



**Request for Proposals**  
**Equipment and Supplies**  
**February 14, 2022**

**2022 Summer Staff and Camper Apparel**

Proposals Due: March 15<sup>th</sup>, 2022, 2:00pm.  
Delivery Day: May 13<sup>th</sup>, 2022.

**Jessica Reyes, Manager**  
**Park District of Highland Park**  
**636 Ridge Road**  
**Highland Park, IL 60035**

*Park District of Highland Park*  
2022 Summer Staff and Camper Apparel

**February 14,2022**

Dear Vendor:

The Park District of Highland Park is seeking proposals for Vendors to supply a variety of summer staff and camper apparel, including staff shirts, camper t-shirts, fanny packs, backpacks and towels.

The RFP packet is available on our website at <http://www.pdhp.org/bids-rfps/> and specifies required qualifications, scope of work, submittal instructions and a set of proposal forms. **Please note that if you intend to submit a proposal for this project, then it is your responsibility to register with Jessica Reyes via [jreyes@pdhp.org](mailto:jreyes@pdhp.org) or (847) 579-4182.** This will identify you as a registered plan holder and therefore, you will receive any addenda that may be issued. Addenda will be sent only to those Vendors that complete such registration. The Vendor remains responsible for obtaining all addenda to the original specification.

Proposals should be e-mailed to [jreyes@pdhp.org](mailto:jreyes@pdhp.org) or delivered to the following address:

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035  
ATTN:Jessica Reyes

Proposals will be received no later than Tuesday, March 15<sup>th</sup>, 2022, 2:00pm.

Questions regarding this project or the enclosed documents can be directed to Jessica Reyes at [jreyes@pdhp.org](mailto:jreyes@pdhp.org) or (847) 579-4182.

Sincerely,

Jessica Reyes  
Manager

*Park District of Highland Park*  
2022 Summer Staff and Camper Apparel

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**GENERAL INFORMATION**

**Introduction**

The Park District of Highland Park is seeking proposals for vendors to supply a variety of summer staff and camper apparel, including staff shirts, camper t-shirts, backpacks, fanny packs and towels to be delivered by May 13<sup>th</sup>, 2022.

**Intention**

The District is soliciting proposals from qualified Vendors interested in this project as specified herein. The District reserves the right not to award any contract for the project.

**Service to Be Provided**

Vendor shall purchase, screen, package, and deliver all summer staff and camper apparel according to the specifications are detailed within Exhibit A.

Proposal must include all labor, material, set up, packing and delivery costs.

Proposal is divided into multiple apparel items. Apparel items must be invoiced according to screen label and item.

All items detailed within Exhibit A must be delivered May 13<sup>th</sup>, 2022, between the hours of 9:00am and 4:00pm.

All prices per unit submitted with this proposal will be valid for 90 days from submission date, including any additional orders. Additional orders must be delivered by July 8th, 2022.

**Interpretation or Correction of Request for Proposals**

Vendors shall promptly notify the District of any ambiguity, inconsistency or error which they may discover upon examination of the Request for Proposals. Interpretation, correction and changes to the Request for Proposals will be made by written addendum and sent to all registered Vendors. Interpretation, corrections or changes made in any other manner will not be binding. Any and all addenda must be acknowledged in the Proposal.

**Discussion of Proposals**

The District may conduct discussions with any Vendor that submits a proposal. During the course of such discussions, the District shall not disclose any information marked confidential within any proposal and may discuss comparative pricing with one or more Vendors.

**Negotiations**

The District reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposals.

After a review of the proposals, the District intends to enter into an agreement with the selected Vendor. If an agreement is not finalized in a reasonable amount of time as determined by the District in its sole discretion, then the District reserves the right to negotiate with other Vendors as may best serve the interests of the Park District.

**Reserved Rights**

The District reserves the right at any time and for any reason to cancel this Request for Proposals or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The District reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Vendor, the District has ninety (90) days from the published submission date to

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enter into an agreement with a Vendor. The District may seek clarification from a Vendor at any time and failure to respond promptly is cause for rejection.

**Incurred Costs**

The District will not be liable, under any circumstance, for any costs incurred by Vendors in replying to this RFP.

**Award**

A Vendor to whom an offer is made shall be required to enter into a written contractual agreement with the District in a form approved by legal counsel for the Park District. This RFP and the proposal, or any part thereof, may be incorporated into and made part of the final written agreement. The District reserves the right to negotiate the terms and conditions of the agreement with the selected Vendor.

**Tax exemption**

The District is not subject to federal excise tax or Illinois Retailer's Occupation Tax. The District's Tax Exempt ID # is available by request.

**Total pricing**

Quote all prices F.O.B. Highland Park, Illinois. F.O.B. Highland Park, Illinois, is defined as the total price to the District, including all freight and delivery charges to its facility. Under no circumstances may prepaid charges be added to the invoice.

**Additional Information**

Should the Vendor require additional information about this proposal, please contact Jessica Reyes either by e-mail, [jreyes@pdhp.org](mailto:jreyes@pdhp.org) or by phone 847-579-4182, no less than seven (7) days prior to the proposal opening date. ANY and ALL changes to these specifications are valid only if they are included by written addendum to all Vendors. No interpretation of the meaning of the plans, specifications or other documents will be made orally. Failure of any Vendor to receive any such addendum or interpretation shall not relieve the Vendor from obligation under this proposal as submitted. All addenda so issued shall become part of the proposal documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Vendor to improperly submit a proposal.

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**TERMS AND CONDITIONS**

**Proposer Qualifications**

The District may take action deemed necessary to investigate the qualifications of each Vendor and the equipment or supplies offered. Each Vendor shall supply the information requested herein in order to be considered.

**Items to be Submitted**

Vendors shall submit:

- Proposal Form
- Contractor's Certification of Eligibility Form

Vendors lacking these completed forms may not be considered for award.

We encourage Vendors to include additional documentation supporting Vendors's performance record, financial resources, experience, and reliability to execute this agreement as described herein. Any and all exceptions to these Request for Proposal terms and specifications must be clearly documented.

**Responsibility and Default**

The Vendor shall be required to assume responsibility for fulfillment of all items listed in this Request for Proposals. The successful Vendor shall be considered the sole point of contact for purposes of this contract agreement.

**Addenda and interpretation**

All interpretations and requests for interpretations of the Proposal Documents must be made in writing. Any addenda shall become part of the Contract Documents.

**Timely Submissions**

The receipt of proposals will cease at the date and time set forth above. Proposals received after the scheduled date and time likely will not be considered.

**Signature and Legibility**

The prices for work and the names, addresses, and signatures of the Vendors shall be clearly and legibly written. Signatures shall be signed in the space provided and in compliance with all legal requirements.

**Award Selection**

The District will make an award, if any, based upon the basis of the best interests of the District as determined by the District in the exercise of its sole discretion.

**Contract**

The Vendor to whom the project is awarded will enter into a contract with the District in the form of a purchase order or other purchase authorization document.

**Completion Of Contract**

Failure of the Vendor to complete the work or furnish the equipment or supplies in accordance

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with the Specifications shall constitute a breach of the Contract.

**Substitutions**

The equipment and supplies stated in the Specifications are for the purpose of establishing a quality required or performance goal to be achieved as a minimum requirement. Because the District does not wish to rule out other competition, whenever a specific item and description is stated, the District has added the phrase "or approved equal." Vendors proposing to use an alternate must request approval in writing from the District no later than five (5) business days prior to the proposal opening. Proposals which propose to use a non-approved alternate will be rejected. The District shall be the sole judge as to whether any substitute is of equivalent or better quality and Vendors waive any right to challenge such decision.

**Delivery**

Prices quoted must include delivery. Delivery arrangements will be made with the successful Vendor(s) immediately after approval. Delivery dates are listed on the Proposal Form.

**Invoicing And Payment**

Invoicing and payment shall be in accordance with the Illinois Local Government Prompt Payment Act. Vendor is advised that the District may choose to pay by credit card.

**Compliance With Laws**

The provision of any goods, and the goods themselves, must comply with all applicable federal, state, county and local laws, ordinances, rules and regulations and orders.

**Parking And Traffic**

Parking of construction or delivery vehicles on the site by the Vendor shall not inhibit public access nor prevent access for emergency or other official vehicles. Parking of private vehicles on the site by the Vendor is prohibited unless said vehicle is necessary in the execution of the Contract. No construction or delivery vehicles shall be parked near or under any existing vegetation on the site.

**Warranty/Guarantee**

The Vendor warrants to the District that the equipment and supplies furnished under the Contract Documents will be of good quality, unless otherwise required or permitted under the Specifications, that the work and materials will be free from defects not inherent in the quality required or permitted, and that the goods will conform to the requirements of the Specifications, and that the Vendor has completed products insurance coverage for all products supplied for this Proposal.

Defective materials, equipment or workmanship occurring within the Warranty period may be repaired where such produces results conforming to the Contract Documents relating to appearance, performance and reliability. Where the nature of the defective materials, equipment or workmanship is such that acceptable results cannot be obtained by repair, such defective items shall be removed and replaced with new materials, equipment or workmanship complying with the Contract Documents.

**Scope**

The Vendor shall provide all requested quantities and shall furnish all equipment to complete the delivery as indicated in these Contract Documents and Specifications. The total quantities in the following Proposal Form are approximate only. Payment shall be based upon the unit prices listed

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and the actual amount of product delivered.

**FOIA Responsibilities**

The Vendor that is awarded the contract agrees to maintain, without charge to the District, all records and documents for projects of the District in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Vendor shall produce records which are responsive to a request received by the District under the Freedom of Information Act so that the District may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Vendor shall so notify the District and if possible, the District shall request an extension so as to comply with the Act. In the event that the District is found to have not complied with the Freedom of Information Act due to Vendor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Vendor shall indemnify and hold the District harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

**Indemnification**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the equipment and supplies purchased herein.

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**PROPOSAL FORM**

(Page 1 of 2)

**TO:** Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035

**FROM:** \_\_\_\_\_  
Company  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone

**FOR:** 2022 Summer Staff and Camper Apparel

**BASE PROPOSAL:**

<b>Staff Apparel</b>	\$ _____
<b>Camper Apparel</b>	\$ _____
<b>Parks &amp; Golf Apparel</b>	\$ _____
<b>Set-Up Charge</b>	\$ _____
<b>Delivery Charge</b>	\$ _____
<b>Net Delivered Price</b> (Less federal and state tax)	\$ _____

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents.

<b>Alternate #1 – Camper Backpacks</b>	\$ _____
<b>Alternate #2 – Camper Towels</b>	\$ _____
<b>Alternate #3 – Fanny Packs</b>	\$ _____

If awarded the contract on the basis of the above, we agree to deliver all apparel included in Exhibit A to the District by May 13<sup>th</sup>, 2022.

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**PROPOSAL FORM**

(Page 2 of 2)

**Receipt of Addenda:** The receipt of the following addenda is hereby acknowledged:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Pursuant to and in compliance with the General Information, Terms and Conditions, the undersigned agrees to supply the following equipment in accordance with these contract documents for the prices and/or amounts specified herein. All amounts shall reflect the contractor's complete and thorough understanding of conditions which might affect the proposal and any and all provisions, restrictions and requirements of these contract documents.

The District reserves the right to accept any part, or all of any proposal, and to reject any and all or parts of any and all proposal. Any proposal which contains items not specified, or which does not complete all the items scheduled for proposal, shall be considered informal and may be rejected on this basis.

BY: \_\_\_\_\_  
Name and Title of Authorized Agent

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**CONTRACTOR'S CERTIFICATION OF ELIGIBILITY**

In Compliance 720 ILCS 5/33E-11:

\_\_\_\_\_,a(n) \_\_\_\_\_  
Print name of Contractor Individual, Partnership, Corporation

as part of his bid or proposal on the above referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract or entering into a contract with the Park District of Highland Park as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, *et. seq.*, as amended.

\_\_\_\_\_  
Date

Contractor

By:\_\_\_\_\_

Its:\_\_\_\_\_ Title

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF                )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Contractor, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

DATED: \_\_\_\_\_, 2022  
Notary Public\_\_\_\_\_

[Notary Seal]

# Park District of Highland Park 2022 Summer Staff and Camper Apparel

## SPECIFICATIONS

### Proposal Specifications for Equipment/Supplies

**Exhibit A - 2022 Summer Staff & Camper Apparel**

Item	Color	Y-XS	Y-S	Y-M	Y-L	Y-XL	A-XS	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total	Price/Unit Youth Sizes	Price/Unit Adult Sizes XS-L	Price/Unit Adult -XL	Price/Unit Adult -XXL	Price/Unit Adult -XXXL	Total	Front Screen:	Back Screen:	
Staff T-shirt AVIL 980	Caribbean Blue	0	0	0	0	0	0	77	107	75	27	9	2	297							\$ -	1 color - WHITE - PDHP Logo on left chest with "STAFF" under the logo.	1 color - WHITE - "Adventure Guide" logo centered on back.
Staff T-shirt AVIL 980	Red	0	0	0	0	0	0	7	7	5	5	0	0	24							\$ -	2 color - WHITE + BLUE - 4th of July Logo	3 color - RED, WHITE, BLUE - sponsors thank you WITHOUT THE WORD STAFF
Staff T-shirt AVIL 980	Red	0	0	0	0	0	0	35	65	40	33	16	4	233							\$ -	2 color - WHITE + BLUE - 4th of July Logo	3 color - RED, WHITE, BLUE - sponsors thank you
Hooded Sweatshirt 9 oz 50/50 Dry/Bleed	Grey	0	0	0	0	0	0	30	58	67	25	6	1	187							\$ -	1 color - ROYAL BLUE - PDHP Logo on left chest with "STAFF" under the logo.	1 color - ROYAL BLUE - "Adventure Guide" logo centered on back.
Hooded Sweatshirt 50% cotton, 50% polyester blend 9 oz. min.	Royal Blue	0	0	0	0	0	0	2	6	6	9	2	1	26							\$ -	1 color - WHITE - "Camp Bus Driver" logo on left chest.	1 color - WHITE - "Adventure Found" logo
Staff T-shirt AVIL 980	Royal Blue	0	0	0	0	0	0	4	8	8	16	4	2	42							\$ -	1 color - WHITE - "Camp Bus Driver" logo on left chest.	1 color - WHITE - "Adventure Found" logo
<b>Total</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175</b>	<b>251</b>	<b>201</b>	<b>135</b>	<b>17</b>	<b>10</b>	<b>780</b>							<b>\$ -</b>		

Item	Color	Y-XS	Y-S	Y-M	Y-L	Y-XL	A-XS	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total	Price/Unit Youth Sizes	Price/Unit Adult Sizes XS-L	Price/Unit Adult -XL	Price/Unit Adult -XXL	Price/Unit Adult -XXXL	Total	Front Screen:	Back Screen:	
Gildan 50/50 Dry/Bleed 5.6 Oz	Forest Green	0	0	5	5	0	0	5	0	0	0	0	0	15							\$ -	1 color - CREAM - "Trekkers" Logo Screen on Center	1 color - CREAM - "Adventure Found" logo centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	Gold	0	20	0	0	0	0	0	0	0	0	0	0	20							\$ -	1 color - BLACK - "Camp Sunshine" with PDHP Logo White Screen on Center	1 color - BLACK - "Adventure Found" logo centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	Deersy	12	45	35	11	2	0	0	0	0	0	0	0	105							\$ -	1 color - SAPPHIRE BLUE - "Junior Crew" logo centered on chest	1 color - SAPPHIRE BLUE - "Adventure Found" logo centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	Sapphire	0	10	40	40	0	0	15	5	0	0	0	0	110							\$ -	1 color - DAISY YELLOW - "Senior Crew" logo centered on chest	1 color - DAISY YELLOW - "Adventure Found" logo centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	Jade Dome	0	0	6	15	0	0	20	10	3	0	0	0	54							\$ -	1 color - DAISY YELLOW - "Senior Crew XL" logo centered on chest	1 color - DAISY YELLOW - "Adventure Found" logo centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	Safety Pink	6	15	10	3	0	0	0	0	0	0	0	0	34							\$ -	1 color - Royal Blue - "Junior Spotlighters" logo centered on chest	1 color - ROYAL BLUE - "Adventure Found" logo centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	Royal Blue	0	10	20	15	0	0	5	3	0	0	0	0	53							\$ -	1 color - Safety Pink - "Senior Spotlighters" logo centered on chest	1 color - SAFETY PINK - "Adventure Found" logo centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	White (prepped dye shirt)	10	10	30	20	0	0	6	6	3	0	0	0	85							\$ -	1 color - BLACK - "Spotlighters" script	1 color - BLACK - "There's No Place Like Camp" centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	Gray	0	0	0	2	0	0	6	7	1	0	0	0	16							\$ -	1 color - ROYAL BLUE - "DAC" Logo Screen on Center	1 color - ROYAL BLUE - "Adventure Found" logo centered on back.
Gildan 50/50 Dry/Bleed 5.6 Oz	Kelly Green	0	10	25	12	0	0	5	5	0	0	0	0	57							\$ -	1 color - BLACK - "Into the Wild" Logo on Center	1 color - BLACK - "Into the Wild" logo centered on back.
<b>Total</b>	<b>Total</b>	<b>28</b>	<b>120</b>	<b>171</b>	<b>123</b>	<b>2</b>	<b>0</b>	<b>62</b>	<b>36</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>548</b>							<b>\$ -</b>		

Item	Color	Y-XS	Y-S	Y-M	Y-L	Y-XL	A-XS	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total	Price/Unit Youth Sizes	Price/Unit Adult Sizes XS-L	Price/Unit Adult -XL	Price/Unit Adult -XXL	Price/Unit Adult -XXXL	Total	Front Screen:	Back Screen:	
Hooded Sweatshirt 50% cotton, 50% polyester blend 9 oz. min.	Royal Blue	0	0	0	0	0	0	15	10	10	25	5	65							\$ -	1 color - WHITE - PDHP Logo on left chest with "STAFF" under the logo.	N/A	
Crew Neck Sweatshirt 50% cotton, 50% polyester blend 9 oz. min.	Royal Blue	0	0	0	0	0	0	0	0	0	0	0	0	0							\$ -	1 color - WHITE - PDHP Logo on left chest with "STAFF" under the logo.	N/A
Long Sleeve t-shirt 100% cotton 5oz min to 7oz max	Medium Gray	0	0	0	0	0	0	0	0	0	0	25	5	30							\$ -	1 color - NAVY BLUE - PDHP Logo on left chest with "STAFF" under the logo.	N/A
Polish 100% cotton 5oz min to 6oz max	Medium Gray	0	0	0	0	0	0	0	15	30	30	5	120							\$ -	1 color - NAVY BLUE - PDHP Logo on left chest with "STAFF" under the logo.	N/A	
<b>Total</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>25</b>	<b>60</b>	<b>100</b>	<b>15</b>	<b>235</b>							<b>\$ -</b>			

Screen set-up charges	Price Per Unit	Total	Notes:
One Color Front	15	\$ -	
Two Color Front	1	\$ -	
3 Color front	0	\$ -	
4 color front	0	\$ -	
1 color back	10	\$ -	
2 color back	0	\$ -	
3 color back	2	\$ -	
<b>Total</b>	<b>28</b>	<b>\$ -</b>	
Delivery Charge:			

**Base Proposal: (including screen & Delivery charge)**

\$0.00

Camper Backpacks	Total	Price Per Unit	Total	Front Screen:	Required Style (both colors must be quoted on the same style):
Black	545	\$ -	\$ -	PDHP Logo on name plate (white on front pocket)	<a href="#">Atchison Tri-Tone Sport Backpack Style #: 4048-APS390</a>
Blue (Non Busers)	105	\$ -	\$ -	PDHP Logo on name plate (white on front pocket)	<a href="#">Atchison Tri-Tone Sport Backpack Style #: 4048-APS390</a>
Red (FIRST AID)	2	\$ -	\$ -	PDHP Logo on name plate (white on front pocket)	<a href="#">Atchison Tri-Tone Sport Backpack Style #: 4048-APS390</a>
Screen cost (1 color Front)	1	\$ -	\$ -		
<b>Alternate #1 total Cost</b>	<b>\$ -</b>				



Camper Towels	Total	Price Per Unit	Total	Front Screen:	Acceptable Choices:
White	100	\$ -	\$ -	High Tide Low Tide Logo on Front Center of Towel	<a href="#">BT-10 Jewel Collection Beach Towel</a>
Screen cost (1 color Front)	1	\$ -	\$ -		
<b>Alternate #2 total Cost</b>	<b>\$ -</b>				



Counselor Fanny Packs	Total	Price Per Unit	Total	Front Screen:	Required Style (both colors must be quoted on the same style):
Neon Yellow (Medication)	43	\$ -	\$ -	PDHP Logo (white on front pocket)	<a href="#">Two Zippered Fanny Pack SKU 9909-01</a>
Red (First Aid)	106	\$ -	\$ -	PDHP Logo (white on front pocket)	<a href="#">Two Zippered Fanny Pack SKU 9909-01</a>
Screen cost (1 color Front)	1	\$ -	\$ -		
<b>Alternate #1 total Cost</b>	<b>\$ -</b>				

