

DISTRICT WIDE APPAREL REQUEST FOR PROPOSALS



your chance to play

Proposals are due on or before 3:00 p.m. on Friday, November 1, 2019

All bids must be returned to:

Downers Grove Park District
Administrative Office
2455 Warrenville Road
Downers Grove, IL 60515-1726

October 8, 2019

Dear Bidding Agency:

Enclosed please find conditions and specifications for the 2020 Downers Grove Park District's District Wide Apparel Request for Proposals.

Please note that all sealed proposals are due to the Downers Grove Park District no later than 3:00 pm. on November 1, 2019 at the Downers Grove Park District's Administrative Office, 2455 Warrenville Road, Downers Grove, IL 60515-1726. No late or faxed proposal's will be accepted.

The sealed envelope shall have the following written on the outside:

**SEALED IMPRINTED APPAREL
YOUR COMPANY NAME**

The Downers Grove Park District reserves the right to reject any and all proposals.

Sealed proposal's will be opened at 3:00 pm. on November 1, 2019 at the Downers Grove Park District's Administrative Office, 2455 Warrenville Road, Downers Grove, IL 60515.

If you have any questions regarding the specifications or bidding procedures, please call me at 630-960-7563, Monday - Friday, 8:30 a.m. to 4:00 p.m.

All questions and inquiries must be made by 4:00 p.m. on October 30, 2019.

Sincerely,

DOWNERS GROVE PARK DISTRICT

Michael Contreras
Superintendent of Athletics and Safety

Enclosure



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DOWNERS GROVE PARK DISTRICT
2455 Warrenville Road
Downers Grove, IL 60515

CONDITIONS & SPECIFICATIONS FOR IMPRINTED APPAREL

1. Price is to include cost of shirts, set up charges, screens and printing as well as delivery to specified locations.
2. All T-shirts and other apparel are to be first quality and of the stated colors and brands unless specific instructions are provided under an individual program's specifications.
3. No substitutions for specified sizes, colors or styles of shirts and other apparel shall be allowed without the prior approval of the Park District. Should the Contractor wish to substitute the product or material of like quality of another manufacturer as equal or equivalent, he shall obtain approval from the Owner no less than five (5) working days before the proposals are due. The Owner will then notify the other bidders of the item approved.

"When requesting approval for a substitute product, material, or equipment, the Bidder shall submit a written warranty/guarantee that all products, materials, or equipment submitted "as equal" are in fact equal. Bidder shall also provide any additional product, material, or equipment specifications and information requested by the Owner when reviewing the request or substitution from the Bidder."

"Bidder shall be solely and completely liable for any failure resulting from the use of unspecified or unapproved products, materials, or equipment."

4. Examples of each style of shirt specified in this bid must be presented by the successful bidder to the Park District for their approval prior to printing the order. The Contractor bidding the project shall be actively engaged in work of the nature described in the specifications. He must be able to demonstrate that he has adequate men and materials to perform the work. With his/her bid proposal, the contractor shall submit no less than five (5) references for whom he has completed work of a similar nature as described in the specifications.
5. Designs for screens to be supplied by the Park District. Artwork is the property of the Downers Grove Park District. Lettering to be provided by the bidder. Final artwork will be provided after formal approval of the bid by the Park District Board of Commissioners.

6. The finished product is to be delivered to (the location as specified) before 3:00 pm. based on the following base bid delivery schedule:

January 14, 2020	June 9, 2020
February 11, 2020	July 14, 2020
March 10, 2020	September 8, 2020
May 12, 2020	October 13, 2020

* Please Note: Items where quantities are to be finalized at a later date will
Not be less than the quantity listed. The amount per size may change.

A deduction of two (2) percent of the proposed price will be assessed for each calendar day or portion of day that elapses if delivered after delivery date as specified above.

If the contractor fails to deliver the products as specified or the product contains defects or are of poor quality or the contractor is habitually late, the Downers Grove Park District reserves the right to cancel this agreement by providing a 30 written notice to the contractor. The contractor will be given the opportunity to correct any product issues within that 30 days.

7. Payment schedule: Payment will be made for items delivered only after vendor submits an original invoice and Park District verifies that deliveries are complete and free of defects.

Prior to final payment, Contractor shall deliver final Waivers of Lien showing payment for materials and shall provide a Contractor's Affidavit, indicating all indebtedness on account of the performance of this Contract has been paid in full.

8. Please submit the attached proposal forms (pages 24 – 28) and list each item quote individually then total items 'A' through 'VV' and 'AAA through CCC' and place the amount where the 'Total Base Bid Quote' and 'Total Alternate Bid Quote' is indicated.
9. Bidder shall use attached Proposal Form which shall be filled out completely in a sealed enveloped labeled SEALED IMPRINTED APPAREL and (YOUR) COMPANY NAME, the project name, date and time of opening and addressed to the Downers Grove Park District, 2455 Warrenville Road, Downers Grove, IL 60515. Attention: Michael Contreras. Proposals shall be received on or before 3:00 pm. on November 1, 2019 at the above address at which time and place the proposals will be opened. Board approval is expected to be November 21, 2019
10. All signatures must be executed in longhand by a person duly authorized to make contract. The bidder shall carefully examine the Specifications and the Bidder's Form. If his/her bid is accepted, he/she will be responsible for all errors in his/her proposal resulting from failure or neglect to comply with these instructions.
11. All proposals for the purpose of this specified purchase are good for sixty (60) days.

12. The Commissioners of the Downers Grove Park District will accept or reject proposals within sixty (60) days after receipt and reserve the right to waive any technicalities and to combine, add, select, delete, or separate any proposals if it be in the best interest of the public.
13. Shirts and other apparel when delivered, must be packed or bundled according to program item. Vendor must provide District with a proof of each article prior to final preparation of each article. District staff must approve in order for proof to be considered valid.
14. The price on all t-shirts, polo shirts, hats, etc. will be valid for 180 days from bid approval date for future purchase of unspecified quantity. If prices cannot be guaranteed for 180 days, please state on Proposal Form for what period of time the prices will be valid or what percentage increase will be required to keep the prices valid for 180 days. The Park District is open to a multiyear agreement for the supply and delivery of t-shirts and other apparel. Please indicate at the bottom of the base bid how many years you would consider entering into an agreement and how future price increases would be handled.
15. The bidder agrees to comply with the Federal Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts while performing the herein described.
16. The Contractor shall at all times observe and comply with all Federal, State, and Local Laws, regulations and ordinances which in any manner affect the conduct of the work. A complaint, claim or action brought against the Contractor for failing to observe or comply with any law, ordinance, or regulation shall be the sole responsibility of the Contractor and shall in no way extend to or expose the Owner to liability and the Contractor shall indemnify and hold harmless the Owner from any and all such complaints, claims, or actions.
17. WAGES AND RATES. In all work performed under this Contract, the Contractor and all of its subcontractors shall comply with the provisions of AN ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works (ILL. REV. STAT. Ch. 48, Sections 39s-5, Section 5 Certified Payroll.

The Contractor shall not pay less than the rates of wages prevailing in the District as determined by the Illinois Department of Labor to all laborers, mechanics and workers performing any work under this Contract.

The Contractor shall require all of its subcontractors to comply with the requirements of the preceding paragraph, which shall be incorporated in each and every subcontract for all or any portion of the Work.

18. CERTIFICATION. The Contractor shall complete the Contractor's Certification Form attached to the Proposal Form. Failure to do so may result in disqualification of the Bidder.
19. ILLINOIS WORKERS. The Contractor shall comply with all requirements of Section 2201 et seq., Chapter 48 of the Illinois Revised Statutes with reference to Employment of Illinois Workers on Public Works Projects Act.
20. The Downers Grove Park District is tax exempt. All proposals are good for 60 days. A copy of the District's tax exempt letter will be provided to the successful bidder upon final approval by the Park District Board of Commissioners.

Base Bid Item Specifications

A. Youth Soccer Coach T-Shirts

Shirt Style 50/50 T-Shirts/ 5.6 oz
 Brand/Style # Gildan/G8000
 Shirt Color Royal Blue
 Logo Description Youth Soccer Athletic Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front – Center
 Back - COACH
 Logo Color White

Delivery Date: March 10, 2020

Contact Info:

Brian DeWolf
bdewolf@dgparks.org
 630.960.7468

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	30	45	50	30	20		175

B. Youth Fall Basketball Coaches T-Shirts

Shirt Style 50/50 T-Shirts 5.6 oz
 Brand/Style # Gildan/ G8000
 Shirt Color Green
 Logo Description DGPD Athletics Logo
 Youth Basketball
 Screen Print/Embroidered Screen Print
 Logo Placement Front – Center
 Back - COACH
 Logo Color White

Delivery Date: September 8, 2020

Contact Info:

Josh Williams
jwilliams@dgparks.org
 630.960.7463

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	25	30	65	65	12	3	200

C. Youth Fall Basketball Staff T-Shirts

Brand/Style # Gildan/ G8000
 Shirt Color Dark Heather
 Logo Description DGPD Athletics Logo
 Youth Basketball
 Screen Print/Embroidered Screen Print
 Logo Placement Front - Center
 Back - STAFF
 Logo Color White

Delivery Date: September 8, 2020

Contact Info:

Josh Williams
jwilliams@dgparks.org
 630.960.7463

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	15	15	10	10			50

D. Birthday Party & Early Childhood Staff

Delivery Date: January 14, 2020

Shirt Style Ultra Cotton T-Shirts
Brand/Style # Gildan/ 2000
Shirt Color Royal Blue
Logo Description DG Park District Logo
with 'Staff' under the logo
Screen Print/Embroidered Screen Print
Logo Placement Front Upper Right Chest
Logo Color White

Contact Info:

Sara Cunningham
scunningham@dgparks.org
630.960.4281

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	10	15	10	5	5	0	45

E. Early Childhood Camp Participants

Delivery Date: May 12, 2020

Shirt Style 50/50 T-Shirts 5.6 oz
Brand/Style # Gildan/ 2000B
Shirt Color Safety Orange
Logo Description Exploration Station Logo
Screen Print/Embroidered Screen Print
Logo Placement Center Front
Logo Color White

Contact Info:

Sara Cunningham
scunningham@dgparks.org
630.960.4281

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	40	40	20	10			110

F. LINK Staff Shirts

Delivery Date: September 8, 2020

Shirt Style Ultra Cotton T-Shirt
Brand/Style # Gildan/G2000
Shirt Color Royal Blue
Logo Description DG Park District Logo
Screen Print/Embroidered Screen Print
Logo Placement Front – Logo on Left Crest
Back – Downers Grove Park District
with 'STAFF' underneath
Logo Color White

Contact Info:

Samantha Donovan
sdonovan@dgparks.org
630.960.4477

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	8	8	8	8	8		40

G. Summer Camp Staff Shirts

Shirt Style Ultra Cotton T-Shirt
 Brand/Style # Gildan/G2000
 Shirt Color Royal Blue
 Logo Description DG Park District Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front – Logo on Left Crest
 Back – Downers Grove Park District with 'STAFF' underneath
 Logo Color White

Delivery Date: May 12, 2020

Contact Info:

Samantha Donovan
sdonovan@dgparks.org
 630.960.4477

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	20	20	20	20	10	10	100

H. Adventure Camp Shirts

Shirt Style T-Shirts
 Brand/Style # Gildan/5000B
 Shirt Color Sapphire
 Logo Description Adventure Camp & DGPD Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Center: Adventure Camp Logo
 Back Center: DGPD Logo
 Logo Color Black

Delivery Date: May 12, 2020

Contact Info:

Samantha Donovan
sdonovan@dgparks.org
 630.960.4477

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	200	200	200				600

I. Teen Trekker Camp Shirts

Shirt Style T-Shirt
 Brand/Style # Gildan/G5000
 Shirt Color Lime
 Logo Description Teen Trekkers Logo
 and DG Park District Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front – Teen Trekker Logo in Center
 Back – DG Park District Logo in Center
 Logo Color Black

Delivery Date: May 12, 2020

Contact Info:

Samantha Donovan
sdonovan@dgparks.org
 630.960.4477

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	240	240	20				500

J. Counselor in Training Shirts

Shirt Style T-Shirts
 Brand/Style # Gildan/G5000
 Shirt Color Red
 Logo Description CIT Logo & DG Park District Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front – CIT Logo in Front Center
 Back – DG Park District Logo in Back Center
 Logo Color Black

Delivery Date: May 12, 2020

Contact Info:

Samantha Donovan
sdonovan@dgparks.org
 630.960.4477

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	10	10	10				30

K. Kindergarten Camp Shirts

Shirt Style Ultra Cotton T-Shirt
 Brand/Style # Gildan/G2000B
 Shirt Color Irish Green
 Logo Description Kindergarten Camp
 and DG Park District Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front – KCamp Logo center of shirt
 Back – Downers Grove Park District logo center on back
 Logo Color Black

Delivery Date: May 12, 2020

Contact Info:

Samantha Donovan
sdonovan@dgparks.org
 630.960.4477

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	40	10					50

L. Cultural Arts Dance Team

Shirt Style Youth Tricot Track Jacket/Full Zip
 Brand/Style # Sport-Tek/YST90
 Shirt Color Black/Black
 Logo Description Imagine Dance Team Logo
 & Imagine Dance Team Star Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front – Imagine Dance Team Logo front left chest
 Back – Imagine Dance Team Star Logo – Mid-back
 Logo Color 2-color white/blue

Delivery Date: July 14, 2020

Contact Info:

Anna Fontanetta
afontanetta@dgparks.org
 630.960.4491

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	5	10	10				25
Ladies	10	2	2				14

M. Cultural Arts Dance Team

Shirt Style Lux Tri-Blend Tank Top
 Brand/Style # Augusta Sportswear/#3079
 Shirt Color Gray Heather
 Logo Description Imagine Dance Team Logo
 Imagine Dance Team Star Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Center Chest – Imagine Dance Team Logo
 Back Above Keyhole – Imagine Dance Team Star Logo
 Logo Color Multi Color – Black/white/blue

Delivery Date: July 14, 2020**Contact Info:**

Anna Fontanetta
afontanetta@dgparks.org
 630.960.4491

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	5	10	10				25
Ladies	10						10

N. Gymnastics

Shirt Style Tank Top/Style #6733
 Brand/Style # Next Level/#88218
 Shirt Color Tahiti Blue
 Logo Description DG Park District Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front left chest
 Logo Color White

Delivery Date: May 12, 2020**Contact Info:**

Amy Shearer
ashearer@dgparks.org
 630.960.7464

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Ladies	15	8	2				25

O. Gymnastics

Shirt Style T-Shirt 35/65
 Brand/Style # Gildan/G8000
 Shirt Color Dark Heather
 Logo Description DG Park District Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front – Left chest
 Back - STAFF
 Logo Color White

Delivery Date: January 14, 2020**Contact Info:**

Amy Shearer
ashearer@dgparks.org
 630.960.7464

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	20	10					30

P. Special Events

Shirt Style T-Shirt
 Brand/Style # Gildan/G8000
 Shirt Color Sport Scarlet Red
 Logo Description DG Park District Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front – Logo on Left Chest
 Back – EVENT STAFF
 Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Amy Shearer
ashearer@dgparks.org
 630.960.7464

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	20	30	30	20	10	5	115

Q. Special Events – Safety Town Participants

Shirt Style T-Shirt
 Brand/Style # Gildan/G2000B
 Shirt Color White
 Logo Description Safety Town Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Center
 Logo Color Multi Color

Delivery Date: June 9, 2020

Contact Info:

Amy Shearer
ashearer@dgparks.org
 630.960.7464

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	160						160

R. Special Events – Safety Town

Shirt Style T-Shirts
 Brand/Style # Gildan/G2000
 Shirt Color Sport Grey
 Logo Description Safety Town Logo/Sponsor Logos
 Screen Print/Embroidered Screen Print
 Logo Placement Front: Safety Town Logo
 Back: Sponsor Logo's TBD
 Logo Color Multi Color

Delivery Date: June 9, 2020

Contact Info:

Amy Shearer
ashearer@dgparks.org
 630.960.7464

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	35	20	5	2			62

S. Lyman Woods Nature Summer Camp

Shirt Style T-Shirts Youth
Brand/Style # Hanes/#5380
Shirt Color White
Logo Description Lyman Woods Nature Camp est. 2003
Screen Print/Embroidered Screen Print
Logo Placement Front Center
Logo Color Black

Delivery Date: May 12, 2020

Contact Info:

Ryan Maywin
rmaywin@dgparks.org
630.960.2069

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	260	150	40				450

T. Lyman Woods Nature Summer Camp

Shirt Style T-Shirts Adult
Brand/Style # Hanes/#5180
Shirt Color White
Logo Description Lyman Woods Nature Camp est. 2003
Screen Print/Embroidered Screen Print
Logo Placement Front Center
Logo Color Black

Delivery Date: May 12, 2020

Contact Info:

Kate Johns
kjohns@dgparks.org
630.960.2052

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	28	18	14	7	5		72

U. Lyman Woods Staff

Shirt Style Polo Shirt/100% Polyester
Brand/Style # FeatherLite/Style # 10783
Shirt Color Heathered Steel
Logo Description Lyman Woods Logo
Screen Print/Embroidered Embroidered
Logo Placement Left Chest
Logo Color Multi Color – Light Green/Dark Green

Delivery Date: January 14, 2020

Contact Info:

Kate Johns
kjohns@dgparks.org
630.960.2052

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	9	9	6	3			27

V. Lyman Woods Staff

Shirt Style Hooded Long Sleeve Pullover
 Brand/Style # Next Level
 Shirt Color Indigo
 Logo Description Lyman Woods Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Left Chest
 Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Kate Johns
kjohns@dgparks.org
 630.960.2052

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	9	9	6	3			27

W. Museum Summer Camp

Shirt Style T-Shirts Youth
 Brand/Style # Gildan/2000B
 Shirt Color White
 Logo Description DG Museum Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Center - DG Museum logo
 with the words 'Summer Camp' below
 Logo Color Black

Delivery Date: May 12, 2020

Contact Info:

Felicia Camacho
fcamacho@dgparks.org
 630.960.2113

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	5	10	30	15			60

X. Museum Summer Camp

Shirt Style T-Shirt
 Brand/Style # Gildan/G2000
 Shirt Color White
 Logo Description DG Museum Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Center - DG Museum logo
 with the words 'Summer Camp' below
 Logo Color Black

Delivery Date: May 12, 2020

Contact Info:

Felicia Camacho
fcamacho@dgparks.org
 630.960.2113

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Ladies		3					3
Men's/Adult			1				1

Y. Concession Staff

Shirt Style T-Shirts
 Brand/Style # Gildan/G8000
 Shirt Color Dark Heather
 Logo Description DG Park District Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Left Chest
 Back: STAFF across back
 Logo Color White

Delivery Date: February 11, 2020

Contact Info:
 Mike Contreras
 mcontreras@dgparcs.org
 630.960.7563

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	10	10	5	3	1	1	30

Z. Lincoln Center Building Attendants

Shirt Style T-Shirt Short Sleeves
 Brand/Style # Gildan/G8000
 Shirt Color Dark Heather
 Logo Description DG Park District Logo & STAFF
 Screen Print/Embroidered Screen Print
 Logo Placement Front Left Chest - DG Park District Logo
 Back – STAFF across the back
 Logo Color White

Delivery Date: January 14, 2020

Contact Info:
 Lenore Murphy
lmurphy@dgparcs.org
 630.960.4433

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult		8	8	8	8		32

AA. Lincoln Center Building Attendants

Shirt Style T-Shirt Long Sleeves
 Brand/Style # Gildan/G8400
 Shirt Color Dark Heather
 Logo Description DG Park District Logo & STAFF
 Screen Print/Embroidered Screen Print
 Logo Placement Front Left Chest – DG Park District Logo
 Back – STAFF across the back
 Logo Color White

Delivery Date: January 14, 2020

Contact Info:
 Lenore Murphy
lmurphy@dgparcs.org
 630.960.4433

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult		6	6	6	6		24

BB. BBQ Bolt Shirts – Racer Shirts**Delivery Date: July 14, 2020**

Shirt Style Performance Tech Short Sleeve T-shirt
 Brand/Style # Gildan/47000
 Shirt Color Red
 Logo Description BBQ Bolt Logo
 Screen Print/Embroidered Screen Print
 Logo Placement BBQ Bolt Logo on front
 Sponsor Logos on Back (TBD)
 Logo Color 2-color screen on Front/1-color screen on Back

Contact Info:

Dawn Hartman
dhartman@dgparks.org
 630.960.4579

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Ladies	75	50	50	50	15	5	245
Men's/Adult	6	75	100	35	10	10	236

CC. BBQ Bolt – Volunteer Shirts**Delivery Date: July 14, 2020**

Shirt Style T-Shirts Heavy Cotton
 Brand/Style # Gildan/47000
 Shirt Color Heather Grey
 Logo Description BBQ Bolt Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Center – BBQ Bolt Logo
 Back – VOLUNTEER across the back
 Logo Color 2-color screen on Front/1-color screen on Back

Contact Info:

Dawn Hartman
dhartman@dgparks.org
 630.960.4579

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	5	20	40	20	10	5	100

DD. Concert Series**Delivery Date: May 12, 2020**

Shirt Style T-Shirt
 Brand/Style # Gildan/G00660
 Shirt Color Metro Blue
 Logo Description DG Park District Logo/Sponsors on back
 Screen Print/Embroidered Screen Print
 Logo Placement Front left chest
 Sponsors on Back (TBD)
 Logo Color 1-color

Contact Info:

Dawn Hartman
dhartman@dgparks.org
 630.960.4579

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	8	16	14	6	3	3	50

EE. Facility Maintenance Staff

Shirt Style Long Sleeve Shirt
Brand/Style # Hanes/GDH-200
Shirt Color New Railroad Gray
Logo Description Downers Grove Park District Logo
Screen Print/Embroidered Screen Print
Logo Placement Left Chest
Logo Color Black

Delivery Date: January 14, 2020

Contact Info:

Kevin Rozell
krozell@dgparks.org
630.960.7259

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult				5			5

FF. Facility Maintenance Staff

Shirt Style T-Shirt- Comfort Soft Crew Neck
Brand/Style # Hanes/5280
Shirt Color Charcoal Heather Gray
Logo Description Downers Grove Park District Logo
Screen Print/Embroidered Screen Print
Logo Placement Left Chest
Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Kevin Rozell
krozell@dgparks.org
630.960.7259

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult		5	5	10	5		25

GG. Facility Maintenance Staff

Shirt Style Polo Shirts-
Cotton Blend Ecosmart Jersey
Brand/Style # Hanes/054X
Shirt Color Charcoal Heather Gray
Logo Description Downers Grove Park District Logo
Screen Print/Embroidered Screen Print
Logo Placement Left Chest
Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Kevin Rozell
krozell@dgparks.org
630.960.7259

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult			8	12	5	5	30

HH. Parks Maintenance

Shirt Style T-Shirt
Brand/Style # Hanes/5180
Shirt Color Light Steel
Logo Description DG Park District Logo
Screen Print/Embroidered Screen Print
Logo Placement Left Chest
Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Dan Hopkins
Dhopkins@dgparks.org
630.963.3425

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult		30	35	35	30		130

II. Parks Maintenance – Arbor Day

Shirt Style T-Shirts
Brand/Style # Gildan/5000B
Shirt Color Neon Green
Logo Description Arbor Day Logo
Screen Print/Embroidered Screen Print
Logo Placement Front Center
Logo Color Black

Delivery Date: February 11, 2020

Contact Info:

Mike Stelter
mstelter@dgparks.org
630.960.7580

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth					50		50

JJ. 4500 Fitness

Shirt Style Men's Polo Shirts
Brand/Style # Augusta Sportswear/#5095
Shirt Color Graphite
Logo Description Fitness Logo
Screen Print/Embroidered Embroidered
Logo Placement Left Chest
Logo Color Full Multi Color

Delivery Date: January 14, 2020

Contact Info:

Luke Wyss
lwys@dgparks.org
630.963.1858

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	3	3	3	3			12

KK. 4500 Fitness

Shirt Style Women's Polo Shirts
 Brand/Style # Augusta Sportswear/#5097
 Shirt Color Graphite
 Logo Description Fitness Logo
 Screen Print/Embroidered Embroidered
 Logo Placement Left Chest
 Logo Color Full Multi Color

Delivery Date: January 14, 2020**Contact Info:**

Luke Wyss
lwyss@dgparks.org
 630.963.1858

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Ladies		3	3	3			

LL. 4500 Fitness

Shirt Style T-Shirts
 Brand/Style # Gildan/G8000
 Shirt Color Dark Heather
 Logo Description Fitness Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Front Left Chest
 With 'Fitness Staff' underneath
 Logo Color Full Multi Color

Delivery Date: January 14, 2020**Contact Info:**

Luke Wyss
lwyss@dgparks.org
 630.963.1858

SIZES	X Small	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	10	20	25	25	25	15	5	105

MM. 4500 Fitness

Shirt Style Men's ¼ Zip Long Sleeve
 Brand/Style # Augusta Sportswear/#2785
 Shirt Color Graphite
 Logo Description Fitness Logo
 Screen Print/Embroidered Embroidered
 Logo Placement Left Chest
 Logo Color Full Multi Color

Delivery Date: January 14, 2020**Contact Info:**

Luke Wyss
lwyss@dgparks.org
 630.963.1858

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	1	4	6	3			14

NN. 4500 Fitness

Shirt Style Women's ¼ Zip Long Sleeve
Brand/Style # Augusta Sportswear/#2787
Shirt Color Graphite
Logo Description Fitness Logo
Screen Print/Embroidered Embroidered
Logo Placement Left Chest
Logo Color Full Multi Color

Delivery Date: January 14, 2020

Contact Info:

Luke Wyss
lwys@dgparcs.org
630.963.1858

SIZES	X Small	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	6	18	20	10	6			60

OO. Customer Service

Shirt Style T-Shirts
Brand/Style # Gildan/G8000
Shirt Color Dark Heather
Logo Description Downers Grove Park District Logo
Screen Print/Embroidered Screen Print
Logo Placement Left Chest with
'Guest Services' underneath
Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Sally Hayduck
shayduck@dgparcs.org
630.960-7469

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	5	6	6	6	5	2	30

PP. Customer Service

Shirt Style T-Shirts – Long Sleeve
Brand/Style # Gildan/G8400
Shirt Color Dark Heather
Logo Description Downers Grove Park District Logo
Screen Print/Embroidered Screen Print
Logo Placement Left Chest with
'Guest Services' underneath
Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Sally Hayduck
shayduck@dgparcs.org
630.960-7469

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men's/Adult	5	6	6	6	5	2	30

QQ. Customer Service

Shirt Style Short Sleeve Polo – Men’s
Brand/Style # Augusta Sportswear/#5095
Shirt Color Purple
Logo Description Downers Grove Park District Logo
Screen Print/Embroidered Embroidered
Logo Placement Left Chest
Logo Color Full Multi Color

Delivery Date: January 14, 2020

Contact Info:

Sally Hayduck
shayduck@dgparks.org
630.960-7469

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men’s/Adult						2	2

RR. Customer Service

Shirt Style Short Sleeve Polo – Women’s
Brand/Style # Augusta Sportswear/#5097
Shirt Color Purple
Logo Description Downers Grove Park District Logo
Screen Print/Embroidered Embroidered
Logo Placement Left Chest
Logo Color Full Multi Color

Delivery Date: January 14, 2020

Contact Info:

Sally Hayduck
shayduck@dgparks.org
630.960-7469

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Ladies	3	3	3	4	3	1	17

SS. Golf Course

Shirt Style T-Shirt - Adult
Brand/Style # Gildan/8000
Shirt Color Sport Scarlett Red
Logo Description Downers Grove Golf Club Logo
Screen Print/Embroidered Screen Print
Logo Placement Front Full Chest – DG Golf Club
Back - Established 1892
Logo Color White

Delivery Date: May 12, 2020

Contact Info:

Ken McCormick
kmcormick@dgparks.org
630.963-1308

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men’s/Adult	20	20					40

TT. Golf Course

Shirt Style T-Shirt - Adult
Brand/Style # Gildan/8000B
Shirt Color Sport Scarlett Red
Logo Description Downers Grove Golf Club Logo
Screen Print/Embroidered Screen Print
Logo Placement Front Full Chest – DG Golf Club
Back - Established 1892
Logo Color White

Delivery Date: May 12, 2020

Contact Info:

Ken McCormick
kmccormick@dgparks.org
630.963-1308

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	30	40	30				100

UU. District Staff

Shirt Style Men’s Polo Shirt
Brand/Style # IZOD/13GK461
Shirt Color True Blue
Logo Description Downers Grove Golf Club Logo
Screen Print/Embroidered Embroidered
Logo Placement Left Chest
Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Dave Haring
dharing@dgparks.org
630.960-7254

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Men’s/Adult		10	14	15	7	7	53

VV. District Staff

Shirt Style Women’s Polo Shirt
Brand/Style # IZOD/13GK42
Shirt Color True Blue
Logo Description Downers Grove Golf Club Logo
Screen Print/Embroidered Embroidered
Logo Placement Left Chest
Logo Color White

Delivery Date: January 14, 2020

Contact Info:

Dave Haring
dharing@dgparks.org
630.960-7254

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Ladies	4	15	8	5	4		36

Alternate Bid Item Specifications

AAA. Youth Basketball Jerseys – Summer

Shirt Style Sublimated Reversible
 Brand/Style # A4 Sports/N2349
 Shirt Color
 Logo Description Youth Basketball Athletic Logo
 Screen Print/Embroidered Sublimated
 Logo Placement Designed created with supervisor
 Number Placement Designed created with supervisor
 Logo Color Designed created with supervisor

Delivery Date: 5/12/2020

Contact Info:

Josh Williams
 Jwilliams@dgparks.org
 630.960.7463

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	8	35	40	20			103
Men's/Adult	8	15	3	1			27

BBB. Youth Basketball Jerseys – Fall K-4th

Shirt Style Reversible Basketball Jersey
 Brand/Style # A4 Sports/N2320
 Shirt Color Cardinal/White
 Logo Description Youth Basketball Athletic Logo
 Screen Print/Embroidered Screen Print
 Logo Placement Center Front both sides
 Number Placement Center Back both sides
 Logo Color White

Delivery Date: 10/13/2020

Contact Info:

Josh Williams
 jwilliams@dgparks.org
 630.960.7463

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	250	250	70	20			590
Men's/Adult	10	2	2				14

CCC. Youth Basketball Jerseys – Fall 5th-8th

Shirt Style Sublimated Reversible
 Brand/Style # A4 Sports/N2349
 Shirt Color
 Logo Description Youth Basketball Athletic Logo
 Screen Print/Embroidered Sublimated
 Logo Placement Designed created with supervisor
 Number Placement Designed created with supervisor
 Logo Color Designed created with supervisor

Delivery Date: 10/13/2020

Contact Info:

Josh Williams
 Jwilliams@dgparks.org
 630.960.7463

SIZES	Small	Med	Large	X Large	XX Large	XXX Large	Totals
Youth	10	35	75	35			155
Men's/Adult	25	20	8	2			55

Delivery Specifications

Delivery Locations

District Administration Office

2455 Warrenville Road
Downers Grove, IL 60515

Recreation Center & 4500 Fitness

4500 Belmont Road
Downers Grove, IL 60515

Lincoln Center

935 Maple Avenue
Downers Grove, IL 60515

Downers Grove Museum

801 Maple Avenue
Downers Grove, IL 60515

Lyman Woods Nature Center

901 31st Street
Downers Grove, IL 60515

Downers Grove Golf Course

2420 Haddow Avenue
Downers Grove, IL

Delivery Schedule

As outlined in #6 of Conditions & Specifications for Imprinted Apparel, the finished product is to be delivered to the locations specified before 3:00 pm. based on the following delivery schedule:

JANUARY 14, 2020

Delivery Location	Items
Administration Office	HH, UU, VV
Recreation Center	O, EE, FF, GG, JJ, KK, LL, MM, NN, OO, PP, QQ, RR
Lincoln Center	D, P, Z, AA
Lyman Woods Nature Center	U, V

FEBRUARY 11, 2020

Delivery Location	Items
Administration Office	II
Recreation Center	Y

MARCH 10, 2020

Delivery Location	Items
Recreation Center	A

MAY 12, 2020

Delivery Location	Items
Administration Office	DD
Downers Grove Museum	W, X
Recreation Center	N, AAA
Lincoln Center	E, G, H, I, J, K
Lyman Woods Nature Center	S, T
Downers Grove Golf Course	SS, TT

JUNE 9, 2020

Delivery Location	Items
Recreation Center	Q, R

JULY 14, 2020

Delivery Location	Items
Administration Office	BB, CC
Lincoln Center	L, M

SEPTEMBER 8, 2020

Delivery Location	Items
Recreation Center	B, C
Lincoln Center	F

October 13, 2020

Delivery Location	Items
Recreation Center	BBB, CCC

A deduction of two (2) percent of the proposed price will be assessed for each calendar day or portion of the day that elapses if delivered after delivery date as specified above.

If the contractor fails to deliver the products as specified or the product contains defects or are of poor quality or the contractor is habitually late, the Downers Grove Park District reserves the right to cancel this agreement by providing a 30 written notice to the contractor. The contractor will be given the opportunity to correct any product issues within that 30 days.

PROPOSAL FORM

**Downers Grove Park District
APPAREL REQUEST FOR PROPOSALS - 2020
(Pages 24 - 28 must be returned)**

PROPOSAL FORM

Due Date: 3:00 pm on Friday, November 1, 2019

Address Replies to: Downers Grove Park District
2455 Warrenville Road
Downers Grove, IL 60515

APPAREL REQUEST FOR PROPOSALS – Attention: Michael Contreras

Questions: Call: Michael Contreras @ (630) 960-7563
Email: mcontreras@dgparks.org

Please list each item quote individually then total items ‘A’ through ‘VV’ and ‘AAA through CCC’ and place the amount where the ‘Total Base Bid Quote’ and ‘Total Alternate Bid Quote’ is indicated.

BASE BID

- A. Athletics Youth Soccer \$ _____
- B. Athletics Youth Basketball (Coaches)..... \$ _____
- C. Athletics Youth Basketball (Staff) \$ _____
- D. Early Childhood/Birthday Party Staff..... \$ _____
- E. Early Childhood Camp..... \$ _____
- F. LINK Staff..... \$ _____
- G. Summer Camp Staff \$ _____
- H. Adventure Camp \$ _____
- I. Teen Trekker Camp..... \$ _____
- J. CIT Camp \$ _____
- K. Kindergarten Camp \$ _____
- L. Cultural Arts Dance Team \$ _____
- M. Cultural Arts Dance Team \$ _____
- N. Gymnastics..... \$ _____
- O. Gymnastics..... \$ _____
- P. Special Events \$ _____
- Q. Special Events Safety Town..... \$ _____
- R. Special Events Safety Town..... \$ _____
- S. Lyman Woods Nature \$ _____

T.	Lyman Woods Nature	\$ _____
U.	Lyman Woods Nature	\$ _____
V.	Lyman Woods Nature	\$ _____
W.	Museum Summer Camp	\$ _____
X.	Museum Summer Camp	\$ _____
Y.	Concession Staff.....	\$ _____
Z.	Lincoln Center Attendants	\$ _____
AA.	Lincoln Center Attendants	\$ _____
BB.	Marketing BBQ Bolt Racers.....	\$ _____
CC.	Marketing BBQ Bolt Volunteers.....	\$ _____
DD.	Marketing Concert Series	\$ _____
EE.	Facility Maintenance	\$ _____
FF.	Facility Maintenance.....	\$ _____
GG.	Facility Maintenance.....	\$ _____
HH.	Parks Maintenance	\$ _____
II.	Parks Maintenance Arbor Day	\$ _____
JJ.	4500 Fitness	\$ _____
KK.	4500 Fitness	\$ _____
LL.	4500 Fitness	\$ _____
MM.	4500 Fitness	\$ _____
NN.	4500 Fitness	\$ _____
OO.	Customer Service	\$ _____
PP.	Customer Service	\$ _____
QQ.	Customer Service	\$ _____
RR.	Customer Service	\$ _____
SS.	Golf Course	\$ _____
TT.	Golf Course	\$ _____
UU.	District Staff	\$ _____
VV.	District Staff	\$ _____

TOTAL BASE BID QUOTE: _____

ALTERNATE BID

AAA.	Athletics Youth Basketball Jerseys.....	\$ _____
BBB.	Athletics Youth Basketball Jerseys.....	\$ _____
CCC.	Athletics Youth Basketball Jerseys.....	\$ _____

TOTAL ALTERNATE BID QUOTE: _____

Please state if prices are guaranteed for 180 days for future purchases and if not, what period prices will be valid or what percentage increase will be required.

Would your company be interested in establishing a multi-year agreement? If so, what length of the agreement would you consider and how would future price increases be handled?

The Commissioners of the Downers Grove Park District will accept or reject bids within sixty (60) days after receipt, and reserve the right to waive any technicalities and to combine, add, select, delete, or separate any bids if it be the best interest of the public.

The undersigned has checked carefully the above figures and understands that he/she shall be responsible for any errors or omissions in effecting coverage based on these specifications as submitted on the Proposal Form.

Signature: _____

Submitted by: (Type or Print)

Company Official: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

Date Signed: _____

CONTRACTOR'S CERTIFICATION

Contractor certifies that no owner, shareholder, officer, director or employee of the Contractor is related by blood or marriage to any Park Commissioner, officer or employee of the Downers Grove Park District, except as listed below:

Pursuant to 720 ILCS 5/33E-11, the undersigned certifies that he is a dully authorized agent of the Contractor submitting the attached bid to the Downers Grove Park District, and that said Contractor is not barred from bidding on this public Contract or as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois code.

Failure to (i) execute said certifications, or (ii) to list all information requested above, or (iii) to make a truthful certification may result in disqualification of the bidder or, if the Contractor has been awarded the Contract, cancellation of said Contract at any time and such other and additional remedies at law and/or in equity as the Park District may have against the Contractor caused by such executed, incomplete or false certification.

Signed this _____ day of _____, 20_____

By: _____

Title: _____

Address: _____

Subscribed & Sworn to before me

This _____ day of _____, 20_____

Notary Public