



## **Staff Report**

**Subject:** Apparel Bid RFP #22-13

**Department/Program:** Parks and Recreation

**Explanation:** Award purchase of recreation program participant and staff apparel to the low bidder, St. Louis Sportswear, in the amount of \$18,952.35.

**Recommendation:**

The 2022 budget includes \$6500 for the purchase of recreation staff uniforms. The remaining \$12,500 is an estimate for recreation program shirts, for example, day camp, swim team, and races. This estimate can fluctuate based on program participation and the bid essentially locks in a unit price per shirt type. Program participant apparel costs are recouped through recreation program fees and the net cost to the City is \$6500 for staff uniforms.

Staff is recommending awarding the bid to St. Louis Sportswear. St. Louis Sportswear has provided apparel to the city for the past two years and also in 2016 and 2017. The bid was advertised in the St. Louis Business Journal, posted on the Ballwin website and sent to eleven individual businesses. On February 11, 2022, two bids were received to review.

St. Louis Sportswear	\$18,952.35
STL Shirt Co.	\$30,745.873

**Submitted By:** Chris Conway, CPRP, Director of Parks and Recreation

**Date:** February 28, 2022