



Purchasing Office

December 6, 2023

Invitation to Bid
ITB #AE23-1206
SUU Athletics Embroidery - Screen Print – Heat Seal

The Southern Utah University Purchasing Office is accepting bids for Embroidery, Screen Printing, and Heat Seal – On merchandise provided by adidas – for the Southern Utah University Department of Athletics, located in Cedar City, Utah.

Southern Utah University is located in Cedar City, Utah. We are a state institution, committed to undergraduate, professional graduate, and applied technology programs of excellent quality. The University enrolls over 15,000 students and employs more than 1000 faculty and staff. Founded in 1897, SUU is located on a main campus of 130 acres in Cedar City, Utah, about 2 ½ hours north of Las Vegas on Interstate 15, in the geographic area of Utah's National Parks.

Please note bids must be received, either mailed, emailed, or hand delivered, in the **Southern Utah University Purchasing Office, attention Tanner Gale**, by the bid deadline listed below. Bids received late will not be considered. Questions concerning this bid can be directed to Tanner Gale, Purchasing Office.

Tel: (435) 586-7713 – **Email:** tannergale@suu.edu

Bid Deadline: 2:00PM (MDT), Friday, March 29, 2024

All questions must be submitted in writing to:

Tanner Gale
Email: tannergale@suu.edu

**Details Below*

General Information

1. All bid information is to be held in strict confidence. SUU reserves the right to accept or reject any or all bids or waive any informalities or technicalities in any bid in the interest of the University.
2. Bids will include all charges (freight, etc.) – Any additional charges, fees, and costs not included in your bid will not be accepted.
3. Any Addenda issued during the time of bidding shall become part of the contract documents made available to all bidders for the preparation of the bid.
4. The procurement laws of the State of Utah and the University's Purchasing Policy govern this request. Policies and rules are available upon request.
5. Whereas Contractors/Vendors may have provided budgetary proposals to the University regarding this project, this Invitation to bid **supersedes** all other requests. Bidders must respond to this request and any proposals, bids, or quotes provided prior to this request cannot be considered.
6. Award shall be made to the responsive and responsible contractor whose submittal is determined to be the most advantageous to the University taking into consideration the evaluation criteria set forth in this solicitation.

Pricing, although a consideration, shall not be the sole determining factor.

Evaluation Criteria – Invitation to Bid shall be evaluated based on the following criteria: Experience, Performance ratings, Inspection, Testing, Quality, Workmanship, Time and manner of delivery, References, Financial stability, Cost, Suitability for a particular purpose, The contractor's work site safety program, including any requirement that the contractor imposes on subcontractors for a work site safety program.

Send bids to:

Southern Utah University
Purchasing Office Attn: Tanner Gale
351 West University Blvd.
Cedar City, Utah 84720
Email: tannergale@suu.edu

Please Note: Email preferred

Item Specification /Scope of Work

Pre-bid Information

In the next fiscal year, we are expecting:

- SUU Athletics will be purchasing \$350k of product that will need embroidery OR screen printing OR heat seal.
- Plus, additional day-to-day orders.
- All products will be supplied.
- Embellishment will be done on blanks
- Number of total pieces will be subject to change on a as needed basis determined by each athletic department at the time of each run.
- Runs will be a minimum of 12 units.

Goal:

1. To have one exclusive vendor to embroider, screen print, and heat seal SUU Athletic blanks (provided primarily by adidas and often times sent direct from adidas to vendor).
2. To create a relationship between vendor and SUU Athletics, this includes trust and open communication between the vendor and SUU Athletics.
3. One set price per embroidery hit, bid on the price
4. One set price for screen per item, bid on the price
5. One set price for heat seal per item, bid on the price

Additional Requirements:

- Shipping/delivery to SUU will be included in the price.
- Registered with CLC to use SUU's logos/likeness

Embroidery:

- Bird head & SUU primary mark
 - 2.5" wide logo: 2 color (on white, red, or black) and 3 color (on gray)
 - Location Approved by Head Coach AND Shon Spevak, licensing officer
 - **Min 12 units per run**
- Bird head w/ Sport (Aachen Bold font)
 - 2.5" wide logo: 2 color (on white, red, or black) and 3 color (on gray)

- Sport Name below Bird head
- Location Approved by Head Coach **AND** Shon Spevak, licensing officer
- **Min. 12 units per run**

Screen Print:

- Artwork developed by adidas or vendor
- 1-2 colors
- Location/size: determined by adidas or vendor
- Approved by Head Coach **AND** Shon Spevak, licensing officer
- **Min 12 units per run**

Heat Seal:

- 1 color
- Location/size Approved by Head Coach **AND** Shon Spevak, licensing officer
- **Min 12 Units per run**

Less than 12-unit orders:

- Disclose price per unit if orders don't meet 12 unit minimum for all embellishment methods.

Quality of Service

- Must meet a quality of standard - set by SUU Athletics
- Must deliver completed product no later than 2 weeks from arrival to vendor
- **A lack of Quality Service may include terminating contract early.**

Damaged Goods:

- Any item damaged by vendor, vendor will replace
 - Purchased at wholesale via SUU Athletics
 - Embellishment comped for that item

Length of Contract:

- Contract will begin July 1st 2024
- 1 year, with the possibility of two 1-year renewals