



To: Board of Parks and Recreation
From: Mark Heintz – Director of Parks and Recreation
Date: August 20, 2024
Re: soccer jersey order

The Recreation staff priced out a new vendor for soccer jerseys for the fall season. In making a change, we expect to save about \$400-500 in going with the new vendor. Unfortunately, it was not realized until today that the vendor seeks a 50% deposit for this order.

Staff is seeking your approval of the purchase of soccer jerseys from Hashmark Network LLC, from Crown Point, Indiana at a unit cost of \$13.40 per printed jersey. Based upon our initial order the total is \$7,588.60 and a 50% down payment will be \$3,794.30. The down payment will be applied against the total cost upon final invoicing.

Recommendation:

Staff is seeking your approval of the purchase of soccer jerseys from Hashmark Network LLC from Crown Point, Indiana including the approval to pay the 50% cost of \$3,794.30 as the down payment on this order.

**ISSUED TO:**

Abby Kresal
Recreation Supervisor w/Aquatics
Munster Parks and Recreation
219-836-6923

INVOICE NO:

2024-1
8.19.24

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Munster Fall Soccer	13.40	529	7088.60
New Logo	500	1	\$500.00

TOTAL	7588.60
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Total	7588.60
Down payment Due now	3794.30

Balance Due Upon Delivery	3794.30
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HASHMARK NETWORK LLC

**800 E PORTER ST
CROWN POINT, IN 46307**

*thank
you*