



# REQUEST FOR PROPOSALS (RFP)

for

## DISTRICT APPAREL SERVICES

**SUBMITTAL DEADLINE**

**12:00pm MST on Tuesday, October 18th**

**Any questions regarding this Request for Proposal shall be submitted to Scott Robinson, Superintendent of Business Operations via email at [SRobinson@MountainRec.org](mailto:SRobinson@MountainRec.org) or by phone at (970) 682-6845.**

**Mountain Recreation Metropolitan District  
NOTICE**

Proposals and quote must be submitted electronically to [SRobinson@MountainRec.org](mailto:SRobinson@MountainRec.org) on or before **12:00 pm MST on October 18, 2022**. Do not send proposals by mail, ground shipping or hand delivery. No telephone or facsimile Proposals will be accepted. Proposals shall be submitted in an email with a subject line clearly marked: PROPOSAL FOR DISTRICT APPAREL SERVICES.

Request for Proposal – District Apparel Services

The Mountain Recreation Metropolitan District (“Mountain Rec” or the “District”) is seeking a professional apparel service from one or more companies to provide apparel for five different departments as outlined below and within APPENDIX B of this RFP.

TENTATIVE SELECTION SCHEDULE

<u>Information Distributed:</u>	<u>September 21, 2022</u>
<u>Submittal Closing Date:</u>	<u>October 18, 2022</u>
<u>Selection committee review &amp; selection:</u>	<u>October &amp; November 2022</u>
<u>Board Consideration</u>	<u>December 21, 2022</u>

Submittals and/or requests for information related to this RFP should be directed to:

Project Manager: Scott Robinson, Superintendent of Business Operations  
Telephone: (970) 682-6845  
E-Mail: [SRobinson@MountainRec.org](mailto:SRobinson@MountainRec.org)

The District reserves the right to undertake its own investigation to evaluate a candidate. The District shall have the sole discretion to accept or reject any submittal. The District reserves the right to solicit or recruit any individuals or firms directly to request proposals.

All submittals become the property of the District upon receipt and will not be returned to the applicant. The District operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible.

Cost of submitting the response to the RFP, attendance at an interview, or any other such costs are entirely the responsibility of the candidate or candidate firm and shall not be reimbursed in any manner by the District.

Failure to conform to directions under this RFP may lead to the rejection of a submittal. The submittals should contain all information necessary to evaluate the qualifications of a candidate or firm.

The District reserves the right to accept or reject any and/or all proposals and to waive any informalities or irregularities in said proposals. The RFP does not bind the District to hire a company when, in the District’s sole discretion, the District determines not to do so.

**Mountain Recreation Metropolitan District  
EDI Consultation Services RFP**

**Introduction**

Throughout the year Mountain Rec needs apparel for our staff and diverse programming. Mountain Rec is seeking proposals from apparel companies to meet apparel needs. Proposals can include anywhere from one to all of the below groups (A-E).

The District is seeking one or more apparel provider(s) to enter an annual contract with guaranteed pricing from January 1, 2023-December 31-2023 with the option for two consecutive annual renewals.

**ANTICIPATED SERVICES**

Below are the five groups of apparel services the District is seeking. More detail is provided in APPENDIX B which is also where proposals should include their proposed cost. For groups A,B,C, & D all of the garment types listed in APPENDIX B will be ordered at the same time so you can assume cost savings across all the screen printed items being produced at the same time with same size logo. If a cost is not included for a line item in APPENDIX B the District will assume the vendor is not able to meet that need.

1. Group A – General Staff Apparel & Uniforms
2. Group B – Summer Camp Tee Shirt Order
3. Group C – Gymnastics (leotards, team warmups, backpacks, etc.)
4. Group D – Aquatics
5. Group E – Youth Sports Jerseys
  - a. Appendix B has our sports laid out by season. You can assume we order each season in its own order and each sport has its own artwork.
  - b. We are interested to see how much it would cost to order one generic reversible jersey that kids can use all year. We reference that as the 'sport generic reversible jersey' in APPENDIX B as an alternate.

**Submittal Requirements**

Qualified companies should submit their complete submittal by email to:

Scott Robinson  
**EMAIL: [SRobinson@MountainRec.org](mailto:SRobinson@MountainRec.org)**  
Mountain Recreation  
52 Lundgren Blvd  
PO Box 375  
Gypsum, Colorado 81637

**PROPOSALS SHALL INCLUDE THE FOLLOWING:**

- A completed and signed APPENDIX A with all questions answered
- APPENDIX B submitted with Groups vendor is willing to provide services for with pricing included.

## **Special Provisions**

### Late Qualifications

A late proposal is one received after 12:00 p.m. local time (MST), at the time and delivery address as stated. Proposals received after the deadline date and time will not be considered. It shall be the responsibility of those submitting a proposal to assure themselves that their proposal has been received by Mountain Rec.

### Waiver of Informalities

The District may, at its election, waive any minor informalities or irregularities in proposals received or reject any or all proposals.

## **Criteria for Selection**

1. Technical capabilities, Experience and Qualifications
2. Location of Business Headquarters
3. Ability to meet apparel needs without utilizing third-party embroidery and screen printing
4. Budget and financial proposal, although Mountain Rec is not required to select the least expensive proposal
5. Reputation, customer references and experience with similar projects
6. Other factors Mountain Rec may consider in its sole discretion

Respondents may be asked to participate in an interview with the selection committee (in-person or remotely).

Requests for Information (RFI's) or other specific questions should be sent in writing to Scott Robinson at: [SRobinson@MountainRec.org](mailto:SRobinson@MountainRec.org).

## **APPENDIX A – BUSINESS QUESTIONNAIRE**

### GENERAL QUESTIONS:

1. Can the District purchase its own garments and bring them to you for screen printing and embroidery? *(this is a rare occurrence, typically we order garments directly from service provider)*
  - a. YES
  - b. NO
  
2. Are you willing to offer flat logo embroidery and screen-print rate for Groups A & B regardless of quantity? *(The District typically orders these in bulk however there are times when we need to order a small quantity)*
  - a. YES
  - b. NO
  - c. IF YES, at what cost?\_\_\_\_\_
  
3. For all our garments we typically expect a 15-business day turnaround time from artwork approval. Do you foresee any issues adhering to that turnaround time?
  - a. YES
  - b. NO
  - c. IF YES, Please explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Are you willing to agree to a 5% discount for all orders that do not meet mutually agreed upon turnaround time?
  - a. YES
  - b. NO
  
5. **For Group E** – All jerseys must be bagged and labeled by team name and location, do you agree to this condition?
  - a. YES
  - b. NO
  
6. **For Group E** – Are you willing to provide replacement jerseys after initial bulk order at the same cost? *(It's not uncommon for kids to move around on teams or have late registrations which require a few extra jerseys)*
  - a. YES
  - b. NO

COMPANY PROFILE:

7. Please briefly explain your company's qualifications to provide the services requested, including years in business and size of company.

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8. Please explain your experience working with recreation providers.

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9. Do you utilize a third-party to complete embroidery?

- a. YES
- b. NO

10. Do you utilize a third-party to complete screen printing?

- a. YES
- b. NO

11. Where are your business headquarters located?

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12. Have you worked with other Government Agencies in the past 36 months?

- a. YES
- b. NO

13. Please list three references where your company has provided similar work

- a. Company Name \_\_\_\_\_
  - i. Name & Title \_\_\_\_\_
  - ii. Email \_\_\_\_\_
  - iii. Telephone Number \_\_\_\_\_
  
- b. Company Name \_\_\_\_\_
  - i. Name & Title \_\_\_\_\_
  - ii. Email \_\_\_\_\_
  - iii. Telephone Number \_\_\_\_\_
  
- c. Company Name \_\_\_\_\_
  - i. Name & Title \_\_\_\_\_
  - ii. Email \_\_\_\_\_
  - iii. Telephone Number \_\_\_\_\_

I (authorized agent) \_\_\_\_\_ having authority to act on behalf of  
(Company name) \_\_\_\_\_ do hereby acknowledge that  
(Company name) \_\_\_\_\_ will be bound by all terms, costs, and conditions of this  
proposal for a period 90 days from the date of submission; and commit to uphold the pricing provided for the  
duration of the contract if selected.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street

ADDRESS: \_\_\_\_\_  
City State Zip

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_ Signature of Officer/Title  
(Month-Day-Year)

DATE: \_\_\_\_\_ Signature of Officer/Title  
(Month-Day-Year)