



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873®

**INVITATION FOR BID 6039
AMENDMENT # 1**

TITLE: PROMOTIONAL ITEMS

DATE: March 31, 2026

BUYER: Holly Craiglow

EMAIL: hcraiglow@semo.edu

PHONE: (573) 651-2021

BID MUST BE RECEIVED NO LATER THAN:

DATE: Thursday, April 09, 2026

TIME: 2:30 P.M.

DELIVERY INSTRUCTIONS

For USPS/FedEx/UPS, etc.

Bids must be mailed to:

Purchasing Department

Southeast Missouri State University

One University Plaza, Mail Stop 3280

Cape Girardeau, MO 63701

OR delivered by bidder to:

Purchasing Department

Academic Hall Room 200F

Normal Avenue

Cape Girardeau, MO 63701

The notice of award is made subject to availability and appropriation of funds, and the selection of the lowest and best bidder is made in accordance with all applicable public procurement laws.

MUST BE SIGNED TO BE VALID

The bidder hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her bid. Additionally, the authorized signer of this document certifies the contractor (named below) and each of its principles are not suspended or debarred by the federal government.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY	STATE	ZIP CODE	
CONTACT PERSON		CONTACT PERSON EMAIL ADDRESS	
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION		PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS	
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

SOUTHEAST MISSOURI STATE UNIVERSITY

PROMOTIONAL ITEMS

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A. The bidder is hereby notified that Invitation for Bid is clarified as follows:

1. How many vendors will be chosen?

The University intends to award contracts to multiple vendors.

2. Is shipping included in the contract cost?

All costs, including shipping, must be included as part of the contract pricing.

3. Are there any additional specifications for the products?

All required specifications were listed in the Scope of Work.

4. Will the University be scoring each product individually?

The University will be awarding contracts based on each bidder's overall bid. The department will review all the submissions and based on the evaluation listed on the IFB, the vendors will be chosen. Departments will be able to purchase various promotional items from each of the awarded contracts.

5. Is the University a part of the University of Missouri Systems?

The University is not a part of this system.

6. Is the University aligned with Buy Board and/or Choice Partners?

The University is aligned with Buy Board.

7. Are any of the promotional items in this bid royalty-bearing (i.e., will they require licensing fees through Affinity Licensing when the SEMO trademarks are used)?

These items are not royalty bearing. The University does report orders to Affinity.

8. Can you please confirm the address(es) you want all orders shipped to (FOB destination)?

Orders should go through our Central Receiving office as follows. Please indicate the employee/department contact name and mail stop (MS) code in the address.

Southeast Missouri State University
One University Plaza
Cape Girardeau, MO 63701

9. **Where would you like us to send the required samples of our top five (5) selling items (excluding apparel), and to whose attention should they be addressed?**

Southeast Missouri State University
Attn: Purchasing Department One
University Plaza, MS 3280 Cape
Girardeau, MO 63701

10. **The IFB requests a firm fixed discount off catalog pricing. How should the discount percentage be applied?**

In the past, the discount provided was applied to the overall order.

11. **May vendors reference their published website pricing or manufacturer catalog as their “list price?”**

This is acceptable.

12. **Would the absence of a catalog/list pricing and/or the inability to provide fixed discounts disqualify a vendor?**

Yes, the cost evaluation for this solicitation is based on the catalogs/list pricing and discounts provided. In addition, catalog and/or list pricing is needed for departments across campus to place orders.

13. **Should vendors provide the setup cost per color and then quote decoration runs charges separately at the time of each order?**

For pricing, the department is asking for one color price and full color pricing.

14. **How should the setup cost structure be done?**

The University will accept a price range for set-up fees or what will be the cost of one (1) color for each method submitted.

15. **Do you have to be registered with the University to apply to this solicitation?**

The University welcomes bids from any vendor.

16. **How much is the University's expenditure on promotional items?**

That depends on the University's needs. It varies every year. In the previous contract period, the University spent approximately \$220,000.

17. **Artwork was requested to quote embroidery.**

Please see the attached logo. Additional information regarding our logo can be found at <https://semo.edu/marketing-communications/brand/logo-download>.

18. **The previous promotional items contracted vendors (C5966/C5986) and their bids were requested.**

Please see the attached information.

B. The IFB opening date and time will remain the same.

All other terms and conditions of Invitation for Bid 6039 remain the same. If you have any questions regarding this information, please contact Holly Craiglow at hcraiglow@semo.edu.

To acknowledge receipt of this amendment, the bidder should complete, sign, and return with the bid response.



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Category	4imprint	BA Promotions & Marketing	CS Printing	Gorilla Marketing	International Promotional Ideas	Slate Group
1.1 Apparel						
Discount	10%	15%	12%	10%	30%	0%
Artwork	No Charge	No Charge	\$ 30.00	\$ 50.00	\$ 30.00	\$ 90.00
Setup	No Charge	No Charge	\$ 6.00	\$ 50.00	\$ 30.00	No Charge
Overage/Overrun	0%	2%	0%	10%	5%	0%
1.2 Bags and Totes						
Discount	10%	15%	8%	10%	20%	0%
Artwork	No Charge	No Charge	\$ 30.00	\$ 50.00	\$ 30.00	\$ 90.00
Setup	No Charge	\$ 50.00	\$ 6.00	\$ 50.00	\$ 30.00	No Charge
Overage/Overrun	0%	2%	0%	10%	5%	0%
1.3 Beverage and Drinkware						
Discount	10%	10%	10%	10%	20%	0%
Artwork	No Charge	No Charge	\$ 30.00	\$ 50.00	\$ 30.00	\$ 90.00
Setup	No Charge	\$ 50.00	\$ 50.00	\$ 50.00	\$ 30.00	No Charge
Overage/Overrun	0%	2%	0%	10%	5%	0%
1.4 Other Promotional Items						
Discount	10%	15%	10%	10%	20%	0%
Artwork	No Charge	No Charge	\$ 30.00	\$ 50.00	\$ 30.00	\$ 90.00
Setup	No Charge	\$ 50.00	\$ 50.00	\$ 50.00	\$ 30.00	No Charge
Overage/Overrun	0%	2%	0%	10%	5%	0%
Samples Submitted	YES	NO	NO	NO	YES	NO
Cost Point Averages per Attachment 1	4imprint	BA Promotions & Marketing	CS Printing	Gorilla Marketing	International Promotional Ideas	Slate Group
1.1 Apparel						
T-Shirt - Adult Large 50/50 Blend with 1 color imprint (100 ea)	\$ 550.00	\$ 595.00	\$ 414.00	\$ 598.00	\$ 350.00	\$ 629.00
Polo Shirt - Adult Large 100% pre-shrunk cotton with 1 color imprint (100 ea)	\$ 803.00	\$ 795.00	\$ 644.00	\$ 1,125.00	\$ 350.00	\$ 1,473.00
Twill Unstructured Hat - 1 color imprint (100 ea)	\$ 437.00	\$ 650.00	\$ 573.00	\$ 750.00	\$ 400.00	\$ 1,113.00
Total	\$ 1,790.00	\$ 2,040.00	\$ 1,631.00	\$ 2,473.00	\$ 1,100.00	\$ 3,215.00
1.2 Bags and Totes						
Drawstring Backpack - 1 color imprint (100 ea)	\$ 220.00	\$ 211.00	\$ 375.00	\$ 350.00	\$ 115.00	\$ 364.00
Non-woven Tote Bag, no Zipper - Medium with 1 color imprint (100 ea)	\$ 184.00	\$ 286.00	\$ 362.00	\$ 275.00	\$ 115.00	\$ 379.00
Total	\$ 404.00	\$ 497.00	\$ 737.00	\$ 625.00	\$ 230.00	\$ 743.00
Cost Points	31	25	17	20	55	17
1.3 Beverage and Drinkware						
Plastic Tumbler - 16oz with 1 color imprint (100 ea)	\$ 263.00	\$ 268.00	\$ 106.00	\$ 555.00	\$ 60.00	\$ 542.00
Plastic Water Bottle - 24oz with 1 color imprint (100 ea)	\$ 322.50	\$ 192.00	\$ 201.00	\$ 435.00	\$ 115.00	\$ 435.00
Total	\$ 585.50	\$ 460.00	\$ 307.00	\$ 990.00	\$ 175.00	\$ 977.00
1.4 Other Promotional Items						
Stylus Pen - 1 color imprint (1000 ea)	\$ 410.00	\$ 1,450.00	\$ 620.00	\$ 760.00	\$ 450.00	\$ 822.00
Flash Drive - 2 GB with 1 color imprint (100 ea)	\$ 417.00	\$ 480.00	\$ 646.00	\$ 415.00	\$ 500.00	\$ 508.98
Lanyard - 3/4" with 1 color imprint (1000 ea)	\$ 1,060.00	\$ 1,180.00	\$ 940.00	\$ 990.00	\$ 700.00	\$ 1,029.98
Journal Notebook - 5 x 7 with 1 color imprint (500 ea)	\$ 615.00	\$ 1,550.00	\$ 2,105.00	\$ 1,165.00	\$ 2,250.00	\$ 1,519.59
Total	\$ 2,502.00	\$ 4,660.00	\$ 4,311.00	\$ 3,330.00	\$ 3,900.00	\$ 3,880.55

5986:

Category	ROI Marketing Company	Horizon Companies LLC.	Going Green Promotions	Magellan Promotions	Slate Group	International Promo Ideas	Moll Printing
1.1 Apparel							
Discount	0%	10%	10%	10%	0%	20%	0%
Artwork	\$ 55.00	\$ 15.00	\$ 50.00	\$ 100.00	\$ 90.00	\$ 30.00	\$ 30.00
Setup	\$ 35.00	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ 20.00	\$ -
Overage/Overrun	0%	2%	2%	5%	0%	2%	2%
1.2 Bags and Totes							
Discount	0%	10%	8%	10%	0%	20%	0%
Artwork	\$ 55.00	\$ 15.00	\$ 50.00	\$ 100.00	\$ 90.00	\$ 30.00	\$ -
Setup	\$ 35.00	\$ 63.00	\$ 60.00	\$ 50.00	\$ -	\$ 30.00	\$ 50.00
Overage/Overrun	2%	2%	2%	5%	0%	2%	2%
1.3 Beverage and Drinkware							
Discount	0%	10%	8%	10%	0%	20%	0%
Artwork	\$ 55.00	\$ 15.00	\$ 50.00	\$ 100.00	\$ 90.00	\$ 30.00	\$ -
Setup	\$ 44.00	\$ 53.00	\$ 60.00	\$ 50.00	\$ -	\$ 30.00	\$ 50.00
Overage/Overrun	2%	2%	2%	5%	0%	2%	2%
1.4 Other Promotional Items							
Discount	0%	10%	8%	10%	0%	20%	0%
Artwork	\$ 55.00	\$ 15.00	\$ 50.00	\$ 100.00	\$ 90.00	\$ 30.00	\$ -
Setup	\$ 44.00	\$ 54.00	\$ 60.00	\$ 50.00	\$ -	\$ 30.00	\$ 0.50
Overage/Overrun	2%	2%	2%	5%	0%	2%	2%
Samples Submitted	Y	Y	N	Y	N	Y	N
1.1 Apparel							
T-Shirt - Adult Large 50/50 Blend with 1 color imprint (100 ea)	\$ 5.23	\$ 5.17	\$ 7.88	\$ 4.93	\$ 6.52	\$ 4.00	\$ 5.20
Polo Shirt - Adult Large 100% pre-shrunk cotton with 1 color imprint (100 ea)	\$ 8.62	\$ 16.19	\$ 21.21	\$ 16.04	\$ 19.48	\$ 12.00	\$ 9.89
Twill Unstructured Hat - 1 color imprint (100 ea)	\$ 8.69	\$ 8.21	\$ 10.63	\$ 9.57	\$ 10.50	\$ 7.00	\$ 7.85
Total	\$ 22.54	\$ 29.57	\$ 39.72	\$ 30.54	\$ 36.50	\$ 23.00	\$ 22.94
1.2 Bags and Totes							
Drawstring Backpack - 1 color imprint (100 ea)	\$ 1.89	\$ 1.97	\$ 3.18	\$ 2.22	\$ 3.02	\$ 1.70	\$ 2.30
Non-woven Tote Bag, no Zipper - Medium with 1 color imprint (100 ea)	\$ 1.51	\$ 2.00	\$ 3.13	\$ 2.49	\$ 2.62	\$ 2.00	\$ 2.80
Total	\$ 3.40	\$ 3.97	\$ 6.31	\$ 4.71	\$ 5.64	\$ 3.70	\$ 5.10
1.3 Beverage and Drinkware							
Plastic Tumbler - 16oz with 1 color imprint (100 ea)	\$ 2.48	\$ 1.66	\$ 6.81	\$ 2.81	\$ 5.23	\$ 0.84	\$ 3.90
Plastic Water Bottle - 24oz with 1 color imprint (100 ea)	\$ 2.67	\$ 4.74	\$ 3.08	\$ 1.91	\$ 4.48	\$ 1.60	\$ 2.50
Total	\$ 5.15	\$ 6.40	\$ 9.89	\$ 4.72	\$ 9.71	\$ 2.44	\$ 6.40
1.4 Other Promotional Items							
Stylus Pen - 1 color imprint (1000 ea)	\$ 1.10	\$ 0.68	\$ 1.38	\$ 0.52	\$ 0.85	\$ 0.59	\$ 0.58
Flash Drive - 2 GB with 1 color imprint (100 ea)	\$ 4.27	\$ 4.20	\$ 4.21	\$ 3.09	\$ 7.29	\$ 6.00	\$ 5.30
Lanyard - 3/4" with 1 color imprint (1000 ea)	\$ 1.31	\$ 1.11	\$ 1.87	\$ 1.54	\$ 0.98	\$ 0.75	\$ 0.74
Journal Notebook - 5 x 7 with 1 color imprint (500 ea)	\$ 3.26	\$ 3.16	\$ 2.73	\$ 2.71	\$ 4.18	\$ 4.00	\$ 0.78
Total	\$ 9.94	\$ 9.15	\$ 10.19	\$ 7.86	\$ 13.30	\$ 11.34	\$ 7.40