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REQUEST FOR INFORMATION

BID NO. 24-021

FOR

T-SHIRTS FOR RECREATION PROGRAMS AND STAFF

INFORMATIONAL ADDENDUM NO. 2

DATED ISSUED: NOVEMBER 7, 2024

- 1. Assuming we are the printing company and you are providing digital artwork and we are printing on each shirt we will need the following information.**

**Approximate size for each piece of artwork.**

**Polo Shirts with Spot Shield: artwork size**

**Reversible Mesh Jersey: artwork size same size on both sides?**

**Short Sleeve T-Shirt: artwork size**

**Long Sleeve T-Shirt: artwork size**

**Long Sleeve Sprt-Tek: artwork size**

**Sweatshirt: artwork size heart logo and artwork size for back**

**Tank Top: artwork size**

This would vary depending on the program/shirt. We would expect charges for artwork and different sizes.
- 2. What is the minimum order quantity required for each order?**

We don't typically have a minimum, we provide the number of shirts needed per program. These numbers will vary depending on the program.
- 3. Could you provide the artwork files for the logos?**

We will work with vendor to provide the files with the different logos as the orders are placed.
- 4. Is there a specific brand preference, or should we quote according to the provided specifications?**

Bid should be quoted to specifications in Exhibit A of the RFB. The type of shirt required for the program will be specified at the time of order.
- 5. Since quantities and sizes may vary with each order, can you confirm if our standard minimum order quantity would be acceptable?**

The city will order what is needed per program with no standard minimum order.

**6. What are the expected delivery deadlines for each order?**

No more than 2-3 weeks from time of order.

**7. What decoration method is requested—screen printing or embroidery?**

Screen printing.

**8. Could you specify the logo placement locations on each garment?**

Typically, on the front left pocket or specified at time of order.

**9. Will the same logo be used across all garment types?**

Only the city logo will be the same as logos for special programs vary per specific order.

**10. For the Reversible Mesh Jersey, will any numbers be required on the front or back?**

Numbers will not be required only the screen print.