

September 24, 2019

TO: PROSPECTIVE BIDDERS

RE: 2020-2022 CITY OF HOLLAND RECREATION DEPARTMENT T-SHIRT BID

The City of Holland Recreation Division will be accepting sealed bids for sport league and tournament shirts. In 2018, Holland Recreation ordered over 2,500 t-shirts for leagues and tournaments. This bid will cover all of 2020-2022 programs at Holland Recreation.

The bids will be received at the **FINANCE OFFICE IN THE CITY HALL BUILDING, 270 S. RIVER AVENUE, HOLLAND, MICHIGAN 49423 UNTIL 9:00 AM, Wednesday, November 13, 2019** at which time they will be publicly opened and read. You are invited, but not required, to attend bid opening.

Bids must be on the "BID FORM" provided and be submitted in a sealed envelope that is plainly marked "**Recreation T-Shirt Bid**".

All bids are to be net. F.O.B – Holland, Michigan.

Bids are to be irrevocable for a period of sixty (60) days from the date of the bid opening and shall not be withdrawn, modified or altered after the bid opening.

In case of default by the selected vendor, the City of Holland may procure its requirements from another vendor, without going through additional bidding procedures, and hold the original vendor liable for any increased costs.

The City of Holland reserves the right to accept or reject any or all bids, to waive any irregularities/informalities in the bids received and to split the bid if deemed desirable by the City.

Contracts and purchase orders shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the items set forth in Section 2-48 (Award of Contracts and Purchases) and Section 2-48.1 (Preference for Local Bidders/Holland-Based Businesses) of the Ordinance Code of the City shall be considered.

The City reserves the right to consider use of the State of Michigan Contract Purchasing Program or other purchasing programs available to Michigan local units of government that have met bid requirements for identical vehicles/equipment.

Tim Vagle
Director of Finance
616-355-1377



BID SPECIFICATIONS

This bid will be good from January 1, 2020 – December 31, 2022. The winning bidder will keep the rate per shirt the same during this time period for Holland Recreation.

Type of shirt for the bid will be A4 Performance T-shirts: 100% polyester 4.0 oz.

Sizes will be youth small through adult double extra-large.

Quantity will range from 10 to over 600 per order, depending on the league or tournament.

Designs will be approved by Holland Recreation prior to screen printing.

*Include one and two-color screen prints in the bid.

Delivery of goods must be delivered by posted deadline given by Recreation Staff.

Include all fees associated with the shirt order bid (screen charges, set-ups, etc.)



BID FORM

City of Holland
Recreation Division
270 S. River Ave.
Holland, MI 49423

We, the undersigned, being familiar with specifications and conditions for bidding, propose to furnish and deliver t-shirts, in accordance with said specifications, and submit a bid therefore as follows:

- 1. One Color Screen Print Shirt Cost:
Youth Small-Adult XL \$
Adult XXL \$
2. Two Color Screen Print Shirt Cost:
Youth Small-Adult XL \$
Adult XXL \$
5. Set Up Fee \$
6. Other Costs \$

This bid is net, F.O.B. - and includes any and all costs associated with furnishing and delivering the t-shirts as specified.

This bid is firm for a period of thirty (30) days from the date of the bid opening and will not be withdrawn, modified or altered after the bid opening.

Signature of Bidder

Company Represented

Company Mailing Address

Company Telephone Number

Company E-Mail



Section 2-48 of the Ordinance Code of the City of Holland

Section 2-48 Award of Contract or Purchases.

Contracts and purchases shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the purchasing coordinator or the City Council shall consider:

- a. The bidder's ability, capacity and skill to perform the contract or provide the supplies, material, equipment or services required promptly, or within the specified time, without delay or interference.
- b. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- c. The bidder's previous and existing compliance with contracts, purchase orders or service.
- d. The bidder's previous and existing compliance with laws and ordinances relating to contracts, purchase orders or services;
- e. The sufficiency of the financial resources of the bidder to perform the contract or provide the supplies, materials, equipment or services.
- f. The availability and adaptability of the supplies, materials, equipment or contractual services to the particular use required.
- g. The bidder's ability to provide future maintenance and service for the use of the subject of the contract.
- h. The number and/or scope of conditions attached to the bid by the bidder.
- i. The brand, make or type of product being proposed by the bidder, and its compatibility with other similar materials or equipment currently owned and operated by the City.

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder, if any. In all other cases of tied bids, the contract or purchase shall be awarded to one of the tied bidders by drawing lots in public.



Sec. 2-48.1. Preference for local bidders/Holland-based businesses.

(a) *Purpose.* The city finds that its purchasing practices should encourage local vendors to provide goods and/or services to the city, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice businesses to relocate to the city.

(b) *Definition.* Holland-based business means a physical and economic relationship to Holland determined by a verifiable business address (not a P.O. box) within the corporate boundaries of the city, activities carried out in Holland substantial enough to consider it a Holland-based business, and the payment of city property taxes for not less than one year immediately prior to the date of the bid submittal. A Holland-based business shall also include a local vendor which is located outside the geographic boundaries of the City of Holland but within the geographic boundaries of the Macatawa Area Coordinating Council and the governmental unit in which such local vendor is located has an ordinance or a purchasing policy which grants a similar local vendor preference to Holland-based businesses as defined in the first sentence of this paragraph.

(c) *Exceptions.*

(1) Purchases resulting from exigent emergency conditions where any delay in completion or preference would jeopardize public health, safety or welfare of the citizens of the city, or where in the judgment of the manager or his designee the operational effectiveness of a city department or division or a significant city function would be seriously threatened if a purchase was not made expeditiously.

(2) Purchases from any sole source supplier for supplies, materials, or other equipment.

(3) Purchases made through the state's extended purchasing program, or other cooperative purchasing contractual agreements utilized or initiated by the purchasing division.

(4) The procurement of goods and services utilizing the request for proposal (RFP) or best value quote processes where the award is based on criteria other than lowest cost, unless the original solicitation contains the criteria used to affect Holland-based preference.

(5) Bid solicitations that utilize federal funding that prohibits awards based on local preference criteria.

(6) Bid solicitations that utilize "life cycle cost" as the basis of award in place of submitted bid price.

(d) *Preference.* When sealed bids are received under section 2-46, the following shall apply:

(1) The person or business submitting the lowest responsive, responsible bid, according to the requirements of the bidding documents, shall be deemed the lowest bidder. If the lowest bidder is not a Holland-based business, any Holland-based business with a bid within two percent (2%) of the lowest bid shall be deemed the lowest bidder if it agrees to reduce its bid to match the bid of the lowest bidder. A lowered bid by a Holland-based business which is premised upon, in



whole or in part, changes to or variances to the bid specifications, contract requirements, or scope of work shall be considered non-responsible and will not be considered.

(2) If such a Holland-based business refuses to reduce its bid to match the lowest bid, then the next lowest responsive and responsible Holland-based business with a bid within two percent (2%) of the lowest bid shall be deemed the lowest bidder, if it agrees to reduce its bid to match the bid of the lowest bidder.

(3) If no responsive and responsible Holland-based business within two percent (2%) of the lowest bid agrees to reduce its bid, then the contract shall be awarded to the person or business with the lowest, most responsive and responsible bid.

(4) No contract awarded pursuant to this section shall be sublet in any matter that permits 50 percent or more of the dollar value of the contract to be performed by a subcontractor or subcontractors who do not meet the definition of "Holland-based."

(e) *Additional requirements.* In no event shall a Holland-based business be awarded a contract if the business is not current on real and personal property taxes owed to the city.

(f) *Rights of city.* This section shall not waive or constrain, in any manner, the right and prerogative of the city to reject any and all bids or proposals, to reject a bid not accompanied by required bid security or other documentation or data required by the bidding documents, or to reject a bid which is in any way incomplete, irregular, not responsive or not a lowest responsible bidder as defined by Section 2-48 of the Ordinance Code.

(g) *Rules and Regulations.* The city manager, in conjunction with the purchasing coordinator, may prescribe rules and regulations to implement and carry out the intent and purpose of this section. Such rules and regulations shall be consistent with the City Charter and all applicable city ordinances.

"The City of Holland, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Sub Title A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation will and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award"