

CONSENT ITEM

RE: Purchase of Staff and Recreation Program Participant Apparel-RFP #18-2

DEPARTMENT: Parks and Recreation

PROGRAM: The Pointe, North Pointe, Parks, and Building Systems

RECOMMENDATION: Award contract to the low bidder, **BFM Group Inc.**

EXPLANATION: \$17,000 was budgeted for the purchase of various apparel items in the 2018 operating budget; including seasonal staff shirts for counselors, guards, concession workers, lifeguards, park and custodian crews, as well as participant shirts for races, camps, swim team, etc. The cost of the participant apparel is covered by the participation fee.

RFP #18-2 was advertised and sent to 21 businesses that requested the RFP and/or the city has worked with in the past. On January 24, 2018 five bids were received and publicly opened.

The RFP was based on past participation rates and the number of employees generally hired during the year. As programs approach, numbers of apparel pieces actually ordered will be based on registration numbers. Therefore, some programs will require more and some less pieces purchased; which will most likely alter the final overall purchase amount.

1. BFM Group, Inc.	\$15,887.27
2. St. Louis Sportswear	\$16,971.97
3. BSN Sports	\$19,640.95
4. Big Frog Custom T-shirts	\$21,020.67
5. Aramark Uniforms	\$15,935.37*

*Bid was turned in late and did not include pricing for all pieces

SUBMITTED BY: Linda Bruer, CPRP
Director of Parks and Recreation

DATE: January 29, 2018