

REQUEST FOR PROPOSALS
Employee Apparel and Uniforms
Fulfillment & Management

City Park Conservancy
New Orleans City Park
1 Palm Drive
New Orleans, Louisiana 70124



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CONSERVANCY

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Management

Instructions to Proposers

I. Introduction

City Park Conservancy (CPC) is a 501(c)3 non-profit corporation that manages and oversees the day-to-day operations of New Orleans City Park ("City Park") a 1300-acre public park in New Orleans, Louisiana. CPC oversees operations, maintenance, programming, fundraising and membership for City Park. CPC also operates various revenue-generating facilities located within City Park.

City Park Conservancy employs approximately 125 full-time employees and 275 part-time employees. Our employees work in varying departments throughout City Park—ranging from grounds and facility maintenance, to athletics, amusements and administrative services. Uniforms consist of a variety of clothing, including hot, cold and rainy weather gear, safety gear, hats, coats, shirts and sweatshirts.

A full listing of desired uniform options is included on Attachment A.

CPC is private non-profit requesting proposals for uniform services and is not subject to the Louisiana Procurement Code, LSA R.S. 39-1551, et seq. CPC may reject any and all responses after receipt and may withdraw this request for proposals at any time prior to or after receipt of proposals. CPC may request interviews with some, all or none of the proposers. All expenses associated with proposal preparation and presentation, including travel, shall be borne by the respondents.

A selection will be made based on the proposal that is overall most advantageous to City Park based on cost, service delivery, item selection, and online store capabilities, among other things. All Proposals are due by **Friday, April 24, 2026**.

II. Scope of Services

CPC is requesting proposals from a uniform and work apparel vendor who can supply approximately 400 employees with uniforms, including men, women, and unisex, new, quality screen-printed and embroidered clothing. The number of employees participating may vary



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from year to year. CPC may also procure certain department-specific items from another vendor.

A full listing of desired uniform options is included on Exhibit A. In lieu of CPC providing clothes specifications, proposers are invited to propose with apparel options and pricing, including discounts off certain catalog clothing.

CPC is also requesting online fulfillment and the creation of an online company store to be used by employees. We request that the online store allow for individual department pages such that uniform options can be tailored per department. We request that the online store allow for departmental codes which populate a maximum per-employee spend, or a similar function to allow CPC to manage costs. Proposers are invited to share demonstrations of current online stores and/or are invited to propose an online store they believe will fill the needs of CPC and its varying employee needs.

III. Quantity

Approximately 400 employees will fall under this engagement, requiring uniform purchases. As stated above, some specialty clothing (Fire Resistant, Police uniforms, etc.) may not be available from Proposers and will be purchased elsewhere. This is an estimated annual usage only, and nothing herein shall bind CPC to purchase any specified number of product(s). It is also further understood that CPC shall not be obligated to purchase or pay for any product(s) covered unless and until ordered and received in good condition. CPC may increase or decrease the number of uniforms (or employees) as it deems necessary. CPC reserves the right to order services or similar products from other vendors as it deems necessary during the life of the contract. No minimum order quantity of products shall be required under any contract with the selected Proposer.

IV. Logo & Embroidery

The CPC branding guide is included in this RFP as Attachment B. When a CPC logo is required to be embroidered or screened on a garment, CPC will provide the selected Proposer with a digital file of the CPC logo. All embroidered or screened logos shall be provided at no additional cost to CPC. In other words, proposed pricing should include set-up and application in the proposed pricing. There are several different logos authorized in the style guide. Care should be taken to consider the different types of logos being provided.

V. Catalogs & Samples



Each Proposer shall submit with their proposal submission, catalogs, descriptive literature, designs, and other necessary information to fully describe the material or apparel proposed to be furnished. The catalog shall include or be accompanied by a detailed sizing chart for items included in the catalog. Unisex offerings and sizing up to 4XL must be provided. CPC may request samples of a product or products from Proposers to assess quality, size, type or other specifications. A sample of the embroidery for approval prior to embroidering on shirts, sweatshirts and outerwear will be required.

VI. Contract

The selected Proposer will enter into a service agreement with City Park Conservancy. The contract is expected to be in effect for one (1) year with three (3) one-year renewal options based on mutual agreement of both parties.

VII. Fees and Invoicing

Please outline your proposed pricing for the uniform and apparel options provided as well as any start up, design or other fees associated with this service, including but not limited any fees associated with creation of the online company store. Proposals should include any non-profit discounts that may be available and/or any corporate partnerships that may be advantageous to CPC.

VIII. Warranties

Proposers shall warrant that all goods and services furnished to CPC shall be in accordance with specifications and free from any defects of workmanship and materials and that goods furnished to CPC shall be merchantable and fit for CPC's described purposes, and that no governmental law, regulation, order, or rule has been violated in the manufacture or sale of such goods.

Proposers shall provide information on a return and refund policy which shall include embroidered and non-embroidered items. At a minimum, if an article of clothing is delivered damaged or is a different item/size/color/etc. than that requested by CPC and CPC notifies the selected Proposer within thirty (30) days after delivery is received and accepted then corrections, repairs or replacement shall be performed by selected Proposer at no additional charge.

IX. Delivery and Replacement of Items

Proposers shall propose delivery options that include packaging orders specific to the employee or supervisor placing the order. Proposers shall include in their proposals



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information relating to back-ordered items and notice to CPC of back-ordered items. Proposers shall include information relating to timing of delivery of items, the maximum of which time should be six (6) weeks. Proposers shall include in their proposals methods for managing replacement of damaged or defective items.

X. Additional Proposal Requirements

In addition to the items set forth in the previous sections, Proposers shall provide information necessary for CPC to evaluate the qualifications, experience, and expertise of the proposing firm to provide uniforms for purchase and use by CPC. Proposers are to make a written proposal which presents an understanding of the work to be performed. The proposals should demonstrate and provide evidence that the Proposer has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP.

Proposers shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by CPC. Proposals shall be signed by an authorized representative of the Proposer. In order to provide each firm an equal opportunity for consideration, adherence to a standardized proposal format is requested consistent with the sections of the RFP. Proposals should be as thorough and detailed as possible so that CPC may properly evaluate the firm's capabilities to provide the required services. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Proposer may deem appropriate:

TAB 1

- Cover Sheet
- Cover Letter/Executive Summary on company letterhead signed by a person with the corporate authority to enter into any contract which results from the RFP.

TAB 2 EXPERIENCE & QUALIFICATIONS OF FIRM

- References List
- A brief statement of experience and qualifications
- Responses to specific requests in Sections V-IX

XI. Submission and Questions



All Proposals are due by **Friday, April 24, 2026, at 12:00 pm CST** and may be submitted in any of the following methods:

Mail: Attention:

 Courtney Charbonnet, Manager of Purchasing and
 Contract Services

 City Park Conservancy
 1 Palm Drive
 New Orleans, LA 70124

Email: procurement@nocp.org

Hand Delivery: Responses should be presented in a sealed envelope with the project name listed.

All questions related to the RFP or to request documents, please contact Courtney Charbonnet, Manager of Purchasing and Contract Services (procurement@nocp.org). CPC will endeavor to provide as much information as possible to assist in responding to this RFP.



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ATTACHMENT A:

City Park Conservancy Uniform List (men, women, & unisex options)

- Breathable Dry-Fit T-shirts (SS/LS)
- Breathable Dry-Fit Polo Shirts (SS/LS)
- Cotton Logoed t-shirts (SS/LS) (logo may include department name)
- Vented fishing shirts (SS/LS)
- Professional collared shirts
- Professional sweaters, including cardigans (L/S)
- L/S and ¾ inch sleeve collared professional shirts (untucked options)
- Utility Pants with pockets
- Coveralls/Overalls
- Grounds/Facility/Capital Projects Departments – light colors from brand guidelines, including neon or high-visibility colors
- Amusements – darker colors from brand guidelines
- Zipped outdoor/rainwear
- Cold weather jackets and pullovers—screen printed and embroidered
- Cold weather puffer jackets/vests

Safety:

- Reflective Vest w/ logo, (Class-2 Safety Vests)
- Logo hard hats
- Rain suit / Rain gear

Hats:

- Nike-or like baseball caps---dryfit for summer
- Hats that cover neck and provide sun (fishing hat)
- Wide-brim hat
- Knit cap, beanie hats



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