



Parks & Recreation

Memo

To: Eric Hanson, City Administrator

From: Linda Bruer, Director of Parks and Recreation

Date: February 22, 2017

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 swim/dive team 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 and on February 10, 2017, six sealed bids were received as follows:

Vendor	Bid
Ad Wear (Houston, TX)	\$14,359.18
St. Louis Sportswear, Inc.	\$14,508.25
Gateway Screen Printing	\$15,488.25
Johnny Macs	\$17,907.12
Just Me Apparel	\$19,430.39
Kirkwood Trading	\$25,087.50

Staff is recommending award to the second low bidder, St. Louis Sportswear, Inc. in the amount of \$14,508.18. The low bidder, Ad Wear, located in Houston, Texas does not meet specifications as the specifications stipulate the successful vendor must be located within 21 miles of the City of Ballwin. This allows for exchange or any re-printing and delivery in a timely manner.

Three years ago, St. Louis Sportswear was used for Ballwin program/staff apparel purchases and their service and product quality was satisfactory.

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