



City of Ballwin
Department of Parks and Recreation
Apparel Bid

January 2025

Department of Parks and Recreation

Request for Bid

Issue Date: January 30, 2025
Submittal Due Date: February 28, 2025 at 3:00pm

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, 2025 and are due by May 1, 2025. 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 provide a letter of interest that includes information for those personnel necessary to discuss order placement, performance issues, rebate consideration, direct payments and/or considerations, as well as your completed bid form.

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 City of Ballwin will negotiate a scope of services and other terms and conditions of an agreement with the selected vendor.

Responses Due

Submittals are due no later than 3pm on Friday, February 28, 2025. Please respond with submitting contractors name and "The City of Ballwin- Parks and Recreation Apparel" directed to:

Gayle Junge, Recreation Manager
#1 Ballwin Commons Circle
Ballwin, MO 63021
gjunge@ballwin.mo.us

(636) 227-8950

Contact Gayle Junge, Recreation Manager with any questions
email: gjunge@ballwin.mo.us | phone: 636-227-8950

Bid Form

This proposal is provided by:

Company name _____

Person responsible for proposal _____

Address of company _____

Phone Number _____

E-mail address _____

Additional comments
