

REQUEST FOR PROPOSALS
Recreation Department - Springville City
Cheer Leading Uniforms

The Springville Recreation Department is currently soliciting proposals from qualified businesses interested in supplying the uniforms for the 2012 Cheer Leading Program.

BACKGROUND

Each year, the Springville City Recreation Department purchases uniforms for the Springville Recreation Cheer Leading Program for youth in the 6, 7 8, and 9 grades. As a guide, the number of participants in each age category during the 2011 season has been attached. We cannot guarantee the numbers will be exactly the same in 2012. Please note that the 6th, 7th, and 8th grade programs are strictly recreational and therefore require a little less quality uniform however those participating in the 9th grade are representing our local High School Freshmen team and therefore require a more tailored appearance.

RESPONSIBILITIES

The contracted business will:

1. Conduct a minimum of a one night "Uniform Fitting" where each participant will be sized to insure proper fitting of the uniform at our site. In addition, the contracted business must do one of the following:
 - a. Hold an additional night for the participants that were unable to attend the Uniform Fitting night or
 - b. Have a business location within a reasonable distance to allow for "Make Up" fittings by appointment.
2. The Uniform Fitting night will be held between May 14 and May 19, 2012.
3. Be able to provide the completed uniforms on or before the July 20, 2012.
4. Any alterations and/or adjustments must be completed by August 10, 2012.
5. Provide uniforms in a variety of colors and representing different sponsors/teams. The uniforms for each cheer squad within a league shall be different from the others within the same league.
6. The contracted business must submit a proposal for all of the items listed in attachment "A":
 - a. A detailed price breakdown for each item listed in attachment "A."
 - b. Any additional charges for art work, screen set-up, embroidery, shipping, etc.
 - c. Any additional requirements such as: deposits dates and amounts.

QUALIFICATIONS

Each responding business must provide sufficient proof of its ability to successfully complete the tasks outlined above. Such documentation may consist of (but is not limited to):

1. List of references for similar services.
2. Samples of similar work.
3. Portfolio (business or personal).
4. Letters of recommendation from like businesses.

PROPOSAL REQUIREMENTS

Only complete proposals will be accepted. A proposal is considered "Complete" when the following items are included and received by Springville City **before 4:00pm , April 6, 2012**

1. Name of business submitting the proposal.
2. Contact information including:
 - a. Name of primary contact.
 - b. Name of Business.
 - c. Address.
3. Proof of legal ability to conduct business (business license).
4. Individual prices for each of the items listed in attachment "A." The total amount for 6th, 7th and 8th grade uniforms cannot exceed \$170 per participant. The total amount of a 9th grade uniform cannot not exceed \$200 per participant.
5. Submitted in a sealed envelope marked: "Cheer Uniform Proposal."

BID OPENING

All bids will be publicly opened at the address listed below on April 6,2012 at 4:00pm. Bids will be determined for completeness and the contract will be awarded on or around April 17, 2012.

Springville Finance Department
110 South Main
Springville, UT 84663

INFORMATION

Additional information may be obtained by contacting Kiera Davis at (801) 489-2730 or by visiting the Springville Recreation Department at 443 S 200 E, Springville, Utah 84663.

Attachment "A"
6th, 7th and 8th Grade Cheer
9th Grade Cheer
Cheer Uniforms

Listed below are the numbers ordered for the 2011 cheer season. These numbers may be used as a guide however Springville Recreation cannot guarantee the 2011 numbers will be the same.

- | | |
|--------------------------------------|----------------------|
| • 6 th grade participants | Squad "A" 9 members |
| | Squad "B" 8 members |
| • 7 th grade participants | Squad "C" 8 members |
| | Squad "D" 8 members |
| • 8 th grade participants | Squad "E" 10 members |
| | Squad "F" 12 member |
| • 9 th grade participants | Squad "G" 33 members |

ITEMS PROVIDED IN THE CONTRACT

Listed below are the items included in the 2011 uniform package. It is expected the 2012 uniform package will be equal in quantity and quality.

6th, 7th and 8 Grades – Shells w/logo, Skirts, Briefs, Socks, Pons, Jackets w/names, Pants, Bow and Cheer Bag with Cheer Logo with names.

9th Grade - Shells w/logo, Skirts, Briefs, Socks, Pons, Jackets w/names, Pants, Bow and Cheer Bag with Cheer Logo and names.