



CITY OF NOVI CITY COUNCIL
APRIL 13, 2026

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.

SUBMITTING DEPARTMENT: Parks, Recreation & Cultural Services

KEY HIGHLIGHTS:

- Apparel for PRCS Staff and Coaches
- Awards for Sport League Winners
- Budget Included in Program Expenses

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 site supervisors, seasonal staff and full-time staff, as needed, and are budgeted accordingly. Across all PRCS programming, \$19,407.49 was spent in FY 23-24 and \$18,014.45 was spent in FY 24-25

After reviewing the ten bids received, staff are recommending Empire Printing, LLC, for sports clothing and apparel for one year, with two renewal options in one-year increments as they include the lowest prices on our most ordered items and are our current vendor. All shipping fees, no matter the order size, are included 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.