

REQUEST FOR PROPOSALS

Issue Date: July 19, 2012

RFP# 146-210-MST-SHIRT

Title: TERM CONTRACT FOR **NON-PROFESSIONAL EMBROIDERY SERVICES**

Commodity Code: 96278 Sewing, Embroidery, Embossing, and Alteration Services

Issuing Agency & Address: Science Museum of Virginia
ATTN: Michele Tilley
2500 West Broad Street
Richmond, VA 23220

Location of Work: Science Museum of Virginia

Period Of Contract: One Year with (4) four optional one-year renewals

All inquiries for information should be directed to:

Michele Tilley

Phone: 804-864-1532

email mtilley@smv.org

IF PROPOSALS ARE MAILED OR HAND DELIVERED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE.

Unsealed proposals for furnishing the services described herein will be received until 4:00 p.m. local time on Monday, August 20, 2012 **Proposals must reach the above person at the above address by the deadline stated.**

Name And Address Of Proposer:

Date: _____

By _____

(Signature in Ink)

Typed Name: _____

_____ Zip: _____

Title: _____

FEIN/SSN # _____

Telephone No.() _____

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will not be held.

PURPOSE

The Agency is in search of a vendor to provide a variety of embroidered shirts, blouses and other items throughout the year. The aim of this RFP is to contract with a firm who will agree to be available to provide these services with proper notice in a timely manner, thereby reducing the Agency's cost and time for advertising and developing numerous RFP's, and generally to increase the Agency's efficiency in obtaining these services.

SCOPE OF WORK:

- A. Vendor must provide samples of shirts at no charge with the submission of proposal. Shirts will be returned upon request at the end of the evaluation process.
- B. The museum logo is a 17 color, gradient embroidery. A sample of the embroidery must be submitted and approved prior to award.
- C. Highest ranked firm(s) will be sent the logo and award will be based on the quality of the embroidery sample produced.
- D. In the past we have ordered men/women short-sleeve polo shirts; men/women long-sleeve button-up shirts and men/women fleece jackets. Information regarding the items currently being used is attached. It is our intent to remain consistent.
- E. Typically the Museum has purchased these items approximately 4 times per year in quantities between 20 and 50 items per order.

AWARD OF CONTRACT:

The Agency shall review samples provided, experience and availability to produce product. Negotiations shall then be conducted with the Proposer ranked first to establish a contract. Fees are expected to remain constant throughout the contract period regardless of number of orders placed or quantities required.

CONTRACT TERM:

Under this Contract, Project Orders may be issued during the one-year following the date of execution of this Contract. This one-year period shall be referred to as the "Contract Term".

The Owner may, at its sole discretion, renew the Contract for one additional one year Contract Term provided the option to renew was indicated in the RFP. If the Owner exercises its option to renew, the second Contract Term shall begin one year from the date of the execution of this Contract or the date that the Owner notifies the company that the option to renew is being exercised, which ever occurs first. The Owner/Agency may, at its sole discretion, exercise the one year renewal a maximum of 4 times.

PROJECT ORDERS:

The first Project Order will be issued at the same time as the execution of the Contract.