

## CITY OF PASADENA

### Notice Inviting Bids

For

#### Custom Apparel

Notice is hereby given that the City of Pasadena is calling for sealed bids for the Parks, Recreation and Community Services Department and will receive sealed bids prior to 2:00 pm, Wednesday, February 14, 2024 and will electronically unseal and make them available online (<https://procurement.opengov.com/portal/pasadena>) for this solicitation named "Custom Apparel" Project ID: 2024-IFB-MS-004.

#### 1.1. Summary

The City is seeking quotes or proposals for department performance polo and crew neck shirts, jackets, sweatshirts, beanies & hats as outlined in this solicitation.

The City of Pasadena Parks, Recreation, and Community Services Department (PRCS) is seeking to purchase custom apparel for staff uniforms. PRCS provides park maintenance, recreational programming, and community services. Staff includes after school program staff, seasonal day camp staff, special event staff and volunteers, and general office and supervisory staff. Seeking custom apparel in adult sizing for purchase only. Summer camps are also offered and require youth sizing. Rentals will not be considered. Sample proofs will be required for approval to inspect quality, sizing and color accuracy prior to placing an order.

#### 1.2. Delivery Instructions

Bids will be received via the City's eProcurement Portal (<https://procurement.opengov.com/portal/pasadena>). A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit (upload) all items listed in the [Bidder's Submittals/Checklist](#). Bids will be received prior to the time and date in this Notice Inviting Bids and will be opened online at that time.

Copies of the Specifications and all required forms may be obtained for this solicitation online: <https://procurement.opengov.com/portal/pasadena/projects/69806>

Addenda shall be acknowledged via the City's eProcurement Portal (<https://procurement.opengov.com/portal/pasadena>). Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

#### 1.3. Pre-bid Conference

See the Timeline in the section named "[Instructions to Bidders](#)." If there is a Mandatory pre-bid meeting, bidders are required to attend at the time, date, and location included in the Timeline [Instructions to Bidders](#) of this solicitation. If there is a Non-Mandatory pre-bid meeting, bidders not required to attend.

Each prospective bidder will have the opportunity to clarify and ask questions regarding these Specifications. The Pre-bid Meeting will be held at the time, date, and location in the Timeline of this solicitation.

#### 1.4. Deadline for Questions

The deadline to submit questions related to this solicitation is Monday, February 5, 2024, prior to 2:00 pm.

Questions regarding this solicitation should be submitted directly through the City's eProcurement Portal (<https://procurement.opengov.com/portal/pasadena>) Q&A function. Do not contact any other City employee or official regarding this solicitation. Any questions submitted after the date and time specified may not be considered.

#### 1.5. Release Date

Release Dated: Thursday, January 25, 2024

MIGUEL MÁRQUEZ  
City Manager