

EXHIBIT A

VILLAGE OF ROMEOVILLE/BWM GLOBAL TERMS, CONDITIONS AND PROVISIONS OF APPAREL PROVISION FOR DEPARTMENT OF PARKS AND RECREATION

Upon the Village's written receipt from BWM Global of written acceptance of the terms, conditions and provisions of this resolution, said terms, conditions and provisions, including but not limited to the terms, conditions and provisions set forth in Exhibit A, shall serve as and for a contract between the Village of Romeoville and BWM Global (sometimes hereinafter referred to as "Vendor") for the provision of apparel for a term beginning May 3, 2018 and ending April 30, 2019.



Parks and Recreation Department

**900 West Romeo Road
Romeoville, IL 60446
815-886-6222**

Request for Proposal

Apparel 2018-19

**LEGAL NOTICE
ADVERTISEMENT FOR REQUEST FOR PROPOSAL**

FOR: Apparel for the Village of Romeoville Parks and Recreation Department programs and staff from May 2018 through April 2019

OWNER: Village of Romeoville Parks and Recreation Department
900 W. Romeo Road
Romeoville, Illinois 60446

The Village of Romeoville Parks and Recreation Department will receive proposals until 2:00 p.m. on Friday, April 6, 2018 at the Romeoville Recreation Department, 900 W. Romeo Road, Romeoville, Illinois, for apparel for the Department's programs and staff from May 2018 through April 2019.

Copies of the Request for Proposals will be available at the Romeoville Recreation Department, or electronically by contacting Marissa Cardoni at mcardoni@romeoville.org after 9:00 a.m. on Monday, March 19, 2018.

The Village of Romeoville Parks and Recreation Department reserves the right to reject any or all proposals which, in its judgment, would not be in the best interest of the public. Only proposals in compliance with the provisions of the specifications will be considered.

Village of Romeoville Parks and Recreation Department
Marissa Cardoni
Superintendent of Recreation

AGENCY PROFILE

The Village of Romeoville Parks and Recreation Department serves a community of approximately 40,000 residents, offers over 450 annual programs and events, and maintains nearly 305 acres on 31 park sites.

PROJECT DESCRIPTION

The Village of Romeoville Parks and Recreation Department invites qualified vendors interested in providing apparel for staff and participants to complete this Request for Proposal according to the following specifications. All vendors' primary business must include, but not be limited to, the provision of t-shirts, long sleeve shirts, polo shirts, sweatshirts, fleece jackets, and jackets. Quotes must be submitted using the format provided.

Agreement

The agreement will be effective from the first date after formal approval of a regular meeting of the Village of Romeoville Board of Trustees for a period of one year. The acceptance of a proposal by action of the Mayor & Village Board will be subject to the execution of an agreement contract reflecting the proposal and the terms/requirements of this RFP. In the event the agreement expires before another proposal is awarded, the successful vendor shall extend the contract on a month-to-month basis by mutual agreement.

Service Changes

An increase or decrease in need of services may occur during the year due to the Department's needs. If this occurs, the vendor will charge according to the submitted pricing information sheet.

In addition, the vendor understands that apparel is ordered seasonally and the proposal items do not reflect one bulk order.

Tax Exempt Status

The Village of Romeoville Parks and Recreation Department is exempt from Federal, State and local taxes on the sale or delivery of any product directly to the Department. Applicable documentation will be furnished upon request.

Payments

Payment for products will occur in accordance with the Village of Romeoville's procedures after an invoice is submitted. Following completion and delivery of each apparel order, and upon receipt of invoice, the vendor will be paid the lump sum within 30 days after the next regularly scheduled Village of Romeoville Board Meeting. Payment is not initiated until invoice is received.

Cancellation of Agreement

Either party may terminate the agreement by giving a 60-day written notice. The Village of Romeoville Parks and Recreation Department agrees to pay for all service rendered to the date of cancellation, but will not be liable for any direct or indirect costs association with any unfulfilled portion of the agreement.

INSTRUCTIONS TO PROSPECTIVE VENDORS

Submittal Information

Proposals are due no later than Friday, April 6, 2018 by 2:00pm CST. Submittals can be dropped off or mailed to:

Romeoville Recreation Department
Attn: Marissa Cardoni
900 W. Romeo Rd., Romeoville, IL 60446

Specifications

- Brand: Where specifications indicate a particular brand or manufacturers catalog number, it shall be understood to mean that specification, its equal, or an item that will perform a comparable function to the needs of the Department, unless "No Substitutes" is specified.
- Each piece will have the Village of Romeoville Parks and Recreation Department Staff logo either screen-printed or embroidered on the left chest; some pieces will have STAFF across the back; details of each piece will be further specified per order.
- Artwork will be sent to vendor via email; Department must approve a visual proof prior to production.
- Proposal price to include the re-order price.
- Proposal prices to reflect multiple orders, not one bulk order, and include a minimum order amount.
- It is the Department's policy to seek the lowest price for orders of this quantity with consideration given for quality, service, and/or references. The Department reserves the right to accept or reject any or all proposals.
- Orders delivered to Romeoville Recreation Center, 900 West Romeo Road, Romeoville, IL 60446.
- Vendor will be chosen and notified by Thursday, April 19, 2018.

Substitutions

Substitutions may be considered. When offering a substitution, it must be identified by brand name, catalog number, manufacturer's literature or description, and sample of the apparel, and must be submitted with the proposal. If the information is not supplied with the proposal or to the satisfaction of the Department, the proposal may not be considered. The Department reserves the right to accept or reject any proposal based on substitutions.

Governing Laws and Regulations

Prospective vendor must submit the attached Certificate of Compliance with the Illinois Human Rights Act and Certificate of Non-Disqualification with proposal.

Documents to be attached

The following documents must be included with the proposal submittal:


- ☐ Cover letter
- ☐ Vendor Information Form with references
- ☐ Pricing Information Sheets (4)
- ☐ Certificate of Compliance with the Illinois Human Rights Act
- ☐ Certificate of Non-Disqualification

Withdrawal of Proposal

Prospective vendors may withdraw or cancel their proposals at any time prior to the advertised proposal deadline by signing and submitting a request for said withdrawal. After the deadline, no proposal shall be withdrawn or canceled for a period of sixty (60) calendar days. The successful vendor shall not withdraw or cancel its proposal after having been notified by the Village of Romeoville Parks and Recreation Department that said proposal has been accepted.

VENDOR INFORMATION FORM

Vendor Contact Information

Company Name BWM Global
Address 3740 Hawthorne Court
City, State, Zip Waukegan, IL 60087
Phone 847-785-1355 Fax 847-785-1712
Contact Name Clayton Sene
Title Director of Sales
Email csene@bwmglobal.com Website www.bwmglobal.com
Contact Signature  Date 3/26/18
Brief Company Description Promotional vendor primarily selling to non-profits, professional sports, and the corporate world.

References

Please provide the names and phone numbers of three references of accounts that are comparative in size and scope.

Company Pittsburgh Pirates
Contact Person Megan Vizzini
Title Manager, Promotions Phone 412-323-5000

Company Philadelphia Phillies
Contact Person Eric Pesce
Title Manager, Merchandise Operations Phone 215-463-6000

Company Special Olympics Illinois
Contact Person Sandy Nash
Title Manager, Development Phone 309-888-2562

Proposals are due no later than Friday, April 6, 2018 by 2:00pm CST.

Apparel Needs 2018-19

Item #	Item Description	Approximate Quantity		Type		Location			Price	Minimum Order Quantity
		Youth	Adult	Screen Print	Embroidery	Front Only	Back Only	Front & Back		
PC55/PCSST	Port & Company T-Shirts	0	130	X				X	4.80/6.77	12
SS4500Z	Sweatshirt	0	12	X		X			\$16.40	12
8400	Gildan 50/50 Long Sleeve Shirt	0	40	X				X	\$9.30	12
8000	Gildan Dry Blend T-Shirt	0	50-350	X				X	\$4.73	12
64282	Rawlings - Poly Dobby Quarter-Zip Pullover - <i>Clearance</i>	0	20	<i>MC</i>	X	X			\$17.90	12
4120	Badger B-Core Short Sleeve Shirt	0	50	X		X			\$7.85	12
4280	Badger 1/4 Zip Pullover	0	10	X		X			\$21.55	12
7602	Badger Hook Windshirt	0	5	<i>SE</i>	X	X			\$25.27	12
3347	Badger Pro Heather Fusion Performance	0	10	X		X			\$22.75	12
45800	Double Pique Sport Shirt	0	10	X		X			\$8.90	12
57218	Next Level Women's Ideal V	0	10	X				X	\$5.20	12
80685	Badger - Quarter Zip Fleece Pullover	0	15		X	X			\$28.00	1
00660	Gildan Softstyle T-Shirt	0	15	X				X	\$5.05	12
45800	Gildan - Performance Double Pique Sport Shirt	0	5		X	X			\$10.97	1
45800L	Gildan - Performance Double Pique Sport Shirt - Ladies	0	5		X	X			\$10.97	1

Apparel Needs 2018-19

Item #	Item Description	Approximate Quantity		Type		Front Only	Location Back Only	Front & Back	Price	Minimum Order Quantity
		Youth	Adult	Screen Print	Embroidery					
44800	Gildan - Performance Jersey Sport Shirt	0	4		X	X			\$10.20	1 1
44800L	Gildan - Performance Jersey Sport Shirt - Ladies	0	4		X	X			\$10.20	1
2400	Long Sleeve T-Shirt - Men	0	5		X	X			\$7.50	1
5400L	Gildan - Heavy Cotton Women's Long Sleeve T-Shirt - 5400L	0	5		X	X			\$7.70	1
M4009	All Sport - Lightweight Jacket	0	2		X	X			\$32.50	1
W4009	All Sport - Lightweight Jacket	0	1		X	X			\$32.50	1
35560	Gildan Heavy Cotton T-shirt	50	0	X		X			\$3.57	12
30560	Gildan Youth T-Shirt	200	0	X				X	\$5.11	12
82660	Heavy Blend Quarter Zip Collar Sweatshirt	0	16	X		X			\$13.50	12
81984	Mens Champion Performance Colorblock Full Zip Jacket	0	20		X	X			\$26.90	1
81784	Champion - Women's Colorblocked Performance Full-Zip Sweatshirt	0	20		X	X			\$26.50	1
14185	Badger - Tonal Blend Women's Quarter-Zip Pullover	0	15		X	X			\$19.00	1
84128	J. America - Omega Stretch Terry Women's Quarter-Zip Pullover	0	20		X	X			\$24.30	1
84228	J. America - Omega Stretch Terry Quarter-Zip Pullover	0	20		X	X			\$24.30	1
63234	Augusta Sportswear - Packable Half-Zip Pullover	0	12		X	X			\$18.90	1

Apparel Needs 2018-19

Item #	Item Description	Approximate Quantity		Type		Location			Price	Minimum Order Quantity
		Youth	Adult	Screen Print	Embroidery	Front Only	Back Only	Front & Back		
21876	Independent Trading Co. - Light Weight Windbreaker Zip Jacket	0	12		X	X			\$19.75	1
1227	American Apparel - Triblend Track T-Shirt	0	16	X		X			\$6.85	12
36100	Hanes - Modal Triblend T-Shirt	0	16	X		X			\$6.35	12
87915	Colorado Clothing - Women's Steamboat Microfleece Jacket	0	10		X	X			\$20.45	6
87815	Colorado Clothing - Steamboat Microfleece Jacket	0	5		X	X			\$21.35	6

↑
Clearance

PRICING INFORMATION SHEET

SET-UP FEES

One Time Fee \$ —

Per Screen Fee \$ 25

SHIPPING FEES

Yes (approx. cost) \$ 10-50

No

AVERAGE PRODUCTION TIME: 2 weeks

Proposals are due no later than Friday, April 6, 2018 by 2:00pm CST.

CERTIFICATE OF NON-DISQUALIFICATION
UNDER ILLINOIS COMPILED STATUTES, CH. 720, SEC. 33E-11

The undersigned, upon being first duly sworn, hereby certifies to the Village of Romeoville, Will County, Illinois, that BWM Global (bidder) is not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

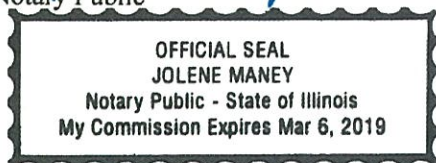
BWM Global
Name of Bidder

By: Clayton Sene

State of IL)
) ss.
County of Lake)

Subscribed and sworn to before me
this 29 day of March, 20 18.

Jolene Maney
Notary Public



NOTE TO BIDDER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33E-11 (b).