

Project Name or Description: FUNDRAISING PRINTED T SHIRTS

Not for Profit Name: Logan Strong Foundation

Address: P O Box 2168

City, State, Zip Code: Scotia, NY 12302

Procurement Contact Person: Sari Medick, Vice President

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1. Background/Introduction

Jennifer, Kevin and Logan Fogg established the Logan Strong Foundation in January 2018. The Foundations' purpose is to help raise childhood cancer awareness, and to provide items of comfort and support for children and families, while they are fighting cancer in and out of the hospital. LSF will be providing families with items in order to raise funds for their battle.

2. Project Goals and Scope of Services

The LSF is looking for vendors to be able to provide us quotes for the Custom Designed T-Shirts in Infant, Children, Adult and Plus Sizes.

Quote on both Single Color and Multiple Color Options is required. Front Only, Back Only and Front and Back Design Options are requested as well.

A variety of shirt options (Long and Short Sleeved), Sweatshirts (Hooded, Pull Over and Zippered) and other printed items would be great to have as options for these families.

Cost for Set up must be identified. Please include Design cost/options (we have some that have been pre-designed), with in the quote as well.

As we are a not for profit, we will be providing you a certificate for tax exempt status on these orders.

3. Anticipated Selection Schedule

The Request for Proposal timeline is as follows:

Request for RFP: October 26, 2018

Deadline for Bidders to Submit Questions: November 11, 2018

Contract Award / Notification to Unsuccessful Bidders: November 30, 2018

4. Time and Place of Submission of Proposals

The RFP will be posted on our Facebook page, website, and will be shared via social media and email to interested parties.

5. Timeline

We are looking for a variety of projects with in the RFP, each project has a different timeline.

6. Elements of Proposal

A submission must, at a minimum, include the following elements:

- Pricing of Products (Individually and Bulk Discounted), Levels of Discount for the Custom Designed T-Shirts in Infant, Children, Adult and Plus Sizes, including shirt options (Long and Short Sleeved), Sweatshirts (Hooded, Pull Over and Zippered) and other printed items.
- Quote on both Single Color and Multiple Color Options is required. Front Only, Back Only and Front and Back Design Options.
- Cost for Set up must be identified. Please include Design cost/options (we have some that have been pre-designed), with in the quote as well.
- Pick Up, Delivery, and Shipping Costs and Options
- Length of time from Design to Print to Delivery

7. Evaluation Criteria

While we are looking for the best pricing, we are also looking for consistent quality, great customer service record and long term potential with this company.

8. Budget

There is not set budget at this time. Our level of ordering will be established once we have found the appropriate vendor.