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## MEMORANDUM

To: DDA Board of Directors  
From: Austin Colson, Director – Community & Economic Development/DDA  
Date: September 19, 2025  
RE: Lathrup Village Music Festival (LVMF) T-shirt Reimbursement

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At the August DDA Board meeting, a memo was prepared for consideration of the official t-shirt purchase for the 2025 Lathrup Village Music Festival (LVMF). However, due to lack of quorum, the meeting was canceled.

Given the tight timeline ahead of the festival, the City proceeded with the order to ensure that shirts would be available in time for the event. Three vendors were contacted for quotes—two provided written quotes, and one verbally expressed interest but did not submit a proposal.

Attached is the lowest written quote received from local producer TDMK Silk Screening for the production of branded festival t-shirts, featuring the festival's custom five-color logo on the front and sponsor logos on the back. The total cost of the order was \$1,339.

The second vendor, Speedy Tees, submitted a quote of \$1,410.

TDMK Silk Screening has successfully produced t-shirts for the first two editions of the Lathrup Village Music Festival. Their proven reliability and familiarity with our design requirements made them the strongest choice for continuing this partnership.

To ensure the shirts were available in time for the festival, the City paid the upfront expense.

At this time, reimbursement from the DDA is requested in the amount of \$1,339.

### **Suggested Motion**

*"I move to authorize reimbursement to the City of Lathrup Village in the amount of \$1,339 for the 2025 Lathrup Village Music Festival t-shirt purchase made through TDMK Silk Screening."*