



## PARKS AND RECREATION

Dear Business Associate:

The Indianola Parks and Recreation Department is in the business of serving the Indianola Community recreation and leisure opportunities.

Many of our programs provide the participant with a team/activity T-shirt. These shirts are an important aspect of the activity for young and old alike. They lend to the team spirit and are a very positive selling tool for the department.

At times we bend over backwards to provide our services. We are a customer orientated agency and find it hard to refuse any child the right to participate.

This means extra work for our staff, coaches, and also you as a provider of activity shirts. We are asking that screens be held for a minimum of 1 month after the original printing. We need to have the flexibility of ordering one to one dozen additional team/activity shirts after the initial order to accommodate late registrations. The additional shirts would need a turn-a-round of 2-5 days instead of the original one and one half weeks.

We realize this may mean a hardship on your staff and equipment. Please take this into account in your bid price. If the stipulations cannot be met, please state on the bid form.

We realize this may be difficult or even impossible for some businesses. We will be **open** to other options. **Alternatives should be stated in writing and returned with the enclosed form.**

We will **not** in most cases have camera ready art work. Please state if there is an additional fee for artwork.

We invite and encourage you to take advantage of this business opportunity. The deadline for bids is **Monday, February 13, 2023**. If you have any questions, feel free to call me at 961-9420.

Sincerely,

Brandon DeCook  
Recreation Coordinator





PARKS AND RECREATION

2023 Shirt Bid

The dates and shirt numbers below are approximate. The timelines and numbers during registration are the determinants. Catalogs and fabric color samples assist the staff greatly in determining their orders. Please include any shipping costs in with your bid.

Youth Sports League Shirts: specifications are listed below; all quantities are estimates based on previous seasons

Table with 4 columns: Activity, Number of Shirts, Number of Teams\*, Order Date. Rows include Youth Softball, T-Ball, Youth Flag Football, and Youth Basketball.

\*Typically 2 coaches per team

- "Russell Athletic", "Jerzees", "Hanes" or "Gildan Activeware" or other high quality 50% cotton, 50% polyester solid color T-shirt...
• Full screen on the front reading "Indianola Parks and Recreation (name of sport)" with a graphic...
• 6" numbers on back for participants; blank on back for coaches

Other requirements will be as follows:

- Numbers on the shirt need to correspond with numbers on the roster.
• Any shirt returned that is defective (has a bad screen or the numbers or name coming off, etc.) will be replaced.
• Must be able to accommodate last minute additions.

Adult T-shirt \$ \_\_\_\_\_ Name of T-shirt used to bid \_\_\_\_\_
Youth T-shirt \$ \_\_\_\_\_
Screen charge (if any) \$ \_\_\_\_\_



**PARKS AND RECREATION**

**Recreation Program Shirts:** Numbers listed below are only estimates; additional programs may be added; sessions may be cancelled if insufficient enrollment

Activity	Number of Shirts	Order Placed
Tennis Camp	40	June; Session 1
Tennis Camp	30	July; Session 2
Junior Police Academy	25	June
Junior Fire Academy	25	June
Balloon Camp	40	July
The Zone-After School Program	100	August-2 color design

- "Russell Athletic", "Jerzees", "Hanes" or "Gildan Activewear" or other high quality 50% cotton, 50% polyester solid color T-shirt . One color Screen on the front, different screen for each program.

Adult T-shirt \$ \_\_\_\_\_  
 Youth T-shirt \$ \_\_\_\_\_  
 Screen charge (if any) \$ \_\_\_\_\_

\_\_\_\_\_  
 Name of T-shirt used to bid

Price for Two Color Screen: Adult \$ \_\_\_\_\_  
 Youth \$ \_\_\_\_\_





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**Staff Shirts:** Numbers listed below are only estimates and times of order could vary

Activity	Number of Shirts	Order Placed
Pickard	60	March
Pool	100	April

**Staff & Officials Shirt** specifications:

- "Russell Athletic", "Jerzees", "Hanes" or "Gildan Activeware" or other high quality 50% cotton, 50% polyester solid color short sleeve T-shirt(summer staff)
- "Russell Athletic", "Jerzees", "Hanes" or "Gildan Activeware" or other high quality 50% cotton, 50% polyester solid color long sleeve T-shirt (winter staff shirt).
- Small pocket size screen on the front Indianola Parks and Recreation logo with; and/ "Staff" on the left sleeve

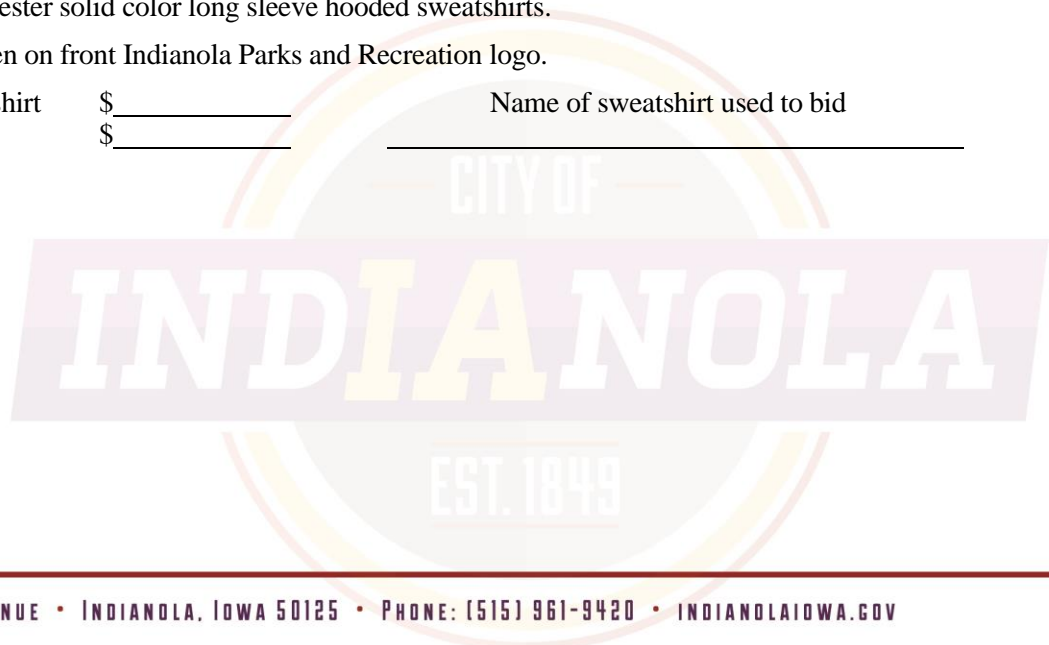
Adult short sleeve T-shirt \$ \_\_\_\_\_  
 Adult long sleeved T-shirt \$ \_\_\_\_\_  
 Screen Charge (if any) \$ \_\_\_\_\_

Name of shirt used:  
 (short sleeve) \_\_\_\_\_  
 (long sleeve) \_\_\_\_\_

**Staff Hooded Sweatshirt** specifications are listed below:

- 50% cotton, 50% polyester solid color long sleeve hooded sweatshirts.
- Small pocket size screen on front Indianola Parks and Recreation logo.

Adult long sleeve sweatshirt \$ \_\_\_\_\_ Name of sweatshirt used to bid \_\_\_\_\_  
 Screen charge (if any) \$ \_\_\_\_\_





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We will award this entire bid to the overall best bid received. This bid will be good for two years starting in February 2023 with an option by vendor & Indianola Parks & Recreation to renew for a third year. Modifications to bid will be evaluated and agreed upon at renewal time. Complete the form and return it no later than Monday, February 13, 2023.

Company	Date		
Address	City	State	Zip
Company Representative (Print)	Phone		
Signature of Company Representative			

