



REQUEST FOR QUOTE:

Cheese & Charcuterie Trays for Wine Garden

Quote: #19-196

RFQ Released: January 10, 2019

Deadline for Quotes: Monday, January 21, 2019 by 2 p.m.

The Houston Livestock Show and Rodeo (the “HLSR”) promotes agriculture by hosting an annual, family-friendly experience that educates and entertains the public, supports Texas youth, showcases Western heritage and provides year-round educational support within the community.

As the world’s largest livestock show and rodeo, the largest fair in North America and the site of 20 concerts from top-flight entertainers each year, the show attracted over 2.4 million spectators in 2018. A Section 501(c) (3) charity, this organization has committed approximately \$450 million in youth and educational support to Texas students since it began in 1932. HLSR is backed by more than 34,000 volunteers serving on over 108 different committees.

GENERAL REQUIREMENTS FOR REQUEST FOR QUOTE

PRICING

Pricing for all goods/services must be very specific, all-inclusive and firm. All administrative fees, shipping, expedited delivery costs, labor, etc. must be included in the quote. All shipping, drayage and other charges are to be listed **as a separate line item**.

Moreover, all design work, product set-up, production, repair work, etc. must be done according to HLSR’s schedule, which may include weekends, nights and early mornings, at **no additional cost to HLSR**. HLSR will pay only for goods/services stated on the Price Sheet unless otherwise agreed to in writing by both parties before the order is placed or work is started. No price changes, additions, or subsequent qualifications will be honored.

INTELLECTUAL PROPERTY

The provider acknowledges that the names, logos, copyrighted material and trademarks of HLSR are the sole and exclusive property of HLSR (the “HLSR Marks”) and nothing herein shall provide the provider any right, title or interest in HLSR Marks. All HLSR Marks included in this Request for Quote (“RFQ”) are for bidding purposes **ONLY**. They may not be used for any other purpose, now or in the future, without the express written consent of HLSR’s Marketing and Public Relations Department.

PROVIDER ADVERTISING, MARKETING AND PROMOTION

The provider may not promote itself in conjunction with HLSR, use the HLSR as a client reference or display HLSR goods in any advertising, marketing or promotional materials. Exceptions may apply to current licensed providers.

SPECIAL REQUIREMENTS / INSTRUCTIONS

SCOPE

HLSR is accepting quotes from parties for various Cheese and Charcuterie Trays for the 2019 show.

SPECIFICATIONS

- Each item should be individually wrapped in a sealed container.
- Each container must be legibly marked with a packed date and/or an expiration date.
- No vendor logo(s) of any kind can be included anywhere (i.e., packaging, napkins, etc.)
- Daily delivery to the Wine Garden at NRG Park.
- Delivery dates will be between February 25 and March 17, 2019.
- Deliveries are to be made before 9:00 a.m. unless otherwise required by HLSR Staff.
- Include order turn-around time and available delivery options (days and times) in your quote.
- These items, quantities, deliveries, and times are estimates and are subject to change.

CHEESE TRAYS

- *Large Size (serves ~3-4)*
 - a) estimated order of 1700 (collectively, not per day)
 - b) must include at least four types of cheese, at least 10 oz total
 - c) must include accompaniments such as: crackers, nuts, dried or fresh fruit, etc

- *Party Size (serves ~30)*
 - a) estimated order of 20 (collectively, not per day)
 - b) must include an assortment of at least four types of cheese, at least 90 oz total
 - c) must include accompaniments such as: crackers, nuts, dried or fresh fruit, etc

- *Be sure to include in your quote (for Large and Party sizes):*
 - a) the specific cheese types, sizes, accompaniments, and quantity
 - b) a photo of the plate presentation
 - c) unit pricing

CHARCUTERIE TRAYS

- *Large Size (serves ~3-4)*
 - a) estimated order of 1700 (collectively, not per day)
 - b) must include at least 3 types of sausage, at least 7.5 oz total
 - c) must include at least 2 types of cheese cubes, at least 4 oz total
 - d) must include at least 2 oz hummus
 - e) must include pitted Italian olives, Marcona almonds, and toothpicks

- *Party Size (serves ~ 30)*
 - a) estimated order of 25 (collectively, not per day)
 - b) must include at least 3 types of sausage, at least 67.5 oz total
 - c) must include at least 2 types of cheese cubes, at least 36 oz total
 - d) must include at least 18 oz hummus
 - e) must include pitted Italian olives, Marcona almonds, and toothpicks

- *Be sure to include in your quote (for Large and Party sizes):*
 - a) the specific food types, sizes, accompaniments, and quantity
 - b) a photo of the plate presentation
 - c) unit pricing

BULK ITEMS

- Be sure to include pricing for bulk cheese, dried fruits, and nuts

TIMELINE

- Bids due back **no later than Monday, January 21, 2019 by 2 p.m.**

- Provider(s) selected by January 28

- Initial order placed by February 4

SUBMITTAL REQUIREMENTS

RETURN ALL PAGES

Send via hard copy or email (Kennon@rodeohouston.com) only - no fax

Houston Livestock Show and Rodeo™
Attn: Tracy Kennon
3 NRG Park, NRG Center
Houston, Texas 77054

**YOUR SIGNATURE ATTESTS TO YOUR OFFER TO PROVIDE GOODS AND/OR
SERVICES DESCRIBED IN THIS DOCUMENT.**

OFFERED BY:

Signature

Date

Printed Name

Title

Company Name

Email

PRICE SHEET

CHEESE TRAYS	QTY	EACH	TOTAL
Cheese Tray – Large Size	1700	\$	\$
Cheese Tray – Party Size	25	\$	\$
CHARCUTERIE TRAYS	QTY	EACH	TOTAL
Charcuterie Tray – Large Size	1700	\$	\$
Charcuterie Tray – Party Size	25	\$	\$
BULK ITEM	U.O.M.	PRICE PER UNIT	
Cheese(s) – est. 40 lbs.		\$	
Dried Fruit – est. 14 lbs.		\$	
Nuts		\$	
Other: Rush Delivery		\$	

All HLSR Marks included in this Request for Quote are for bidding purposes **ONLY**.

If applicable, all final artwork will be sent to the selected Provider(s).

They may not be used for any other purpose, now or in the future, without the express written consent of HLSR’s Marketing and Public Relations Department.