

## Detailed Bid Specifications

Reference: 02NSC-ITB-2020  
Promotional Products for NSC 2020

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p><b>**Please note:</b> This bid has been posted on the Electronic State Business Daily (ESBD) website:  <a href="http://esbd.cpa.state.tx.us/">http://esbd.cpa.state.tx.us/</a> It is the bidder's responsibility to check this site for any addendum's that may be posted.**</p> <p>The Department of Student Life at Texas A&amp;M University, College Station, TX is seeking bids for promotional items meeting the following terms, conditions, and specifications as listed below.</p> <p>The New Student Conference is the mandatory orientation program for all 13,000 new Texas A&amp;M undergraduates and over 16,000 parents and guests. There are 20 conferences held from May to August each year. During each New Student Conference; participants receive a nametag and promotional items upon checking in.</p> <p><b><u>HUB Subcontracting Plan (HSP):</u></b></p> <p>It is the intention of the State of Texas, Texas A&amp;M University (TAMU), and Procurement Service at Texas A&amp;M to encourage the use of Historically Underutilized Businesses (HUB's) in our prime contracts, subcontracts and purchasing transactions. Texas A&amp;M initiatives through the Texas A&amp;M Department of Procurement Services are to assist our prime contractors and core suppliers to achieve these ends through race, ethnic and gender-neutral means. The goal of the attached HUB Subcontracting Plan (HSP) is to promote full and equal business opportunity for all business in Texas A&amp;M Contracting and Procurement.</p> <p>The following Texas, Texas Building and Procurement Commission, Commodity Codes(s) are applicable to this bid, and should be used for researching subcontracting opportunities on the TBPC's, Centralized Master Bidders List (CMBL) when the contract/vendor anticipates utilization of subcontractors. The CMBL is located on the TBPC's website at: <a href="http://www.tbpc.state.tx.us/">www.tbpc.state.tx.us/</a></p> <p>Commodity Code: 037-78</p> <p>The attached HSP subcontracting plan <b><u>**MUST**</u></b> be returned with the invitation for bid.</p> <p>Failure to fill-out the proper forms with supporting documentation if applicable and return properly executed form with your bid response will <b><u>**VOID**</u></b> your offer.</p> <p><b><u>Vendor HSP Requirements</u></b></p> <p><b><u>Subcontractor Selection Notification</u></b></p>					

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	<p>Vendor shall provide a notice to <b>all</b> selected subcontractors (HUB's and Non-HUB's) of their selection as a subcontractor for this awarded contract. The notice must specify at a minimum the contracting agency's name (<i>Texas A&amp;M</i>) and it's point of contact for the contract, the purchase order number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontractor will perform. A copy of the notice must also be sent to the Texas A&amp;M point of contact provided below no later than ten (10) working days after the contract is awarded and the purchase order is issued.</p> <p><b><u>Progress Assessment Report</u></b></p> <p>The HUB Subcontracting Plan (HSP) submitted with the bid response shall become a provision of the purchase order. The vendor cannot change a subcontracting plan prior to its incorporation into the purchase order. TAC 20.14 (5). Per the Texas Administrative Code Chapter 20.14, Texas A&amp;M requires the following:</p> <ul style="list-style-type: none"> <li>○ The vendor must submit a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR) to Texas A&amp;M University on a monthly basis. The vendor will maintain business records documenting its compliance with the approved HSP and will submit a PAR to the Texas A&amp;M Department of Procurement Services no later than the 5<sup>th</sup> calendar day of the month until the purchase order has been paid in full. TAC 20.14 (d). <b>All PAR's shall be sent via e-mail to the following address: <a href="mailto:hubprogram@tamu.edu">hubprogram@tamu.edu</a> or fax 979.845.3800. Payment requests submitted without the PAR will not be processed.</b></li> <li>○ Changes may not be made to the HSP without prior review and approval from the Texas A&amp;M Department of Procurement Services. The vendor shall submit to the TAMU HSP point of contact provided below a revised HSP for each subcontracting opportunity to be modified.</li> </ul> <p>If the selected vendor subcontracts any of the work without complying with TAC 20.14 and without prior approval from the Texas A&amp;M Department of Procurement Services, the vendor will be deemed to have breached the purchase order and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, state law and TAC 20.14 (6). Texas A&amp;M will report nonperformance relative to its purchase order to Texas Procurement and Support Services in accordance with TAC 20.105, Subchapter F relating to the Vendor Performance and Debarment Program.</p>					

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	<p><b><u>PAR Requirements for Self-Performing</u></b></p> <p>The HUB Subcontracting Plan (HSP) submitted with the bid response shall become a provision of the purchase order. The vendor cannot change a subcontracting plan prior to its incorporation into the purchase order. TAC 20.14 (5). Per the Texas Administrative Code Chapter 20.14, Texas A&amp;M requires the following:</p> <ul style="list-style-type: none"> <li>○ <b>Vendors self-performing</b> must submit a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR) to Texas A&amp;M University on a monthly basis. The vendor will maintain business records documenting its compliance with the approved HSP and will submit a PAR to the Texas A&amp;M Department of Procurement Services no later than the 5<sup>th</sup> calendar day of the month until the purchase order has been paid in full. TAC 20.14 (d). <b>All PAR's shall be sent via e-mail to the following address: <a href="mailto:hubprogram@tamu.edu">hubprogram@tamu.edu</a> . Payment requests submitted without the PAR will not be processed.</b></li> <li>○ Changes may not be made to the HSP without prior review and approval from the Texas A&amp;M Department of Procurement Services. The vendor shall submit to the TAMU point of contact provided below a revised HSP if determined subcontracting will be necessary.</li> </ul> <p>If the selected vendor subcontracts any of the work without complying with TAC 20.14 and without prior approval from the Texas A&amp;M Department of Procurement Services, the vendor will be deemed to have breached the purchase order and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, state law and TAC 20.14 (6). Texas A&amp;M will report nonperformance relative to its purchase order to Texas Procurement and Support Services in accordance with TAC 20.105, Subchapter F relating to the Vendor Performance and Debarment Program.</p> <p>A copy of the PAR can also be found at the following link:<a href="http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/">http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/</a></p> <p><b>For questions about the HSP packet, please contact Cindy Gillar at 979-845-9010 OR Lexie Bright at 979-845-3425 to discuss the HSP packet requirements.</b></p>					

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	<p><b><u>Best Value Award Criteria:</u></b></p> <p>In accordance with Texas Education Code 51.9335, Texas A&amp;M University shall make the award based on, but not limited to, the following best value criteria:</p> <ul style="list-style-type: none"> <li>- The purchase price</li> <li>- The reputation of the vendor and of the vendor's goods or services</li> <li>- The quality of the vendor's goods or services</li> <li>- The extent to which the goods or services meet the institution's needs</li> <li>- The vendor's past relationship with the institution</li> <li>- The impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and service from persons with disabilities</li> <li>- The total long-term cost to the institution of acquiring the vendor's goods or services</li> <li>- Any other relevant factor that a private business entity would consider in selecting a vendor</li> <li>- The use of material in construction or repair to real property that is not proprietary to a single vendor unless the institution provide written justification in the request for bids for us of the unique material specified</li> </ul> <p>Other relevant factors deemed necessary to evaluate the offer and determine the best value for the University:</p> <ul style="list-style-type: none"> <li>- Vendor's ability to meet the minimum specifications</li> <li>- Delivery requirement. <b><u>All items MUST be received on May 15, 2020. No earlier, No later</u></b></li> <li>- The quality, availability and adaptability of equipment offered to required application</li> <li>- Minimum order</li> <li>- References</li> <li>- Escalation percentages</li> <li>- Sample(s), if requested</li> <li>- Presentation(s), if requested</li> <li>- Insurance requirements</li> </ul> <p>By submitting a bid in response to this solicitation, bidder agrees to the selection and award process, and accepts Texas A&amp;M University's judgment and decision of award. Texas A&amp;M reserves the right to accept or reject any or all bids, waive informalities and technicalities, and accept the offer considered the most advantageous to the University. Texas A&amp;M reserves the right to make the decision as to the system, product or service best meets the minimum specifications and best suits the needs of the University. The decision by Texas A&amp;M University is final.</p>					

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	<p>Texas A&amp;M University reserves the right to: A) award this bid to one (1) vendor only <b>OR</b> B) split the award of this bid to two (2) or more vendors.</p> <p>Vendors may submit bids for individual items.</p> <p>The Department of Student Life reserves the right to not award items listed on the bid.</p> <p>New Student &amp; Family Programs has the right to change artwork before final items are ordered.</p> <p>New Student &amp; Family Programs has the right to adjust quantities based on participation numbers and product advertisers.</p> <p>Some items may need to be split into two invoices for billing purposes. New Student &amp; Family Programs will determine the quantities split.</p> <p>Pricing must be guaranteed if additional quantities are needed for re-order in July/August.</p> <p><b>Bidder must bid FOB Destination or give an estimate of freight charges that will be used in the bid evaluation. If estimate cannot be obtained then state that freight will be prepaid and added to the invoice.</b></p> <p><b><u>Collegiate License:</u></b></p> <p>Successful vendor must have a collegiate license in place prior to the award. For information on collegiate licensing, call the Collegiate Licensing Office of Texas A&amp;M University at 979-845-4621 or <a href="http://www.tamu.edu/trademarks">www.tamu.edu/trademarks</a></p> <p>Items that have the maroon color should follow the brand guide colors at: <a href="http://brandguide.tamu.edu/colors.html">http://brandguide.tamu.edu/colors.html</a></p> <p>Items distributed that bear the Texas A&amp;M brand <b><u>WILL</u></b> require royalties.</p> <p><b><u>SAMPLES:</u></b></p> <p>The Department of Student Life at Texas A&amp;M University is requesting a sample of each product being bid. <b>Samples must be received by the bid closing date of March 9, 2020 at 2:00 p.m. CST.</b> Samples must be marked with vendors name for easy identification. <b>Sample shall be prepared in accordance with the specification here-in with the exception of the artwork.</b> Texas A&amp;M reserves the right to decide if items offered are equivalent to that specified. Texas A&amp;M's decision will be final.</p> <p><b>Failure to submit the requested samples with your bid submission may result in disqualification of your bid.</b></p>					



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	<p><b>If samples are not marked and identified with your company name on each sample then your bid will be disqualified.</b></p> <p>Samples shall be submitted to:</p> <p>Texas A&amp;M University Department of Procurement Services Attn: Marla Young 330 Agronomy Road College Station, TX 77843-1477</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, shall be returned at the bidder's expense. Bidders shall be responsible for providing Texas A&amp;M University the necessary information for the return.</p> <p>Example: Provide a call tag or shipping account number 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><b>Vendor must list brand name, manufacturer and model number of item being bid along with specification sheet. Failure to do so may result in the disqualification of your bid.</b></p> <p>*****</p> <p><b>ATTENTION ALL BIDDERS:</b></p> <p>Texas A&amp;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: <a href="https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU">https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU</a></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"><li>-Express Mail (FedEx, UPS, etc.)</li><li>-US Postal Service</li><li>-Hand Delivered</li><li>-Email to: <a href="mailto:tamuaggiebid@tamu.edu">tamuaggiebid@tamu.edu</a></li></ul> <p>All invitation for bid documents not submitted electronically</p>					

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	<p>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 <a href="http://purchasing.tamu.edu/media/123743/bidtamu.pdf">http://purchasing.tamu.edu/media/123743/bidtamu.pdf</a></p> <p>Physical Address:</p> <p>Texas A&amp;M University Procurement Services 330 Agronomy Road College Station TX 77843-1477</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>Grip click pen; clear barrel pen with maroon/burgundy rubber grip; maroon ink; one color image on barrel. (See attachment for artwork image)</p> <p>Pilot® G-2; 0.7mm.</p> <p>(example: <a href="https://www.jetpens.com/Pilot-G2-Gel-Pen-0.7-mm-burgundy-Red/pd/9045">https://www.jetpens.com/Pilot-G2-Gel-Pen-0.7-mm-burgundy-Red/pd/9045</a>).</p> <p>OR Equivalent</p>	24,500	EA			
2	<p>Car Decal. One color (white), RTA (Ready to Apply) vinyl decal; free standing; contour cut to the shape of the logo (approximately 8.5" x 2.5"). (See attachment for artwork image)</p> <p>Example at:</p> <p><a href="http://tamu.bncollege.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=10001&amp;langId=-1&amp;productId=400000008321&amp;storeId=17552&amp;imageId=224244&amp;graphicId=TAMU-TD-22">http://tamu.bncollege.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=10001&amp;langId=-1&amp;productId=400000008321&amp;storeId=17552&amp;imageId=224244&amp;graphicId=TAMU-TD-22</a></p>	30,000	EA			
3	<p>Lanyards with plastic name tag holders. Flat polyester lanyards in <b>gray with maroon imprint</b>; J-Hook; 3/8".</p> <p>Clear plastic badge holders (3.875" x 2.625") to display name tags. Must fit 3.5" x 2.25" insert and attach to lanyard with J-Hook. <b>Must come pre-attached to lanyard.</b></p> <p>(See attachment for artwork image)</p> <p>Example at:</p> <p><a href="https://progressivemarketing.esppwebsite.com/productdetails/?productId=6781085&amp;imageId=22641208&amp;tab=tile&amp;referrerp=productresults&amp;refpgId=517966825&amp;referrermodule=prdreb">https://progressivemarketing.esppwebsite.com/productdetails/?productId=6781085&amp;imageId=22641208&amp;tab=tile&amp;referrerp=productresults&amp;refpgId=517966825&amp;referrermodule=prdreb</a>. Progressive Marketing Product # CPN-6883350 OR Equivalent</p>	17,500	EA			
4	<p>Brenda Non-Woven Full Color Laminated Tote and Shopping Bag. 14"W x 15-1/2"H. Gusset: 6-1/2" with 20" Handles cross-stitched into the bag. 100GSM Non-Woven Polypropylene. Bag Color: Maroon. Imprint Color: White. (See attachment for artwork image)</p> <p>Progressive Marketing Product # CPN-6178333 OR Equivalent</p>	10,500	EA			

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5	Business Card Magnet. Flexible 20-mil Magnet. Maroon with white imprint. Approximate Size: 2" x 3-1/2". (See attachment for artwork image). 4Imprint Product # 28804 OR Equivalent	16,500	EA			
6	Lanyard with Plastic Name Tag Holder; Flat Polyester lanyard in <b>maroon with white imprint</b> ; J-Hook; 3/8". Clear plastic badge holder (3.625" x 3") to display name tag. Must fit 2" x 3" insert and attach to lanyard with J-Hook. <b>Must come pre-attached to lanyard.</b> (See attachment for artwork image) Progressive Marketing Product # CPN-6883350 OR Equivalent	14,000	EA			
7	Drawstring Bag. 210 Denier Polyester drawstring backpack; 15"W x 18"H. Maroon with white imprint. Imprint approximately 13"W x 16.5"H. (See attachment for artwork image). <a href="https://progressivemarketing.espswebsite.com/productdetails/?productid=551848179&amp;imageid=29732895&amp;tab=tile&amp;referrerpage=productresults&amp;refpgid=517966825&amp;referrermodule=prdreb">https://progressivemarketing.espswebsite.com/productdetails/?productid=551848179&amp;imageid=29732895&amp;tab=tile&amp;referrerpage=productresults&amp;refpgid=517966825&amp;referrermodule=prdreb</a> . Progressive Marketing Product # CPN-551950444 OR Equivalent	10,750	EA			
8	Wristbands. Printed silicone wristband; one size fits all. 7/16" x 7-3/8" circumference. One color text imprint. Each color will have a different imprint. Colors and quantities as follows: Green (PMS 363). Imprint: Agriculture (AG) – 1,870 each Black. Imprint: Architecture (AR) – 720 each Royal Blue (PMS 2747). Imprint: Engineering (EN) – 4,360 each Lavender (PMS 513). Imprint: Education (ED) – 1380 each Pantone Yellow. Imprint: Transition Academic Programs (GS) – 800 each Pantone Yellow. Imprint: Nursing (NU) – 180 each Red (PMS 185). Imprint: Geosciences (GE) – 350 each Teal (PMS 3155). Imprint: Liberal Arts (LA) – 2,000 each Hot Pink (PMS 806). Imprint: Business (BA) – 1,250 each Light Blue (PMS 292). Imprint: Science (SC) – 1,270 each Lime Green (PMS 375). Imprint: Public Health (PH) – 290 each Dark Grey. Imprint: Vet Med (VM) – 840 each Example of product at: <a href="http://shop.publicidentity.com/product/160755/">http://shop.publicidentity.com/product/160755/</a> Artwork will be provided at the time of ordering.	15,310	EA			
9	Gildan® Heavy Cotton™ Classic Fit Adult T-Shirt. Gildan 5000 Maroon shirt with white imprint on front pocket area and back. (See attachment for artwork image). Artwork: Freshmen design; Size: S-XL; QTY: 10,800 Each Artwork: Freshmen design; Size: 2XL; QTY: 200 Each Artwork: Transfer design; Size: S-XL; QTY: 3,000 Each Artwork: Transfer design; Size: 2XL; QTY: 75 Each	14,075	EA			





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10	Artwork Set-up fee	1	LOT			
11	Imprint/Embroidery fee	1	LOT			
12	Misc. charge, if applicable, state here-in: _____	1	LOT			
	<b><u>NOTE:</u></b> If any item requires a minimum order quantity or must be ordered in specific increments, please list said information out to the side of each item.					
	<b>TOTAL</b>					