

**BID SPECIFICATION SHEET FOR FB19-120**

EARLY COLLEGE LEARNING T-SHIRTS

**Scope of Work:**

MWSU would like to purchase 1,500 black, short sleeve, t-shirts for Western Institute, Early College Learning with art work on front and back.

**Bid Specification:**

* Purchase 1,500 t-shirts per specifications from vendor (Sizes range from Small to XL (there will be a need for some XXL and XXXL)
* Shirt: Black, Jerzee 29M 50/50 Cotton/Poly short sleeve 5.6 ounce shirt
* Inks: 1 Color full front art, MWSU Gold

1 Color full back art, MWSU Gold

* Design: PDF of proposed art is provided

Front art measures 10.1705” x 3.3165”, 1 color ink: MWSU gold (pms 123)

Back art measures 10.8274” x 3.8”, 1 color of ink: MWSU gold

* Proof of design will be required
* T-shirts will need to be delivered by June 5, 2019
* Deliver to: Missouri Western State University, West Campus, 4525 Downs Drive,   
  St. Joseph, MO 64507, Attention: Jena Williams

**Return with bid:**

* Return the pricing sheet (page 2). Shipping costs must be included in the pricing and not as separate line item. Pricing must be FOB Missouri Western State University. Include delivery price in quote. We will not pay for overages.
* Include W-9
* Any addendum(s) with your initials.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)

**Bid Submission Requirements:**

* **Sealed bids** must be submitted to the Purchasing Office by 2:00 p.m. Central Time on May 15, 2019 in Popplewell Hall, Room 221, 4525 Downs Drive, St. Joseph, MO 64507.
* **Electronic or faxed bids will not be accepted.**
* Missouri Western reserves the right to accept or reject any or all bids.



**PRICING SHEET FOR FB19-120**

EARLY COLLEGE LEARNING T-SHIRTS

**Unit Price Total**

**Size Small 350 $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_**

**Size Medium 550 $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_**

**Size Large 310 $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_**

**Size Extra Large 200 $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_**

**Size XX Large 60 $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_**

**Size XXX Large 30 $\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_**

**Set-up, screen charges, etc. $\_\_\_\_\_\_\_\_**

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_**

(include shipping in price and not as a separate line item)

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_