

CITY OF CARLYLE – PARKS DEPARTMENT

REQUEST FOR QUOTES



**PARKS DEPARTMENT STAFF AND YOUTH
ATHLETICS/CAMPS APPAREL FOR 2020 SEASON**

Dear Vendor,

The Carlyle Parks Department is seeking quotes for vendors to supply a variety of apparel for the 2020 summer season including:

- Staff shirts and hoodies
- Youth athletic/camp uniforms (regular cotton/poly shirts)
 - T-Ball
 - Soccer
 - Summer Camps
- Youth athletic uniforms (Dri-fit type uniforms)
 - Baseball
 - Softball
 - Soccer

Vendors may submit a quote with pricing and designs for any or all of the items listed above.

Proposals must be submitted by March 20, 2020 at 4:30pm to:

Via mail to:

**Andy Brackett
Carlyle City Hall
850 Franklin Street
Carlyle, IL 62231**

Via email to:

admin@carlylelake.com

For questions or more information regarding this proposal, please contact Andy Brackett at admin@carlylelake.com or (618) 267-7686.

The city of Carlyle shall be exempt from any liability for costs incurred by successful or unsuccessful suppliers in the preparation of quotes. The city of Carlyle reserves the right to reject or accept any or all quotes in whole or in part. Design, quality, price and location of vendor are all major considerations of selection.

SCOPE OF PROJECT

Vendors may send in a quote for any or all of the itemized needs below. The final cost submitted shall be the final delivered price including any shipping costs. Due to the nature of youth programs, there may be situations where additional small quantities of shirts are needed on short notice throughout the season.

ITEM 1 – STAFF SHIRTS (SUBMIT QUOTE AND DESIGN)

- Cotton/polyester t-shirts (~80) & hoodie sweatshirts (~12)
- Adult Small through Adult XXL
- Must include Parks Department logo on the chest
- Must include the words “Park Staff” somewhere on the shirt

ITEM 2 – YOUTH ATHLETIC SHIRTS (SUBMIT QUOTE AND DESIGN)

Item 2A – T-Ball Shirts

- Cotton/polyester t-shirts (~80)
- Youth and adult sizes
- Design must include the words “Carlyle” and “T-Ball” on the front
- Please note – shirts will likely include sponsorship wording on the back of the shirt

Item 2B – Soccer Shirts

- Cotton/polyester t-shirts (~70)
- Youth and adult sizes
- Design must include the words “Carlyle” and “Soccer” on the front
- Please note – shirts will likely include sponsorship wording on the back of the shirt

ITEM 3 – SUMMER CAMP SHIRTS (SUBMIT QUOTE AND DESIGN)

- Cotton/polyester t-shirts (~100+)
- Youth and adult sizes
- Summer camp appropriate design with “Carlyle” and “2020” included
- Please note – shirts will likely include sponsorship on the back of the shirt

ITEM 4 – DRI-FIT TYPE ATHLETIC JERSEYS (SUBMIT QUOTE AND DESIGN)

Item 4A – Baseball and Softball Jerseys

- Dri-Fit Type Jerseys – Preferably with a baseball and softball “look” to them (~150)
- Youth and adult sizes
- Design must include “Carlyle” on the front
- Jerseys should be gold, purple or a combination of both
- Please note – jerseys will likely include sponsorship wording on the back

Item 2B – Soccer Jerseys

- Dri-Fit Type Jerseys (~60)
- Youth and adult sizes
- Design must include the words “Carlyle” and “Soccer” on the front
- Jerseys must be gold
- Please note – shirts may include sponsorship wording on the back

**Please note – the youth t-ball and soccer athletic shirts (items 2A & 2B) will be for youth leagues held in Carlyle only with teams having various colors like purple, yellow, blue, red, etc. The dri-fit athletic jerseys (items 4A & 4B) will be for kids playing in city-league travelling teams and will all be the same color and logo, but with different sizes and sponsorships on the back. Slight changes to designs or color schemes may be requested from the original submittal.*

BUSINESS/ORGANIZATION NAME: _____

SALESPERSON/CONTACT NAME: _____

PHONE: _____ **EMAIL:** _____

PRICE QUOTE PER ITEM

**Please list the final delivered price*

**Please submit any potential designs with quote*

ITEM 1 – STAFF SHIRTS

Adult Shirt Price: _____

Adult Hoodie Price: _____

Notes:

ITEM 4A – BASEBALL/SOFTBALL DRI-FIT

Youth Jersey Price: _____

Adult Jersey Price: _____

Notes:

ITEM 2A – T-BALL SHIRTS

Youth Shirt Price: _____

Adult Shirt Price: _____

Notes:

ITEM 4B – SOCCER DRI-FIT

Youth Jersey Price: _____

Adult Jersey Price: _____

Notes:

ITEM 2B – YOUTH SOCCER SHIRTS

Youth Shirt Price: _____

Adult Shirt Price: _____

Notes:

Please list any additional information that may be helpful for evaluation of submittal:

ITEM 3 – SUMMER CAMP SHIRTS

Youth Shirt Price: _____

Adult Shirt Price: _____

Notes: