



REQUEST FOR QUOTES

Parks Department staff and youth athletics/camps apparel for the
2019 season.

Dear Vendor,

The Carlyle Parks Department is seeking quotes for vendors to supply a variety of apparel for the 2019 summer season including:

- Staff shirts
- Youth athletic uniforms
 - T-Ball
 - Baseball
 - Softball
 - Soccer
- Summer camp shirts

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

Proposals must be submitted by March 22, 2019 – 4:30pm to:

**Carlyle Parks Department
850 Franklin Street
Carlyle, IL 62231**

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

The City of Carlyle shall be exempt from any liability for costs incurred by 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

The Carlyle Parks Department is in need of printed shirts for staff and youth programs throughout the season. Vendors may send in a quote for any or all of the itemized needs below. All costs associated with design, creation and delivery charges shall be included in the quote. 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 price quote and design)

- Cotton/Polyester T-shirts (~80), tank tops (~15), hoodie sweatshirts (~12)
 - Adult Sizes (S-XXL)
- Must include Parks Department logo on the chest
- Must include the words “Park Staff” on the back

Item #2 - Youth Athletic Shirts (Submit price quote and design)

Item 2A - T-Ball Shirts

- Cotton/Polyester T-Shirts (~80)
 - Youth & Adult Sizes
- Design must include the words “Carlyle” and “T-Ball” on the front
- Note – shirts will likely have sponsorship wording included on the back

Item 2B - Soccer Shirts

- Cotton/Polyester T-Shirts (~60)
 - Youth & Adult Sizes
- Design must include the words “Carlyle” and “Soccer” on the front
- Note – shirts may have sponsorship wording included on the back

**Note – We would like to keep a Carlyle theme with any combination including purple and/or gold for all our youth uniforms this year. In divisions that have multiple teams, we will need multiple uniform color schemes in order to differentiate between teams.*

Item #3 - Summer Camp Shirts (Submit price quote and design)

- T-Shirts (~100)
 - Youth and Adult Sizes
- Summer camp appropriate design with “Carlyle” and “2019” included on front

ORGANIZATION/BUSINESS NAME: _____

CONTACT: _____

PHONE: _____

EMAIL: _____

QUOTE

(Shirt, screen-print and delivery charge total price per shirt)

**Please submit potential designs with quote*

ITEM 1: Staff Shirts

Adult Shirt Price: _____

Adult Tank Price: _____

Adult Hoodie Price: _____

Notes:

ITEM 2A: T-Ball Shirts

Youth Shirt Price: _____

Adult Shirt Price: _____

Notes:

ITEM 2B: Youth Soccer Shirts

Youth Shirt Price: _____

Adult Shirt Price: _____

Notes:

ITEM 3: Summer Camp Shirts

Youth Shirt Price: _____

Adult Shirt Price: _____

Notes: