

Detailed Bid Specifications
Reference: TAMU-ITB-0645
Promotional Items

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p>**Please note: This bid has been posted on the Electronic State Business Daily (ESBD) website: http://esbd.cpa.state.tx.us/ It is the bidder's responsibility to check this site for any addendums that may be posted.**</p> <p>The Office of Admissions & Records at Texas A&M University, College Station, TX is seeking bids for promotional items meeting the following terms, conditions, and specifications as listed below.</p> <p><u>Award Criteria:</u></p> <p>The award shall be made based on the following "Best Value Criteria". Texas A&M University reserves the right to consider the following and any other factors deemed necessary to evaluate the offer and determine the "Best Value" for the University.</p> <ul style="list-style-type: none"> - Vendor's ability to meet the minimum specifications - The acquisition price - Delivery will be a factor - All products MUST be delivered as close to September 1, 2018 - Inside delivery is required for all shipments, no pallets will be accepted - Delivery will be to 21 different locations. Locations will be provided to the successful vendor(s) by the department after the bid has been awarded. - Experience/past experience with vendor - The quality; availability of services offered to required application - Quality of performance of previous services - <u>Samples must be received at the time of bid closing date and time</u> - <u>Collegiate license must be in place at the time of bidding due to delivery requirements and sample request</u> <p>Texas A&M University reserves the right to make the decision as to what products best meets the minimum specifications and which products best suits the needs of the University. Texas A&M University decision is final.</p> <p>Texas A&M University reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered to be the most advantageous to the University.</p>					

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	<p>Texas A&M University reserves the right to: A) award this bid to one (1) vendor only OR B) split the award of this bid to two (2) or more vendors.</p> <p>The Department reserves the right to not award items listed on the bid.</p> <p>The Department reserves the right to add; delete; or otherwise modify this listing during the term of the agreement.</p> <p>The Department has the right to adjust quantities based on participation numbers.</p> <p>Delivery requirement after the receipt of the order. Items must be divided by quantities determined by Texas A&M and shipped up to 21 locations. Items must be available to drop ship to any location within five (5) days. Which means products must be stored at manufacturer or awarded vendors' location. Items must be ready to delivery as close to September 1, 2018 as possible.</p> <p>Partial shipments are not acceptable. Deliveries will only be accepted Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. CST.</p> <p>Bidder must bid FOB Destination or give an estimate of freight charges that will be used in the bid evaluation.</p> <p><u>Bidder will need to exclude all freight/shipping charges from unit cost. Freight/shipping cost should be quoted as a separate line item.</u></p> <p>Awarded vendor will inform customer (Texas A&M) within 24 hours of items being shipping and is responsible for providing tracking number(s) to customer (TAMU).</p> <p>Artwork and visual examples are offered as representation of desired product. Artwork and color will vary for each item.</p> <p>Artwork will be provided as a Vector artwork file to the awarded vendor by the customer (TAMU).</p> <p><u>Pricing:</u></p> <p>Bidding vendors price must incorporate all artwork fees; setup fees; printing fees; packaging fees; processing fees; and etc.</p>					

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	<p><u>Packaging:</u></p> <p>The contents of all boxes should be identified on all four (4) sides. No single box weight should exceed forty pounds (40 lbs.). Packaging fees shall be factored into base unit cost. No additional fees will be charged by any vendor for packaging and processing of unit items.</p> <p>All items must be packaged in a way to prevent cracking; punctures; ink transfer or any other damage that may be caused during the shipping process.</p> <p><u>Overruns/Underruns:</u></p> <p>Under-runs are not acceptable. Over-runs will only be accepted if approved in advance by the customer at no additional charge. This includes any penalty fees or unit add-on costs.</p> <p><u>Inspection and Acceptance:</u></p> <p>The customer reserves the right to inspect shipments after delivery and to reject any items that are defective; damaged; or inferior craftsmanship; or not in compliance with specifications as to quality. If the customer determines that at least 2% of the whole order per item is not acceptable, then the entire order may be rejected. The customer reserves the right to cancel the order if at least 2% of the order is unacceptable. Customer will have 30 business days to file dispute for damaged items.</p> <p><u>Collegiate License:</u></p> <p>Successful vendor must already have their collegiate license in place at the time of bidding due to delivery and sample requirements. For information on collegiate licensing, call the Collegiate Licensing Office of Texas A&M University at 979-845-4621 or https://trademarks.tamu.edu/licensingTrademarks.html</p> <p>Items that have the maroon color should follow the brand guide colors at: https://brandguide.tamu.edu/visual-style/brand-colors.html</p> <p><u>Items distributed that bear the Texas A&M brand do not require royalties.</u></p> <p><u>SAMPLES:</u></p> <p>The Department is requesting an actual sample of each product with requested colors that is being bid. Samples must be received by the bid closing date of August 20, 2018 at 2:00 p.m. CST. Samples must be marked with vendors name for easy identification. Sample shall be prepared in accordance with the specification here-in with the exception of the artwork. Texas A&M reserves the right to decide if</p>					



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	<p>items offered are equivalent to that specified. Texas A&M’s decision will be final.</p> <p>Failure to submit the requested samples with your bid submission will result in disqualification of your bid.</p> <p>Samples shall be submitted to:</p> <p>Texas A&M University Department of Procurement Services Attn: Marla Young Agronomy Road College Station, TX 77842-1477</p> <p>Samples shall be sent and returned at the vendor’s expense.</p> <p>Upon completion of the sample evaluation, except samples from the successful bidder, the sample shall be returned at the bidder’s expense. Bidder will need to indicate on their bid response if they want the samples back. Bidders shall be responsible for providing Texas A&M University the necessary information for the return.</p> <p>Example: Provide a call tag or shipping account number</p> <p>If return information is not provided to return the sample(s), all samples will be discarded ten (10) days after the order has been awarded.</p> <p>*****</p> <p>Attention Bidders</p> <p>Texas A&M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid invitations electronically as well as view other bid opportunities.</p> <p>Please visit the following website to register: https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU</p> <p>If you have any questions in reference to registrations, please contact us at 979-845-2325.</p> <p>*****</p> <p>All invitation for bid documents not submitted electronically via the AggieBid system will only be accepted via the following methods:</p> <ul style="list-style-type: none">-Faxed to (979) 862-3383-Express Mail (FedEx, UPS, etc.)-US Postal Service-Hand Delivered <p>At this time, no email responses are acceptable. If your response is received via email, your response may be</p>					

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	<p>disqualified.</p> <p>All invitation for bid documents not submitted electronically via the AggieBid system must be returned on our form.</p> <p>As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located at: http://purchasing.tamu.edu/media/123743/bidtamupdf</p> <p>Physical Address:</p> <p>Texas A&M University Procurement Services Agronomy Road College Station TX 77843-1477 Fax - 979-862-3383</p> <p>NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.</p>					
1	<p>Custom Mini Button; 7/8". Contains a Mylar film; printed on offset press; polymer backing. Standard Pin-Back. Artwork: 4 different artwork TBD.</p>	3900-4000	EA			
2	<p>Sticker Sheet; Kiss Cut; 5x7 sheet; vinyl. Artwork: Minimum of 8 kiss cut stickers in random shapes and sizes.</p>	1800-1900	EA			
3	<p>Towels; T100 Q-Tees of California Fingertip Towel with fringed edge; one side velour with terry loop on the other side. Size: 11" x 18". Color: White (no substitutions). Artwork: 1 location; 9" x 3.75"; Imprint color: PMS 7421 (Aggie Maroon); Towels artwork (see attached artwork file).</p>	1500-1600	EA			
4	<p>Cotton Cup Sleeve. Crestline Product # 106538 32E OR Equivalent Specifications:</p> <ul style="list-style-type: none"> - Reusable and sustainable - 10 oz. cotton beverage sleeve - Eco-friendly and biodegradable - Small pocket for inserting a card i.e. business; credit; etc. - Size: 5"W x 4"H - Color: Canvas - Imprint Color: PMS 7421 (Aggie Maroon) - Artwork: 1 location; max. print size for area; Block ATM with background (see attached artwork file) 	875-975	EA			
5	<p>Luminate Star Click Pen. Product # P46375 OR Equivalent Specifications:</p> <ul style="list-style-type: none"> - Plunger activated light-up imprint - Ballpoint pen - Ink color: Black - Soft rubber grip 	500-600	EA			

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	<ul style="list-style-type: none"> - Product Color: Graphite - Trim Color: Silver - Product Size: 5-7/8"W x 1/2"H - Artwork: Laser engraved imprint; max. imprint size with Primary Mark artwork (see attached artwork file) 					
6	Stress Ball; squeezable foam; thumb/hand shape. Size: 3"H x 1-1/2"W x 3"L. Color: PMS 7421 match. Artwork: Silkscreen; max. Imprint size; color: white. Imprint color: white (unless quantity allows for custom color then we request PMS 7421 (Aggie Maroon). Block ATM artwork (see attached artwork file).	600-700	EA			
7	Journal Book. Stretch notebook to include adhesive notepads; flags; notebook & pen. Size: 5-5/8" x 4-1/2". Color: Natural/Black. Artwork: imprint; max. Imprint size; color: black. Block ATM artwork (see attached artwork file).	750-850	EA			
8	Tuscany® Card Holder with Metal Ring Phone Stand. Leatherette case; rotating metal ring on back converts holder into a phone stand. Includes removable, non-residue adhesive on back for placement on mobile device. Single pocket to hold credit cards etc. Product color: Black. Product size: 2.4" x 3.62" x 0.125". Imprint size: 2" x 1/2"; artwork: debossed with Block ATM artwork (see attached artwork file).	1400-1500	EA			
9	Gildan Heavy Cotton™ 5.3 oz. T-Shirt – G5000. <u>Specifications:</u> <ul style="list-style-type: none"> - 100% preshrunk cotton - Seamless rib at neck - Taped shoulder to shoulder - Double needle stitching - Short sleeves - Sizes: Small – 2X-Large - Color: Maroon - Artwork: screen print; 1 color: white; 1 location – front and center of chest; artwork size: 10" x 4.62" - T-Shirt artwork (see attached artwork file) 	600-700	EA			
10	PopSockets® finger grip/kickstand for mobile devices. Color: white/white. Artwork: silkscreen; color: PMS 7421 (Aggie Maroon); artwork: Block ATM (see attached artwork file).	1750-1850	EA			
11	Laundry Day Drawcord Bag. Mfg. # A424 OR Equivalent <u>Specifications:</u> <ul style="list-style-type: none"> - Made of cotton with single cotton drawcord closure - Size: 20"W x 28"H - Color: Canvas - Imprint Color: PMS 7421 (Aggie Maroon) - Artwork: 10" x 10" Block ATM with background (see attached artwork file) Must match PMS 7421 	300-400	EA			
12	Tritan™ 18 oz. Water Jug. Hit Product # 5831 OR Equivalent Color: Translucent charcoal with black lid. Artwork color: white; max. Imprint size: artwork: Block ATM (see attached	940-1040	EA			

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	artwork file).					
13	Paper Mate® Sport Retractable Pen. Black ink; medium point. White barrel; burgundy trim/grip. Artwork: Primary Mark (see attached artwork file) Imprint color: PMS 7421 (Aggie Maroon); max. Imprint size.	20,000-21,500	EA			
14	Lanyard; 3/4" Dye Poly lanyard with O-Ring. Snug Product # LS34P OR Equivalent <u>Specifications:</u> <ul style="list-style-type: none"> - Plastic clamshell with plastic O-Ring - Size: 3/4" x 16" - Item color: PMS 7421 (Aggie Maroon) and cool gray - Artwork: Block ATM (see attached artwork file); continuous imprint 	2250-2350	EA			
15	Short Run Patch Handle Bag. Metropak # PH02S OR Equivalent <u>Specifications:</u> <ul style="list-style-type: none"> - 12" x 15" - Durable die-cut handle with an extra strong 4 mil patch reinforcement - 2.5 mil low density polyethylene - Product color: white - Artwork color: silkscreen in maroon - Artwork imprint: Block ATM (see attached artwork file) 	800-900	EA			
16	Pencil; Round; Solo. 7-3/8" standard round with brass ferrule; pink eraser. Color: maroon. Imprint color: white. Imprint artwork: Primary Mark (see attached artwork file). UNSHARPENED Aakron # 22100 OR Equivalent	5000-37,000	EA			
17	Pencil; Round; Solo. 7-3/8" standard round with brass ferrule; pink eraser. Color: maroon. Imprint color: white. Imprint artwork: Primary Mark (see attached artwork file). SHARPENED Aakron # 22100 OR Equivalent	5900-6000	EA			
18	Drawstring Backpack. Hit Product # 3071 OR Equivalent <u>Specifications:</u> <ul style="list-style-type: none"> - 210D Polyester with contrasting simulated leather reinforcement black trim at the corners - Drawstring closure - Reinforced eyelets - 14" x 18" - Item Color: Maroon - Imprint Color: White (double hit so final results are not pink) - Artwork: Block ATM (see attached artwork file) 	1850-1950	EA			
19	Nathan Genuine Leather Key Ring/Charging Kit. Product # T997 OR Equivalent <u>Specifications:</u>	400-500	EA			



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	<ul style="list-style-type: none">- 1-9/16" x 6-1/2"- Charging cable for IOS & Android- Material: Leather- Product Color: Black- Artwork: Deboss with Block ATM (see attached artwork file)					
20	Pedova™ Soft Bound JournalBook™. Leed's # 2700-33 OR Equivalent Specifications: <ul style="list-style-type: none">- 5-1/5" x 8-1/4"- Belly band strap closure- Ribbon page marker- Document pocket on interior back cover- Includes 80 sheets lined paper- Material: Italian Ultrahyde- Product Color: Black- Artwork: Deboss; center; Block ATM (see attached artwork file)	100-150	EA			
21	Retractable Banner; hand-held scroll banner. Banner material: PET. Flag pole material: Plastic. Extended size: 27-1/2"W x 9-1/2"H. Double sided imprint. Artwork: TBD; match PMS 7421.	1100-1200	EA			
22	Misc. charge, if applicable, state here-in: _____	1	LOT			
	TOTAL					