



City of Clearwater  
Procurement

Jay Ravins, Department Director  
100 South Myrtle Avenue, Clearwater, FL 33756

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**[SOLSEEN LLC DBA BIG T PRINTING] RESPONSE DOCUMENT REPORT**

RFP No. 14-26

[Citywide Custom Apparel Services](#)

RESPONSE DEADLINE: April 28, 2026 at 10:00 am

Report Generated: Tuesday, April 28, 2026

**SolSeen LLC dba Big T Printing Response**

**CONTACT INFORMATION**

**Company:**

SolSeen LLC dba Big T Printing

**Email:**

todd@bigtprinting.com

**Contact:**

Todd Moore

**Address:**

2801 16th Street N  
Saint Petersburg, FL 33704

**Phone:**

(727) 322-3131

**Website:**

[www.BigTprinting.com](http://www.BigTprinting.com)

**Submission Date:**

Apr 28, 2026 9:43 AM (Eastern Time)

## ADDENDA CONFIRMATION

*No addenda issued*

## QUESTIONNAIRE

### 1. Exceptions\*

Proposers shall indicate any and all exceptions taken to the provisions or specifications in this solicitation document. Exceptions that surface elsewhere and that do not also appear under this section shall be considered invalid and void and of no contractual significance.

Do you have any exceptions to the provisions or specifications?

No

### 2. Additional Materials\*

Have you included any additional materials?

No

### 3. Certified Business\*

Are you a Certified Small Business or a Certified Minority, Woman or Disadvantaged Business Enterprise?

Yes

CERTIFIED BUSINESS TYPE\*

Pick one of the following.

Certified Small Business

**CERTIFYING AGENCY\***

List the Agency that provided your certification.

Pinellas County

**CERTIFICATION DOCUMENTATION\***

Provide a copy of your certification.

SBE\_Certification\_Pinellas\_County\_copy.pdf

**4. Vendor Certification\***

By submitting this response, the Vendor hereby certifies that:

- A. It is under no legal prohibition on contracting with the City of Clearwater.
- B. It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- C. It has no known, undisclosed conflicts of interest.
- D. The prices offered were independently developed without consultation or collusion with any of the other vendors or potential vendors or any other anti-competitive practices.
- E. No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the commodities or services covered by this contract. The Vendor has not influenced or attempted to influence any City employee, officer, elected official, or consultant in connection with the award of this contract.
- F. It understands the City may copy all parts of this response, including without limitation any documents or materials copyrighted by the Vendor, for internal use in evaluating respondent's offer, or in response to a public records request under Florida's public records law (F.S. Chapter 119) or other applicable law, subpoena, or other judicial process; provided that the City agrees not to change or delete any copyright or proprietary notices.

- G. It hereby warrants to the City that the Vendor and its subcontractors will comply with, and are contractually obligated to comply with, all federal, state, and local laws, rules, regulations, and executive orders.
- H. It certifies that Vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or disqualified from participation in this matter from any federal, state, or local agency.
- I. It will provide the commodities or services specified in compliance with all federal, state, and local laws, rules, regulations, and executive orders if awarded by the City.
- J. It is current in all obligations due to the City.
- K. It will accept all terms and conditions as set forth in this solicitation if awarded by the City.
- L. The signatory is an officer or duly authorized representative of the Vendor with full power and authority to submit binding offers and enter into contracts for the commodities or services as specified herein.

Confirmed

**5. E-Verify System Certification\***

***PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.***

The affiant, by virtue of confirming below, certifies that:

- A. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
- B. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
- C. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
- D. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
- E. The Contractor must maintain a copy of such affidavit.

- F. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
- G. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
- H. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.

Confirmed

## **6. Vendor's Proposal\***

Upload a copy of your proposal with the information requested as detailed in the solicitation titled 14-26 Citywide Custom Apparel Services.

Tab\_1\_-\_Letter\_of\_Transmittal\_Big\_T\_Printing.pdf

TAB\_2\_-\_Vendor\_Quals\_and\_References.pdf

TAB\_3\_-\_Product\_Quality\_and\_Selection.pdf

TAB\_4\_Pricing\_and\_Location.pdf

TAB\_5\_-\_Customization\_and\_Branding\_Capabilities.pdf

TAB\_6\_-\_Order\_Fulfillment\_and\_Delivery.pdf

TAB\_7\_-\_Customer\_Service\_and\_Account\_Management.pdf

Apparel\_-\_Big\_T\_Printing.pdf

Setup\_and\_Digitization\_-\_Big\_T\_Printing.pdf

Customization\_-\_Big\_T\_Printing.pdf

## **7. Scrutinized Company Certification\***

Please download the below documents, complete, notarize, and upload.

- [SCRUTINIZED COMPANIES AND B...](#)

Cuba\_and\_Syria\_Certificat.pdf

**8. Compliance with Anti-Human Trafficking Laws\***

Please download the below documents, complete, and upload.

- [Compliance with 787.06 form...](#)

Trafficking\_Compliance\_Fo.pdf

**9. W-9\***

Upload your current W-9 form. (available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

W9\_Big\_T\_Printing.pdf

## PRICE TABLES

### APPAREL

Reference Minimum Product Specifications. Vendors shall provide a percentage discount off Manufacturer's Suggested Retail Price (MSRP) or catalog pricing for the apparel categories listed below. A minimum discount of three percent (3%) is preferred. Discounts below three percent (3%) may be subject to additional review and may be considered non-responsive if not accompanied by justification demonstrating that the catalog pricing offered is already below market pricing or MSRP. MSRP or catalog pricing must be publicly available or otherwise verifiable upon request by the City.

| Line Item | Description                           | Unit of Measure | Percentage | No Bid |
|-----------|---------------------------------------|-----------------|------------|--------|
| 1         | Cotton T-Shirts                       | Minimum %       | 35%        |        |
| 2         | Performance / Moisture Wicking Shirts | Minimum %       | 35%        |        |
| 3         | Polos                                 | Minimum %       | 35%        |        |
| 4         | Woven / Button-Down Shirts            | Minimum %       | 35%        |        |
| 5         | Jackets / Outerwear                   | Minimum %       | 35%        |        |

| Line Item | Description                      | Unit of Measure | Percentage | No Bid |
|-----------|----------------------------------|-----------------|------------|--------|
| 6         | High-Visibility / Safety Apparel | Minimum %       | 35%        |        |
| 7         | Hats / Beanies                   | Minimum %       | 35%        |        |

### CUSTOMIZATION

For any item with no associated cost, Vendors shall enter \$0.01 in the unit cost field.

| Line Item | Description                             | Unit of Measure | Unit Cost | No Bid |
|-----------|-----------------------------------------|-----------------|-----------|--------|
| 1         | Screen Printing – 1 Color               | EA              | \$1.85    |        |
| 2         | Screen Printing – Each Additional Color | EA              | \$0.25    |        |
| 3         | Embroidery – Up to 10,000 stitches      | EA              | \$4.75    |        |
| 4         | Each Additional 1,000 stitches          | EA              | \$0.50    |        |
| 5         | Heat Transfer Logo                      | EA              | \$4.75    |        |
| 6         | Patch Application                       | EA              | \$1.00    |        |

### SETUP & DIGITIZATION

For any item with no associated cost, Vendors shall enter \$0.01 in the unit cost field.

| Line Item | Description                 | Unit of Measure | Unit Cost | No Bid |
|-----------|-----------------------------|-----------------|-----------|--------|
| 1         | Screen Print Setup          | EA              | \$0.01    |        |
| 2         | Embroidery Digitization Fee | EA              | \$0.01    |        |

[SOLSEEN LLC DBA BIG T PRINTING] RESPONSE DOCUMENT REPORT  
RFP No. 14-26  
Citywide Custom Apparel Services

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| Line Item | Description                     | Unit of Measure | Unit Cost | No Bid |
|-----------|---------------------------------|-----------------|-----------|--------|
| 3         | Artwork / Cleanup Fee (Per Job) | EA              | \$0.01    |        |



From: Pinellas County Economic Development, Small Business Enterprise Program

April 6, 2026

Subject: Pinellas County Small Business Enterprise Program Application Approved

Dear Todd Moore:

Congratulations! Your application for designation as a Small Business Enterprise in the SBE Program is approved. The approval is contingent upon your firm successfully completing the eligibility listed below. We have designated SolSeen LLC DBA Big T Printing as eligible to participate in the SBE program, and sheltered market program with an effective date of 3/24/2026. This certificate is specific to Pinellas County and covers only the company that is listed in this letter, not any other company with which you may be associated. Your firm will appear on the list of approved registered vendors.

As part of our SBE program, **we do require you to register your business** in our SBDC system as well. This registration will make it easier to sign up for classes and any time you need one-on-one free counseling for questions with procuring contracts with Government (County or Federal). Please visit our website, at <https://www.pced.org/consulting/>, to register and learn more or call 727-453-7200 for your consultation. During the registration process it will ask for nature of "counseling requested", select from any of the boxes you wish and then scroll down to the bottom and in the additional area please indicate "Pinellas County SBE with Aubri Shauger-Haley" in the text box.

Your firm has 90 days to participate in business development education and/or consulting services as part of the eligibility below.

**You have been in business 4 years or more - One hour of business [development consultation](#) is required.**

*Please visit our **website pced.org**, go to the "Small Business" tab and then click on "Workshops" to complete professional development and visit <https://www.pced.org/consulting/> to register for your consultation.*

CCNA Firms: Your Firm is eligible as an SBE CCNA (architects, professional engineers, landscape architects, or registered surveyors and mappers (Professional Services) firm to apply for the Prequalified CCNA registration [through solicitation 21-0457-LI](#).

Form Name: Pinellas County Small Business Enterprise Program Application

Business: SolSeen LLC DBA Big T Printing

Contact: Todd Moore

Submission Date: 3/24/2026

Review Date: 4/6/2026

Expiration Date: 4/5/2029

Your approved Pinellas County Small Business Enterprise Program Application will expire 4/5/2029. If there are changes to your business, please contact staff to ensure the most accurate representation of your business. This includes changes to your company contacts, products, or services.

Thank you for your continued interest in participating with Pinellas County and the SBE Program. If you have any additional questions please email us at [Businesshelp@pinellascounty.org](mailto:Businesshelp@pinellascounty.org) or call 727-453-7200.

# PINELLAS COUNTY SMALL BUSINESS ENTERPRISE PROGRAM

THIS CERTIFICATE IS AWARDED TO

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## **SolSeen LLC DBA Big T Printing**

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HAS SUCCESSFULLY COMPLETED THE  
SBE Certification Requirements for:

***Retail Trade***

***Screen Printing, Embroidery, Sign/Banner Printing, Promotional Products***

Certification Expires:  
4/5/2029

Approved:  
**4/6/2026**



SIGNED, Corey McCaster



Dear Procurement Manager Vogel,

On behalf of Big T Printing, we are pleased to submit our proposal in response to RFP No. 14-26 for Citywide Custom Apparel Services for the City of Clearwater.

### **Understanding of Services**

Big T Printing understands that the City is seeking qualified vendors to provide a wide range of customized apparel, including screen-printed and embroidered garments, for various departments and programs. These services include supplying high-quality apparel items such as t-shirts, polos, uniforms, and specialty garments; delivering customization services including screen printing, embroidery, heat transfer, and patch application; and managing orders across multiple departments with varying quantities and timelines. We recognize the importance of maintaining strict quality standards, consistent branding, timely delivery (typically within 10–15 business days following proof approval), and responsive customer service to support the City's ongoing operational and event-related needs.

### **Commitment to Requirements and Timelines**

Big T Printing is fully committed to meeting and exceeding all requirements outlined in this RFP. We have the operational capacity, experienced personnel, and established processes necessary to ensure compliance with all specifications, including product quality, proofing procedures, order fulfillment, and delivery timelines. Our team is prepared to provide accurate digital proofs, maintain consistent communication, and deliver completed orders within the required timeframe. We are confident in our ability to support both small and large-scale orders while maintaining the highest standards of service and reliability.

### **Key Contacts**

To ensure seamless communication and project management, Big T Printing has designated the following personnel as primary points of contact for the City:

- **Primary Contact:**  
Todd Moore, Owner  
Email: [todd@bigtprinting.com](mailto:todd@bigtprinting.com)  
Phone: (727) 322-3131
- **Key Account Manager:**  
Joshua Banfield, Key Account Manager  
Email: [josh@bigtprinting.com](mailto:josh@bigtprinting.com)  
Phone: (727) 322-3131
- **Customer Support / Account Representative:**  
Gary White, Account Representative  
Email: [gary@bigtprinting.com](mailto:gary@bigtprinting.com)  
Phone: (727) 322-3131

These individuals will be responsible for overseeing all aspects of the contract, including order coordination, proof approvals, production scheduling, and issue resolution, ensuring a smooth and efficient experience for all City departments.

Big T Printing appreciates the opportunity to submit this proposal and looks forward to the possibility of partnering with the City of Clearwater to provide high-quality, reliable apparel services.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd A. Moore". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Todd A. Moore  
Authorized Representative  
Big T Printing

## TAB 2 – Vendor Qualifications and References

### Company Overview and Experience

Big T Printing is a Veteran-Owned, full-service custom apparel provider with over 13 years of experience delivering high-quality screen printing, embroidery, and branded apparel solutions. We specialize in serving schools, nonprofits, training institutions, and organizations requiring consistent, professional-grade apparel across multiple programs and departments.

Our services include screen printing, embroidery, heat transfer, and patch application across a wide range of garments, including t-shirts, polos, uniforms, outerwear, and promotional apparel. We also provide services such as sign, banner, and paper printing, as well as promotional products. We have built a reputation for reliable turnaround times, consistent branding, and responsive customer service—key factors for organizations with ongoing apparel needs.

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### Experience with Multi-Departmental and Multi-Location Accounts

Big T Printing has extensive experience supporting clients with **multiple programs, departments, and locations**, requiring coordinated apparel fulfillment and consistent branding. Our systems and workflows allow us to:

- Manage recurring and seasonal orders across different departments
- Maintain artwork archives for consistent logo application
- Provide streamlined proofing and approval processes
- Support both small-batch and high-volume production
- Deliver to multiple locations while maintaining timeline commitments

We routinely serve organizations that require apparel for staff, students, and volunteers, as well as for events, simultaneously, ensuring accuracy and consistency across all orders.

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### Relevant Contracts and Projects (Past Five Years)

- **The First Tee of St. Petersburg**  
Big T Printing has provided ongoing apparel services supporting youth development programs, seasonal golf tournaments, and community fundraising events. This includes screen-printed t-shirts, performance apparel, and branded items for participants, staff, and volunteers. Our work supports recurring seasonal needs and event-based production schedules requiring reliability and consistency.
- **The Canterbury School of Florida**  
We have delivered customized apparel for faculty, students, and school programs, including embroidered polos, spirit wear, and event apparel. This engagement involves

managing multiple order cycles throughout the academic year, maintaining consistent branding across departments, and fulfilling both small- and large-batch orders. We have created and maintained an online store for the school offering uniforms, spirit wear, and athletic apparel for more than 10 years.

- **National Aviation Academy**

Big T Printing has supported the National Aviation Academy by providing branded apparel for students and staff, as well as for promotional use. This includes embroidered uniforms, t-shirts, and specialty garments that reflect institutional branding standards. Our role includes maintaining logo consistency, handling repeat orders, and ensuring timely fulfillment for an ongoing educational environment. We have created and maintained an online store for the NAA for more than 10 years.

These projects demonstrate our ability to manage accounts with **recurring demand, multiple stakeholders, and diverse apparel requirements**, similar in scope to the City of Clearwater's needs.

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## **Understanding of Public Procurement and Compliance**

Big T Printing understands the structure and expectations of working with public and institutional clients. We are fully prepared to operate within formal procurement environments and contract requirements, including:

- Adherence to defined specifications, timelines, and approval processes
- Transparent pricing based on verifiable catalog or MSRP discounts
- Timely communication, documentation, and order tracking
- Compliance with insurance, legal, and regulatory requirements
- Maintaining accurate records for audit and reporting purposes

We recognize the importance of accountability, responsiveness, and consistency when serving public entities and organizations with structured procurement processes.

Big T Printing is a certified Small Business Enterprise (SBE) for Pinellas County, Hillsborough County, City of Tampa, and the City of St. Petersburg.

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## **Client References**

### **Reference 1**

Client Name: The First Tee of St. Petersburg

Contact Person: Adam Stuck, Director of Development

Phone: (727) 439-0539

Email: [adam.stuck@stpete.org](mailto:adam.stuck@stpete.org)

Services Provided: Ongoing production of screen-printed and performance apparel for youth programs, tournaments, and community events, including seasonal and high-volume orders.

## **Reference 2**

Client Name: The Canterbury School of Florida

Contact Person: Jody Moore, Chief Information Officer

Phone: (727) 743-4463

Email: [jmoore@canterburyflorida.org](mailto:jmoore@canterburyflorida.org)

Services Provided: Customized apparel for faculty, students, and school events, including embroidered polos, spirit wear, and recurring program-based orders.

## **Reference 3**

Client Name: National Aviation Academy

Contact Person: Holli Hudson, Senior Executive Vice President

Phone: (727) 902-1350

Email: [hhuudson@naa.edu](mailto:hhuudson@naa.edu)

Services Provided: Branded uniforms and apparel for students and staff, including embroidery and repeat production orders with strict adherence to branding standards.

## TAB 3 – Product Quality and Selection

### Overview of Product Offering

Big T Printing offers a comprehensive range of high-quality apparel sourced primarily through **SanMar**, one of the nation's leading suppliers of imprintable garments and accessories, with supplemental access to **S&S Activewear** to ensure expanded product availability and rapid fulfillment. This dual-supplier approach allows us to provide the City of Clearwater with a broad, reliable, and scalable selection of apparel that meets or exceeds all specifications outlined in this RFP.

Our product catalog includes, but is not limited to:

- T-shirts (cotton, blended, performance, and high-visibility)
- Polos (moisture-wicking, snag-resistant, and professional styles)
- Woven/button-down shirts
- Jackets, outerwear, and sweaters
- Hats, beanies, and accessories
- Youth, women's, and extended-size apparel (XS–5XL and beyond where available)

Through SanMar, we provide access to trusted national brands such as **Port & Company, District, Sport-Tek, Port Authority, CornerStone, Nike, OGIO, Eddie Bauer, and Carhartt**, ensuring a wide range of options to meet different departmental needs, budgets, and performance requirements.

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### Compliance with Minimum Specifications

All garments provided by Big T Printing meet or exceed the minimum specifications outlined in the RFP, including:

- **T-Shirts:** Minimum 5.4 oz. 100% cotton or cotton-blend options, including 50/50 blends; tagless or tear-away labels available
- **Performance Apparel:** Lightweight, moisture-wicking polyester fabrics (3.8 oz. or equivalent) suitable for active use
- **High-Visibility Garments:** ANSI/ISEA 107-compliant Class II and Class III options available through brands such as CornerStone
- **Polos:** Moisture-wicking, snag-resistant fabrics with embroidery-ready surfaces
- **Woven Shirts:** Durable poly-cotton blends with wrinkle-resistant finishes
- **Sizing:** Full size ranges including youth sizes and adult XS–5XL (or larger where available), with women's cuts designed for proper fit and performance

All products are selected to ensure durability, comfort, and professional appearance across repeated use and laundering.

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### **Fabric Quality, Durability, and Brand Options**

Big T Printing prioritizes garments known for **consistent quality, color retention, and long-term durability**. SanMar's product lines are widely recognized in the industry for:

- Reliable fabric construction and weight consistency
- Excellent print and embroidery compatibility
- Long-lasting colorfastness and minimal shrinkage
- Availability of performance and specialty fabrics (moisture-wicking, snag-resistant, high-visibility, etc.)

We offer multiple brand tiers to meet varying budget and performance needs, from economical options (Port & Company, Gildan via S&S) to premium brands (Nike, Carhartt, OGIO).

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### **Customization Compatibility and Quality Standards**

All garments selected are tested and proven to support high-quality customization methods, including:

- **Screen Printing:** Compatible with multi-color designs and high-opacity inks for long-lasting prints
- **Embroidery:** Suitable for clean, tight stitching with consistent thread color matching
- **Heat Transfer:** High-performance materials designed for strong adhesion and durability
- **Patch Application:** Secure attachment through embroidery or heat press

We ensure that all garments maintain integrity and appearance after customization, meeting the City's expectations for professional and consistent branding.

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### **Garment Samples**

Big T Printing is fully capable of providing **garment samples at no cost** upon request, including items with printed or embroidered logos. This allows the City to evaluate fabric quality, fit, color accuracy, and customization prior to full production. Some print applications can be difficult to produce for a single sample; however, Big T Printing is willing to work with the City of Clearwater for any sample that is feasible.

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### **Product Availability and Supply Chain Strength**

By leveraging SanMar's national distribution network and S&S Activewear's extensive inventory, Big T Printing ensures:

- High product availability and reduced backorder risk
- Access to multiple warehouse locations for faster delivery
- Flexibility in sourcing equivalent products when necessary (with City approval)

- Consistent supply for recurring and large-scale orders

This robust supply chain enables us to reliably meet the City's required **10–15 business day delivery timeline**.

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### **Summary**

Big T Printing's partnership with SanMar and S&S Activewear provides the City of Clearwater with a **broad, high-quality, and dependable selection of apparel**, supported by industry-leading brands, consistent product standards, and scalable fulfillment capabilities. Our offerings are fully aligned with the RFP's technical specifications and designed to support the City's diverse apparel needs across all departments and programs.

## TAB 4 – Pricing and Location

### Pricing Structure

Big T Printing has completed the required Pricing Sheet in full. All pricing is based on a **percentage discount off Manufacturer's Suggested Retail Price (MSRP) or catalog pricing**, consistent with the requirements of this RFP. MSRP and catalog pricing are publicly available and verifiable through our supplier partners.

- Apparel pricing is based on catalog/MSRP pricing from approved suppliers
  - Customization services are priced per the submitted Pricing Sheet
  - **No additional fees** (including hidden charges, administrative fees, or undisclosed costs) are applied beyond those identified in the Pricing Sheet
- 

### Minimum Order Requirements

Big T Printing offers flexible ordering to accommodate both small and large departmental needs. Minimum order quantities are as follows:

- **Blank Apparel (no logo):** Minimum of 1 item
- **Embroidery:** Minimum of 1 item
- **Patch Application:** Minimum of 1 item
- **Direct-to-Film (DTF) Printing:** Minimum of 1 item
- **Screen Printing:** Minimum of 24 items per design

These minimums allow the City to efficiently order both individual items and bulk quantities depending on departmental requirements.

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### Supplier Catalogs and Product Access

Big T Printing provides access to a wide range of apparel and accessories through the following supplier catalogs:

- **SanMar:** <https://www.sanmar.com/>
- **S&S Activewear:** <https://www.ssactivewear.com/>
- **Momentec Brands:** <https://www.momentecbrands.com/>

These platforms provide comprehensive product listings, specifications, and MSRP/catalog pricing, ensuring transparency and broad selection across all apparel categories.

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### Volume Discounts and Tiered Pricing

Big T Printing offers **volume-based pricing advantages** through manufacturer discounts and production efficiencies. Larger orders benefit from reduced per-unit costs, particularly for screen

printing and bulk apparel purchases. Specific discount tiers are reflected within the Pricing Sheet and/or catalog-based pricing structures.

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### **Production Facility Location**

Primary Production Facility:

Big T Printing 2801 16<sup>th</sup> Street N. Saint Petersburg, Florida 33704

Our local presence within the Tampa Bay region allows for efficient delivery, responsive service, and the ability to support **local pickup or expedited fulfillment needs**.

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### **Sustainable and Environmentally Responsible Practices**

Big T Printing supports sustainable practices through our supplier network, including:

- Access to eco-friendly apparel options (recycled materials, sustainable fabrics) via SanMar and partner brands
- Efficient production processes to minimize waste
- Digital proofing to reduce material usage

Additional sustainable product options can be made available upon request.

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### **Rush Order Services**

Big T Printing offers expedited production services when required:

- **Embroidery and Direct-to-Film (DTF) Printing:**  
Rush completion within **5–10 business days** for an additional **25% fee**
- **Screen Printing:**  
Rush completion within **7–10 business days** for an additional **25% fee**

All rush orders are subject to product availability and order size. We will communicate timelines clearly at the time of order confirmation.

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### **Additional Services and Fees**

There are **no additional services, fees, or charges** beyond those identified in the Pricing Sheet. All costs associated with production, customization, and standard fulfillment are fully disclosed.

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**Summary**

Big T Printing provides a transparent, flexible, and competitive pricing structure supported by leading national suppliers, minimal order restrictions, and local production capabilities. Our approach ensures the City of Clearwater receives high-quality apparel, cost efficiency, and responsive service across all departments and order sizes.

## TAB 5 – Customization and Branding Capabilities

### Overview of Capabilities

Big T Printing brings over **13 years in business** with a combined **120+ years of industry experience** across ownership and production staff. Our team specializes in high-quality customization services, including **embroidery, screen printing, direct-to-film (DTF), heat transfer, and patch application**, delivering consistent, professional results across all garment types.

We utilize **top-of-the-line commercial equipment** and materials to ensure precision, durability, and repeatable quality, including:

- **Tajima embroidery machines** for high-speed, high-precision stitching
- **M&R screen printing equipment** for consistent, high-volume print production
- **Hotronix heat press systems** for reliable heat transfer and DTF applications
- **Madeira threads and backing materials** for superior embroidery quality and longevity

This combination of advanced technology and premium materials ensures that all customizations meet or exceed industry standards.

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### Color Matching and Brand Consistency

Big T Printing is fully capable of **matching PMS (Pantone) colors** for both embroidery and screen printing applications. We maintain strict controls to ensure:

- Accurate color matching to City branding standards
- Consistent reproduction of colors across all orders and garment types
- Standardized ink formulas and thread selections for repeatability

Once colors are approved, they are documented and stored in the City's client profile to ensure consistent **branding across all departments and future orders**.

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### Logo Placement and Consistency

To ensure precise and repeatable logo placement, Big T Printing uses industry-leading alignment systems, including:

- **Hoopmaster and Magna-Hoop systems** for embroidery alignment
- **Laser alignment systems** for accurate placement across all garment types

These tools allow us to maintain **consistent logo positioning within tight tolerances** on every garment, regardless of order size or garment style.

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## Proofing and Approval Process

Big T Printing follows a structured proofing process to ensure complete accuracy prior to production:

- **A digital proof is provided for every order**, including:
  - Garment style and color
  - Logo placement and size
  - PMS or thread color details
- Proofs clearly illustrate the final design intent for full transparency
- **Production does not begin until formal approval is received from the City**

This process ensures alignment with branding standards and eliminates errors before production begins.

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## Quality Control and Production Workflow

Big T Printing maintains a **multi-stage quality control process** to ensure all products meet the highest standards:

1. **Proofing Stage:** Verification of artwork, colors, and placement
2. **Product Ordering Stage:** Confirmation of correct garments and specifications
3. **Production Stage:** Ongoing monitoring during printing or embroidery
4. **Post-Production Review:** Inspection of completed items for accuracy and quality
5. **Final Quality Control:** Detailed inspection prior to packaging and delivery

Each order is reviewed at multiple checkpoints to ensure consistency, accuracy, and compliance with City expectations. Any defective or non-conforming items are corrected prior to delivery.

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## Artwork Management and Repeat Order Efficiency

Big T Printing maintains a robust system for managing artwork and order history, including:

- **On-site, off-site, and cloud-based storage** of all logos and designs
- Detailed client profiles containing:
  - Approved artwork and logos
  - Placement specifications
  - Color standards (ink and thread)
  - Order history and preferences

This system allows us to efficiently fulfill **repeat orders without additional setup or digitization**, ensuring consistency and faster turnaround times for ongoing City needs.

---

## Summary

Big T Printing combines advanced equipment, experienced personnel, and structured quality control processes to deliver **highly consistent, professional customization services**. Our ability to maintain precise color matching, accurate logo placement, and detailed recordkeeping ensures that the City of Clearwater's branding standards are upheld across all departments and orders.

## TAB 6 – Order Fulfillment and Delivery

### Order Processing and Lead Times

Big T Printing is committed to efficient, transparent, and reliable order fulfillment. Upon receipt of an order and final proof approval, we:

- Provide **clear confirmation of the expected production and delivery timeline**
- Maintain open communication throughout the production process
- Ensure standard orders are completed within the City's required **10–15 business day timeframe**

We understand that timelines may occasionally need to be adjusted due to event schedules or departmental needs, and we are **fully willing to work with the City to accommodate revised deadlines whenever possible.**

---

### Expedited Order Capability

Big T Printing offers expedited production services when needed, including:

- **Embroidery and Direct-to-Film (DTF):** 5–10 business days (rush service available)
- **Screen Printing:** 7–10 business days (rush service available)

Rush orders are prioritized within our production schedule to meet critical deadlines while maintaining quality standards.

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### Order Tracking and Communication

We maintain proactive communication with the City throughout the order lifecycle, including:

- Order acknowledgment and confirmation
- Timeline updates and status notifications
- Immediate notification of any potential delays or backorders
- Direct access to a dedicated point of contact for all inquiries

This ensures full visibility and accountability for every order.

---

### Delivery Capabilities

As a **locally based provider in Saint Petersburg**, Big T Printing offers reliable and flexible delivery options:

- **Company-owned delivery van** capable of servicing all City of Clearwater locations
- Scheduled deliveries coordinated with departmental needs

- Ability to support **multiple delivery locations within the City**
- Optional local pickup when preferred

Our local presence provides a significant advantage in responsiveness, reduced transit time, and the ability to handle urgent or last-minute delivery needs.

---

### **Return and Replacement Policy**

Big T Printing stands behind the quality of all products delivered. In the event of defective, misprinted, or non-conforming items:

- Items will be **replaced promptly at no cost to the City**
- Issues will be prioritized for expedited resolution
- Root causes will be reviewed internally to prevent recurrence

Our goal is to ensure complete satisfaction with every order.

---

### **Support for Recurring and Ongoing Orders**

We are fully capable of supporting recurring and repeat orders by:

- Maintaining detailed records of prior orders, artwork, and specifications
  - Streamlining reorders without additional setup time
  - Ensuring consistent quality and branding across all future orders
- 

### **Summary**

Big T Printing provides dependable, flexible, and locally supported order fulfillment services. With clear communication, reliable delivery capabilities, and a strong commitment to quality and responsiveness, we are well-positioned to meet the City of Clearwater's apparel needs across all departments and timelines.

## TAB 7 – Customer Service and Account Management

### Dedicated Account Management

Big T Printing is committed to providing responsive, personalized customer service to the City of Clearwater. A **dedicated account representative** will be assigned as the primary point of contact to oversee all aspects of the City’s account, including order coordination, proof approvals, production scheduling, and issue resolution. This ensures consistency, accountability, and clear communication across all departments.

---

### Responsiveness and Communication Standards

We prioritize timely and effective communication to support the City’s operational needs:

- **Acknowledgment of inquiries and orders within one (1) business day**
- Prompt responses to questions, quote requests, and order updates
- Proactive communication regarding timelines, changes, or potential issues
- Direct access to knowledgeable staff for immediate assistance

Our goal is to ensure that all City personnel receive fast, accurate, and reliable support.

---

### Issue Resolution and Escalation Procedures

Big T Printing maintains a structured approach to resolving any order discrepancies or concerns:

- Immediate review and response to reported issues
- Clear escalation path to management when necessary
- Rapid corrective action, including reprints or replacements at no cost to the City
- Ongoing communication until full resolution is achieved

This process ensures minimal disruption and maintains a high level of customer satisfaction.

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### Ordering Methods and Accessibility

Big T Printing offers flexible and convenient ordering options to accommodate the City’s needs:

- Direct ordering through a dedicated account representative
- Catalog-based ordering using approved supplier platforms
- Email and phone order placement for quick requests
- **Optional online web store capability**, which can be developed specifically for the City to streamline repeat orders, standardize approved items, and simplify the ordering process across departments

The online store option allows departments to easily select pre-approved apparel, ensuring consistency and efficiency for recurring orders.

---

**Commitment to Service Excellence**

With over 13 years in business and extensive industry experience, Big T Printing is committed to delivering a high level of customer service built on responsiveness, reliability, and attention to detail. We strive to build long-term partnerships by consistently meeting expectations and supporting the City's apparel needs with professionalism and care.

Line Item

- 1
- 2
- 3
- 4
- 5
- 6
- 7

## Description

Cotton T-Shirts

Performance / Moisture Wicking Shirts

Polos

Woven / Button-Down Shirts

Jackets / Outerwear

High-Visibility / Safety Apparel

Hats / Beanies

[illegible]

Line Item

- 1
- 2
- 3

| Description |
|-------------|
|-------------|

|                    |
|--------------------|
| Screen Print Setup |
|--------------------|

|                             |
|-----------------------------|
| Embroidery Digitization Fee |
|-----------------------------|

|                                 |
|---------------------------------|
| Artwork / Cleanup Fee (Per Job) |
|---------------------------------|

| Unit of Measure | Unit Cost | No Bid |
|-----------------|-----------|--------|
| EA              |           | \$.01  |
| EA              |           | \$.01  |
| EA              |           | \$.01  |

Line Item

- 1
- 2
- 3
- 4
- 5
- 6

## Description

Screen Printing – 1 Color

Screen Printing – Each Additional Color

Embroidery – Up to 10,000 stitches

Each Additional 1,000 stitches

Heat Transfer Logo

Patch Application

| Unit of Measure | Unit Cost | No Bid |
|-----------------|-----------|--------|
| EA              | \$1.85    |        |
| EA              | \$.25     |        |
| EA              | \$4.75    |        |
| EA              | \$.50     |        |
| EA              | \$4.75    |        |
| EA              | \$1.00    |        |

SCRUTINIZED COMPANIES FORMS

**SCRUTINIZED COMPANIES AND BUSINESS OPERATIONS WITH  
CUBA AND SYRIA CERTIFICATION FORM**

**IF YOUR BID/PROPOSAL IS \$1,000,000 OR MORE, THIS FORM MUST BE COMPLETED AND  
SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY  
DEEM YOUR SUBMITTAL NONRESPONSIVE.**

The affiant, by virtue of the signature below, certifies that:

1. The vendor, company, individual, principal, subsidiary, affiliate, or owner is aware of the requirements of section 287.135, Florida Statutes, regarding companies on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaging in business operations in Cuba and Syria; and
2. The vendor, company, individual, principal, subsidiary, affiliate, or owner is eligible to participate in this solicitation and is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria; and
3. Business Operations means, for purposes specifically related to Cuba or Syria, engaging in commerce in any form in Cuba or Syria, including, but not limited to, acquiring, developing, maintaining, owning, selling, possessing, leasing or operating equipment, facilities, personnel, products, services, personal property, real property, military equipment, or any other apparatus of business or commerce; and
4. If awarded the Contract (or Agreement), the vendor, company, individual, principal, subsidiary, affiliate, or owner will immediately notify the City of Clearwater in writing, no later than five (5) calendar days after any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Sector List, or engaged in business operations in Cuba and Syria.

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

Todd A. Moore  
Printed Name

Owner  
Title

Solsem LLC dba Big T Printing  
Name of Entity/Corporation

STATE OF Florida

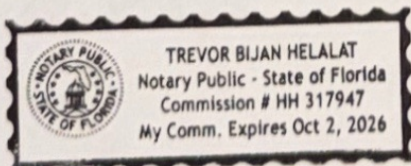
COUNTY OF Pinellas

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization on, this 28th day of April, 2026, by Todd Moore (name of person whose signature is being notarized) as the owner (title) of Solsem LLC dba Big T Printing (name of corporation/entity), personally known \_\_\_\_\_, or produced FL DL (type of identification) as identification, and who did/did not take an oath.

Trevor Bijan Helalat  
Notary Public

Trevor Bijan Helalat  
Printed Name

My Commission Expires: OCT 2 2026  
NOTARY SEAL ABOVE



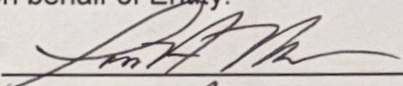
## Compliance with Anti-Human Trafficking Laws

Pursuant to Section 787.06 (13), Florida Statutes, this form must be completed by an officer or representative of a non-governmental entity when a contract is executed, renewed, or extended between the non-governmental entity and the City of Clearwater.

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests under penalty of perjury that:

Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

The undersigned is authorized to execute this form on behalf of Entity.

Date: 4-27, 2026 Signed:   
Entity: Solseer LLC dba Big T Printing Name: Todd A. Moore  
Title: Owner

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.  
See Specific Instructions on page 3.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)<br><b>Solseen LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                             |
| 2 Business name/disregarded entity name, if different from above.<br><b>Big T Printing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                             |
| 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><br><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input checked="" type="checkbox"/> <b>LLC.</b> Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>S</b><br><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><br><input type="checkbox"/> Other (see instructions) | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____<br><br>(Applies to accounts maintained outside the United States.) |
| 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                             |
| 5 Address (number, street, and apt. or suite no.). See instructions.<br><b>2801 16th Street N.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Requester's name and address (optional)                                                                                                                                                                                                                                                                     |
| 6 City, state, and ZIP code<br><b>St. Petersburg, FL 33704</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                             |
| 7 List account number(s) here (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                             |

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

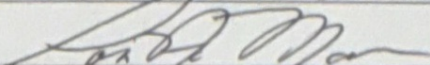
|                                |             |
|--------------------------------|-------------|
| Social security number         |             |
| <div></div>                    | <div></div> |
| or                             |             |
| Employer identification number |             |
| <div></div>                    | <div></div> |

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here    Signature of U.S. person    

Date    **3-9-26**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they