



CITY OF TORRINGTON

REQUEST FOR QUOTATION - INQUIRY ONLY

This is NOT an order

DATE: March 27, 2013

FROM: CITY OF TORRINGTON

Pennie Zucco
Purchasing Agent
140 Main Street
Torrington, CT 06790

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The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

INQUIRY NUMBER: RFQ #SPS416 CLOTHING FOR PARK & REC SUMMER PROGRAMS

To receive consideration your quotation must be received by: APRIL 16, 2013 11:00 A.M.

Quote prices delivered to Park & Rec Dept. 153 So. Main St, Torrington, CT 06790 for the following:

A) Approximately **529+/-** Adult T-shirts. Final quantities and size distributions TBD. Sizes: S, M, L, XL, XXL, and/or XXXL (Items #6-7). Prices for any follow-on/fill-in orders to be the same as bid price.

- 1) ADULT LONG SLEEVE T-SHIRT **16+/-** \$ _____ each
 - Pre-shrunk, 100% cotton, #G5400
 - Color: white
 - Red printing on front in capital letters – “TORRINGTON LIFEGUARD”
 - Red cross on back

- 2) ADULT LONG SLEEVE T-SHIRT **2+/-** \$ _____ each
 - Pre-shrunk, 100% cotton, #G5400
 - Color: white
 - Red printing on front in capital letters – “TORRINGTON LIFEGUARD”
 - Red cross on back with red printing above cross in capital letters – “SUPERVISOR”

- 3) ADULT SHORT-SLEEVE T-SHIRT **2+/-** \$ _____ each
 - Pre-shrunk, mid-weight (50/50)
 - Colors: blue, green, and yellow
 - Contrast lettering on front left chest “Summer Playgrounds” in calligraphy script
Under Park and Rec logo (page 5)

- 4) ADULT SHORT-SLEEVE T-SHIRT **14+/-** \$ _____ each
- Pre-shrunk, mid-weight (50/50)
 - Colors: blue, green, and yellow
 - Contrast lettering on front left chest – “Summer Playgrounds” with calligraphy script under Park and Rec logo (page 5)
 - Contrast lettering on back in capital letters – “STAFF” or “SUPERVISOR”
- 5) ADULT SHORT SLEEVE T-SHIRT **495+/-** \$ _____ each
- Pre-shrunk, mid-weight (50/50)
 - Colors: Various
 - Contrast lettering on front in capital letters – “TORRINGTON SUMMER LEAGUE” with logo (Full front - basketball going through basketball hoop, page 4 – approximate size 11” across, 9 ¾” from top to bottom)
 - Contrast lettering on back - shirts to be numbered 1-? (8” numbers)
- 6) ADULT SHORT SLEEVE T-SHIRT **Quantity TBD** \$ _____ each
- Pre-shrunk Cotton Mid-Weight 50/50
 - Colors: Khaki, Hunter, or Forest Green, Sizes S – XXXL (men and women sizes)
 - P&R Logo (page 5) on front – 2.5”
- 7) ADULT LONG SLEEVE T-SHIRT **Quantity TBD** \$ _____ each
- Pre-shrunk Cotton Mid-Weight 50/50
 - Colors: Khaki, Hunter, or Forest Green, Sizes S – XXXL (men and women sizes)
 - P&R Logo (page 5) on front – 2.5”

B) Approximately **60+/-** Youth T-shirts. Final quantities and size distributions TBD after program registrations are complete. Prices for any follow-on/fill-in orders to be the same as bid price.

- Pre-shrunk, mid-weight (50/50) \$ _____ each
- Colors: blue, green, and yellow
- Contrast lettering on front left chest – “Summer Playgrounds” with calligraphy script Under Park and Rec logo (page 5)

C) Approximately **18+/-** Adult Tank Tops. Final quantities and size distributions TBD after program registrations are complete. Prices for any follow-on/fill-in orders to be the same as bid price.

- 1) • 100% pre-shrunk cotton tank top, G2200 \$ _____ each
- Color: white
 - Red printing on front in capital letters – “TORRINGTON LIFEGUARD”
 - Red cross on back
- 2) • 100% pre-shrunk cotton tank top, G2200 \$ _____ each
- Color: white
 - Red printing on front in capital letters – “TORRINGTON LIFEGUARD”
 - Red cross on back with red printing above cross in capital letters – “SUPERVISOR”

D) Charles River Sport Wicking Polo Shirts- Sizes S – XXXL (men #3810 and women #2810).

Final quantities and size distribution TBD.

Prices for any follow-on/fill in orders to be the same as bid price.

- Colors: Forest Green/White \$ _____ each
- Embroidered City of Torrington logo (1 ¾”) on front with text “Parks and Recreation” (2 ¼”) to right. Please refer to page 6 for layout – vendor will be required to remove text from Parks & Rec logo (shown on page 5).

E) Hooded Sweatshirts Sizes S – XXXL (men and women).

Gildan Brand 80% Cotton/20% Polyester, Preshrunk

Final quantities and size distribution TBD.

Prices for any follow-on/fill in orders to be the same as bid price

\$_____ each

- Colors: Hunter or Forest Green
- Embroidered City of Torrington logo (1 ¾”) on front with text “Parks and Recreation” (2 ¼”) to right. Please refer to page 6 for layout – vendor will be required to remove text from Parks & Rec logo (shown on page 5).

F) Fleece Vest Sizes S – XXXL (men and women). **Final quantities and size distribution TBD.**

Prices for any follow-on/fill in orders to be the same as bid price

\$_____ each

- Colors: Hunter or Forest Green
- Embroidered City of Torrington logo (1 ¾”) on front with text “Parks and Recreation” (2 ¼”) to right. Please refer to page 6 for layout – vendor will be required to remove text from Parks & Rec logo (shown on page 5).

G) One –Time Embroidery Set-Up Fee for logo displayed on page 6 for Items D-F, above. \$_____

NOTES:

- **Two bids to be awarded: 1) Items A-C and 2) Items D-G**
- **Logo size – 2 ½” /Silk-Screen, unless noted otherwise**
- **Sample swatches required prior to awarding bid**
- **City will need to review sample layout of logo designs before order is placed.**
- **The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city’s judgment, will best serve the public interest.**

TORRINGTON



SUMMER LEAGUE

