



REQUEST FOR PROPOSAL

NON-TRADITIONAL PROGRAM/EVENT APPAREL
FOR MADISON COUNTY RECREATION DEPARTMENT

Madison County Recreation Department
Request for Proposal – Non-Traditional Program/Event Apparel

Madison County Recreation Department is soliciting proposals in order to identify individuals and/or businesses to supply apparel for their non-traditional programs and events. These programs include, but are not limited to: Collins School of Dance, Summer Day Camp, Halloween in the Park, Christmas in Comer Reindeer Run, etc. This RFP is designed for those interested in creating a contract relationship to provide apparel for the department's programs and events. Attached you will find a document that we are asking all interested vendors to submit with their proposals.

Questions may be addressed to the recreation department; (706) 795-6270. Proposals should be sealed and clearly marked on the outside of the envelope: "Proposal for 2027 Non-Traditional Program/Event Apparel." The Board of Commissioners reserves the right to reject any and all bids. All proposal packages **must** contain **O.C.G.A 13-10-91 E-Verify Affidavit** in order to be considered.

The proposals are due by 10:30am on **Friday, May 15, 2026** at the following physical address:

Madison County Board of Commissioners
County Clerk's Office
Attn: Madison County Recreation Department
91 Albany Avenue
Suite 306
Danielsville, GA 30633

ARTICLE I
TERMS AND CONDITIONS

- I. This RFP does not commit MCRD to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of MCRD, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, may not be reviewed. This RFP and the process it describes are proprietary to MCRD and are for the sole and exclusive benefit of MCRD. Any response, including written documents and verbal communication by any proposer to this RFP, will become the property of MCRD and if required by law may be subject to public disclosure by MCRD or any authorized agent of MCRD. MCRD is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFP.
- II. It shall be the proposer's responsibility to review and verify the completeness of its proposal. MCRD may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. MCRD may request to contact clients referenced in the proposal. MCRD also reserves the right to conduct investigations with respect to the qualifications of a proposer.
- III. Verbal communication made by any MCRD employee or agent of MCRD with respect to this RFP is not binding and shall not in any way be considered as a commitment by MCRD. Only written responses to questions submitted in writing to MCRD or written addenda to this RFP issued by MCRD will be considered binding on MCRD.
- IV. MCRD reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:
 - a. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in MCRD's sole discretion, it is in MCRD's best interest to do so;
 - b. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;

- c. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the MCRD 's best interest to do so;
 - d. To reject the proposal that, in MCRD 's sole judgment, has been delinquent or unfaithful in the performance of any contract with MCRD or another government entity, is financially or technically incapable or is otherwise not a responsible proposer;
 - e. To reject as informal or non-responsive any proposal which, in MCRD's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations, or items of work not called for by this RFP;
 - f. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in MCRD's sole judgment, material to the proposal;
 - g. To permit or reject, at MCRD 's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submissions:
 - h. To request that some or all of the proposers modify proposals based upon the evaluation of MCRD.
- V. MCRD may enter into negotiations for a contract, on terms and conditions satisfactory to MCRD with one or more selected proposer(s). However, MCRD reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers. MCRD reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFP; in such an event, MCRD shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless MCRD, in its sole discretion, determines that doing so and permitting such is in MCRD's best interest. Should negotiations not prove satisfactory with the selected proposer(s), MCRD reserves the right to discontinue negotiations. Additional individuals/businesses may be asked to enter into negotiations, and/or MCRD may solicit new proposals.

ARTICLE II
BACKGROUND

We are looking for items as listed in the attached BID sheet. Please provide a detailed proposal including pricing, availability, shipping timelines, and any bulk or seasonal discounts available. *Not everything is listed. All shirts need to be sublimated or screen-printed.*

Projected number of apparel orders per program/event for year 2027:

<u>Program/Event</u>	<u># of Shirts for Year</u>
Collins School of Dance	100
Summer Day Camp	130
Halloween in the Park	25
Christmas in Comer Reindeer Run	160

**ARTICLE III
PROPOSAL PROCESS**

Please send your proposal and any other pertinent information to Shelley McDaniel, Director, prior to 10:30am on **Friday, May 15, 2026**.

Proposals should be sealed and clearly marked on the outside of the envelope: "Proposal for 2027 Non-Traditional Program/Event Apparel." The Board of Commissioners reserves the right to reject any and all bids. All proposal packages **must** contain **O.C.G.A 13-10-91 E-Verify Affidavit** in order to be considered.

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The team of MCRD employees will review the proposal submitted and select a preferred vendor. Our selection criteria may include, but not limited to the following:

1. Turn-around time between placement of order and estimated date to receive.
2. Overall quality of items related to the cost.
3. References – Current customer comments or other relevant references.
4. Additional Information – If you have any other relevant information you would like to share this is the time to do so.

Thank you for providing your proposal for the Madison County Recreation Department. The department looks forward to reviewing your proposal.

