



## INVITATION TO BID – CHEERLEADING UNIFORMS

PROPOSAL NUMBER: ITB 19-003PR | ISSUE DATE: May 1, 2019

The City of Villa Rica Parks & Recreation Department seeks sealed bids for cheerleading uniforms. Proposals must be received no later than **Noon on Wednesday, May 22, 2019**

No late proposals will be accepted.

**Send proposals to:**

Villa Rica Recreation Department  
Attn: Administrative Office, Gold Dust Park  
Reference Proposal No. ITB19-003PR  
646 Industrial Blvd  
Villa Rica, GA 30180

In determining the lowest responsive and responsible bidder, in addition to price, the following shall also be considered:

- a) The ability, capacity and skill of the bidder to perform the contract.
- b) The character, integrity, reputation, judgment, experience and efficiency of the contractor.
- c) The quality of performance on previous contracts for a similar product.

**For any questions, please email:**  
Tara Ivey, Administrative Manager  
Email: [tivey@villarica.org](mailto:tivey@villarica.org)  
No Phone Calls Please

## SPECIAL INSTRUCTIONS

Parties interested in acquiring this contract with the City of Villa Rica's Parks & Recreation Department shall submit one copy of the proposal package to meet the requirements below:

1. All bids must be labeled "**City of Villa Rica Parks & Recreation Department Cheerleading Uniforms**".
2. Bidders must be properly licensed and secure necessary permits wherever applicable.
3. Complete Mandatory Bid Submittal Form
4. Complete City of Villa Rica vendor information packet, if not currently a vendor. Responsive documents are available online at <http://villarica.org/businesses/bids-proposals/>
5. Preservation of Rights: The owner reserves the right to reject any and/or all bids and waive all minor technicalities, informalities and irregularities. The owner reserves the right to accept the bid, which in the judgment of the Owner, is in their best interest.
6. The City of Villa Rica is the sole determiner of a qualified bidder and may request other information sufficient to determine bidder's ability to meet these minimum standards listed above. Request for information contained in this section may also occur at any time during the effective period of this Contract, or any extension/renewal thereof.
7. List of 3 references including Company name, contact person, address, phone number and e-mail.
8. Provide us with samples of all uniform pieces bid.
9. The company that is awarded the contract must provide the City of Villa Rica's Parks & Recreation Department with a size run of all uniform pieces within 2 weeks of the contract being awarded.
10. Termination of Contract: The City of Villa Rica may, at any time they deem necessary, terminate this agreements with thirty (30) calendar days written notice.
11. Freight Terms: Unless otherwise noted, all freight and shipping must be prepaid. All freight charges must be included in prices submitted on proposal.
12. Discounts: Any discounts allowed prompt payment, etc., must be noted and reflected in bid figures and not entered as separate pricing on the proposal form.

**MANDATORY BID SUBMITTAL FORM**

BID NUMBER: ITB 19-003PR

City of Villa Rica Parks & Recreation Department Cheerleading Uniforms

Name of Company submitting proposal: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Description:

1.0 Youth/Adult Cheerleading uniforms (Approx. 75 youth & 25 adult)

Brand Bid On:

**SHELL DESCRIPTION**

- V-neck shell with stretch back
- Neck Color: White
- Chest Color: Bright Gold
- Waist Color: Purple
- Stretch Back Color: Purple
- K-2 Gold/White/Purple/White/Gold – Upper Chest Braid
- K-2 Gold/White/Purple/White/Gold – Chest Braid

**FRONT TWILL LETTERING**

- 3” 3-Color “Rage” lettering
- Letters Color 1: Purple
- Letters Color 2: Bright Gold
- Backing Color: White
- Wearer’s Center Chest “CATS”

**A-LINE SKIRT WITH HEM BRAID (stated length when ordering)**

- Skirt color; Purple
- K-2 Gold/White/Purple/White/ Gold – Hem Braid

- **POM-POMS**
- 6” Wet Look Show Pom w/ Mini Grip Handle
- Pom Color 1: Purple
- Pom Color 2: White
- Pom Color 3: Bright Gold

**BLOOMER BRIEFS (sizes: youth small - adult extra-large)**

- 100% Nylon
- Color- Purple

**SOCKS**

- Low cut with purple megaphone

**HAIR BOW**

- Solid purple bow

Price per set: Youth \_\_\_\_\_ Adult \_\_\_\_\_



NOTE: Sample sizes must be provided for each size. Samples will be returned after the registration period. The totals given are approximate numbers per item to be purchased. These totals may be more or less. Sizes for uniforms are to be given at the time of order. Vendor must comply with shipment date. Shipment is required thirty (30) working days or less from the date order is placed. The shipping date is very critical.

**REFERENCES**

Reference No. 1 of 3

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Reference No. 2 of 3

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Reference No. 3 of 3

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_