

**Date issued:** Tuesday, April 15, 2025

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**PUBLIC NOTICE:** Request for Quote

**CONTRACT TYPE:** Goods and Service

## INTRODUCTION

Willamalane Park and Recreation District (Willamalane) is requesting two-year quotes to serve as Willamalane's branded apparel and screen-printing partner. This contract will support branded apparel needs for Willamalane employees, volunteers, and affiliated programs. The contract period will begin July 1, 2025, and extend through June 30, 2027.

## Types of Products

The products included in this RFQ are branded apparel primarily for Willamalane employees and affiliates. Willamalane seeks a broad catalog of items that serve the diverse needs of field staff, office personnel, aquatic employees, event volunteers, and more.

## Expected Vendor Support

Willamalane is seeking a collaborative partner and expects the following:

- High-quality screen printing, embroidery, and other apparel decoration methods as requested.
- Ability to invoice Willamalane and accept payment via check, credit card, or electronic payment.
- Consistent pricing for the full contract term (two years).
- Production of only pre-approved items and designs, as approved by Willamalane's Community Engagement Team or authorized designee.
- Clear, proactive communication and excellent customer service.
- Ability to fulfill small and large orders (up to or above 500 pieces).
- Collaboration on and maintenance of an online catalog featuring district-approved items for internal use.
- Ability to handle multiple delivery locations if required.

## PROPOSAL REQUIREMENTS AND EVALUATION

### Company Overview (10 points)

- Summary of your business and experience with custom-branded apparel and screen printing.
- Contact info for at least three organizations with similar needs.

### Pricing Information (25 points)

- Unit pricing for common apparel items, including discounts for preferred items.
- Any add-on pricing (per item or per order).
- Any quantity discounts.
- Any delivery fees.
- Any costs for requesting samples.
- Any initial and repeat set-up fees for screen print and embroidery.
- Any available discounts for volume or repeat orders (such as common staff uniforms or reorders of jerseys).

### Product Catalog and Apparel Options (20 points)

- Sample list or catalog of available items.
- Ability to source new items outside of commonly ordered items.
- Ability to request samples.
- Size ranges (XS–5XL+), gender-inclusive fits, and material types.
- Types of customization offered (screen printing, embroidery, etc.).

### Service and Fulfillment Details (25 points)

- Maximum order capacity and lead times.
- Delivery options and turnaround time for standard and high-volume orders.
- Online catalog capabilities.
- Invoicing process and accepted payment methods.
- Explanation of what the ordering process looks like.
- Clarify who a specific point of contact or sales rep will be, along with expected turnaround times for communication.
- Ability to receive digital or physical proof before orders.

### Customer Service and Communication (20 points)

- Primary point of contact and communication protocols.
- Description of how artwork approvals and order changes are managed.

## REQUEST FOR QUOTE DEADLINE:

- All submissions are to be received by April 25, 2025.
- All RFQ documents must be received via email and sent to [whitney.hoshaw@willamalane.org](mailto:whitney.hoshaw@willamalane.org) by April 25, 2025.



## **ADDITIONAL INFORMATION**

*Willamalane reserves the right to reject any or all quotes, waive minor irregularities, and negotiate with the most qualified respondent if necessary to serve the district's best interests.*