



**INVITATION TO BID**  
*for*  
Promotional Products

Samford University is requesting proposals from qualified Bidders for Promotional Products. It is our intent to receive sealed proposals from qualified Bidders, demonstrating the capability to provide the quality of product and/or service required to meet the needs and objectives of the University.

Sealed bids for furnishing and delivering the attached products for Samford University must be received by the Office of Business Services, Purchasing Department, 800 Lakeshore Drive, Birmingham, AL 35229 by **3:00pm CST, December 1, 2017** at which time they will be received and opened. Information contained in the proposals will not be open for public inspection.

Bidders are requested to submit a quote, which is directly responsive to the items, conditions, specifications, and other documents referred to in this ITB. The University encourages alternate bid quotes, which may result in cost reductions, technical superiority, and/or other advantages, but must be clearly labeled as an alternate proposal. These alternate quotes should be submitted in addition to the Bidders responsive quote to this ITB.

All bids **MUST** be valid for a period of at least sixty (60) days from the above date of bid opening. It is requested that one (1) original and one (1) copy of the bid be submitted. An electronic version of the bid may be requested at a later date. Mark your responses accordingly, i.e. "Original" or "Copy"

Samford University reserves the right to reject any or all bids, wholly or in part; to waive any technicalities, informalities, or irregularities in any proposal which does not materially affect the integrity or effectiveness of the competitive bid process; and unless otherwise specified by the Bidder on their proposal, to accept any item or group of items in the quote. If it is determined that if no responsive bids are received by the University, the University reserves the right to negotiate on the best terms and conditions at the best possible price.

The University reserves the right to conduct discussions with any or all respondents to this request for the purpose of clarification and modification. Discussion and negotiation may include, but is not limited to, the scope of work, schedule, and price.

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services.



The cost of each item to be broken down individually per line as per attached pricing grid and per the specifications below:

- Include all set up fees in the price of each item.
- Successful vendor should possess a current license or seek licensure through Learfield Licensing Partners for the use of the Samford University brand prior to award. All licensees shall only use the brand in conjunction with products that have been certified in accordance with Learfield and this ITB. Samford's federally registered trademarks include the words or word phrases SAMFORD™, SAMFORD UNIVERSITY® and others. To ensure brand consistency in the use of the university's name and logos, all products, signage or packaging bearing reference to Samford University must be approved by the Division of Marketing and Communication and comply with Samford University's licensing policies. Such products must be produced by manufacturers licensed through the university's licensing agent, Learfield.
- Vendors may not graphically alter logos from the approved colors, orientation, or rendering. The Vendor shall abide by all copyright and trademark laws and adhere to official Samford University graphics standards.
- Include any additional bulk, tiered, or incentive pricing available for items listed.
- Some items to be delivered no later than \_\_\_\_\_ or state the earliest available delivery \_\_\_\_\_.
- The successful vendor (s) will be notified of award for all, none, or group of items.
- Vendor must state and identify any discounts, promotions, or specials that are available.
- Vendor must state charges for rush orders, rush shipping, as well as standard shipping charges and delivery terms.
- Brand names are used for comparison only to establish standards of the item proposed. Please provide descriptive language and/or samples of materials if available.
- Vendor to state warranty and guarantee terms as this will be a consideration of the bid.
- Samford University reserves the right to accept or reject any or all bids and not to bound to the lowest bid should that bid not be in the best interest of the University.
- Delivery, assembly, shipping and installation charges to be included in the bid price.

If you have any questions regarding these specifications, please contact Wade Walker at 205-726-2916.

The requirements and preferences will be provided as listed above.

\_\_\_\_\_ Signature for

\_\_\_\_\_ Company

Vendor should submit bid response in duplicate.



Office of Business Services  
Purchasing Department  
800 Lakeshore Drive  
Birmingham, AL 35229

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I/we, the undersigned, having carefully examined the specifications and conditions of this bid, and fully understanding the type and quality of the product(s) required, hereby propose to supply the following product(s) at the prices stated and certify that such prices include all costs of installation, transportation, packaging, delivery, storage, taxes and service under warranty, F.O.B. Destination to the designated University location

Samford University requests bid responses for promotional products as per the attached specifications, proposal pages and general bid conditions.

All questions concerning this bid proposal are to be directed to:

Wade Walker

Phone: (205)726-2916

Email: pwalker@samford.edu

FIRM NAME \_\_\_\_\_

BY (PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_

DATE: \_\_\_\_\_



Qty	Item	Item Color	Imprint Location	Imprint Color	Cost	Ext Cost
100	Short-sleeve T-shirt Comfort Color	Vineyard	Front left imprint, back design	White on both sides		
100	Short Sleeve T Shirt Gildan 5.6 oz	Navy	Front left imprint, back design	White on both sides		
100	Long Sleeve T Shirt Russell 5.6 oz	Navy	Front left imprint, back design	White on both sides		
100	Bic Plastic Retractable Pen	Red		White on barrell		
100	Tervis Tumbler 16 oz	Clear		Two and Three Color Imprint		
50	Dry Fit Men's Polo	Navy	Embroidery Front Left Chest	One Color		
100	Stadium Cup 16 oz	Blue/Navy		White on two sides		
100	Unstructured Cap	Navy		Three color embroidered on front with all white logo on back		
1	Tablecloth 8ft	Red	Front	White		
100	Static Vinyl Cling	Clear	White			
250	Aluminum Carabiner	Red		Laser Engraved with white logo		