09 |
|   | Sunscorcher (June)                       |                |               |     |       |       | 12          | 18  | 30  | 18  | 6   |        | 84       | 06/12/08 |
|   | Sunsetter (July)                         |                |               |     |       |       | 12          | 18  | 30  | 18  | 6   |        | 84       | 07/10/08 |
|   | Moonriser (August)                       |                |               |     |       |       | 12          | 18  | 30  | 18  | 6   |        | 84       | 07/31/09 |
|   |  |                |               |     |       |       |             |     |     |     |     | TOTAL: | 336      |          |
| Process front   | Softball League Runner-Up (Spring)       | Athletics      |               |     |       |       |             | 50  | 225 | 150 | 50  | 25     | 500      | 04/02/10 |

## Tentative Schedule of Events

| ITEM #2 - COLOR: WHITE, SHORT-SLEEVED CREW NECK, 100% COTTON, 6-7 OZ. WEIGHT   |                                    |                 | Size/Quantity |      |       |       |             |     |     |     |     |     | DUE DATE   |          |
|--|------------------------------------|-----------------|---------------|------|-------|-------|-------------|-----|-----|-----|-----|-----|------------|----------|
|  |                                    |                 | Youth Sizes   |      |       |       | Adult Sizes |     |     |     |     |     |            |          |
|  |                                    |                 | 2-4           | 6-8  | 10-12 | 14-16 | S           | M   | L   | XL  | 2XL | 3XL | TOTAL      |          |
| Process front, process back  | Gus & Goldie Learn-to-Swim Program | Aquatics        | 960           | 2004 | 2280  | 1980  | 1020        | 960 | 840 | 420 | 36  |     | 10500      | 05/01/09 |
| ITEM #3 - COLOR: TBD, SHORT-SLEEVED CREW NECK, 100% COTTON, 6-7 OZ. WEIGHT     |                                    |                 | Size/Quantity |      |       |       |             |     |     |     |     |     | DUE DATE   |          |
|  |                                    |                 | Youth Sizes   |      |       |       | Adult Sizes |     |     |     |     |     |            |          |
|  |                                    |                 | 2-4           | 6-8  | 10-12 | 14-16 | S           | M   | L   | XL  | 2XL | 3XL | TOTAL      |          |
| 2 color front, 2 color back  | Teen Time                          | Palm View       |               |      |       | 24    | 48          | 48  | 36  | 18  | 12  | 6   | 192        | 05/29/09 |
| 1 color front, 1 color back  | Fourth of July Band (McAllen)      | Special Events  |               |      |       |       |             |     |     |     |     |     |            | 06/26/09 |
|  | White Shirt                        |                 |               |      |       |       | 6           | 13  | 25  | 21  |     |     | 65         |          |
|  | Royal Blue Shirt                   |                 |               |      |       |       | 15          | 13  | 10  | 6   |     |     | 44         |          |
|  | Red Shirt                          |                 |               |      |       |       | 15          | 13  | 25  | 21  |     |     | 74         |          |
|  |                                    |                 |               |      |       |       |             |     |     |     |     |     | TOTAL: 183 |          |
| Process front, process back  | Wild Walk                          | Quinta Mazatlan |               |      |       | 24    | 36          | 42  | 42  | 18  | 12  |     | 174        | 11/04/09 |
| 1 color front, one color back or 2 color front, one color back                 | Senior Programs                    | Las Palmas      |               |      |       |       | 82          | 142 | 163 | 163 | 40  | 10  | 600        | TBD      |
| 3 color front, 1 color back or process front, one color back                   | Golden Age Olympics 2010           | Special Events  |               |      |       |       | 108         | 348 | 786 | 630 | 192 | 24  | 2088       | 01/04/10 |
| ITEM #4 - COLOR: VARIOUS, SHORT-SLEEVED CREW NECK, 100% COTTON, 6-7 OZ. WEIGHT |                                    |                 | Size/Quantity |      |       |       |             |     |     |     |     |     | DUE DATE   |          |
|  |                                    |                 | Youth Sizes   |      |       |       | Adult Sizes |     |     |     |     |     |            |          |
|  |                                    |                 | 2-4           | 6-8  | 10-12 | 14-16 | S           | M   | L   | XL  | 2XL | 3XL | TOTAL      |          |
| One color front, uniform # on back   | 7 on 7 Summer Football League      | Athletics       |               |      |       |       |             |     |     |     |     |     |            | 06/05/09 |
|  | Shirt/Print Colors                 |                 |               |      |       |       |             |     |     |     |     |     |            |          |
|  | White/Forest Green (Rowe)          |                 |               |      |       |       | 5           | 10  | 5   |     |     |     | 20         |          |
|  | Sport Grey/Purple (McHi)           |                 |               |      |       |       | 5           | 10  | 5   |     |     |     | 20         |          |
|  | Daisy/Light Blue (Memorial)        |                 |               |      |       |       | 5           | 10  | 5   |     |     |     | 20         |          |
|  | Royal/White (Edinburg)             |                 |               |      |       |       | 5           | 10  | 5   |     |     |     | 20         |          |
|  | Black/Gold (Edcouch-Elsa)          |                 |               |      |       |       | 5           | 10  | 5   |     |     |     | 20         |          |
|  | Sport Grey/Gold (Edcouch-Elsa)     |                 |               |      |       |       | 5           | 10  | 5   |     |     |     | 20         |          |
|  | Navy/Gold (Edinburg North)         |                 |               |      |       |       | 5           | 10  | 5   |     |     |     | 20         |          |
|  | Red/White (La Joya)                |                 |               |      |       |       | 5           | 10  | 5   |     |     |     | 20         |          |

### Tentative Schedule of Events

| ITEM #4 - COLOR: VARIOUS, SHORT-SLEEVED CREW NECK, 100% COTTON, 6-7 OZ. WEIGHT (CONT') |  | Size/Quantity  |     |       |       |             |     |     |    |     |     | DUE DATE      |            |
|--|--|----------------|-----|-------|-------|-------------|-----|-----|----|-----|-----|---------------|------------|
|  |  | Youth Sizes    |     |       |       | Adult Sizes |     |     |    |     |     |               |            |
|  |  | 2-4            | 6-8 | 10-12 | 14-16 | S           | M   | L   | XL | 2XL | 3XL | TOTAL         |            |
| One color front, uniform   | Forest Green/Gold (Rowe)                 | Athletics      |     |       |       | 5           | 10  | 5   |    |     |     | 20            | 06/05/09   |
|  | Sport Grey/Forest Green (Rowe)           |                |     |       |       | 5           | 10  | 5   |    |     |     | 20            |            |
|  | Purple/Yellow (McHi)                     |                |     |       |       | 5           | 10  | 5   |    |     |     | 20            |            |
|  | Daisy/Purple (McHi)                      |                |     |       |       | 5           | 10  | 5   |    |     |     | 20            |            |
|  | Light Blue/Yellow (Memorial)             |                |     |       |       | 5           | 10  | 5   |    |     |     | 20            |            |
|  | Sport Grey/Black (PSJA North)            |                |     |       |       | 5           | 10  | 5   |    |     |     | 20            |            |
|  |  |                |     |       |       |             |     |     |    |     |     | <b>TOTAL:</b> | <b>280</b> |
| ITEM #5 - COLOR: SPORT GREY, SHORT-SLEEVED CREW NECK, 100% COTTON, 6-7 OZ. WEIGHT      |  | Size/Quantity  |     |       |       |             |     |     |    |     |     | DUE DATE      |            |
|  |  | Youth Sizes    |     |       |       | Adult Sizes |     |     |    |     |     |               |            |
|  |  | 2-4            | 6-8 | 10-12 | 14-16 | S           | M   | L   | XL | 2XL | 3XL | TOTAL         |            |
| 3 color front, or 3 color front 1 color back   | RGV Football Combine                     | Athletics      |     |       |       | 12          | 42  | 42  | 30 | 12  | 6   | 144           | 05/08/09   |
|  | Lifeguard Staff                          |                |     |       |       | 32          | 54  | 42  | 21 | 12  |     | 161           | 05/15/09   |
| 3 color front  | Camp Cascade                             | Aquatics       | 36  | 36    | 36    | 30          | 30  | 24  | 12 |     |     | 204           | 05/29/09   |
| 3 color front, or 3 color front 1 color back   | RGV Football Camp                        | Athletics      |     |       |       | 12          | 30  | 48  | 36 | 18  | 12  | 156           | 05/29/09   |
|  | Fourth of July Pyro Crew                 | Special Events |     |       |       | 4           | 6   | 8   | 6  |     |     | 24            | 06/26/09   |
| Process front  | Softball League Champion (Summer)        | Athletics      |     |       |       | 50          | 180 | 160 | 80 | 50  |     | 520           | 06/26/09   |
|  | Sand Volleyball League Champion (Summer) |                |     |       |       | 2           | 4   | 4   | 2  |     |     | 12            | 07/31/09   |
|  | Basketball League Champion (Summer)      |                |     |       |       | 4           | 4   | 4   |    |     |     | 12            | 07/31/09   |
|  | Kickball League Champion (Summer)        |                |     |       |       | 2           | 4   | 6   | 6  | 2   |     | 20            | 07/31/09   |
| 3 color front, 3 color back  | TAAF Games of Texas Team                 | Athletics      | 36  | 36    | 36    | 24          | 12  | 12  |    |     |     | 156           | 07/10/09   |
| Process front  | Softball League Champion (Fall)          | Athletics      |     |       |       | 50          | 225 | 150 | 50 | 25  |     | 500           | 10/23/09   |
|  | Softball League Champion (Spring)        |                |     |       |       | 50          | 225 | 150 | 50 | 25  |     | 500           | 04/02/10   |

### Tentative Schedule of Events

| ITEM #6 - COLOR: NAVY BLUE, LONG-SLEEVED CREW NECK,<br>100% COTTON, 6-7 OZ. WEIGHT            |                         |            | Size/Quantity |     |       |       |             |     |     |    |     |     | DUE DATE |          |
|---|-------------------------|------------|---------------|-----|-------|-------|-------------|-----|-----|----|-----|-----|----------|----------|
|   |                         |            | Youth Sizes   |     |       |       | Adult Sizes |     |     |    |     |     |          |          |
|   |                         |            | 2-4           | 6-8 | 10-12 | 14-16 | S           | M   | L   | XL | 2XL | 3XL | TOTAL    |          |
| 3 color front, 3 color back   | ASA National Convention | Athletics  |               |     |       |       | 24          | 48  | 96  | 96 | 24  | 24  | 312      | 10/24/09 |
| ITEM #7 - COLOR: TBD, SHORT-SLEEVED CREW NECK,<br>"RINGER" STYLE, 100% COTTON, 6-7 OZ. WEIGHT |                         |            | Size/Quantity |     |       |       |             |     |     |    |     |     | DUE DATE |          |
|   |                         |            | Youth Sizes   |     |       |       | Adult Sizes |     |     |    |     |     |          |          |
|   |                         |            | 2-4           | 6-8 | 10-12 | 14-16 | S           | M   | L   | XL | 2XL | 3XL | TOTAL    |          |
| Process front, process back   | Summer Staff            | Recreation |               |     |       |       | 180         | 180 | 144 | 72 | 24  | 12  | 612      | 05/15/09 |

**CITY OF McALLEN  
SUPPLY CONTRACT FOR THE PURCHASE OF  
T-SHIRTS FOR 2009 PROGRAMS  
BID FORM**

**PROJECT NO.: 04-09-SP14-128**

**BID OPENING DATE: April 16, 2009 at 2:00 p.m.**

**ATTACHED BID FORM (PAGES B-1 THROUGH B-2)**

Respectfully submitted this the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

**SIGNATURE:** \_\_\_\_\_

**TYPE/PRINT NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NO. :** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

**EMAIL.:** \_\_\_\_\_

H:\MSWord\SPECSP\SUPPLY CONTRACTS\T-SHIRTS 2008-09.doc\AG\mq

**CITY OF McALLEN**  
**SUPPLY CONTRACT FOR THE PURCHASE OF T-SHIRTS**  
**FOR PROGRAMS 2009**  
**BID FORM**

**PROJECT NO. 04-09-SP14-128**

**BID OPENING DATE: April 16, 2009 at 2:00 p.m.**

I/We submit the following bid **IN DUPLICATE FORM** for a supply contract for the purchase of T-shirts for a period commencing on the date of award and ending one (1) year thereafter. The City of McAllen reserves the right to extend this contract for one (1) additional year, if the performance of the successful vendor(s)/contractor(s) is satisfactory and the unit price(s) remain unchanged according to City of McAllen specifications, less tax:

| <b>ITEM NO. 1: T-SHIRTS - WHITE, SHORT-SLEEVED (QUANTITY RANGE: 4,062)</b>   |                             | <b>YOUTH SIZES S-L (2-4, 6-8, 10-12, 14-16)</b> | <b>ADULT SIZES XS TO XL</b> | <b>ADULT SIZES 2 XL TO 3 XL</b> |
|--|-----------------------------|---|-----------------------------|---------------------------------|
| Design 1   | 2 color front               |   |                             |                                 |
| Design 2   | 2 color front, 1 color back |   |                             |                                 |
| Design 3   | 3 color front               |   |                             |                                 |
| Design 4   | 3 color front, 1 color back |   |                             |                                 |
| Design 5   | process front               |   |                             |                                 |
| Design 6   | process front, 1 color back |   |                             |                                 |
| Design 7   | process front, process back |   |                             |                                 |
| <b>ITEM NO. 2: T-SHIRTS - WHITE, SHORT-SLEEVED (QUANTITY RANGE: 10,500)</b>  |                             | <b>YOUTH SIZES S-L (2-4, 6-8, 10-12, 14-16)</b> | <b>ADULT SIZES XS TO XL</b> | <b>ADULT SIZES 2 XL TO 3 XL</b> |
| Design 1   | process front, process back |   |                             |                                 |
| <b>ITEM NO. 3: T-SHIRTS - COLORED, SHORT-SLEEVED (QUANTITY RANGE: 3,237)</b> |                             | <b>YOUTH SIZES S-L (2-4, 6-8, 10-12, 14-16)</b> | <b>ADULT SIZES XS TO XL</b> | <b>ADULT SIZES 2 XL TO 3 XL</b> |
| Design 1   | 1 color front, 1 color back |   |                             |                                 |
| Design 2   | 2 color front, 2 color back |   |                             |                                 |
| Design 3   | 3 color front, 1 color back |   |                             |                                 |
| Design 4   | process front, process back |   |                             |                                 |

**CITY OF McALLEN**  
**SUPPLY CONTRACT FOR THE PURCHASE OF T-SHIRTS**  
**FOR PROGRAMS 2009**  
**BID FORM**

**PROJECT NO. 04-09-SP14-128**

**BID OPENING DATE: April 16, 2009 at 2:00 p.m.**

| <b>ITEM NO. 4: T-SHIRTS - COLORED, SHORT SLEEVED - ATHLETIC LEAGUES (QUANTITY RANGE: 280)</b>           |   |   | <b>ADULT SIZES XS TO XL</b> |                                 |
|---|---|---|-----------------------------|---------------------------------|
| Design 1  | 1 color front, number on back           |   |                             |                                 |
| <b>ITEM NO. 5: T-SHIRTS - SPORT GREY (EST QUANTITY: 2,408)</b>  |   | <b>YOUTH SIZES S-L (2-4, 6-8, 10-12, 14-16)</b> | <b>ADULT SIZES XS TO XL</b> | <b>ADULT SIZES 2 XL TO 3 XL</b> |
| Design 1  | 3 color front                           |   |                             |                                 |
| Design 2  | 3 color front, 3 color back             |   |                             |                                 |
| Design 3  | process front                           |   |                             |                                 |
| <b>ITEM NO. 6: T-SHIRTS - COLORED, LONG SLEEVED (QUANTITY RANGE: 312)</b>                               |   |   | <b>ADULT SIZES XS TO XL</b> | <b>ADULT SIZES 2 XL TO 3 XL</b> |
| Design 1  | 3 color front, 3 color back             |   |                             |                                 |
| <b>Special Note:</b> These shirts will be shipped directly to site of the 2008 ASA National Convention. |   |   |                             |                                 |
| <b>ITEM NO. 7: T-SHIRTS - STAFF, TWO-COLOR COMBINATION, "RINGER STYLE" (QUANTITY RANGE: 612)</b>        |   |   | <b>ADULT SIZES XS TO XL</b> | <b>ADULT SIZES 2 XL TO 3 XL</b> |
| Design 1  | Full Front & Back Design, process print |   |                             |                                 |