



**City of Ballwin**  
**Department of Parks and Recreation**  
**Apparel Bid**

# January 2026

## Department of Parks and Recreation

### **Request for Bid**

Issue Date: January 30, 2026  
Submittal Due Date: February 20, 2026 at 10:00am

### **Invitation to Bid**

The City of Ballwin invites qualified apparel vendors to submit bids to provide apparel for the City of Ballwin Parks and Recreation Department. Bids shall consist of specific products and other services as defined and/or implied by the requirements provided in the bid form. Most apparel orders will be placed by April 1, 2026 and are due by May 1, 2026. Please see any needed apparel dates in the bid form below.

### **Submission Requirements**

To simplify the review process, and to obtain the maximum degree of comparability, the bid must follow all specifications detailed in the bid form, and vendors are encouraged to include additional relevant information.

### **Instructions**

Please return a complete RFP 26-15 form and 2026 Shirt and Apparel Tabulation Form prior to the bid closing date and time. All bids must be sealed and include the RFP 26-15 form and 2026 Shirt and Apparel Tabulation Form. Any bids received after the deadline or incomplete will be eliminated from the bidding process.

All Bids must include shipping and handling in the unit prices, and not include any additional fees or hidden costs. Ballwin is tax exempt, so no additional tax should be added or included in the bid.

The City of Ballwin will evaluate all responses to the request for bid. The staff may contact respondents to clarify submitted information.

Upon selection of an apparel vendor, the bid will be set for approval of the Board of Alderman. Once approval is received, the winning bid will be contacted, along with all bidders not selected.

### **Responses Due**

Submittals are due no later than 10:00am on Friday, February 20, 2026. Please respond with submitting contractors name and "Request for Proposal RFP # 26-15, Attention Adam Peper" directed to:

Adam Peper, Superintendent of Recreation  
#1 Ballwin Commons Circle  
Ballwin, MO 63021  
apeper@ballwin.mo.us

(636) 227-8950

Contact Adam Peper, Superintendent of Recreation with any questions  
email: apeper@ballwin.mo.us | phone: 636-207-2357

**CITY OF BALLWIN  
REQUEST FOR PROPOSAL**

**RFP # 26-15**

**BIDS CLOSE 10:00 A.M. ON: Feb 20, 2026**

This document constitutes a request for sealed proposals, including prices, from qualified individuals and businesses to furnish those services and/or items as described herein. All prices are to be quoted as F.O.B. destination.

Proposals must be mailed or hand-carried to the City of Ballwin, 1 Ballwin Commons Circle, Ballwin, MO 63021. Bids are to be clearly marked "**Request for Proposal RFP # 26-15 Attention Adam Peper**"

The offeror hereby agrees to provide the services and/or items, at the prices quoted, pursuant to the instructions and general conditions of bidding as stated, and further agrees that when this document is countersigned by an authorized official of the City of Ballwin, Missouri, a binding contract, as defined herein, shall exist between the offeror and the City of Ballwin.

Offeror's Signature \_\_\_\_\_ Offeror's Printed \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

NOTICE OF AWARD: This proposal is accepted by the City of Ballwin.

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

**CITY OF BALLWIN  
OFFICE OF CITY ADMINISTRATOR**

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REQUEST FOR PROPOSAL – ANNOUNCEMENT

Sealed bids, subject to the “Instructions and General Conditions of Bidding” listed below and any special conditions set forth herein, will be received at The Pointe at Ballwin Commons, 1 Ballwin Commons Circle, Ballwin, MO 63021 until **10:00 A.M.** on the date listed on Page 1.

**The right is reserved to accept or reject all or any part of the bid, to waive technicalities and to accept the offer the City Administrator considers the most advantageous to the City of Ballwin.**

**INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING**

1. Bidders must use the bid forms provided for this purpose in submitting bids, must return the announcement and bid sheets comprising this bid, give unit price, extend totals, and sign the bid. Bidders must identify the bid number and date opening on the front of the sealed envelope. If you do not care to bid, please return bid sheet(s) and note your reason.
2. Identify the item you will furnish by brand or manufacturer’s name and catalog numbers. Also furnish specifications and descriptive literature.
3. Whenever products or materials of any particular producer or manufacturer are mentioned in our specifications, such product or material mentioned is intended to be descriptive of type or quality and not restrictive to those mentioned.
4. Alternate bids may be submitted, and if deemed advantageous to the City, they will be evaluated and considered. The City is under no obligation to consider or accept an alternate bid and reserves the right to reject any and all such bids. Alternate bids may be made in addition to responding to the terms and conditions of the solicitation or as the only response to the solicitation. Alternatives must be clearly marked and identified.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid price, as the City is exempt from them by law. Federal tax exemption certificate will be furnished upon request.
6. The delivery date(s) or when work will start shall be stated in definite terms, as they will be taken into consideration in making the award.
7. Late proposals will not be received for consideration. Any proposal received after the exact proposal closing date and time will not be opened and will not be evaluated regardless of the reason or mitigating circumstances. No fax proposals will be accepted.
8. The City of Ballwin reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In the case of delay, the Vendor or Contractor must notify the City Administrator.

**INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING  
(Continued)**

9. In case of default by the bidder or contractor, the City of Ballwin will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed shall disqualify bidder from future bidding.
11. Prices must be stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered.
12. Partial payment for delivered items or quantities of a bid may be made by the City of Ballwin except in the case of "Lump Sum" bids. In the latter case, only one payment will be made in the amount of the lump sum price, with any cash discount quoted after all the materials, supplies, or equipment have been fully delivered to the satisfaction of the Head of the Department to which the items were furnished.
13. Failure to comply with any of the above instructions and general conditions of bidding will disqualify the bidder.
14. The City of Ballwin expressly denies responsibility for our ownership of any item purchased until the same is delivered to the City and is accepted by the Purchasing Agent.
15. **Any questions regarding the bid should be directed to:** Adam Peper, Recreation Superintendent at 636-227-8950.

**General Specifications**

Notice is hereby given that sealed bids will be accepted by the City of Ballwin for Janitorial Services for the Ballwin Police Department and Ballwin Government Center. Bids will be received at The Pointe at Ballwin Commons. The deadline for submitting proposals is **10:00 a.m., Tuesday, June 6, 2023.**

**BID NAME: 2026 Shirt and Apparel Bid**

**BID DUE DATE/TIME: Friday, February 20, 2026, 10:00am**

**MAIL OR DELIVER TO: City of Ballwin  
Attn: Adam Peper  
#1 Ballwin Commons Circle  
Ballwin MO 6302**

CITY OF BALLWIN  
BID SHEET

	QUANTITY	TOTAL PRICE
	<b>Bid Total</b>	<b>\$</b>
	<b>TOTAL</b>	<b>\$</b>

The City of Ballwin reserves the right to reject any and all bids.

Bid Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Legal Name of Person, Firm or Corporation

\_\_\_\_\_  
Address of Bidder

\_\_\_\_\_  
City, State, Zip

## Apparel Bid Ballwin Parks and Recreation - 2026

All Shirts requested must be of 5.4 oz. or greater, unless specified

Like shirts requested must be of better quality brands, consistent of 5.4 oz or better, and details provided prior to purchase

#	*Need by 5-1-26 Rec. Dept.	Program	Quantity	Sizes	Color of Shirt	Design	
#1	*Need by 5-1-26 Rec. Dept.						
		Bucket Hats	50	One size fits most	Pre-Washed Bucket/Safari Hat Navy Adult size	North Pointe logo white screen on band	Price per hat _____ Total Price _____
#2	*Need by 5-1-26 Rec. Dept.						
		Visors	70	One size fits most	Sport-Tek STC27 PosiCharge RacerMesh Visor Black	North Pointe logo white screen on band	Price per hat _____ Total Price _____
#3	*Need by 5-1-26 Rec. Dept.						
		NP Juniors	35	Adult S 10 Adult M 20 Adult L 5	Gildan 2200 cotton tank White	Front left chest small Black screen NP Logo/Attendant	Price per Shirt _____ Total Price _____
#4	*Need by 5-1-26 Rec. Dept.						
		NP Juniors	35	Adult S 10 Adult M 20 Adult L 5	Gildan Dry Blend 6400 t-shirt lime green	Front left chest small Black screen NP Logo/Attendant	Price per Shirt _____ Total Price _____
#5							
		Head Guard Shirts	0		Sport Tek ST 685 Men's  Side blocked Red and White-short sleeved	Left Chest City Headguard logo White screen	Price per Shirt _____ Total Price _____
#6	*Need by 5-1-26 Rec. Dept.						
		North Pointe Female Pool Manager Shirts polo shirt		women's S 2 women's M 6 Women's XL 2	Port Authority LK110SV Women's Dry Zone UV Micromesh Sleeveless Polo  Sport-Tek © Women's PosiCharge © Micro-Mesh Colorblock Polo. LST685 - Sport-Tek LST685 (Alternate option)	Left Chest 2 color embroidered North Pointe Logo White	Price per Shirt _____ Total Price _____

#7	*Need by 5-1-26 Rec. Dept.						
	<b>Program</b>	<b>Quantity</b>	<b>Sizes</b>		<b>Color of Shirt</b>	<b>Design</b>	
	North Pointe Male					Left Chest	
	Pool Manager Shirts		Men's S	2	Sport-Tek ® PosiCharge ® Micro-Mesh Colorblock	2 color embroidered	
	polo shirt		Men's M	2	Polo. ST685 - Sport-Tek ST685	North Pointe Logo	
			Men's L	2			
					Royal and White-short sleeved	White	Price per Shirt _____
							Total Price _____
#8	*Need by 5-1-25 Rec. Dept.						
	<b>Program</b>	<b>Quantity</b>	<b>Sizes</b>		<b>Color of Shirt</b>	<b>Design</b>	
	North Pointe	50	Adult M	20	Gildan soft style	Front chest NP logo	
	Front Desk shirts		Adult L	20	Short sleeve	White screen	
			Adult XL	10			Price per Shirt _____
					Color- Heather Blue or Navy		Total Price _____
#9	*Need by 5-1-25 Rec. Dept.						
	<b>Program</b>	<b>Quantity</b>	<b>Sizes</b>		<b>Color of Shirt</b>	<b>Design</b>	
	North Pointe	20	Women's S	2	Sport Tek ST 685 Men's	Left Chest	
	Front Desk Manager Shirts		Women's M	6	Sport Tek LST685 Women's	2 color embroidered	
	polo shirt		Women's XL	2	Side blocked	North Pointe Logo	
			Men's M	2	Navy and White-short sleeved		
			Men's L	8			Price per Shirt _____
							Total Price _____
#10	*Need by 5-1-25 Rec. Dept.						
	<b>Program</b>	<b>Quantity</b>	<b>Sizes</b>		<b>Color of Shirt</b>	<b>Design</b>	
	North Pointe	60			Jerzees Dri Power active 29M	Front left NP screen	
	Concessions		Adult S	30	50/50% cotton	White screen	
	Staff		Adult M	30	Kelly Green		Price per Shirt _____
	*t-shirt						Total Price _____
#11	*Need by 5-1-25 Rec. Dept.						
	<b>Program</b>	<b>Quantity</b>	<b>Sizes</b>		<b>Color of Shirt</b>	<b>Design</b>	
	Concession Mgrs	12	Women's M	3	Sport Tek ST 685 Men's	Front left NP screen	
	polo shirt		Women's L	3	Sport Tek LST685 Women's	White screen	
			Women's XL	2	Side blocked		Price per shirt _____
			Men's L	2	Green and White-short sleeved		Total Price _____
			Men's M	2			



#	Program	Quantity	Sizes	Color of Shirt	Design	Price per Shirt
#17	* Needed by -Rec Dept.					
	Rec Staff T-Shirts	20	Adult M-5 Adult Large - 5 Adult XL - 5 Adult XXL - 5	Gildan Softstyle Navy Blue	Left Chest City of Ballwin Logo White Screen	Price per Shirt _____  Total Price _____ Account # 01-04-45-120050
#18	*Need by 5-1-25 Rec. Dept.					
	Pointe Staff shirts	100	Female S - 10 Female Med -10 Female Large - 15 Female XL - 10 Male Small - 5 Male Med - 10 Male Large - 20 Male XL - 10 Male XXL - 5 Male XXXL - 5	Port Authority L510 Stain Resistance Polo or Port Authority K540 Silk Touch Performance Polo Men's Women's short sleeve Color Dark Green or White	Left Chest City of Ballwin Logo 1 color embroidered White	Price per Shirt _____  Total Price _____ Account # 01-04-45-120050
#19	* Needed by Jan 7, 2027 Rec. Dept.*Shirt order placed Dec 28, 2026					
	Upside Down Indoor Triathlon 2027	80	Youth L-6 Adult S-24 Adult M-22 Adult L-20 Adult XL-6 Adult XXL-2	Bella Canvas #3001 Ring-spun cotton Shirt color TBD at order date	Front screen 2 color Back screen 1 color	Price per shirt _____  Total Price _____ Account# 01-04-45-209045
			<b>Total Bid</b>			