



# REQUEST FOR QUOTES

## Apparel Screen Printing & Embroidery Service

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**CITY OF MOORHEAD**

**Holly Heitkamp, Moorhead Parks and Recreation Director**

**11/14/2019**

This Request for Quotes is for exclusive apparel screen printing and embroidery service for the various departments in the City of Moorhead.



## Parks and Recreation

2400 4<sup>th</sup> Ave S | Moorhead, MN 56560 | 218.299.5340  
moorheadparks.com | parkandrec@cityofmoorhead.com

### **REQUEST FOR QUOTES**

**for**

#### **Apparel Screen Printing and Embroidery Service for the City of Moorhead**

- 1. Statement of Objectives.** The City of Moorhead (the “City”) is seeking exclusive apparel screen printing and embroidery service for its various City departments and for youth and adult recreational programs sponsored by the Parks and Recreation Department. The City desires to select a qualified vendor (“Vendor”) to enter into an agreement granting exclusive screen printing and embroidery service rights to the successful Vendor. Vendors are invited to submit quotes to the City on or before **4:00 PM, Thursday, December 5, 2019.**
  
- 2. Quote Specifications for Recreational Program Apparel.** Quotes must be based on the following:
  - a. Price is based per shirt, including shipping, delivery, set up fees, and any other additional charges.
  - b. Gildan 8000, 5000, and/or 5000B T-shirt.
  - c. One (1) or two (2) screens per T-shirt, not to exceed two (2).
  - d. Reversible mesh jerseys (Don Alleson) for flag football and soccer programs. The jerseys will have a screen on the front of each side. If jerseys are sponsored, it is possible that a screen will also be on the back of each side of the jersey.
  - e. During the three (3) year term, each sport will have a different screen each year.
  - f. Sizes must range from youth small to adult XXXXL.
  
- 3. Typical Recreational Program Orders.**
  - a. Quantity of each order may vary up to fifteen percent (15%) depending on the number of participants registered in each program.
  - b. Sports may be added or removed through the term of the agreement.
  - c. Recreational program orders, such as baseball, may require up to ten (10) different colors.
  - d. Typical quantities for the respective recreational programs offered is provided in the table below.

**T-SHIRTS**

Sport:	Quantity:
<b>Youth Basketball</b>	130
<b>Youth Volleyball</b>	60
<b>Youth Baseball</b>	500
<b>Kickball – Summer/Winter</b>	100
<b>Adaptive Soccer</b>	40
<b>Challengers Baseball</b>	120
<b>Youth Golf</b>	250
<b>Golf Maintenance Staff</b>	40
<b>Wading Pool and PT Staff</b>	95
<b>Municipal Pool</b>	35
<b>Special Events</b>	50
<b>Flag Football Coaches</b>	100
<b>Miscellaneous</b>	100
<i>Total:</i>	<b>1,620</b>

**JERSEYS**

Sport:	Quantity:
<b>Flag Football</b>	430
<b>Adaptive Soccer</b>	60
<i>Total:</i>	<b>490</b>

**4. Quote Specifications for Professional Apparel.** Quotes must be based on the following:

- a. Various departments within the City wear apparel embroidered with the City’s logo. Examples include dress shirts, long sleeve button up shirts, short sleeve polo shirts, jackets, and vests.
- b. Due to the large variety of items that may be selected by the respective departments and the timing of the orders, it is difficult to provide quantities and descriptions of items for quotes. Therefore, the City requests a percentage discount from retail pricing (price listed in the catalog of products).
- c. At the time a department is prepared to order apparel, that respective department will work with Vendor to finalize the order. The percentage discount will then be applied to the order.

**5. City Requirements.**

- a. Orders will be placed by various staff of the respective department submitting the order.
- b. Artwork must be approved by the department staff placing the order. All use of the City logo will follow City logo standards, provided by City, to ensure consistency

in branding. Vendor must have the ability to deliver artwork designs electronically for approval.

- c. Orders must be delivered within ten (10) days of the order, unless otherwise agreed to by the parties.
- d. Vendor will be awarded exclusive printing rights for three (3) years unless the City is dissatisfied with the product or service, at the City's sole discretion.
- e. Vendor acknowledges that additional apparel may be needed after the original recreational program order is placed. Vendor agrees to have additional orders available in a reasonable amount of time.

**6. Agreement.**

- a. Upon selection of Vendor, the City and Vendor will enter into a multi-year agreement setting forth the specific terms and conditions, as generally contained within this Request for Quotes.
- b. Printing service will be provided during the three (3) year term of the agreement. The term of the agreement will commence in January 2020, and terminate in December 2022, unless terminated sooner by either party upon thirty (30) days' advanced written notice.

**7. Vendor Selection Process.**

- a. Sealed, written quotes will be accepted until **4:00 PM, Thursday, December 5, 2019**. A hard copy of the quote can be mailed or delivered to the following address:

Moorhead Parks & Recreation Department  
Apparel RFQ  
2400 4<sup>th</sup> Ave S  
Moorhead, MN 56560

- b. Quotes will be evaluated based on the following:
  - (1) Consistency with the requirements listed in this Request for Quotes; and
  - (2) Conditions, if any, attached to the quote.
- c. Applicants may be required to provide additional information, at the sole discretion of the City.
- d. The City, at its sole discretion, will select Vendor and reserves the right to reject any and all quotes. In the event the City rejects the quotes, it may resubmit the

Request for Quotes, at its sole discretion. The City reserves the right to rescind its selection of any Vendor under this Request for Quotes in the event that the City cannot reach an agreement with the selected Vendor.

Any questions or requests for clarification may be directed to Holly Heitkamp, Moorhead Parks and Recreation Director, at (218) 299-5515 or [holly.heitkamp@cityofmoorhead.com](mailto:holly.heitkamp@cityofmoorhead.com).

*[Please see next page for CITY OF MOORHEAD APPAREL QUOTE FORM.]*

**CITY OF MOORHEAD  
APPAREL QUOTE FORM – 2019**

\*Price per T-shirt/jersey must include shipping, delivery, set up fees, and any other additional charges. If you have questions, please contact Holly Heitkamp at (218) 299-5515.

**One Screen  
Gildan 8000, 5000, and 5000B or equivalent**

<b>Color:</b>	<b>Price per Shirt:</b>	<b>Price XXL:</b>	<b>Price XXXL and XXXXL:</b>
White			
Light			
Dark			

**Two Screens  
Gildan 8000, 5000, and 5000B or Equivalent**

<b>Color:</b>	<b>Price per Shirt:</b>	<b>Price XXL:</b>	<b>Price XXXL and XXXXL:</b>
White			
Light			
Dark			

**Reversible Mesh Jerseys  
Don Alleson or Equivalent (must be stitched at the hip)**

<b>Jersey:</b>	<b>Price per Jersey:</b>	<b>Price XXL:</b>
Logo front of both sides		
Logo front and back both sides		

**Other Apparel**

\_\_\_\_\_ % discount from retail pricing for professional apparel.

Business Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DEADLINE: THURSDAY, DECEMBER 5, 2019, AT 4:00 PM**

**Return to:**  
Moorhead Parks & Recreation  
City of Moorhead Apparel RFQ  
2400 4<sup>th</sup> Ave S  
Moorhead, MN 56560