

**Columbus Consolidated Government
Council Meeting Agenda Item**

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| TO: | Mayor and Councilors |
| AGENDA SUBJECT: | Trophies and Other Miscellaneous Awards (Annual Contract) – RFB No. 24-0004 |
| INITIATED BY: | Finance Department |

It is requested that Council approve the annual contract for the purchase of trophies and other miscellaneous awards from Columbus Fire & Safety Equipment Co., Inc., d/b/a Columbus Trophy & Screen Print (Columbus, GA), for the estimated annual contract value of \$102,102.00.

The contract includes screen-printing services, as well as, the following items to be provided on an “as needed” basis: trophies, plaques, hats, resin figures, medal trophy display cases, tombstone trophies and acrylics, t-shirts and golf shirts.

The initial term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor(s).

Bid specifications were posted on DemandStar, the City’s website and Georgia Procurement Registry on August 8, 2023. Bid responses were received on September 6, 2023. This bid has been advertised, opened and reviewed. The bidders were:

| | Columbus Fire & Safety Equipment d/b/a Columbus Trophy & Screenprint (Columbus, GA) | G.E.W. Inc. d/b/a Wade Linen Service (Columbus, GA) ¹ | Promo Solutions (Frisco, TX) ² |
|---------------------------------------|---|--|---|
| Trophies/Plaques/Awards | \$74,530.00 | \$103,512.00 | No Bid |
| Screen Printed T-Shirts | \$27,572.00 | \$32,864.69 | \$23,700.95 |
| Grand Total | \$ 102,102.00 | \$ 136,376.69 | \$ 23,700.95 |
| Additional Embroidery Services | \$10 - \$15 | \$5.50 - \$8.50 | \$20 - \$30 |
| Normal Delivery Within | 5 Days | 15 Days | 21 Days |
| Next Day Delivery (within 24 hours) | Yes | No | Yes, for an additional fee |
| Percent Discount for non-listed items | 30% | 5% | 20% |

- ¹ Vendor did not include a signed Form 7 – Conflict of Interest Affidavit, a bid submission requirement.
- ² Vendor did not include a signed Form 3 – Communication Concerning this Solicitation and Form 7 – Conflict of Interest Affidavit, a bid submission requirement.

Funds will be budgeted each fiscal year for this ongoing expense: General Fund – Parks & Recreation – Various Organizations – Uniforms; 0101-270-Variou Organizations-6781.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE ANNUAL CONTRACT FOR THE PURCHASE OF TROPHIES & OTHER MISCELLANEOUS AWARDS FROM COLUMBUS FIRE AND SAFETY CO., INC. D/B/A COLUMBUS TROPHY AND SCREEN PRINT (COLUMBUS, GA) FOR THE ESTIMATED ANNUAL CONTRACT VALUE OF \$102,102.00.

WHEREAS, the contract includes screen-printing services, as well as, the following items to be provided on an “as needed” basis: trophies, plaques, hats, resin figures, medal trophy display cases, tombstone trophies and acrylics, t-shirts and golf shirts; and,

WHEREAS, the contract term shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor(s).

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract for the purchase of trophies & other miscellaneous awards from Columbus Fire & Safety Co., Inc. d/b/a Columbus Trophy and Screen Print (Columbus, GA) for the estimated annual contract value of 102,102.00. Funds will be budgeted each fiscal year for this ongoing expense: General Fund – Parks & Recreation – Various Organizations – Uniforms; 0101-270-Variou Organizations-6781.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2023 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____
- Councilor Barnes voting _____
- Councilor Begly voting _____
- Councilor Cogle voting _____
- Councilor Crabb voting _____
- Councilor Davis voting _____
- Councilor Garrett voting _____
- Councilor Huff voting _____
- Councilor Thomas voting _____
- Councilor Tucker voting _____

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor