# FLOYD COUNTY, GEORGIA

## PURCHASING

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# ADDENDUM #1

**TO: All Prospective Bidders: ITB #26-035 "Annual T-shirt Printing – Parks & Rec"**

**FROM: Randy E. Self, Purchasing Director**

**SUBJECT: Questions & Answers Concerning RFP**

We have received some questions concerning the Annual T-shirt Printing for the Rome/Floyd Parks and Recreation Department. Many of these questions are the same. You may also go on the Bonfire Website under the Messages Tab and then in the Public Q&A section to view others or to ask your own.

**1.** The request came across as screen printing, but I wanted to check to see if DTF (direct to film) printing was allowed for this bid submission? **Yes, DTF printing will be allowed. Please specify on your price submission.**

**2.** Is traditional screen printing required for the left-chest logo, or would a durable, comparable DTF transfer be accepted? **Yes, DTF printing will be allowed. Please specify on your price submission.**

**3.** Can you share the current pricing sheet, estimated annual quantities by garment type and size, and typical order quantities? **The information on Attachment A is what our invoices total for the year 2026 so far. Order quantities vary according to the number of participants registering for an event. That number cannot be predicted for the future.**

**4.** What are the required blank garment brands, styles, colors, fabric weights, and logo colors? Are comparable brands allowed? **This information is included in the second paragraph of the specifications page in the bid document. It gives you the brand, item number, etc. As for colors, that will depend on the event and what color at the time. A copy of the logo is also included in the bid packet on page 19, I believe. As stated, comparable brands are accepted and you should notate the brand and item number for us to compare the specifications.**

**5.** What turnaround time is expected after each purchase order, and where must orders be delivered? **We would like as quick a turnaround as possible. That is up to the vendor to let us know what they can offer.**

**6.** Are samples, past-performance references, or any other documents required with the bid? **No.**

**7.** Please confirm the November 9 question deadline and November 16 bid submission deadline, including the time and submission method. **That information is in the bid packet. The dates are correct and the submission directions are on page 8 under #32, I believe.**

**8.** Will you accept DTF (direct-to-film) heat-applied transfers for the left-chest logo instead of screen printing? DTF prints full color with no per-color charges. If so, can we note it as an alternate on the spec page and put $0 on the extra-color lines? **Yes, DTF printing will be allowed. Please specify on your price submission.**

**9.** Can you send the Parks & Rec logo as vector art (AI, EPS, or PDF)? How many colors is it, and what size do you want on the left chest? **The art is already included in the bid packet as a PDF on page 19.**

**10.** The specs mention sweatshirts, but the pricing sheet has no sweatshirt lines. Should we quote sweatshirts? If so, which style, and about how many a year? **No sweatshirts. That was an error.**

**11.** Do orders come in a few large batches a year, like before each season, or lots of small orders? About how many shirts are in a typical order? **Orders are in different quantities at different times of the year. We hold special events and then there are some team sports that are held during the sports seasons. Quantity depends on the number of participants that sign up so we can't give a specific amount until the event registration is over.**

**12.** Is delivery to one address or to several parks? Should shipping be quoted per order or as a flat amount? **We have several locations for shipment. Depends on the division that is holding the event. If a flat rate can be quoted, that would be great. As stated in the bid packet, the zip codes for our area are 30161 and 30165.**

**13.** Can we set a minimum order size, or do small reorders get the same unit price? **You can set minimum order sizes if that is your policy and we will take that into consideration when evaluating.**

**14.** Are the Attachment A quantities estimates only, with no guaranteed minimum? **Those are quantities that were ordered this past year. No guarantee these same quantities would apply for the year 2027. It could be less or more dependent on participation.**

**15.** Does the "setup/new design" fee mean a new logo or design added during the year? **Is there an initial set up fee for art? If so, then yes. What we need to know is if we need a change later in the year, would a new set up fee apply? Or does a set up fee get charged each print?**

**16.** Are the estimated 3,139 shirts typically ordered in smaller quantities throughout the year, or are larger bulk orders expected? **There are various quantities ordered as per registration for the event being held. No minimum or maximum can be determined since we would know how many would participate until registration was closed. I believe the largest quantity ordered at one event was 500 of various sizes.**

**17.** What is the approximate average quantity per purchase order? **We have some events that we may only have 25 participants and we have had an event that drew close to 500 participants. We cannot predict the amount. We have to wait for registration to close before we can get a final count.**

**18.** Are vendors permitted to utilize third-party screen-printing companies to fulfill orders? **You would need to include a subcontractor list, and the responsibility of the quality would be the contracted vendor's responsibility.**

**19.** What is the expected turnaround time from purchase order receipt to delivery? **We would like the turnaround time to be as quick as possible. I believe we ask the question at the bottom of the pricing submission page for the vendor to let us know what their typical turnaround time would be.**

**20.** Can you confirm whether the pricing sheet is available as a separate attachment in Bonfire? **Yes, that is in Bonfire which is open on that site. It should have also been available on the State Procurement site but must be submitted on Bonfire.**

**21.** Are the estimated annual quantities provided for reference only, with no guaranteed minimum purchase? **Yes, the quantities provided were typical of what was ordered this past year. We have no way to predict how many participants will attend the events this coming year. No guaranteed minimum.**

**22.** About how many orders do you place each year, and what's a typical order size? Are there busier seasons, like summer camps or youth sports? **The number of orders vary depending on events that are scheduled. I would say that the warmer weather months are the busiest.**

**23.** Of the roughly 3,139 shirts a year, about how many are short sleeve vs. long sleeve, adult vs. youth, and white vs. colored? **I would say 90% are short sleeves with 10% being long sleeves.**

**24.** How many ink colors is the RFPRD logo, and could you share print-ready artwork? What size do you want the left-chest print? **On a white shirt it would be 3 colors. On a colored shirt it would be 4. Artwork will be provided to the winning bidder.**

**25.** Is there a minimum order quantity per purchase order, or may bidders list one, or a small order charge below a set quantity? **There is no minimum order quantity. Quantity ordered is based on the number of participants who register. We have no way of knowing for each event how many will register to participate. You may certainly state a minimum quantity on your submission if you wish. Please note on your pricing submission.**

**26.** Where do orders get delivered? Is it one location or several, and what turnaround do you expect? **We have several locations in the 30161 and 30165 zip code area for deliveries. We don't set the turnaround time. If we did, we would like a one-day turnaround (LOL), but we know that is not possible! That is something the vendor should provide for us to help in our evaluation. What is your typical turnaround time?**

**27.** Is pricing fixed for the full contract year, and is the contract renewable? If it is, can pricing be adjusted at renewal if blank shirt costs go up? **As stated in the terms section of the bid packet, the initial agreement is for one year and is renewable at the end of each term year for an additional year. This is based on pricing and service. A notice for the extension will be sent 30 days before the end of the term. If you anticipate a price**

**increase, we would like to be notified no later than 60 days before the end of the term so we can evaluate.**

**28.** For the Team 365 TT62, can we offer a comparable style from another brand? And is 3XL acceptable as the largest long-sleeve size? **As stated in the specifications, we will accept comparable brands. You will need to note the brand and item # you are offering in the space on the pricing sheet. I cannot say that 3XL is acceptable since we do have a history of ordering a few 4XL and even 5XL but if it is not available and there is a need, we will seek that item at a different vendor.**

**29.** What is the typical quantity per individual purchase order/release, and is there a minimum order quantity? **We cannot give a typical quantity per individual order/release since our orders are based on public participation. We have a registration process for the events and the number to be ordered is based on the number of participants. We don't know how many to order until the registration period is over. We do not have a minimum quantity. If this is something you would like to state in your pricing, please feel free to include that.**

**30.** Could you provide production-ready artwork for the left-chest Parks & Rec logo and confirm the required print dimensions and number of ink colors for white and colored shirts? **Artwork will be provided for the winning bidder.**

**31.** Long-sleeve styles: The pricing form includes long-sleeve rows under Gildan 64000, 64000B, 5000, and 5000B. Which adult and youth long-sleeved style numbers should we use, or should we identify comparable long-sleeved alternatives? **Please identify a comparable long-sleeved alternative and price that.**

**32.** Size groups: The youth Softstyle section includes 2XL–5XL rows. Are those intended to be adult items, or should they be marked not applicable? For the adult 2XL–5XL groups, do you want one price covering the entire range, or may we attach separate prices by size? How should we handle a requested size that is unavailable in the specified style? **Yes, that was an error for the youth sizes. Please mark as NA. Yes, you may attach separate prices by size. If a size is unavailable, please make sure to note that in your pricing.**

**33.** Additional garment categories: Attachment A lists Core Cotton and SportTek shirts, and the specifications mention sweatshirts, but we do not see separate pricing rows for those items. Should they be included in our bid? If so, please confirm the styles and sizes and where to enter their prices. **That was listed in error on the Attachment. No sweatshirts, Core Cotton, or SportTek shirts.**

**34.** Printing charges: We understand the standard garment includes the left-chest logo only. For the form's optional full-front/back printing and additional-color charges, may we provide DTF pricing with a note explaining any charges that do not vary by color? Please also confirm the intended logo dimensions for adult and youth shirts. **Yes, you may provide DTF pricing with a note explaining any charges that do not vary by color. I believe the current logo is no larger than 1 1/2".**

**35.** Delivery pricing: The specifications request shipping separately, while the general terms say the bid price includes shipping. Should we enter an all-inclusive garment/printing price and list delivery separately in the pricing form's shipping field? Is there a standard delivery address we should use to calculate that charge? **The General Terms are boilerplate for most all of our bid processes. Please use the Specification sheet should be the instructions you follow. Please price shipping separately. We have several delivery addresses and not one single address for the Parks Dept. If you can obtain an estimate using zip codes, we have two for the area: 30161 or 30165.**

**Thank you,**

*Randy E. Self*

**Randy E. Self, CPPB, MBA**
**Purchasing Director**
**Floyd County Board of Commissioners**