

## AGREEMENT

23-0605-ITB (REBID)

Promotional and Novelty Items

This Agreement (the “agreement” or “contract”), 23-0605-ITB (REBID) Promotional and Novelty Items, is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and On Time Marketing Corp., Southern Shores, NC (hereinafter “CONTRACTOR” or jointly, the “Parties”).

***NOW THEREFORE, the Parties agree as follows:***

### **A. Documents Comprising Agreement**

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
  - a. This Agreement
  - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing’s website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
  - c. Exhibit C - Special Terms & Conditions
  - d. Exhibit D - Scope of Work/Specifications
  - e. Exhibit E - Bid Summary
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

### **B. Term**

1. The initial term of this Agreement is for 36 months from the Effective Date. At the end of the initial term of this contract, this Agreement may be extended for two (2) additional, twelve (12) month period(s), or such other renewal terms agreed to by the Parties.

### **C. Expenditures Cap**

1. County expenditures under the Agreement will not exceed \$1,265,242.67 for the Contract term without a written amendment to this Agreement.
2. In no event will annual expenditures exceed \$421,747.56 in any given fiscal year without a written amendment to the Agreement.

**D. Additional Definitions**

1. Fixed Price Items Supplier: Each supplier is listed in Section 6.4 ("Specifications").
2. Discount Catalog Items Supplier: The wholesale company that decorates the items.

**E. Entire Agreement**

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor: On Time Marketing Corp.

Signature: *John Ruggiero*

Print Name and Title: John Ruggiero, President

Date: January 26, 2024

For County:

Signature:

Print Name and Title:

Date:

**APPROVED AS TO FORM**

By: Keiah Townsend  
Office of the County Attorney

## EXHIBIT C – SPECIAL TERMS & CONDITIONS

### 4.1. INTENT

It is the intent of Pinellas County to establish an Agreement for Promotional and Novelty Items to be ordered, as and when required.

### 4.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County had deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) (if the Agreement includes software, online, or digital content services)

Any terms required by law

### 4.3. PRICING/PERIOD OF CONTRACT

Unit prices submitted of listed items will be held firm for the duration of the Agreement. Duration of the Agreement will be for a period of 36 months from the date of Agreement award and any extension thereof.

### 4.4. TERM EXTENSION(S) OF CONTRACT

The Agreement may be extended subject to written notice of agreement from the County and successful respondent, for 2 additional 12-month period(s) beyond the primary contract period. Term extensions will allow for one (1) annual price adjustment (Decrease/Increase) in an amount not to exceed the average of the Consumer Price Index (CPI) or 3%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior to extension. The extension shall be exercised only if all terms and conditions remain the same and the County Administrator or Director of Purchasing grants approval.

It is the contractor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised extension period, the contractor's request for adjustment should be submitted at time of the extension request from the County, utilizing the available index at the time of request. The contractor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the contractor, the County will assume the contractor has agreed that the extension term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new extension period may not be considered. County has the right to request pricing decreases at any time.

#### 4.5. PRE-COMMENCEMENT MEETING

Upon award of the Agreement, the County will coordinate a pre-commencement meeting with the successful Contractor. The meeting will require Contractor and the County Representative to review specific Agreement details and deliverable documents at this meeting to ensure the scope of work and work areas are understood.

#### 4.6. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

#### 4.7. ASBESTOS MATERIALS

The contractor must perform all Work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the contractor must be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances. The County is responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful contractor. The County will furnish a copy of the asbestos survey to the successful contractor. The contractor must keep this copy on site at all times during the actual demolition.

#### 4.8. GOODS & PRODUCTS

The terms below are applicable if the Solicitation includes the purchase of GOODS or PRODUCTS:

##### A. DELIVERY/CLAIMS

Shipments must be sent the least expensive way, using each supplier's shipper, unless the county department representative requested otherwise or approves a different shipper. Prices quoted will be FOB Destination, freight prepay and add and unloaded to location(s) identified by county department representative. Actual delivery address(s) will be identified at time of order. Successful contractor(s) will be responsible for making any and all claims against carriers for missing or damaged items.

#### 4.9. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

#### 4.10. PERFORMANCE SECURITY

Not Applicable

#### 4.11. BACKORDERS

The County must be notified of backorders via email within five (5) business days from receipt of order to establish their willingness to either wait on backorders or cancel the item(s). Contractors must be able to deliver items within thirty (30) calendar days after receipt of order.

#### 4.12. RETURNS

For items delivered incorrectly, in error or not to County specification, the Contractor shall incur costs and arrange pick up of items to be returned within seven (7) calendar days of notification and provide full credit for items returned..

#### 4.13. DELIVERY

All deliveries shall be inside delivery, unless otherwise instructed and shall be made directly to the ordering department's office or warehouse in Pinellas County or other location identified by county department representative. Contractor is responsible for providing any and all equipment necessary to unload products for delivery to the designated location. An accurate and detailed packing slip must accompany each delivery. Delivery hours are Monday thru Friday, 8:00 AM to 3:30 PM.

"Business day" is defined as Monday through Friday.

The following days shall be recognized holidays for the purposes of this contract:

- New Year's Day, January 1
- Martin Luther King Jr's Birthday, Third Monday in January
- Memorial Day, Last Monday in May
- Juneteenth, Third Monday in June
- Independence Day, July 4
- Labor Day, First Monday in September
- Veterans Day, November 11
- Thanksgiving Day and Friday after Thanksgiving, Fourth Thursday and Friday in November
- Christmas Day, December 25

If Christmas or New Year's Day occurs on Tuesday or Thursday, the preceding Monday or following Friday shall also be recognized as a holiday.

If any recognized holiday occurs on a Saturday, the preceding Friday shall be observed as a holiday and if any recognized holiday occurs on a Saturday, the following Monday shall be observed as a holiday.

#### 4.14. PURCHASES AT LOWER PRICING

If an item is found during the course of the contract, at a lower price than that awarded by the bid, then the bidder shall extend the lower pricing to the County, or the County may purchase that item for the lower price from another provider. The County will provide proof that the lower price is offered by another provider. If the successful contractor(s) lowers their pricing during the term of the contract, the successful contractor(s) shall automatically furnish the lower price to the County without prompting.

#### 4.15. PRODUCT RECALL

In the event the awarded Contractor receives notice that a product delivered has been recalled, seized or embargoed, and/or has been determined to be misbranded, adulterated, or found to be unfit for human consumption by packer, processor, subcontractor, retailer, manufacturer, or by any State or Federal regulatory agency, the awarded Contractor shall notify the Contract Administrator within five (5) business days of receiving such notice. Notice to the County shall include the name and description of the affected product; the approximate date the affected product was delivered to the County, the contract number; and relevant information relating to the proper handling of the affected product and/or proper disposition of the affected product by the County, if necessary to protect the health, welfare and safety of the citizens or

employees; and any health hazards known to the awarded Contractor which may be caused or created by the affected product. The awarded Contractor shall, at the option of the County, either reimburse the purchase price or provide an equivalent replacement product at no additional cost to the County. Unless it was absolutely necessary for the County to dispose of the affected product, the awarded Contractor shall be responsible for removal and/or replacement of the affected product within a reasonable time, as determined by the County, without causing significant inconvenience to the County.

**4.16. OR EQUAL PRODUCTS**

Bid submittals must be for the products listed in the specifications. For consideration of “or equals” to products listed with supplier and part/style number bidders must submit their requests by the question deadline on page 1. The County will review the or equal request and via an addendum will be issued indicated if the request is approved or denied.

**4.17. DISCONTINUED/SUBSTITUTE ITEMS**

Under no circumstances may a contractor substitute a different product for any Fixed Price item they were awarded from this bid, without prior approval from the purchasing department. In the event an awarded item is discontinued by the supplier, or the contractor no longer offers the item in their product line during the term of this bid, the contractor must provide an acceptable substitute item at a mutually acceptable negotiated price, or risk being found in default. The contractor must file a written request with the purchasing department and be granted approval to substitute, in writing, before any substitution may be made. Requests to substitute should be accompanied by complete detailed, technical specifications for the proposed substitute item, and a sample, if requested. The County reserves the right to purchase on the open market while negotiations are being conducted.

**4.18. BREACH OF CONTRACT**

Failure of Contractor to perform any of the services required by this contract within 10 business days of receipt of written demand for performance from the County shall constitute breach of contract.

## EXHIBIT D – SCOPE OF WORK/SPECIFICATIONS

### 6.1. OBJECTIVE

The purpose of this contract is to obtain established unit prices and discount rates for catalog related pricing for promotional items, which may be imprinted, or embroidered with logos/messages and ordered on an as needed basis during the contract period. It is the intent of the department to award to one (1) contractor for all items.

### 6.2. BACKGROUND

This contract is replacing Contract No. 178-0007-B for Promotional Novelty Items.

### 6.3. REQUIREMENTS

- Website: The contractor's website address, showing all available items and retail pricing, shall be provided in the submitted bid. This is to be submitted on Attachment A – PRODUCT HYPERLINK.
- Artwork Proofs/Graphic Work: The department representative must approve the text and artwork of each item prior to production. Electronic submissions of proofs shall be created only by the supplier and provided to the County by the contractor. Contractor is not to begin production on any item until they have been notified by the department representative, in writing, that the proof has been approved. Item imprints may change with orders. With each order, the department representative will direct contractor on the required imprint. The contractor must require the supplier to perform graphic work as needed, to include logo mock-ups etc. for promotional items, and coordinate necessary embroidery when required.
- Samples/Pre-production Proofs: After award of contract, Department may require a random sample at no cost to the county, prior to an estimate/order to ensure the product quality is as specified. Samples must be provided from the suppliers within 10 business days. If the Contractor cannot meet this timeframe, the Contractor must advise as to the reason for the delay within 5 business days. ~~of request.~~ For some orders, department may require a pre- production proof to make sure the information to be printed is correct and to the required standards. Awarded bidder would provide an estimate, for pre-approval, for the pre-production proof cost including item cost, decoration, and shipping.
- Order Confirmations: Within 3 business days after receiving an order, the contractor will confirm in writing to the department representative that: 1. The order has been submitted to the correct supplier, 2. The Supplier has sufficient inventory and 3. The Supplier can meet the requested deadline.
- Copyright: No Contractor may copyright or copy work produced for the County without its written consent.
- Over-runs/Under-runs: The County is not responsible for the cost of over-runs as a rule. However, if an item cannot be produced without over/underruns, the Contractor must state the over/underrun percentage on the estimate for department representative approval. Then the overrun must be invoiced using the approved price per item as per the approved estimate. The County may, at its discretion, accept an under-run. The invoice for that under-run item must be invoiced for the exact quantity shipped, using the approved price per item as per the approved estimate.
- Rush Orders: The County will not be responsible for the cost of rush or expedited orders. However, at the discretion of the County, if an item cannot be produced in the timeline required without a rush charge, the Contractor must state the rush charge fees on the original estimate for the department representative's approval prior to ordering.

- **Miscellaneous Art Charges:** All Art Charges are to be quoted at the time of order on an as-needed basis and a quote for the art charge must be approved by a department representative prior to production.

- **Contractor MUST** be a promotional products distributor and a member of either ASI (Advertising Specialty Institute) or PPAI (Promotional Products Association International) during the entire term of the agreement. With the bid submission, Bidder **MUST** provide documentation from either organization that includes the member number and proof of current active membership. **PLEASE PAY ATTENTION TO THIS REQUIREMENT - THIS IS IMPORTANT!**

- **Product Quality:** During the term of the contract, substitutions will not be permitted on Fixed Price items without prior written approval by the issuing department. Substitutions shall be at the discretion of the County; if rejected, Contractor shall allow full credit for items returned.

- **Reports:** Contractor is required to furnish two quarterly sales reports of items purchased by the County under this contract to the department representative. One report for fixed price items and one report for discount off catalog items. The report shall include all items purchased for that time period including:

- Date (ex. October 1, 2023, through December 31, 2023)
- Name of County Department that placed the order
- Date of Order
- Purchase Order number
- Item name, description, and quantity
- Price (each)
- Total sale
- Invoice date
- Invoice number

- **Estimates:** Contractor shall provide a written estimate within 3 business days of the department representative's request for an estimate.

**Fixed Price Items**

While the pricing is fixed, the department representative must still email approval of any estimate to the Contractor with Purchase Order.

Estimates must include:

- Date of Estimate
- PO number
- Estimate number
- Contractor name, address, phone number
- Bid line-item number
- Product item number



- Product name/description
- Number of imprint colors
- Quantity
- Contract fixed price each
- Extended price (total)

Discount Catalog Items

Estimates must include:

- Date of Estimate
- PO number
- Estimate number
- Contractor name, address, phone number
- Product item number
- Product name/description
- Number of imprint colors/locations
- Quantity
- MSRP (Retail price each)
- Show the math for discount off MSRP, example below:

Qty	MSRP- 20%	Cost	Subtotal	Setup	Shipping	Total (plus Shipping)
1,500	1.79-20%	1.43	2145.00	30.00	PP&A	2175.00

- Show the math for any charges for additional runs/imprints/designs, special packaging, etc.
- Also with each discount catalog estimate, the contractor must provide a catalog page of the item containing the item description, specifications, MSRP with quantity price breaks (retail prices) and any additional charges, such as: additional runs or imprints, Pantone Matching System (PMS) match charges, digitizing fee, special packaging, etc.

**6.4. SPECIFICATIONS**

Fixed Price Items

Fixed price items shall be priced in the bid "Total Complete Cost" – Including: Art, Set-Up, Decoration run charges, Product colors, PMS Match charge, Proofs and ALL Applicable Fees, except Shipping.

Shipping is considered Prepay & Add and must be invoiced at cost. Shipments must be sent the least expensive way, using each supplier's shipper, unless the county department representative has requested otherwise, or approves a different shipper. Shipment tracking number(s) must be provided to the county department representative within 24 hours after the shipment has been arranged. Freight receipts must be provided at time of invoice. Receipts must be from the actual carrier that delivered the shipment: UPS, FedEx, etc. and must list the corresponding tracking number(s). Or provide the supplier's invoice showing shipping cost as a separate line item. (Other costs on the supplier's invoice can be blacked out.) Any other freight documents will not be accepted and not be approved for payment.

With Bid Submission, Bidders must provide the following for ALL Fixed Price Items:

- A catalog page that provides the supplier, item number and specifications for each fixed priced item.
- Complete Section F – Bid Summary Table.
- Complete Attachment A – Product Hyperlink

Random Samples: The lowest responsible bidder may be notified and shall be given ten (10) business days after notification of bid award to furnish random samples of each Fixed Price Item. Samples are not to be submitted with bid proposals.

Items bid shall be as specified below. SIZES LISTED BELOW ARE APPROXIMATE AND MAY VARY SLIGHTLY.

**1. Eco Tote**

Hit #3030

15"w x 16"h, 24" handles, 80 gram non-woven, coated water-resistant polypropylene, up to 4 bag colors, silkscreen 1 color, 1 location with PMS Match imprint color.

**2. Cloth Bag**

Metropak # RBAG1316DC - NO GUSSET

100% bio-degradable, plant based cellulose non-woven material, 13"w x 16"h (no gusset), die-cut handle, imprint 1 color, 1 side with PMS Match imprint color.

**3. Clear Stadium Totes**

Metropak #SL1212

12" x 12" x 6" gusset, clear 2.5 mil low density polyethylene, soft loop handles, imprint 1 color 2 sides with PMS Match imprint color.

**4. Jute bag w front pocket**

Hit #3617

17"w x 14"h x 5.5" gusset, 100% pure natural jute, large front pocket, (2) 16" padded cotton rope handles, up to 3 bag colors, imprint 1 color/1 location with PMS Match imprint color.

**5. Essential Tote**

Port Authority Essential Tote #B0750

12"h x 12"w x 6.5"d 600 denier polyester canvas, exterior side pocket, web handles, up to 3 bag colors, silkscreen 1 color 1 side with PMS MATCH imprint color.

**6. Lunch cooler bag**

Bag Makers #39AC914 Therm-O Super Snack

14"h x 9"w x 7" gusset, non-woven polypropylene insulated lunch-style tote with zipper closure, mesh pocket on one gusset, non-woven pocket on opposite gusset, business card or name badge holder, dual reinforced 20" handles, 2 bottle holders inside bag, and plastic bottom insert. Up to 3 bag colors, imprint 1 color/1 location color with PMS Match imprint color.

**7. Beach Towel**

Hit #10084

35" x 60" 100% Cotton Velour, 14lbs per dozen, 4 towel colors, reverse tone on tone imprint – each towel color has corresponding imprint color with PMS Match imprint color(s).

**8. Turkish Towel**

Riviera Towel Co #Biarritz

70" x 14" 100% Turkish Cotton made in Turkey, pre-washed, twisted tassel edging, up to 3 towel colors, embroidery 1 location, 9,000 stitches, thread color matches each towel color

**9. Sunglasses - Colors**

Hit#6223 Malibu - Colors

UV400 lenses with 100% UVA/UVB protection, up to 5 product colors, include one change of imprint color, imprint 1 color/2 locations (on left & right temples) with PMS Match imprint color.

**10. Sunglasses – Wood tone**

Hit#6223 Malibu – Wood tone

UV400 lenses with 100% UVA/UVB protection, wood tone product color, imprint 1 color/2 locations (on left & right temples) with PMS Match imprint color.

**11. Circle hand fan**

Sweda #CS404

7" diameter, solid circle polypropylene hand fan with die-cut handle, up to 3 fan colors, imprint 1 color/1 location with PMS Match imprint color.

**12. Koozies - General**

Cool-Apsible #CG1003

premium foam, collapsible cooler for 12oz cans, up to 4 product colors, up to 4 art designs per order, silkscreen 1 color/3 locations (front, back and bottom) with PMS Match imprint color.

**13. Straw – Buildable with case**

Hit #5224 Buildable Harvest Straw Kit In Travel Case

9" Straw with 4" Wire Cleaning brush. Straw pieces unscrew and fit, with brush, inside included travel case with carabiner attachment. Imprint on case, 1 color/1 location with PMS Match imprint color.

**14. Baseball cap – Badge logo with URL**

Port Authority #CP77

100% brushed cotton twill, unstructured, low profile, 5 panel cap with self-fabric slide closure, up to 3 cap colors, embroider 2 locations (front: 11,500 stitches & side:4,000 stitches)

**15. Trucker hats**

Paramount #I-200M

Mid-weight Cotton twill with trucker mesh, structured front panels, curved visor, plastic snap closure, silkscreen 1 color/1 location with PMS Match imprint color.

**16. Dolphin beanie**

Logobear #BB-44

8" plush stuffed dolphin laying down, with microfiber shirt, silkscreen 1 color/1 location on shirt with PMS Match imprint color.

**17. Click Pens**

Colorama #CLR

Retractable ballpoint pen, medium blue writing ink, full color, all-over imprint on barrel, 3 art designs

**18. Rally Towels**

Larlu #22591

15" x 18", 100% cotton 1.48 lbs per dozen, silkscreen 2 color/1 location with PMS Match imprint color.

**19. Golf Towel w Clip**

Larlu #77489E

11" x 18" towel, 100% Cotton, dobby hemmed terry velour, 1.6 lbs per dozen, with corner grommet & brass hook (ship assembled), embroidered 8,000 stitches

**20. Notebook - Lay flat**

Ariel #WOF-RV22 - Revue RPET Textured Journal

Recycled PET cover with a natural texture on a bound journal with 80 sheets (160 pages), ribbon bookmark – opened journal lays flat. Recycled 70GSM ivory paper with ruled lines. 5.5" L x 8.25" H, imprint 1 color/1 location, with PMS Match imprint color, up to 3 product colors

**21. Luggage Tag – Spot Color**

Quikey #5018

2.75" dia round soft vinyl luggage tag, silkscreen 1 color/2 locations, front and back, with PMS Match imprint color, 4 tag colors with strap matching each tag color.

**22. Luggage Tag – Full Color**

Quikey #30011

2.75" dia round soft vinyl luggage tag, white tag color, full color imprint/2 locations, front and back

**23. Lanyard - 3/4"**

Snugz #LS34M-MB2

3/4" lanyard with metal crimp, metal swivel snap hook and metal J-clip, (ship assembled) dye-sublimated full color overall, both sides

**24. Lanyard - 3/4" with breakaway clasp**

Snugz #LS34M-MB2-PH5

3/4" lanyard with metal crimp, metal swivel snap hook, metal J-clip, and breakaway clasp (ship assembled) dye- sublimated full color overall, both sides

**25. Nail File**

Fotofiles 7" Standard Medium grit one side/fine grit 2nd side, full color imprint both sides, shipped with each file inserted in a clear sleeve

**26. Tide to Go Kit**

CleanUp Kit - Tide to Go and Sani-Pen Clipless Travel Kit

Tide to Go Instant Stain Remover pen, Sani-Pen Clipless Hand Sanitizer Spray bottle, shipped inserted into clear plastic box. Pen & spray bottles: full color imprint on each, Box imprint: 1 color/1 location with PMS Match imprint color.

**27. Stress reliever - Beach ball**

Alpi #26410 Squeezies® brand, 2.75" dia sphere, beach ball design, silkscreen 1 color/1 location with PMS Match imprint color.

**28. Next Level #3600 Short Sleeve T**

Unisex cotton T-shirt, Sizes Small through XLarge, 100% premium combed ring-spun cotton, 1 shirt color, silkscreen Softhand imprint, 2/2(Front: 1 color plus flash or 2 color) (Back: 1 color plus flash or 2 color) with PMS Match imprint color.

**29. T-shirt 2/2 (2XL – 3XL)**

Same specs as #28 above except sizes 2XL – 3XL, ordered at the same time as the smaller sizes.

### **Discount off Catalog Pricing**

Any items not included in the above Fixed Price items but may still need to be purchased on an as-needed basis, will be handled as Discount off Catalog pricing. Discount off Catalog purchases are not a purchase guarantee; the County reserves the right to purchase or not purchase items that are not listed in Fixed Pricing. Bidder must provide a 20% off discount as a single fixed percentage off the national catalog(s)/website pricing for all types of items. The discount provided shall be firm and fixed for the entire contract period including any extension periods.

Shipping is considered Prepay & Add and invoiced at cost. Shipments must be sent the least expensive way, using each supplier's shipper, unless the county department representative has requested otherwise, or approves a different shipper. Shipment tracking number(s) must be provided to the county department representative within 24 hours after the shipment has been arranged. Freight receipts must be provided at time of invoice. Receipts must be from the actual carrier that delivered the shipment: UPS, FedEx, truck line etc. and must list the corresponding tracking number(s). Or provide the supplier's invoice showing shipping cost as a separate line item. (Other costs on the supplier's invoice can be blacked out.) Any other freight documents will not be accepted and not be approved for payment.

The awarded bidder will receive requests for estimates of "Discount off Catalog" items.

Line Item #	Item	HYPERLINK
1	Eco Tote	<a href="https://www.ontimemarketing.com/p/FBPEB-CYOPU/non-woven-promotional-tote-bag">https://www.ontimemarketing.com/p/FBPEB-CYOPU/non-woven-promotional-tote-bag</a>
2	Cloth Bag	<a href="https://www.ontimemarketing.com/p/DXNFF-LQCFK/raqbags-die-cut-handle-13x16">https://www.ontimemarketing.com/p/DXNFF-LQCFK/raqbags-die-cut-handle-13x16</a>
3	Clear Stadium Tote	<a href="https://www.ontimemarketing.com/p/VAMHJ-JDBFK/clear-stadium-security-soft-loop-handle-bag">https://www.ontimemarketing.com/p/VAMHJ-JDBFK/clear-stadium-security-soft-loop-handle-bag</a>
4	Jute bag w front pocket	<a href="https://www.ontimemarketing.com/p/YERHG-GGWYR/jute-tote-bag-with-front-pocket">https://www.ontimemarketing.com/p/YERHG-GGWYR/jute-tote-bag-with-front-pocket</a>
5	Essential Tote	<a href="https://www.ontimemarketing.com/p/SFJHF-EOZGA/port-authority-essential-tote">https://www.ontimemarketing.com/p/SFJHF-EOZGA/port-authority-essential-tote</a>
6	Lunch cooler bag	<a href="https://www.ontimemarketing.com/p/ECMCK-HLDHB/therm-o-super-snack-tote-bag-screen-print">https://www.ontimemarketing.com/p/ECMCK-HLDHB/therm-o-super-snack-tote-bag-screen-print</a>
7	Beach Towel	<a href="https://www.ontimemarketing.com/p/KFPPE-OLAZD/35-x-60-velour-beach-towel">https://www.ontimemarketing.com/p/KFPPE-OLAZD/35-x-60-velour-beach-towel</a>
8	Turkish Towel	<a href="https://www.ontimemarketing.com/p/RBLBJ-MACIQ/biarritz-wide-striped-towel">https://www.ontimemarketing.com/p/RBLBJ-MACIQ/biarritz-wide-striped-towel</a>
9	Sunglasses - Colors	<a href="https://www.ontimemarketing.com/p/NGODF-NDZJO/malibu-sunglasses">https://www.ontimemarketing.com/p/NGODF-NDZJO/malibu-sunglasses</a>
10	Sunglasses - Wood tone	<a href="https://www.ontimemarketing.com/p/NGODF-NDZJO/malibu-sunglasses">https://www.ontimemarketing.com/p/NGODF-NDZJO/malibu-sunglasses</a>
11	Circle hand fan	<a href="https://www.ontimemarketing.com/p/ACOGJ-PHKEC/circle-hand-fan">https://www.ontimemarketing.com/p/ACOGJ-PHKEC/circle-hand-fan</a>
12	Koozies - General	<a href="https://www.ontimemarketing.com/p/VZJHB-NNLPS/cool-apsible">https://www.ontimemarketing.com/p/VZJHB-NNLPS/cool-apsible</a>
13	Straws	<a href="https://www.ontimemarketing.com/p/XENBB-NGYEI/buildable-wheat-straw-kit-in-travel-case">https://www.ontimemarketing.com/p/XENBB-NGYEI/buildable-wheat-straw-kit-in-travel-case</a>
14	Baseball cap	<a href="https://www.ontimemarketing.com/p/VDKBC-ESNER/port--company-brushed-twill-low-profile-cap">https://www.ontimemarketing.com/p/VDKBC-ESNER/port--company-brushed-twill-low-profile-cap</a>
15	Trucker hats - Gulp Coast	<a href="https://www.ontimemarketing.com/p/HFKIB-MYXBA/cotton-twill-mesh-tru-pro-cap">https://www.ontimemarketing.com/p/HFKIB-MYXBA/cotton-twill-mesh-tru-pro-cap</a>
16	Dolphin beanie	<a href="https://logobearcorp.com/page04.htm">https://logobearcorp.com/page04.htm</a>
17	Click Pens	<a href="https://www.ontimemarketing.com/p/PGPHJ-EKKHW/colorama-digital-full-color-wrap-pen">https://www.ontimemarketing.com/p/PGPHJ-EKKHW/colorama-digital-full-color-wrap-pen</a>
18	Rally Towels	<a href="https://www.ontimemarketing.com/p/HBRIG-LXVYL/colored-golf-and-rally-towel-15-x-18-1.48-lbs.doz">https://www.ontimemarketing.com/p/HBRIG-LXVYL/colored-golf-and-rally-towel-15-x-18-1.48-lbs.doz</a>
19	Golf Towel w Clip	<a href="https://www.ontimemarketing.com/p/ZASAE-HMZNL/colored-golf--rally-towel-11x18-1.6-lbs-doiz">https://www.ontimemarketing.com/p/ZASAE-HMZNL/colored-golf--rally-towel-11x18-1.6-lbs-doiz</a>
20	Notebook - Layflat	<a href="https://www.ontimemarketing.com/p/UESFJ-OUFUO/revue-rpet-textured-journal">https://www.ontimemarketing.com/p/UESFJ-OUFUO/revue-rpet-textured-journal</a>
21	Luggage Tag - Spot color	<a href="https://www.ontimemarketing.com/p/UBPHG-CKITL/large-round-wtab-bag--luggage-tag-spot-color">https://www.ontimemarketing.com/p/UBPHG-CKITL/large-round-wtab-bag--luggage-tag-spot-color</a>
22	Luggage Tag - Full color	<a href="https://www.ontimemarketing.com/p/UFLAJ-HNFXA/large-round-wtab-bag--luggage-tag-full-color">https://www.ontimemarketing.com/p/UFLAJ-HNFXA/large-round-wtab-bag--luggage-tag-full-color</a>
23	Lanyard - 3/4"	<a href="https://www.ontimemarketing.com/p/JZNCG-OOFOD/-dye-sublimated-lanyard-wmetal-crimp--metal-swivel-snap-hook">https://www.ontimemarketing.com/p/JZNCG-OOFOD/-dye-sublimated-lanyard-wmetal-crimp--metal-swivel-snap-hook</a>
24	Lanyard - 3/4" breakaway clasp	<a href="https://www.ontimemarketing.com/p/JZNCG-OOFOD/-dye-sublimated-lanyard-wmetal-crimp--metal-swivel-snap-hook">https://www.ontimemarketing.com/p/JZNCG-OOFOD/-dye-sublimated-lanyard-wmetal-crimp--metal-swivel-snap-hook</a>
25	Nail File	<a href="https://www.ontimemarketing.com/p/JGKJG-FCOXL/7-double-sided-nail-file">https://www.ontimemarketing.com/p/JGKJG-FCOXL/7-double-sided-nail-file</a>
26	Tide to Go kit	<a href="https://www.ontimemarketing.com/p/AXLHF-JDFMU/cleanup-kit-tide-to-go-and-sani-pen-clipless-travel-kit">https://www.ontimemarketing.com/p/AXLHF-JDFMU/cleanup-kit-tide-to-go-and-sani-pen-clipless-travel-kit</a>
27	Stress reliever - beach ball	<a href="https://www.ontimemarketing.com/p/OAMBB-EXVBG/beach-ball-squeezies-stress-reliever">https://www.ontimemarketing.com/p/OAMBB-EXVBG/beach-ball-squeezies-stress-reliever</a>
28	T-shirt - 2/2 (S-XL)	<a href="https://www.ontimemarketing.com/p/RDKAG-OFLIH/next-level-4.3-oz.-100-combed-cotton-mens-half-sleeve-t-shirts">https://www.ontimemarketing.com/p/RDKAG-OFLIH/next-level-4.3-oz.-100-combed-cotton-mens-half-sleeve-t-shirts</a>
29	T-shirt - 2/2 (2XL-3XL)	<a href="https://www.ontimemarketing.com/p/RDKAG-OFLIH/next-level-4.3-oz.-100-combed-cotton-mens-half-sleeve-t-shirts">https://www.ontimemarketing.com/p/RDKAG-OFLIH/next-level-4.3-oz.-100-combed-cotton-mens-half-sleeve-t-shirts</a>

**EXHIBIT E – BID SUMMARY**

FIXED UNIT PRICE ITEMS							
Fixed Price Items bid shall be "Total Complete Cost" – includes art, set-up, decoration run changes, product colors, proofs, and all applicable fees, except shipping. Shipping is considered PREPAY & ADD. Shipping must be invoiced at cost. The County may request copies of shipping invoices from the Vendor on any item, which the Vendor is required to provide.							
Line Item #	Item	Supplier	Part/Style #	Minimum Quantity Per Order	(A) 3 Year Estimated Quantity	(B) Unit Price	(AxB) Extended Price
1	Eco Tote	Hit Promo	3030	2,000	26,000	\$ 0.82	\$ 21,320.00
2	Cloth Bag	Metropak	RBAG1316DC	15,000	56,000	\$ 0.39	\$ 21,840.00
3	Clear Stadium Tote	Metropak	SL1212	10,000	38,000	\$ 0.29	\$ 11,020.00
4	Jute bag w front pocket	Hit Promo	3617	250	2,000	\$ 4.60	\$ 9,200.00
5	Essential Tote	Port Authority	B0750	240	1,200	\$ 6.26	\$ 7,512.00
6	Lunch cooler bag	Bag Makers	39AC914	750	4,000	\$ 2.63	\$ 10,520.00
7	Beach Towel	Hit Promo	10084	1,000	8,000	\$ 15.82	\$ 126,560.00
8	Turkish Towel	Riviera Towel Co	Biarritz	100	900	\$ 21.75	\$ 19,575.00
9	Sunglasses - Colors	Hit Promo	6223 Malibu - Colors	5,000	50,000	\$ 1.44	\$ 72,000.00
10	Sunglasses - Wood tone	Hit Promo	6223 Malibu Wood tone	1,000	10,000	\$ 1.71	\$ 17,100.00
11	Circle hand fan	Sweda	CS404	1,000	8,000	\$ 1.02	\$ 8,160.00
12	Koozies - General	Best	Cool-Apsible CG1003	5,000	55,000	\$ 0.67	\$ 36,850.00
13	Straws	Hit Promo	5224	1,000	7,000	\$ 0.97	\$ 6,790.00
14	Baseball cap	Port Authority	CP77	600	3,800	\$ 10.48	\$ 39,824.00
15	Trucker hats - Gulp Coast	Paramount	I-200M	500	2,100	\$ 13.33	\$ 27,993.00
16	Dolphin beanie	Logobear	BB-44	500	1,500	\$ 6.17	\$ 9,255.00
17	Click Pens	Colorama	CLR	5,000	11,500	\$ 0.40	\$ 4,600.00
18	Rally Towels	Larlu	22591	1,000	5,340	\$ 1.87	\$ 9,985.80
19	Golf Towel w Clip	Larlu	77489E	1,000	4,500	\$ 5.69	\$ 25,605.00
20	Notebook - Layflat	Ariel	WOF-RV22	500	5,500	\$ 2.19	\$ 12,045.00
21	Luggage Tag - Spot color	Quikey	5018	5,000	39,000	\$ 0.78	\$ 30,420.00
22	Luggage Tag - Full color	Quikey	30011	2,000	13,389	\$ 0.83	\$ 11,112.87
23	Lanyard - 3/4"	Snugz	LS34M-MB2	1,500	6,000	\$ 1.72	\$ 10,320.00
24	Lanyard - 3/4" breakaway clasp	Snugz	LS34M-MB2-PH5	1,500	5,500	\$ 2.03	\$ 11,165.00
25	Nail File	Fotofiles	7" Standard	2,000	7,000	\$ 1.52	\$ 10,640.00
26	Tide to Go kit	Natural Trends	CleanUp Kit™	1,000	3,900	\$ 4.39	\$ 17,121.00
27	Stress reliever - beach ball	Alpi	26410	1,500	6,000	\$ 1.21	\$ 7,260.00
28	T-shirt - 2/2 (S-XL)	Next Level	3600	200	1,500	\$ 8.52	\$ 12,780.00
29	T-shirt - 2/2 (2XL-3XL)	Next Level	3600	10	100	\$ 11.69	\$ 1,169.00
						<b>TOTAL:</b>	<b>\$ 609,742.67</b>



CATALOG - Discount from Catalog		
These categories of catalog items below are not included in the above fixed price items, but may still need to be purchased on an as needed basis. This includes the Sustainable		
Line Item #	Item	% Discount off Catalog
1	Apparel	20%
2	Automotive (antenna balls, auto shades, etc.	20%
3	Bags (backpacks, coolers, duffel/sport, fanny packs.	20%
4	Caps, hats and visors	20%
5	Badges & Lanyards (badge holders, lanyards, name	20%
6	Beach towels, micro fiber cloths	20%
7	Key tags (cell phone accessories, luggage tags, key	20%
8	Healthcare (sunscreen, sanitizer, lip balm)	20%
9	Mugs and drinkware	20%
10	Calendars, office	20%
11	Stress balls	20%
12	Golf items	20%
13	Technology accessory items (usb, thumb/flash	20%
14	Sunglasses	20%
15	Writing instruments (ballpoint, crayons, chalk,	20%
16	Fixed discount for catalog items not listed	20%
catalog with MSRP: <a href="http://www.ontimemarketing.com">www.ontimemarketing.com</a>		
		TOTAL: \$ 475,500.00
<b>SHIPPING</b>		
Prepay & Add		TOTAL: \$ 75,000.00
<b>UNSPECIFIED</b>		
		TOTAL: \$ 105,000.00
		3 Year Grand Total: \$ 1,265,242.67
		Annual Grand Total: \$ 421,747.56