

Charter Township of Shelby PRM

REQUEST FOR PROPOSAL

The Charter Township of Shelby Parks, Recreation & Maintenance Department is requesting a proposal for the following:

PROJECT:

Supply, print, package, and sort uniforms for Shelby Baseball and Softball. This will include jerseys (Russell), baseball caps/visors (Outdoor Cap), and socks (Russell).

SPECIFICATIONS:

ITEM	APPROXIMATE QUANTITY	BRAND/ ITEM #	DESCRIPTION
Caps	400	Outdoor Cap #MLB-300	Twill Major League Baseball Caps
Youth Jersey	150	Russell Dri-Power 2 Button Placket Jersey	<i>Print Specifications – one color print for front logo (designed by vendor) & 6” numbers on back of jersey</i>
Adult Jersey	250 300	Russell Dri-Power 2 Button Placket Jersey	<i>Print Specifications – one color print for front logo (designed by vendor) & 6” numbers on back of jersey</i>
Socks	200	Russell Brand Acrylic/Nylon	Solid Color Baseball Socks

CONDITIONS:

All uniforms should be sorted, labeled, and packaged (for each league/team). **MUST SUBMIT PROPOSAL SHEET PROVIDED.** Upon acceptance of order, must deliver within 4-5 weeks. When additional uniforms are needed after delivery, we will need a return time of 1 week from date of order with the option of overnight shipping. Payment will be processed within 30-days of delivery date.

The Charter Township of Shelby prefers that interested bidders have a business located within the State of Michigan and either in Macomb, Oakland or Wayne County.

Price proposals must be sealed and mailed to Shelby Twp Clerk’s Office/PRM – Baseball/Softball Uniform Proposal, 52700 Van Dyke Avenue, Shelby Township MI 48316, for receipt by Thursday, February 16, 2017 at 2:00 pm. Bid Opening will follow. Contact Trish Insana at the Parks, Recreation and Maintenance Department at (586) 731-0300 or madams@shelbytwp.org you need further information.

The Charter Township of Shelby reserves the right to accept any proposal, to reject any or all proposal, or to waive irregularities in any proposal that is in the best interest of the Township.

Shelby Township
Parks, Recreation, & Maintenance Department
(586) 731-0300

Shelby Baseball/Softball Uniforms

Proposal Opening
Thursday, February 16, 2017 at 2:00 pm

ITEM	QUANTITY	BRAND/ITEM #	COST PER ITEM	TOTAL COST
Caps	400	Outdoor Cap #MLB-300		
Youth Jersey	150	Russell Dri-Power 2 Button Placket Jersey <i>Print Specifications – one color print for front logo (designed by vendor) & 6" numbers on back of jersey</i>		
Adult Jersey	300	Russell Dri-Power 2 Button Placket Jersey <i>Print Specifications – one color print for front logo (designed by vendor) & 6" numbers on back of jersey</i>		
Socks	200	Russell Brand Acrylic/Nylon		

Total cost for entire proposal: \$ _____

Company Name _____

Address _____

City & Zip Code _____

Contact: _____ Phone: _____

Email Address: _____ Alternate Phone: _____