



EXCELSIOR SPRINGS

Parks · Recreation · Community Center

2024 PARKS, RECREATION, & COMMUNITY CENTER APPAREL NEEDS

REQUEST FOR BIDS

**City of Excelsior Springs, Missouri
Parks, Recreation, & Community Center Department**

Parks, Recreation, and Community Center Department
500 Tiger Drive
Excelsior Springs, MO 64024
(816) 656-2500 Voice



EXCELSIOR SPRINGS

October 23, 2023

Request for Bid:

The City of Excelsior Springs, Missouri Parks and Recreation Department invites the submission of bids for the apparel needs of the Department programs.

The selected independent party will provide full service apparel management for programs within the Parks, Recreation, and Community Center Department for the City of Excelsior Springs. This includes, but is not limited to:

- Procurement of requested apparel
- Artwork for requested apparel
- Sorted in a manner that has been agreed upon between the entity and the City of Excelsior Springs PRCC Department.
- Delivery of requested apparel

The 2024 season will include the following sports: Youth Soccer, Youth Volleyball, Youth Basketball, Youth Baseball/Softball, Tigers 'N Training, and Adult League Champions Shirts. It will also include staff uniforms and other event shirts. A more complete scope of apparel needs is outlined on the following pages. Please include bids per program, as well as an overall bid for the entire year.

The deadline for submitting bids is Wednesday, November 8th at 3:00 PM. The projected date for contract commencement is Friday, December 1, 2023.

All correspondence pertaining to this bid should be directed to my attention at 500 Tiger Drive, Excelsior Springs, MO 64024. If you have any questions, please contact me at 816-656-2500 or at natewilliams@es-prcc.com.

Sincerely,

Nate Williams, CPRP, AFO
City of Excelsior Springs, Missouri
Director of Parks, Recreation, & Community Center

Scope of City of Excelsior Springs Parks & Recreation Apparel Needs - 2023 Season

- Item Being Bid: 2024 Youth League Players and Coaches Shirts
2024 Adult League Champions Shirts
2024 Event & Staff Shirts
- Bid Deadline: Wednesday, November 8, 2023 at 3:00 PM
- Scope of Bid: The City of Excelsior Springs is soliciting bids to develop artwork/logos and provide apparel for youth and adult sports programs. This includes but is not limited to cotton shirts. In some cases, artwork will be provided by the Department. This bid can be renewed each year for up to 5 years if no increase in services is required from this bid.
- Quantity: The numbers listed on the following pages are estimates based upon previous programming totals. To determine the amount of the bid, please utilize your lowest/best bid and multiply it by the quantity listed.
- Delivery: Must be guaranteed no later than two weeks after receiving the order. To insure this policy is adhered to, there will be a fee of \$100.00/day for each day past the two-week deadline. Additionally, all orders must be separated per team, if applicable. Team/coach information will be provided by the City of Excelsior Springs at time of the order taking place.
- Pricing: All price quotes shall remain firm through December 31, 2024. At this time if prices remain the same the contract can be renewed each following year. If a price increase, the apparel will be rebid.
- Identical Bids: In the event of two or more identical bids, the City of Excelsior Springs reserves the right to award the contract arbitrarily to any of the bidders.
- Ambiguity of Bids: Any ambiguity in the bid as a result of omissions, errors, lack of clarity, and/or non-compliance by the bidder shall potentially result in dismissal of bid document and/or cancellation of accepted proposal.
- Cancellation: The City of Excelsior Springs reserves the right to cancel any agreement arising out of this bid for non-performance upon providing 5 days written notice.
- Accept/Rejection of Bid: The City of Excelsior Springs reserves the right to accept part, all, or none of the specific bid.
- Modifications: Be sure to read all conditions and verify all amounts prior to submitting the bid. No modifications will be allowed after submission.
- Format: Bids must be submitted on the attached forms and in compliance with all conditions listed. Additional sheets may be attached for clarification.
- Deviations: All deviations from the bid specifications must be clearly illustrated and detailed. Bids with such deviations may be considered.
- Signature: The bid must be signed by an authorized officer, employee or agent in the space provided.



EXCELSIOR SPRINGS

LIST OF REFERENCES

Submit at least three entities (governmental or other) for which your company currently, or within the past two years have provided a similar service. Please include all of the information listed.

Name of Entity: _____

Address: _____

Contact Person: _____

Phone Number: _____

Name of Entity: _____

Address: _____

Contact Person: _____

Phone Number: _____

Name of Entity: _____

Address: _____

Contact Person: _____

Phone Number: _____

Name of Entity: _____

Address: _____

Contact Person: _____

Phone Number: _____



EXCELSIOR SPRINGS

SOCCER PLAYER/COACH SHIRTS Spring and Fall

- T-shirts – Assorted Colors and Sizes (Youth Extra Small – Adult XXXL)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 10 different shirt colors
 - 50% Cotton/50% Polyester or 100% cotton preshrunk
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton and Jerzees.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - One color logo
- All shirts will have approved artwork logo printed on full front chest with one color ink print.
- All player shirts will have number printed on back with one color ink print.
 - All coach shirts will have 'COACH' printed on back with one color ink print.

SPRING & FALL SEASONS

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Player T-Shirt	YXS		40	
Player T-Shirt	YS		90	
Player T-Shirt	YM		90	
Player T-Shirt	YL		90	
Player T-Shirt	AS-AL		40	
Player T-Shirt	AXL		10	
Total			360	

Any additional incentives _____

SPRING & FALL SEASONS

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Coach T-Shirt	AS-AL		50	
Coach T-Shirt	AXL		25	
Coach T-Shirt	A XXL		10	
Coach T-Shirt	A XXXL		5	
Total			90	

Any additional incentives _____

Please Include Brand Names

Description of T-Shirt: _____

Company Submitting Bid: _____



EXCELSIOR SPRINGS

SUMMER BASEBALL/SOFTBALL PLAYER/COACH T-SHIRTS

- T-shirts – Assorted Colors and Sizes (Youth Extra Small – Adult XXXL)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 10 different shirt colors
 - 50% Cotton/50% Polyester or 100% cotton preshrunk
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton and Jerzees.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - One color logo
- All shirts will have approved artwork logo printed on full front chest with one color ink print.
- All player shirts will have number printed on back with one color ink print.
 - All coach shirts will have 'COACH' printed on back with one color ink print.

SUMMER BASEBALL/SOFTBALL SEASONS

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Player T-Shirt	YXS		25	
Player T-Shirt	YS		50	
Player T-Shirt	YM		50	
Player T-Shirt	YL		50	
Player T-Shirt	AS-AL		50	
Player T-Shirt	AXL		10	
Total			185	

Any additional incentives _____

SUMMER BASEBALL/SOFTBALL SEASONS

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Coach T-Shirt	AS-AL		25	
Coach T-Shirt	AXL		15	
Coach T-Shirt	AXXL		10	
Coach T-Shirt	AXXXL		5	
Total			55	

Any additional incentives _____

Please Include Brand Names

Description of T-Shirt: _____

Company Submitting Bid: _____



EXCELSIOR SPRINGS

FALL YOUTH VOLLEYBALL PLAYERS/COACHES T-SHIRTS

- T-shirts – Assorted Colors and Sizes (Youth Medium – Adult XXXL)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 10 different shirt colors
 - 50% Cotton/50% Polyester or 100% cotton preshrunk
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton and Jerzees.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - One color logo
- All shirts will have approved artwork logo printed on full front chest with one color ink print.
- All player shirts will have number printed on back with one color ink print.
 - All coach shirts will have 'COACH' printed on back with one color ink print.

SPRING & FALL VOLLEYBALL SEASONS

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Player T-Shirt	YM		15	
Player T-Shirt	YL		15	
Player T-Shirt	AS-AL		20	
Player T-Shirt	AXL		5	
Total			55	

Any additional incentives _____

SPRING & FALL VOLLEYBALL SEASONS

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Coach T-Shirt	AS-AL		5	
Coach T-Shirt	AXL		5	
Coach T-Shirt	A XXL		5	
Total			15	

Any additional incentives _____

Please Include Brand Names

Description of T-Shirt: _____

Company Submitting Bid: _____



EXCELSIOR SPRINGS

WINTER YOUTH BASKETBALL PLAYER JERSEYS/COACHES T-SHIRTS

- T-shirts – Assorted Colors and Sizes (Youth Extra Small – Adult XXXL)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 10 different shirt colors
 - 50% Cotton/50% Polyester or 100% cotton preshrunk
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton and Jerzees.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - One color logo
- All shirts will have approved artwork logo printed on full front chest with one color ink print.
- All player shirts will have number printed on back with one color ink print.
 - All coach shirts will have 'COACH' printed on back with one color ink print.

WINTER BASKETBALL SEASON

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Player T-Shirt	YXS		20	
Player T-Shirt	YS		45	
Player T-Shirt	YM		45	
Player T-Shirt	YL		45	
Player T-Shirt	AS-AL		20	
Player T-Shirt	AXL		5	
Player T-Shirt	AXXL		5	
Total			185	

Any additional incentives _____

WINTER BASKETBALL SEASON

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Coach T-Shirt	AS-AL		20	
Coach T-Shirt	AXL		10	
Coach T-Shirt	AXXL		10	
Coach T-Shirt	AXXXL		5	
Total			45	

Any additional incentives _____

Please Include Brand Names

Description of T-Shirt: _____

Company Submitting Bid: _____



EXCELSIOR SPRINGS

TIGERS 'N TRAINING (2.5-5) SPORTS

- T-shirts – Assorted Colors and Sizes (Youth Extra Small – Youth Small)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 5 different shirt colors
 - 50% Cotton/50% Polyester or 100% cotton preshrunk
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton and Jerzees.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - One color logo
- All shirts will have approved artwork logo printed on full front chest with one color ink print.

SOCCER

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
50/50 Player T-Shirt	YXS		20	
50/50 Player T-Shirt	YS		5	

T-BALL

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
50/50 Player T-Shirt	YXS		20	
50/50 Player T-Shirt	YS		5	

BASKETBALL

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
50/50 Player T-Shirt	YXS		20	
50/50 Player T-Shirt	YS		5	

Any additional incentives _____

Please Include Brand Names

Description of T-shirt: _____

Company Submitting Bid: _____



EXCELSIOR SPRINGS

ADULT PROGRAM APPAREL

- T-shirts – Assorted Colors and Sizes (Adult Small – Adult XXXL)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 10 different shirt colors
 - 50% Cotton/50% Polyester
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton and Jerzees.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - Minimum of a two color logo
- All shirts will have approved artwork logo printed on full front chest with two color ink print.

LEAGUE CHAMPIONS

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
White Short Sleeve T-Shirt	AS-AL		50	
White Short Sleeve T-Shirt	AXL-AXXXL		20	
Color Short Sleeve T-Shirt	AS-AL		50	
Color Short Sleeve T-Shirt	AXL-AXXXL		20	

Any additional incentives _____

MISC PROGRAMS OFFERED

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
White Short Sleeve T-Shirt	AS-AL		200	
White Short Sleeve T-Shirt	AXL-AXXXL		75	
Color Short Sleeve T-Shirt	AS-AL		200	
Color Short Sleeve T-Shirt	AXL-AXXXL		75	

Any additional incentives _____

Please Include Brand Names

Description of T-Shirt: _____

Company Submitting Bid: _____



EXCELSIOR SPRINGS

STAFF APPAREL

- T-shirts – Assorted Colors and Sizes (Adult Small – Adult XXXL)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 20 different shirt colors
 - 50% Cotton/50% Polyester (could also request quote for tri-blend during year)
 - We will order some dri-fit quality shirts for lifeguards that will be red
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton, Jerzees, All Made.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - Minimum of a two color logo
- Several designs could be supplied by ESRCC for specialty shirts throughout the year
 - This could also include embroidery on some jackets, hats, etc depending on staff needs

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Color Short Sleeve Comfort Color	AS-AL		20	
Color Short Sleeve Comfort Color	AXL-AXXXL		5	
Color Tank Top	AS-AL		20	
Color Tank Top	AXL-AXXXL		5	
Color Short Sleeve T-Shirt	AS-AL		20	
Color Short Sleeve T-Shirt	AXL-AXXXL		2	
Color Long Sleeve T-Shirt	AS-AL		20	
Color Long Sleeve T-Shirt	AXL-AXXXL		2	
Color Crew Neck Sweatshirt	AS-AL		10	
Color Crew Neck Sweatshirt	AXL-AXXXL		5	
Color Hooded Sweatshirt	AS-AL		30	
Color Hooded Sweatshirt	AXL-AXXXL		5	
White Tri-Blend T-Shirt	AS-AL		50	
White Tri-Blend T-Shirt	AXL-AXXXL		20	
Color Tri-Blend T-Shirt	AS-AL		100	
Color Tri-Blend T-Shirt	AXL-AXXXL		25	
Color Dri-Fit T-Shirt	AS-AL		25	
Color Dri-Fit T-Shirt	AXL-AXXXL		10	

Any additional incentives _____

Please Include Brand Names

Description of T-shirt: _____

Company Submitting Bid: _____



EXCELSIOR SPRINGS

EARTH DAY EVENT T-SHIRTS

- T-shirts – Assorted Colors and Sizes (Youth Small – Adult XXXL)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 5 different shirt colors
 - Tri-Blend shirt, preferably from recycled material
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton, Jerzees, All Made.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - Three color logo
- All shirts will have approved artwork printed on full front chest with three color ink print.
- All shirts will have supplied logo printed on front with minimum three color ink print.

2024

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Color Tri-Blend T-Shirt	YS-YL		15	
Color Tri-Blend T-Shirt	AS-AL		60	
Color Tri-Blend T-Shirt	AXL		15	
Color Tri-Blend T-Shirt	A XXL		10	
Total			100	

Any additional incentives _____

Please Include Brand Names

Description of T-Shirt: _____

Company Submitting Bid: _____



EXCELSIOR SPRINGS

FEAT PERFORMANCE T-SHIRTS

- T-shirts – Assorted Colors and Sizes (Youth Small – Adult XXXL)
 - Must be a good quality t-shirt with hemmed cuffs
 - Up to 5 different shirt colors
 - Tri-Blend shirt
 - Acceptable brands include, but are not limited to Russell, Fruit of the Loom Best, Hanes Beefy-T, Gildan Ultra Cotton, Jerzees, All Made.
- Artwork must be approved by the City of Excelsior Springs Parks, Recreation, and Community Center Department.
 - Two color logo
- All shirts will have approved artwork logo printed on full front chest with two color ink print.
- All shirts will have supplied logo printed on front with minimum two color ink print. One color Department logo on tag-back of shirt.

2024

ITEM	SIZE	ITEM PRICE	QUANTITY	TOTAL PRICE
Color Tri-Blend T-Shirt	YS-YL		15	
Color Tri-Blend T-Shirt	AS-AL		60	
Color Tri-Blend T-Shirt	AXL		15	
Color Tri-Blend T-Shirt	AXXL		10	
Total			100	

Any additional incentives _____

Please Include Brand Names

Description of T-Shirt: _____

Company Submitting Bid: _____



**EXCELSIOR
SPRINGS**

**CITY OF EXCELSIOR SPRINGS PARKS AND RECREATION
2024 APPAREL REQUEST FOR BID FORM**

CAN YOU MEET THE DELIVER REQUIREMENTS: _____ YES _____ NO

NAME OF ENTITY SUBMITTING BID: _____

ADDRESS OF ENTITY: _____

PHONE NUMBER: _____

NAME OF OFFICIAL SUBMITTING BID: _____

SIGNATURE OF OFFICIAL: _____

DATE SUBMITTED: _____

The City of Excelsior Springs is not subject to sales tax.

Please complete this bid form and send it in by November 8th at 3:00 PM to

PHYSICAL MAIL:

City of Excelsior Springs Parks, Recreation, and Community Center Department

Attn: Nate Williams

500 Tiger Drive

Excelsior Springs, MO 64024

OR

EMAIL (with confirmation):

natewilliams@es-prcc.com