

SEALED BID

CITY OF MOBILE

BID SHEET

Do Not Return Via Email or Fax

**Purchasing Department
and Package Delivery:**

This is Not an Order

Mailing Address:
P. O. Box 1948
Mobile, Alabama 36633
(251) 208-7434

**Government Plaza
4th Floor, Room S-408
205 Government St.
Mobile, Alabama 36644**

Postal Service Does Not Deliver to This Street Address

**READ TERMS AND CONDITIONS
ON REVERSE SIDE OF THIS PAGE
BEFORE BIDDING**

Typed by: en Buyer: 003

Please quote the lowest price at which you will furnish the articles listed below

DATE 09/16/2024	BID NO. 5903	DEPARTMENT EVENTS DEPT	Commodities to be delivered F.O.B. Mobile to: 48 N. SAGE AVE. MOBILE, AL 36607
--------------------	-----------------	---------------------------	---

This bid must be received and stamped by the Purchasing office not later than: 12:00 P.M., Thursday, Sept. 26, 2024

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
<p>SPECIALTY ITEMS</p> <p>The City of Mobile is requesting bids on the attached 14 Specialty Items. Prices must be on the attached pages.</p> <p>4Imprint catalog items numbers were used to identify the exact item. Substitutions are allowed but must be specified.</p> <p>Price must include ALL CHARGES: Set Up Charge, Die Charge, Plate Charge, Color Charge, Inside Delivery, FOB Destination, etc.</p> <p>Proof is required. Proof must be approved and returned before order can be processed. Fax proof to (251) 208-7430 or (251) 208-7526.</p> <p>State Make and Model for each item if quoting different than as specified.</p> <p>This bid will be awarded on an Item Basis.</p> <p>Delivery is required within 21 days after receipt of purchase order.</p> <p>Quantities are approximate. The minimum quantities listed reflect current orders to be written for each item, as funding allows. This is the end of the fiscal year.</p> <p>City of Mobile Business License may be required. See Item #14 on Reverse of Page 1.</p> <p>Prior to award, the City of Mobile may request a sample at no charge for comparison.</p>						
			TOTAL			

**RETURN ONE SIGNED COPY OF THIS BID
IN ENCLOSED ENVELOPE**

State delivery time within _____ days of receipt of P.O.

Phone Number _____

Firm Name _____

Email Address _____

Signature _____

We will allow a discount _____ % 20 days from date of receipt of goods and correct invoice of competed order

Type or Print Name _____

BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
Page 2 of 3	<p>Vendor to provide sample(s) within 48 hours upon request of the City of Mobile. The sample will become the property of the City of Mobile.</p> <p>Prices must be held firm for a three (3) month period following the award of this bid.</p> <p>At the option of the successful bidder and the City of Mobile, the prices may be extended for up to five (5) additional three (3) month periods.</p> <p><u>Be sure that you sign Page 1 of this bid document.</u></p> <p>Here is the link for the different City of Mobile logos: <u>https://www.cityofmobile.org/uploads/240913033604OneDrive2024-09-13.zip</u></p> <p>All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <u>http://immigration.alabama.gov/</u></p> <p>If the successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Secretary of State prior to issuance of a Purchase Order.</p> <p>Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See: <u>www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx</u>. Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p> <p>Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed. (Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number).</p> <p>Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchase Order.</p>					
			TOTAL			

RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE

READ ABOVE INSTRUCTIONS BEFORE QUOTING

Firm Name _____

By _____

We will allow a discount _____% 20 days from date of receipt of goods and correct invoice of completed order.

BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p>Purchase 3 of 3</p> <p>State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.</p> <p>If you have any questions, please contact purchasing@cityofmobile.org.</p> <p>CONE OF SILENCE. From the time of advertising, and until the final award by completion of a signed contract or purchase document issued by the City, there is a prohibition on communication by respondents (or anyone on their behalf) with the City staff and elected officials regarding this request for bids, proposals, or qualifications. This does not apply to communications directly with the Procurement Department staff during authorized question periods, or with designated City staff during pre-bid conferences, interviews, requests for clarification, and written contract negotiations. Breaking the established prohibition on communication, if proven, may result in a disqualification of your submittal.</p> <p>TO BE AWARDED ON AN ITEM BASIS.</p>					
TOTAL						

RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE

READ ABOVE INSTRUCTIONS BEFORE QUOTING

Firm Name _____
 By _____

We will allow a discount _____ % 20 days from date of receipt of goods and correct invoice of competed order.

1. All quotations must be signed with the firm name and by an authorized officer or employee.
2. Verify your bid before submission as it cannot be changed or corrected after being opened. In case of error in extension of prices, the unit price will govern.
3. If you do not bid, return this sheet and state reason. Otherwise, your name may be removed from our mailing list.
4. **The right** is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the **interest of** the City of Mobile.
5. This bid shall not be reassignable except by written approval of the Purchasing Agent of the City of Mobile.
6. State brand and model number of each item. All items bid must be new and latest model unless otherwise specified.
7. If bid results are desired, enclose a self-addressed and stamped envelope with your bid. (All or None bids only)
8. Do not include Federal Excise Tax as an exemption certificate will be issued in lieu of same. The City is exempt from the State of Alabama and City sales taxes.
9. **PRICES ARE TO BE FIRM AND F.O.B. DESTINATION UNLESS OTHERWISE REQUESTED.**
10. **BID WILL BE AWARDED ON ALL OR NONE BASIS UNLESS OTHERWISE STATED.**
11. Bids received after specified time will be returned un-opened.
12. Failure to observe stated instructions and conditions will constitute grounds for rejection of your bid.
13. Furnish literature, specifications, drawings, photographs, etc., as applicable with the items bid.
14. Vendor may be required to obtain City of Mobile Business License as applicable to City of Mobile Municipal Code Section 34-50. For **Business License** inquiry, contact the Revenue Department at (251) 208-7462 or cityofmobile.org/business-license-overview/
15. **IF** a bid bond is required in the published specifications, see below:
 Each bid shall be accompanied by a **Cashier's Check, Certified Check, Bank Draft or Bid Bond** for the sum of **five (5) Percent** of the amount bid, made payable to the City of Mobile and certified by a reputable banking institution. All checks shall be returned promptly, except the check of the successful bidder, which shall be returned after fulfilling the bid.
16. Contracts in excess of \$50,000 require that the successful bidder make every possible effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.
17. All bids/bid envelopes must have the bid number noted on the front. Bids that arrive unmarked and are opened in error shall be returned to vendor as an unacceptable bid.
18. If successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Alabama Secretary of State prior to issuance of a Purchase Order. Vendors are **solely responsible for consulting with the Secretary of State** to determine whether a **Certificate** is required. See www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx. Please note that the **time between application for and issuance of a Certificate of Authority may be several weeks.**
19. Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State to submit a bid, but may need to obtain the Business License and Certificate of Authority if applicable, prior to issuance of a Purchase Order.
20. **Bids** and addendums are posted at www.cityofmobile.org/services/business/bids/. It is the responsibility of the vendor to **check** the City's bid page for updates and addendums.
21. Vendors **must** be able to provide the following **upon request**. Federal W-9 form, proof of **registration** in the E-Verify program, and **Certificate** of Authority to **do** business in **Alabama/Registration** with the Alabama Secretary of State within **24** hours of request.
22. **City of Mobile applies local** vendor preference to all purchases: Code of Alabama, 1975, Sections 41-16-50(a) and 41-16-50(d), **except** federally funded grants.
23. **Equal Employment Opportunity. Except as otherwise provided under 41 CFR part 60**, all contracts that **meet** the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 **must** include the **equal opportunity** clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs. Equal Employment Opportunity, Department of Labor."
24. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148) will apply when required by Federal program regulations.

QTY	ITEM/DESCRIPTION	BID PRICE
1000	<p><u>ITEM 1:</u> Pre-programmed Message Fan. Model: 4imprint Item #118664. Size 4.25 inches high x 1.25 inches wide x 2.25 inches diameter; plastic fan body with soft plastic blades; breakaway lanyard and 3 replaceable AAA batteries included with each fan. Fan color is blue and will have the vertical-oriented Events logo imprinted on the handle in green (matching CMYK 55-5-100-0). Each fan will have pre-programmed message in blue on the fans that reads the following text: City of Mobile Events Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>
1000	<p><u>ITEM 2:</u> Push Pop Fidget Wrist Strap Keychain. Model: 4Imprint Item #163072. Size 6-3/4" H x 1" W. Item is a lime-colored silicone wrist strap keychain with built-in stress poppers. There are four poppers on each side of the stap with a metal split ring attachment. Item is imprinted with the horizontal Events logo in blue (CMYK 100-85-30-20). Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>
1000	<p><u>ITEM 3:</u> Tide Twister Folding Tote. Model: 4imprint Item #110017. Size 16" H x 16" W. Folded Size 5" H x 5" W. Material 190T polyester. Bag has dual integrated handles and folds into interior pocket of bag. Item is blue and imprinted with the vertical Events logo in white. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>
1000	<p><u>ITEM 4:</u> Recycled Polyester Cooling Sport Towel. Model: 4imprint Item #160682. Size 32" H x 12" W. Material Recycled polyester (RPET). Towel has hemmed edges, absorbs and retains water, and can be wet and wrung for a cooling effect. Item is blue and imprinted with the vertical Events logo in green (CMYK 55-5-100-0). Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>

QTY	ITEM/DESCRIPTION	BID PRICE
1000	<p><u>ITEM 5:</u> Clearly Cool Belt Bag. Model: 4imprint Item #167136. Size 5" H x 7" W (8" W at bottom) x 2" D. Material: clear vinyl. Bag has a zippered main compartment, zippered back pocket, adjustable waist/crossbody strap with buckle closure that extends to approximately 47". Item is clear with black details and imprinted with the horizontal Events logo in blue (CMYK 100-85-30-20). Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	\$ _____
1000	<p><u>ITEM 6:</u> Silicone Twist Bracelet. Model: 4imprint Item #124136. Size 0.5" H x 8" W. Material: Silicone. Item is a twisted silicone cord bracelet with a flat area for imprint. Item is blue and imprinted with the horizontal Events logo in white. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	\$ _____
1000	<p><u>ITEM 7:</u> Push Pop Ball. Model: 4imprint Item #166349. Size 2.5" Diameter. Material: Silicone. Item is a silicone squeeze ball covered with bubbles to push in and then pop out when the ball is squeezed. Item is blue and imprinted with the horizontal Events logo in lime (CMYK 55-5-100-0). Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	\$ _____
1000	<p><u>ITEM 8:</u> Carabiner Straw Kit with Bottle Opener. Model: 4imprint Item #159205. Size 4.9375" x 0.875" x 0.5625. Straw size 8.5". Material: Stainless steel straw with silicone tip; plastic case. Item has a reusable telescopic straw and lid of item has integrated bottle opener. Item also has a carabiner clip and wire cleaning brush attached to lid. Item is clear with blue lid and straw tip. Item is imprinted with the horizontal Events 2-color logo. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	\$ _____

QTY	ITEM/DESCRIPTION	BID PRICE
1000	<p><u>ITEM 9:</u> Demi Soft Touch Stylus Gel Pen. Model: 4imprint Item #167229. Item has a soft, rubberized finish, plastic barrel, and cap with chrome accent, metal clip, rubber grip, stylus at end of barrel. Pen has cap (not clickable). Pen is medium point with black gel ink. Item is imprinted with the horizontal Events logo in white. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>
1000	<p><u>ITEM 10:</u> Clear View Mini Notebook Set with Pen. Model: 4imprint Item #126792. Size 4-1/8" H x 3-3/8" W x 1/4" D. Notebook has flexible vinyl plastic wrapped cover, bound containing 40 sheets (80 pages total) of white, lined paper. Notebook has dual pen loops that lock notebook when pen is inserted. Includes plastic pen with click-action and medium point black ink. Item is clear with matching pen. Item is imprinted with the vertical Events logo in lime. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>
1500	<p><u>ITEM 11:</u> Pronto Poncho. Model: 4imprint Item #103100. Size 80" H x 50" W when opened. Item is a single use, hooded, waterproof poncho in a one-size-fits-most adult size. Item is packaged in clear zip-lock packaging with a full color imprint insert. Insert is imprinted with the full-color vertical Events logo. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>
1200	<p><u>ITEM 12:</u> Credit Card Spray Sanitizer. Model: 4imprint Item#112462. Hand sanitizer spray with active ingredient 70% v/v Ethyl Alcohol contained in clear/frosted plastic spray dispenser sized 2-1/8" H x 3-3/8" W x 3/8" D. Volume: 061 fluid ounces. Case is frosted/clear and imprinted with the Events logo in blue. Hand sanitizer spray is unscented. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>

QTY	ITEM/DESCRIPTION	BID PRICE
500	<p><u>ITEM 13:</u> Hand Warmer Kit. Model: 4imprint item# 156561. Each kit contains two individually wrapped hand warmers (Hot Hands brand) able to produce up to 10 hours of warmth. they are packaged together in a blue plastic bag with white Events logo imprinted on the front. Hand warmers are air activated. Size of each kit is 5-1/2" H x 6-1/8" W. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>
250	<p><u>ITEM 14:</u> Polyester Visor - Embroidered. Model: 4imprint item# 114368-E. Each item is a black polyester visor with horizontal lime green Events logo embroidered on the front of the band. Each visor is designed with a double layer sweatband and finished with an adjustable hook and loop closure strap. Visor is made from recycled polyester and has a curved visor. Sized to one size fits most adults. Pricing includes all necessary set up fees, shipping and handling charges. Artwork provided by City of Mobile. Proof approval by City of Mobile required before delivery.</p> <p>PROVIDING: _____ PACKAGING: _____</p>	<p>\$ _____</p>



PROCUREMENT DEPARTMENT

Potential bidders are responsible to check this site for any ADDENDUMS that are issued. It is the responsibility of the BIDDER to check for, download, and include with their BID RESPONSE any and all ADDENDUMS that are issued for a specific BID published by the City of Mobile. Failure to download and include ADDENDUMS in your BID RESPONSE may cause your bid to be rejected.

This is a sealed bid. Any responses faxed or e-mailed will be rejected.

This is a sealed bid. Any response must be submitted in a sealed envelope with the bid number and bid opening date on the outside of the envelope.

Any response that arrives improperly marked or with no bid number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.

It is the responsibility of the bidder to ensure that their bid response is delivered to and received in the Purchasing Department before the date and time of the bid opening.

**Be sure to read the Terms and Conditions.
All bids are F.O.B. destination unless otherwise stated.**

Be sure to sign your bid!

**Package/Bid Delivery Address:
Purchasing Department
205 Government St. Room S408
Mobile, AL 36644**

(Request First Delivery)