



CITY OF NOVI CITY COUNCIL
MAY 8, 2023

SUBJECT: Approval to award the Sport Clothing and Apparel contract to Empire Printing, LLC for one (1) year with two (2) renewal options in one-year increments based on unit pricing; with an annual estimated annual amount of \$34,000.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services

EXPENDITURE REQUIRED	\$ Estimated annual \$34,000
AMOUNT BUDGETED	\$ Approximately \$37,000
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	Various PRCS accounts; various uniform accounts

BACKGROUND INFORMATION:

Parks, Recreation and Cultural Services (PRCS) purchases a variety of sport clothing and apparel throughout the year related to programs and staff, therefore a comprehensive bid was developed. The bid includes t-shirts, sweatshirts, jackets, and other apparel purchased for various classes and programs, including those given as awards to sport league winners. This bid does not include sport league uniforms. Items related to the programs are budgeted as part of the expense for each program and are figured into the program price.

Shirts for staff are also purchased throughout the year for building attendants, seasonal staff and full-time staff, as needed, and are budgeted accordingly. Uniform t-shirts and sweatshirts for Department of Public Works field staff (as required by union contract) and uniform shirts for Ordinance and Police Records Clerks are also purchased on this contract.

After reviewing the eight bids received, staff is recommending Empire Printing, LLC for sports clothing and apparel for one year, with two renewal options in one-year increments. All shipping fees, no matter the order size, are including in the line-item costs of the Empire Printing bid. Included is the bid tab sheet along with the proposal of the recommended bidder.

RECOMMENDED ACTION: Approval to award the Sport Clothing and Apparel contract to Empire Printing, LLC for one (1) year with two (2) renewal options in one-year increments based on unit pricing; with an annual estimated annual amount of \$34,000.