

**Schedule I
Scope of Services**

OPPORTUNITY:	Marathon Clothing and Bags
RFP NUMBER	PM2022-004
ANTICIPATED CONTRACT TERM	August 1, 2022 – July 31, 2023. Initial base contract will be one year with the potential of up to three (3) annual renewals.

This is a Request for Proposals (RFP) issued by Mayor’s Fund for Philadelphia on behalf of the Philadelphia Marathon seeking proposals from experienced and qualified contractors to provide athletic apparel.

A. RFP Schedule

RFP Posted	July 12, 2022
Applicant Questions Due*	July 18, 2022
Answers Posted on LINK by	July 21, 2022
Proposals Due	July 25, 2022

All questions concerning this RFP must be submitted in writing via email with “PM 2022 RFP – Questions” in the subject line to marathon.contracts@phila.gov, with a cc: to mayorsfund@phila.gov by the date listed above and may not be considered if not received by then. The Marathon will provide written responses to the submitted questions no later than July 21, 2022. These responses will be posted at [LINK](#) with original questions noted. Oral responses by any employee or agent of the Fund or the Marathon are not binding and shall not in any way be considered a commitment by the marathon.

Proposals must be received no later than 5:00 PM E.S.T. on date listed above. Proposals must be submitted with all required components and documentation to marathon.contracts@phila.gov with a cc: to mayorsfund@phila.gov

B. Product Needs

All sellers must be a bona fide manufacturer of, or dealer in, the article or service specified within the proposal.

If an alternate to any item is offered, seller must state the brand name and the model number of each alternate offered. Detailed technical information on the alternate should accompany the bid.

I. Runner Performance Shirts

Applicant's proposal should anticipate 30,000 - 35,000 long sleeve performance t-shirts. The Marathon team requests three different colors of the same shirt style:

- 13,000 - 15,000 for the AACR Philadelphia Marathon
- 13,000 - 15,000 for the Dietz & Watson Philadelphia Half Marathon
- 3,000 - 4,000 for the Rothman Orthopaedic 8K.

Specs: Both men's and women's fit/style 100% poly performance mesh pique with dot texture. Inset sleeve, crew neck styling with double stitched tape neckline and hemmed sleeves. Printed four (4) color front and one (1) color back. Two (2) different front and back designs, one for the AACR Philadelphia Marathon and one for the Dietz & Watson Half Marathon graphics and designs to be provided.

Color: Preferred colors would be those that complement the Philadelphia Marathon Weekend brand colors Red, White and Blue. Shades of Red, Blue, Gray, Black would work best.

Delivery Requirements: The first shipment of approximately 13,000 shirts for the AACR Philadelphia Marathon, 13,000 for the Dietz and Watson Half Marathon and 2,500 for the Rothman Orthopaedics 8K in assorted sizes must be delivered by October 29, 2022. The size and event breakdown will be provided to the vendor no later than September 10, 2022. The remaining agreed upon shirts must be delivered by November 5, 2022.

Sample Kit: All applicants bidding on Runner Performance Shirts must submit a sample sizing kit containing the following:

- A sizing kit of S, M, L, XL & 2XL for both men's and women's fit/style, preferred red or gray for color.
- If sizing kits are not available in colors requested, please include swatches of fabric in red and/or gray color.

All sizing kits and/or swatches must be sent the address below:

Peggy Jastrzemski, Administrative Race Director
AACR Philadelphia Marathon
1515 Arch Street 10th Floor
Philadelphia, PA 19102

Other bid requirements: All applicants bidding on Runner performance Shirts must include the following information in their proposal:

- Deadline for final shirt sizing
- Deadline for final artwork
- Deadline for reorders (if registration unexpectedly surges). Also note where this will be sourced, printed, and method of shipping.
- Delivery date of first and final shipments.

II. Sweatshirt

Applicant's proposal should anticipate 4,500 in quantity

Specs: 7.8 - 9 -oz, 50/50 cotton/ polyester fleece pill-resistant finish. Two-ply hood Dyed-to-match drawcord. Set-in sleeves, Front pouch pocket. Multiple colors- Desired brand Port & Company #PC78H or equal.

Color: Red, Black, Neon Green, Graphite, Carolina Blue, Maroon, and True Royal

III. Drawstring Backpack

Applicant's proposal should anticipate 30,000 – 35,000 bags. The Marathon team is requesting three different colors of the same bag:

- 13,000 - 15,000 for the AACR Philadelphia Marathon
- 13,000 - 15,000 for the Dietz & Watson Philadelphia Half Marathon (different color)
- 3,000 – 4,000 for the Rothman Orthopaedic 8K

Specs: Each corresponding race will have its own brand logo printed in one color (white) on all bags (see above). i. Desired bag dimensions are 14 1/2"W x 18"H x 1/8"D; durable clear vinyl drawstring backpack with dual cotton cord shoulder straps, and reinforced corners with metal grommets. Imprint Area: Front, Centered on Clear Panel Above Vinyl

Colors: Preferred colors would be those that complement the Philadelphia Marathon Weekend brand colors Red, White and Blue. Shades of Red, Blue, Gray, Black would work best – brighter colors are also acceptable.

IV. Long Sleeve Shirt

Applicant's proposal should anticipate 800 in quantity.

Specs: 5.5 -oz, 50/50 cotton/ polyester, consisting of up to 5% recycled polyester from plastic bottles. Rib neck collar and back neck tape. One Color print on front. Desired brand Port & Company #PC55LS or equal.

Color: Dark Heather Gray, Jet Black

C. Additional Applicant Proposal Instructions:

In additional to the Proposal Format requirements listed on page 3 of the base terms of this RFP, applicants must also provide the following in order to be considered for this opportunity:

I. Reponses to the following questions:

- Will product be manufactured and printed domestically, or manufactured and printed internationally, or a combination?
- Please provide color selections and timing for initial order in July and timing and cost for additional shirts. Please include shipping for additional shirt order and if they will be printed domestically vs internationally.
- Timeline for holding custom color inventory vs. stock color (are you able to create custom colors or is only standard stock available).
- Current timeline and location of manufacture and printing (example will you purchase and print abroad or purchase abroad and print domestically).
- Please include all shipping fees and for initial order and additional if needed and it they will be shipped (air, boat).
- Do we have the option to over order and hold fabric, then release fabric if it is not needed? If so, what is the timing to release fabric?

- II. Proposals must include delivery information, including delivery charges to an address in Philadelphia, PA.