
Memo

To: John Hoffman, Interim Parks and Recreation Director

From: Hedy Boone, Superintendent of Recreation

Date: January 25, 2019

Re: Purchase of Staff and Recreation Program Participant Apparel

\$17,000 was budgeted to purchase a variety of apparel items including t-shirts for summer campers, race series and sports program participants, as well as summer staff shirts and guard visors. Recreation program registration fees collected cover the cost of the participant shirts.

The Request for Proposal was advertised in the St. Louis Biz Journal, distributed to eighteen vendors and on January 23, two sealed bids were received as follows:

Vendor	Bid
BFM Group	\$14,283.23
STL Shirt Co Inc.	\$18,380.58

The Staff is recommending awarding the bid to the low bidder, BFM Group in the amount of \$14,283.23. We have used BFM Group for Ballwin program/staff apparel purchases the past year and their service and product quality was excellent.

If you have any questions, or would like further information, please let me know.