



ISSUE DATE: 01/16/26

INVITATION TO BID

BID TITLE: 02-26 Athletic Uniforms

Sealed bids will be opened at 10:00 a.m. CST on Friday January 23, 2026, in the Conference Room at the PARA Building, 614 Greensboro Avenue, Tuscaloosa, AL 35401, for the supply of Athletic Uniforms and may not be withdrawn for thirty (30) days after such date & time.

GENERAL CONDITIONS

1. PREPARATION OF BIDS

Bids will be prepared in accordance with the following:

- (a) The enclosed bid forms must be used in submitting your bid.
- (b) All information required by the Bid form shall be furnished.
- (c) Unit prices shall be shown, and where there is an error in price extension, the unit price shall govern.
- (d) The proposed delivery time must be shown and shall include Sundays and holidays.
- (e) Bidder will not include federal taxes nor State of Alabama sales, excise, and use taxes in bid prices as PARA is exempt from payment of such taxes.
- (f) Bidders shall thoroughly examine the specifications, schedule, instructions, and all other contract documents.
- (g) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities to deliver material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist because of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of PARA or the compensation to the vendor.
- (h) Bidders are advised that all PARA contracts are subject to all legal requirements provided in the Purchasing Ordinance and/or State and Federal Statutes.

2. DESCRIPTION OF SUPPLIES

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are to describe and establish overall quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand which meets the quality of the specifications listed for any items.
- (b) Bidders must state precisely what they intend to furnish; otherwise, they shall be required to furnish the items as specified.
- (c) Bidders must submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.

3. SUBMISSION OF BIDS

- (a) Bids and changes thereto shall be enclosed in sealed envelopes addressed to Taylor Lopez, PARA, 614 Greensboro Avenue, Tuscaloosa, AL 35401. The bidder's name and address, the bid's opening date and hour, and the material or service bid shall be placed on the outside of the envelope.
- (b) Bids must be submitted on the forms furnished. Telegraphic bids will not be considered.

4. REJECTION OF BIDS

- (a) PARA may reject a bid if:
 - 1. The bidder misstates or conceals any material fact in the bid, or if,
 - 2. The bid does not strictly conform to the law or requirement of the bid, or if,
 - 3. The bid is conditional, except that the bidder may qualify his bid for acceptance by PARA on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
- (b) PARA may, however, reject all bids whenever it is deemed in the best interest of PARA and may also waive any minor informalities or irregularities in any bid.

5. WITHDRAWAL OF BIDS

- (a) Bids may not be withdrawn after the time set for the bid opening for a period as specified.
- (b) Bids may be withdrawn prior to the time set for the bid opening.

6. LATE BIDS OR MODIFICATIONS

- (a) Bids and modifications received after the time set for the bid opening will not be considered.
- (b) Modifications in writing received prior to the time set for the bid opening will be accepted.

7. CLARIFICATIONS OR OBJECTIONS TO BID SPECIFICATIONS

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents of any part thereof, he may submit to the contact person on or before five (5) days prior to the scheduled opening a request for clarification. All such requests for information shall be sent by email and the person submitting the request will be responsible for prompt delivery. Any objection to the specifications and requirements as set forth in this bid must be emailed to the contact person on or before five (5) days prior to the scheduled opening.

8. DISCOUNTS

- (a) Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

9. AWARD OF CONTRACT

- (a) The contract will be awarded to the lowest responsible bidder based upon the following factors: quality, conformity with specifications, any warranties, terms of delivery, transportation charges, and delivery dates.
- (b) Prices quoted must be FOB Tuscaloosa with all transportation charges prepaid.
- (c) A written award of acceptance will be furnished to the successful bidder and, shall result in a binding contract.

10. DELIVERY

- (a) Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bids.
- (b) Deliveries are to be made during regular business hours.

(c) Twenty-four (24) hour notice shall be given to the purchaser before delivery.

11. CONDITION OF MATERIALS AND PACKAGING

All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and the bid price shall include standard commercial packaging.

12. CLAIMS

Successful bidder(s) will make all claims against carriers for missing or damaged items.

13. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

Bidders shall comply with all local, state, and federal directives, orders, and laws applicable to this bid and subsequent contract(s).

14. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid to make available to all agencies, municipalities, and County government within Tuscaloosa County the bid prices he submits, following the bid terms and conditions, should any said agency, municipality, or government wish to buy under this proposal.

15. COLLUSION

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action."

16. VARIANCE IN CONDITIONS

All special conditions and specifications attached hereto, which vary from General Conditions, shall have precedence.

17. BID SUBMISSIONS

Bid submissions shall be submitted in a sealed envelope and addressed to:

Taylor Lopez, 614 Greensboro Avenue, Tuscaloosa, AL 35401

The name and address of the bidder, the date and hour of the bid opening, and the Bid Title shall be placed on the outside of the envelope. Failure to adequately address and label sealed envelopes may result in bid rejection.

SPECIAL CONDITIONS

BID TITLE: 02-26 Athletic Uniforms

The General Conditions of Invitations to Bid and the Special Conditions stated shall be considered part of the bid's specifications.

Bidder's Response Form reference to brand names and numbers is descriptive but not restrictive. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature and manufacturer's specifications, plus any supplemental information necessary for comparison purposes, must be submitted with the bid, or the bid on that item will be rejected. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified. Any exceptions to any item(s) must be fully explained in written detail on the bidders' letterhead and attached to the bid when submitted.

Awards shall be made or contracts entered with the lowest responsible bidder(s) meeting all specifications and terms and conditions established by PARA. PARA reserves the right to determine the lowest responsible bidder based on an individual item or group of items. All prices shall be good for one year from the bid date. PARA reserves the right to cancel any contract if the bidder does not deliver the item(s) in the delivery time frame determined by the bidder on the *Bidder's Response Form*.

Questions concerning the bid process should be directed to Taylor Lopez at (205) 562-3220 or tlopez@tcpara.org (email is preferred).

It is the responsibility of the bidder to check for any addendums before submitting their bid.

BIDDER'S RESPONSE FORM**BID TITLE: 02-26 Athletic Uniforms**

| Printing Specifications (NEXGEN) | Item | Product Description | Size/Qty | Proposed Unit Price |
|---|----------|---|--|---------------------|
| *Use <u>Black</u> Polyester Ink *Logos (3): · TUSC Logo - Front Center Chest AND · Alabama Credit Union Logo - Front Center Chest below TUSC Logo - 9.25" wide x 7" high · PARA Logo - Back Neck - 3.5" wide x 2" high | 1 | NEXGEN 791 WICKING TEE - SILVER: 100% polyester fabric; non-branded tagless label; short sleeve | Varying Sizes YXS-AXL Estimated Total Minimum Quantity <u>1,000</u> | |
| | 2 | NEXGEN 790 WICKING TEE - SILVER: 100% polyester fabric; non-branded tagless label; short sleeve | | |
| | 3 | NEXGEN 791 WICKING TEE - POWER BLUE: 100% polyester fabric; non-branded tagless label; short sleeve | | |
| | 4 | NEXGEN 790 WICKING TEE - POWER BLUE: 100% polyester fabric; non-branded tagless label; short sleeve | | |
| | 5 | NEXGEN 791 - COLUMBIA BLUE: 100% polyester fabric; non-branded tagless label; short sleeve | | |

| Printing Specifications (AUGUSTA) | Item | Product Description | Size/Qty | Proposed Unit Price |
|---|------|---|--|---------------------|
| *Use White Polyester Ink *Dual application and flashed for bright white *Logo (1): ·TUSC Logo - Left Chest - 3.25" wide x 3.5" high | 6 | AUGUSTA 6959 ALL-DAY CORE BASIC TRI-BLEND TEE - ROYAL HEATHER: 50% polyester/37% cotton/13% rayon; tear away label; crew neck; short sleeve | Varying Sizes AS-A4XL Estimated Total Minimum Quantity <u>100</u> | |

Additional Specifications

For All Items 1-6:

- All printing will be done using a high-resolution image for the logo.
- All shirts will be caught individually and stacked to prevent ghosting.
- All shirts will be counted before printing and after.
- All shirts will be sorted and folded by size and stacked in small groups (6).
- All shirts will be boxed by item, then size and labeled with item, shirt color, size and quantity.
- All shirts will be delivered by **February 20, 2026**
- If the specified garment color is discontinued or unavailable in the required quantities within the required delivery timeframe, the vendor shall notify PARA immediately and provide available alternate color options for the same garment style (or an equivalent as allowed). PARA may approve a substitute color at PARA's sole discretion. Any color substitution must be approved in writing by PARA prior to production and shall be provided at no additional cost to PARA. If acceptable substitution is not available, PARA reserves the right to cancel the affected item(s) without penalty.

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| Company Name | |
| Contact Person | |
| Email Address | |
| Telephone Number | |
| Mailing Address | |
| Mailing Address for Payment | |
| Authorized Signature | |