

DIRECTOR PARKS & RECREATION
Thomas G. Newcombe
RECREATION BOARD MEMBERS
Connie Folk, Chairperson
Donna Kelley
Lisa McCoy
Michael Healy
David J. Maloney
Al Argyle
Rob Petrusa

WATERFORD
A CHARTER TOWNSHIP
DEPARTMENT OF PARKS AND RECREATION
2303 Crescent Lake Road
Waterford, MI 48329-3271
Telephone: (248) 674-5441 Fax: (248) 618-7674
www.twp.waterford.mi.us

BOARD OF TRUSTEES
Carl W. Solden, Supervisor
Kari Vlaeminck, Clerk
Margaret Birch, Treasurer
Anthony M. Bartolotta, Trustee
David J. Kramer, Trustee
David J. Maloney, Trustee
Bette O'Shea, Trustee

March 1, 2012

To Whom It May Concern:

The Waterford Parks and Recreation Department will be accepting bids for its May 2012 – April 2014 shirt needs. Please review the enclosed information and bid forms. There are bid instructions included in this packet. Follow the deadlines carefully. Waterford Parks and Recreation reserves the right to split the bid up among multiple companies.

The deadline for submission of bids is **Monday, April 2, 2012, 5:00 PM**. Please include samples of the items in your bid. If your company is not awarded the bid, we will return all samples to you.

Sincerely,

Alison Swanson, Recreation Supervisor
Waterford Parks and Recreation

Encl.

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BID INSTRUCTIONS

1. The Waterford Parks and Recreation Department reserves the right to reject any or all bids and will do so if bid sheet is incorrectly filled out.
2. The bid is divided into two areas: 1) Adult Shirts and Hats 2) Youth Shirts
3. Complete the attached Bidding Company General Information Form and the 2012-2014 Shirt Bid Form and return to Waterford Parks and Recreation by 5:00PM on Monday, April 2, 2012.
4. The Waterford Parks and Recreation Department has adopted a policy that any bid proposal from a Waterford Township based company that comes within 5% of the lowest bid from a company outside of Waterford Township will be allowed to match the lowest bid.
5. While we realize that mill prices are constantly fluctuating, your quote should reflect your price you will be comfortable with for a two year period. We will allow price adjustment only if given prior notification on your need to increase prices. We reserve the right to switch bidders if price increases do not meet our budgetary plan.
6. Shirts should either be the product that is listed on the attached sheet or an equivalent product. Shirts should have no pockets.
7. Screen used on shirt must be appropriate to the size of the shirt. Larger screen on adult shirt, smaller screen on youth shirt.
8. All shirt orders need to be delivered to Waterford Parks and Recreation, 2303 Crescent Lake Road, Waterford, MI, 48329. The prices you submit to us need to include any shipping charges. Shirt orders need to be completed within 20 working days.
9. On the attached sheet there is an estimated number of each item that we order throughout the year. Our order break down is as follows*:

Softball:	Two times a year (<i>spring & summer/fall</i>) approx. total 600 adult t-shirts
Volleyball:	Two times a year (<i>fall & winter</i>) approx. total 90 adults t-shirts
Camp Staff:	One time a year (<i>spring</i>) approx. total 20 adult t-shirts
Camp Shirts:	Two times a year (<i>spring & summer</i>) approx. total 150 youth t-shirts
Golden Age Games:	One time a year (<i>summer</i>) approx. total 150 adult t-shirts
Referees:	One time a year (<i>spring</i>) approx. total 60 adult t-shirts
Long Sleeve:	One time a year (<i>fall</i>) approx. total 50 adult shirts
Staff Shirts:	One time year (<i>winter</i>) approx. total 50 adult t-shirts & 30 adult sweatshirts

Contract awarded will be for a period of two years from May 1, 2012 through April 30, 2014.

* All quantities are estimated based on past orders and are subject to change.

**WATERFORD PARKS & RECREATION DEPARTMENT
May 1, 2012- April 30, 2014 Shirt Bid**

Company Name _____

ADULT SHIRTS & HATS											
Item	If substituting an equivalent shirt indicate brand, style, etc. here	Estimated Annual Quantity Ordered*	Price AS-AXL	Price AXXL & Larger	Number(s) Printed on Back	Artwork Printed on Sleeve	Embroidery Parks & Recreation Logo 2.5" diameter	Screen Print One Color	Screen Printing Two Colors	Screen Printing Three Colors	Set-Up Charge
Polo Shirts - Gildan 6.5 oz. Ultra Cotton® Combed Ringspun Pique Polo or equivalent		20			N/A	N/A		N/A	N/A	N/A	
Polo Shirts - Gildan 6.1 oz. Ultra Cotton® Jersey Polo or equivalent					N/A	N/A		N/A	N/A	N/A	
T-Shirts Short Sleeved - Gildan 6.1 oz. Ultra Cotton® or equivalent		900					N/A				
T-Shirts Short Sleeved - Gildan 5.6 oz. Ultra Blend® 50/50 or equivalent							N/A				
T-Shirts Longsleeved - Gildan 6.1 oz. Ultra Cotton® or equivalent							N/A				
T-Shirts Longsleeved - Gildan 5.6 oz. Ultra Blend® 50/50 or equivalent		50					N/A				
Crewneck Sweatshirts - Gildan 9.3 oz. Ultra Blend® 50/50 or equivalent		20			N/A	N/A					
Hooded Sweatshirts - Gildan 9.3 oz. Ultra Blend® or equivalent		30			N/A	N/A					
Baseball Hats - Cotton 6-Panel Cap (one size fits all)		24	N/A	N/A	N/A	N/A		N/A	N/A	N/A	

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**WATERFORD PARKS & RECREATION DEPARTMENT
May 1, 2012- April 30, 2014 Shirt Bid**

YOUTH SHIRTS									
Item	If substituting an equivalent shirt indicate brand, style, etc. here	Estimated Annual Quantity Ordered*	Price YS - YL	Artwork Printed on Sleeve	Screen Printing One Color	Screen Printing Two Colors	Screen Printing Three Colors	Set-Up Charge	
T-Shirts Short Sleeved - 5.6 oz. Ultra Blend® 50/50 or equivalent		200							
T-Shirts Longsleeved - 5.6 oz. Ultra Blend® 50/50 or equivalent		20		N/A					

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