



Purchasing Office

September 4, 2025

Invitation to Bid
ITB USGM25-0904
SUU Utah Summer Games 2026 Medals

Southern Utah University is requesting bids from qualified sources to provide, contestant Medals for the Utah Summer Games, based on the information provided in this document. Bids will be received via email (tannergale@suu.edu) OR in the Southern Utah University Purchasing Office, attn. Tanner Gale, 351 West University Blvd., Cedar City, Utah, 84720, no later than 2:00 PM (MT) Thursday, September 11, 2025. At this time, a list of the names of the firms submitting bids will be available. No other public disclosure will be made until after award of the contract.

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 13,000 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: 2:00 PM (MT), Thursday, September 11, 2025

All questions & bids must be submitted in writing 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.

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. Awarded contracts are subject to our terms and conditions, which can be found at <https://www.suu.edu/ad/purchasing/forms.html>
3. **Bids will include all charges (freight, etc.) – Any additional charges, fees, and costs not included in your bid will not be accepted.**
4. 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.
5. The procurement laws of the State of Utah and the University's Purchasing Policy govern this request. Policies and rules are available upon request.
6. 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.
7. 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.
8. **Debarment Clause:** Contractor/vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If Contractor/vendor cannot certify this statement, attach a written explanation for review by the University. Contractor/vendor must notify the Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
9. In accordance with Utah Statute 63G-27-101, effective May 5, 2021, vendors contracting with the State to provide a good or service, including supplies, information technology, or construction services must certify they are not currently engaged in a boycott of the State of Israel and agrees not to engage in a boycott of the State of Israel for the duration of the contract (if awarded).

Specifications - Scope of Work

Medal Size is 3" wide and whatever is scaled to the width in height, Thickness is 4.0mm and must weigh at least 2.5 ounces. Please note that the medal specifications are very important and nothing less than specifications will be considered.

The medal is a die cast medal made out of zinc material. The medal is a multi-level type medal with a cut out. The medals will be a matte gold, antique silver, and antique bronze finish.

The neck ribbon is 1 ½ in. x 34 in. size. The neck ribbon is a heat transfer type neck ribbon with custom printing on the front side and back side of the neck ribbon. The neck ribbon is an Olympic style neck ribbon, this is not a "V" cut style neck ribbon.

- Total Medals: **8,350**
 - o Gold: 4,000
 - o Silver: 2,000
 - o Bronze: 2,000
 - o Participant: 350
- Lanyards: 4,200 (we have left over lanyards from last year that will be used for the rest)
- **This will be a one-year contract with option for renewal for up to three years upon mutual agreement**
- Artwork: Submitted by USG to winning vendor via email.
- **Please offer earliest ETA**
- **Please Give itemized pricing and total cost, plus availability**
- We have a loading dock, forklifts, and manpower, to help unload most items.

Please Note: SUU is tax exempt and non-profit. The winning vendor will be provided with a tax exemption certificate upon request.