



# **CITY OF ROCK ISLAND PARKS & RECREATION**

## **Request For Proposal –Staff & Sports Uniform Printing**

### **INTENT**

Rock Island Parks & Recreation is seeking to establish an agreement with a qualified contractor to supply all labor, materials, personnel, transportation and supervision necessary to provide screen printing and embroidery services for the Staff & Sports Uniform Printing for the Department. Contractor may be solicited to fulfill other needs as requested by the Parks and Recreation Department.

The anticipated term of this Agreement will be for a period of two (2) years with an option to renew for two (2) consecutive twelve-month periods by mutual agreement of both parties.

### **SCOPE OF WORK**

The contractor shall provide all labor, materials and transportation necessary to provide screen-printing and embroidery work on goods on an as-needed basis for the Rock Island Parks and Recreation Department.

Services shall include, but not be limited to the following:

- The proposed contractor is required to order and receive purchased apparel and inventory and deliver back to the Parks & Recreation Department upon the completion of the work.
- A **five (5) business day turn-around time is required on all orders**, this time frame is initialized by the receipt of goods by the contractor. **On certain occasion a faster turn-around may be required.**
- The proposed contractor shall be responsible for verifying style, color and quantity of all items delivered and picked up.
- Itemized invoices and packing slips must accompany the delivery of all goods.
- Contractor shall guarantee quality for all work done by meeting predetermined standards set forth in the agreement. (Placement, color, clarity, threading, design of all logos)
- Contractor must demonstrate ability to handle multiple projects at any given time and maintain accurate filing system to enable the consistency of logo usage.

- Pricing conditions shall remain firm for the initial year of the agreement and must be in standard fixed price per piece decorated amount. Price increase for subsequent years will be quantified by proper justification and mutual agreement. Requests for price increases must be submitted in writing 60 days prior to renewal period. Quantity discounts may apply for screen-printing and embroidery.
- Example of Numbers of Shirts Ordered:
  - 2019: 2,200 pieces
  - 2020: 1,200 pieces (COVID-19 Restrictions)

### **PROPOSALS/SUBMITTALS**

Proposer must submit the following with their proposals to be considered responsive. *Failure to provide the information as requested below under this Proposal Format may cause your proposal to be deemed non-responsive and not eligible for consideration.*

The proposer must respond to this RFP by submitting one (1) original with all data required herein in order for the proposal to be evaluated and considered for award.

1. The signed original Proposal Certification Form (Exhibit A), and all signed amendments (if any) should be placed at the beginning of the proposal.
  2. Prepare a document on how you will meet the requirements set forth in the scope of work.
  3. Complete the pricing, delivery and set up charge sheet (Exhibit B).
  4. List three (3) verifiable reference of companies/organizations for which you have satisfactorily complete services of similar size and nature within the last two years. Services completed with other City of Rock Island department may be used as a reference (Exhibit C)
- All items listed in Exhibit B, pricing, will be awarded upon evaluation, all or none.
  - All pricing should be Tax Exempt. (Tax Exempt Number: E9993-6909-07)
  - Proposers shall not contact other employees of The Rock Island Parks and Recreation Department concerning this request during the proposal process.
  - Unless exceptions are noted by proposer, the service offered will be assumed to be in accordance with RFP specifications. All exceptions to specifications must be noted or reference and submitted with your proposal. Exceptions will be reviewed by the evaluation committee to determine compliance with this RFP. The decision to accept or reject is at the sole discretion of the Rock Island Parks & Recreation Department. The decision of the Rock Island Parks and Recreation Department is final.

**Sealed Bids will be received at:**

**Rock Island Parks and Recreation Department  
Attn: Daniel Gleason  
4303 24<sup>th</sup> Street  
Rock Island, IL 61201**

**Bids will be accepted until, 1:00pm, Friday, December 4th, 2020 (must be received by this date and NOT postmarked by this date). Decision on award will be made Wednesday, December 16th, 2020, with first Sports Uniform order happening the week of January 4<sup>th</sup>, 2021.**

**If Bids are personally dropped off, all information shall be in a sealed envelope and clearly marked on the front with:**

**Your Company Name  
Rock Island Parks & Recreation Staff & Sports Uniform Printing Bid**

**EXHIBIT A**

**Proposal Certification Form**

**NOTE: This page must be completed, signed, and returned with your proposal.**

The undersigned certifies that to the best of his/her knowledge: (Check One)

( ) There is **no** officer or employee of the City of Rock Island who has, or whose relative has, a substantial interest in any agreement award subsequent to this proposal/bid.

( ) The names of any and all public officers or employees of the City of Rock Island who have, or whose relative has, a substantial interest in any agreement award subsequent to this proposal/bid are identified by name as part of this submittal.

In compliance with this Request for Proposal for the Rock Island Parks and Recreation Departments Staff & Sports Uniform Printing and Embroidery Services, and after carefully reviewing all the terms and conditions imposed therein, the undersigned agrees to furnish such goods and services in accordance with the specifications and scope of work according to the proposal submitted or as mutually agreed upon by subsequent negotiation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Company as Licensed

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, ST Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email



4	Camp; Sports (basketball, soccer, t- ball, sports camps)	50/50 T-Shirt: Youth Silkscreen Logo Large Front Logo 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
5	Camp	50/50 T-Shirt: Adult Silkscreen Logo Large Front Logo Silkscreen STAFF on Back 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
6	RI Parks Basketball	Champro BBJPY: Youth 100% Polyester Reversible Jersey or Comparable Product Silkscreen Logo Large Front Logo Silkscreen Number on Back 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
7	RI Parks Basketball	Champro BBJPA: Adult 100% Polyester Reversible Jersey or Comparable Product Silkscreen Logo Large Front Logo Silkscreen Number on Back 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
8	RI Parks Soccer Baseball Softball Volleyball	Champro BST75Y: Youth Light Weight 100% Polyester shirt or Comparable Product Silkscreen Logo Large Front Logo 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____

9	RI Parks Soccer Baseball Softball Volleyball	Champro BST75A: Adult Light Weight 100% Polyester shirt or Comparable Product Silkscreen Logo Large Front Logo 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
10	RI Parks Soccer Socks	Soccer Socks: Youth/Adult  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
11	RI Parks Flag Football	Champro FLJ3Y: Youth Polyester Double or Comparable Product Silkscreen Logo Large Front Logo 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
12	RI Parks Flag Football	Champro FLJ3A: Adult Polyester Double or Comparable Product Silkscreen Logo Large Front Logo 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
13	RI Parks Volunteer Coach	Champro BST75A: Adult Light Weight 100% Polyester Shirt or Comparable Product Silkscreen Logo Large Front Logo Large Back Logo 1 Color  Item Number: _____ Brand: _____	1 _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____





## EXHIBIT C

### References

The following is a list of companies/organizations for which we have satisfactorily completed services of similar size and nature within the last two years (references from other City of Rock Island departments are acceptable).

<b>Company Name Address City, State, Zip</b>	<b>Contact Name Phone Number</b>	<b>Type of Services and Size</b>	<b>Date of Services</b>