

# MEMO

**To:** Park Board

**From:** Greg Vitale, Director of Parks and Recreation

**Date:** January 7, 2020

**Re:** Renewal of Department Clothing Agreement

---

On January 15, 2019 the Park Board approved the Munster Parks and Recreation Department uniform bid to Topnotch Silk Screening for 2019 with an option to renew with the same terms for 2020 and 2021. The agreement includes individual pricing for all camp t-shirts, lifeguard swimwear, soccer uniforms, part-time employee shirts and more. The staff is very happy with their quality and customer service and would like to renew the agreement for two more years before requesting bids again. The 2019 memo and bid information is included in the agenda for Park Board review.

**Recommendation**

It is recommended that the Park Board authorize the renewal of the department clothing bid to Topnotch Silk Screening for 2020 and 2021.