



Request for Proposals for T-Shirt/Uniforms

Louisburg Recreation Commission (LRC)

May 22nd, 2024

Date due: June 14th, 2024 11:59 p.m.

Submit to: P.O. Box 937 Louisburg, KS 66053 or Tyler@Louisburgrec.com

1.0 PROJECT DESCRIPTION: The Louisburg Recreation Commission is soliciting bids to provide all jerseys and uniforms for all program participants for the 2024/2025 fiscal year. Approximate number of jerseys/uniforms will be around 1429, however there is potential for some variance in this number based on program enrollment numbers. The RFP will be granted to the bidder who demonstrates the highest level of responsibility and responsiveness. The contract will be for one year, with an option to renew up to two years. The proposed contract period will be from July 1, 2024 to June 30, 2025. Preference will be given to local Miami County businesses.

2.0 GENERAL INFORMATION: a) The Louisburg Rec Commission reserves the right to extend the due date and time if it is determined to be in the best interest of the LRC. b) The LRC reserves the right to cancel this RFP in whole or in part at any time if it is in the best interest of the LRC. The LRC reserves the right to reject any proposals or to waive any formality or technicality in any proposal, in the best interest of the LRC. d) RFPs received after the due date will not be accepted. e) This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements. f) While the LRC intends to proceed with this solicitation, nothing herein shall obligate the LRC to enter a contract.

3.0 SCOPE OF SERVICES: Jerseys and uniforms will be a mix of t-shirts, dri-fit and football jersey (tackle football) style. Uniforms are a mix of colors with a single-color logo on the front and number on the back. Jersey/uniform counts and sizes (youth small – adult xl) are provided a minimum of 3 weeks prior to the date needed. Jerseys/uniforms are needed on a rolling basis throughout the year.

A. Fall Soccer/Volleyball/Football: August

B. Basketball: October, January

C. Spring Soccer: March

D. Baseball/Softball: April



- Custom Shirt/Jersey Printing: Offer a Variety of printing options for shirts and jerseys, including screen printing, heat transfer, sublimation, and embroidery, to accommodate different designs and materials
- Design Assistance: Provide design assistance and guidance to ensure that logos, numbers and other graphics are accurately reproduced on the shirts and jerseys.
- Quality Assurance: Ensure high-quality printing and durable finishes that can withstand regular wear and tear, washing, and exposure to various weather conditions.
- Timely Delivery: Deliver all printed shirts and jerseys within the agreed-upon timeframe to meet the deadlines for upcoming events and activities.
- Bulk Ordering: Accommodate bulk orders of shirts and jerseys in various sizes, styles, and colors to meet the needs of our participants.

4.0 TIMETABLE: The estimated project schedule is: May 22nd, 2024 Advertise the RFP; June 14th, 2024 Submission due at 11:59 p.m.; June 18th, 2024 Authorize contract for T-Shirts/Uniforms RFP.

5.0 SELECTION PROCESS: Submissions will be reviewed and selected by the LRC Board of Directors with a recommendation from the LRC Director. Once approved, the LRC (and Board when appropriate) will execute a contract that includes a detailed scope of services.

6.0 CRITERIA FOR SELECTION: Include licensing information if needed. The LRC Board of Directors will review bids at its June 2024 meeting and accept the lowest, responsible and responsive bidder.

7.0 DIRECTIONS FOR SUBMISSION: Interested parties must provide one copy of their submission by email to Tyler@Louisburgrec.com no later than 11:59 p.m., Friday, June 14th, 2024, OR provide a mailed or delivered copy of their submission, clearly marked, as T-Shirt/Uniform RFP no later than Friday, June 14th, 2024, to the following address: P.O. Box 937 Louisburg, Kansas 66053. The LRC will not accept oral submissions or copies received by telephone or facsimile machine. All submissions received after the deadline shall be returned. The LRC reserves the right to accept or reject any and all proposals or portions of proposals, to waive minor deficiencies or to solicit new proposals on the original project or on a modified project as may be deemed necessary or in the best interest of the LRC. Submission should include:

- Cover Letter: Include a cover letter introducing your business and summarizing your proposal.
- Company Overview: Provide an overview of your printing business, including your experience, expertise, and any relevant certifications or accolades.
- Printing Capabilities: Detail the printing techniques and equipment available at your facility, as well as any customization options and limitations.



- Pricing: Provide a detailed pricing structure, including costs per shirt/jersey, bulk discounts, and any additional charges for design assistance or rush orders.
- References: Include references from past clients who can attest to the quality and reliability of your services.

8.0 PROJECT REQUIREMENTS:

- The LRC pays contractors on the 3rd week of each month, following scheduled Board meetings.
- Requests for payments must be submitted one week prior to the payment date.
- This project will be tax exempt. Please request tax exempt before project starts.