

**St. Andrew's Parish Parks and Playground Commission
Uniform – RFQ**

St. Andrew's Parish Parks and Playground Commission (SAPPPC) is requesting quotes (RFQ) for the winter athletic season that will include t-shirts and reversible basketball jerseys.

Contact Person: Joshua Singleton, Athletic Director
(843) 763-4360
jsingleton@standrewsparks.com

Location: St. Andrew's Parish Parks and Playground Commission
1095 Playground Road
Charleston, SC. 29407
Fax (843) 763-3877

Submission Deadline: Friday, October 13, 2023
No later than 12 Noon ET

IMPORTANT NOTES:

- **Sponsor logos will be on front of each jersey (unless specified). Many of our team sponsors are small businesses that do NOT have their logo in vector format. You will need to consider the possibility of significant Art Time to re-create low-resolution logos such as .jpegs, art from business cards/letterhead, PDF, etc. and still make the uniform delivery deadline(s). We cannot predict the exact number of non-vector logos that the vendor will need to be re-created. Art work submitted to the winning bidder is the property of St. Andrew's Parish Parks and Playground Commission.**
- **Due to the time sensitive nature of youth sports, the delivery date is a hard deadline that must be adhered to. Failure to meet the delivery deadline will result in a performance penalty of 1% of the total dollar amount for every calendar day the order is late.**

RFQ: Reversible Basketball Jerseys (ages 9-12)

Sizes: YS to Adult XL (Exact numbers to be determined by SAPPPC)
Colors: Will vary
Quantities: Size breakdown (see attached sheet with sizes)
Style: typical basketball style or similar product
Brand:
Grade:
Printing: Double sided printing with white lettering
Numbers: 6" number printed on BOTH back sides of the jersey in white or corresponding color

Logo: SA logo (art work provided) to be centered above the 6" number on the back. Sponsor logo on front (art work provided).

RFQ: T-Shirts – Basketball Coaches and Players (age 4-8)

Sizes: Youth Extra Small to Adult Extra Large (Exact numbers to be determined by SAPPPC)

Colors: Must be able to match jersey color. Final colors will be selected by SAPPPC athletic staff.

Quantities: Size breakdown (see attached sheet with sizes)

Style: standard t-shirt

Brand: Must be 100% Cotton or 50/50 blend

Numbers: 6" number printed on back of the jersey in white or corresponding color

Logo: Sponsor logo on front (art work provided).

Numbers: 6" number printed on BOTH back sides of the jersey in white or corresponding color

Logo: SA logo (art work provided) to be centered above the 6" number on the back. Sponsor logo on front (art work provided).

Coaches: Will have COACH on the back in the place of a number.

Quantity and Size Estimates

T-shirts (Jerseys) - 300, sized youth extra small to adult extra large

Reversible Jerseys - 200, sized youth extra small to adult extra large

Coach T-shirts - 150, sized adult small to adult triple extra large

St. Andrew's Parks and Playground Uniform Order
Please return this completed form with your response.

Requesting Information: St. Andrew's is requesting a quote for the cost of reversible jerseys and t-shirts with each unit priced separately.

General Information: Response to the RFQ is to be submitted in writing. The response may be emailed to JSingleton@standrewsparks.com, mailed to 1095 Playground Road, Charleston, SC 29407 or dropped off at the administrative office during business hours. SAPPCC will not accept a verbal response to the RFP.

Please list the cost to include all printing, embroidery, shipping, tax and fuel surcharge, etc.

Company Name:
 Company Owner:
 Address:
 Phone:

Description	Cost
Cost per t-shirt (do both 100% & 50/50)	\$
Youth 100%	\$
Youth 50/50	\$
Adult 100%	\$
Adult 50/50	\$
Additional Charges for XXL,XXXL	\$
Set Up and Artwork Charge for logo (for each)	\$
Cost per youth reversible jersey	\$
Cost per adult reversible jersey	\$

The uniform order will be sent to the vendor by the close of business on November 30, 2023. The completed order must be delivered to the administrative office on 1095 Playground Road no later than noon on January 3, 2024. By placing your signature on this response, you certify that you are able to meet this order deadline. You also acknowledge that failure to meet the order deadline will result in a 1% performance penalty for every day that the order is late.

I agree to all terms and conditions as listed above.

 Signature

 Print Name and Title

 Date of Quote

Return to: Administration Office, 1095 Playground Road, Charleston, SC 29407

Sample Work: A sample of previous work of t-shirt must be submitted with the quote.
The sample work should include screen printing (number and art work).
This sample will be the t-shirt, hat and visor to be used for your quote.

RFQ Response Date: Friday, October 13, 2023
No later than 12 Noon ET

Accepted vendor must be able to meet the following Order Date Deadlines:

RFQ Award Date: October 27, 2023
Order placed by St. Andrew's: November 30, 2023
All uniforms delivered: January 3, 2024