



## **REQUEST FOR QUOTE:**

# **RFQ #20-003 MERCHANDISE CAPS\_T-SHIRTS\_OUTERWEAR**

**RFQ Released:** May 20, 2019

**Deadline for Quotes:** Tuesday, June 6, 2019 by 2:00 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 2.5 million spectators in 2019. A Section 501(c) (3) charity, this organization has committed approximately \$475 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**.

Based on your line item bid price for shipping on the Price Sheet, HLSR may require that product shipments are to be done via Federal Express or UPS, using the HLSR’s existing account.

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**

The following requirements and instructions supersede GENERAL REQUIREMENTS where applicable.

### **SCOPE**

HLSR will receive quotes from parties for our **Merchandise Program Caps, T-Shirts, and Outwear** for the 2020 Show.

### **PRODUCTS**

1. **Product samples are not required unless requested by HLSR.**
2. There is no limit on the number of design items that can be submitted.
3. The design must include one of the HLSR Marks. See Appendix "A".
4. Pantone colors: Orange-158C-Blue-7690C-Brown-4625C
5. Entire order must be delivered to NRG Park, Houston, Texas 77054, **no later than Sept. 7, 2019**

#### Category A – Value Tee

- a) Estimated Quantity: 2,000
- b) Estimated Retail Price: \$8-\$10

#### Category B – Adult Unisex Tees

- a) Up to eight (8) different designs
- b) Estimated Quantity: 576 to 1,220 of each design
- c) Estimated Retail Price: \$20-\$35

#### Category C – Ladies' Tees

- a) Up to four (4) different designs, including at least two that are embellished with rhinestones or other additional decoration
- b) Estimated Quantity: 576 to 1,200 of each design
- c) Estimated Retail Price: \$20-\$35

#### Category D – Youth Tee

- a) Up to six (6) Youth designs
- b) Estimated Quantity: 576 to 1,200
- c) Estimated Retail Price: \$10-\$15

Category E – Caps

- a) Up to 7 designs for Men and 3 designs for Women
- b) Estimated Quantity: 576 to 1,200
- c) Estimated Retail Price: \$10-\$45

Category F – Outerwear

- a) Hoodies - 2 colors
- b) Estimated Quantity: up to 2,800
- c) Estimated Retail Price: \$25-\$65
- d) Windbreakers - 2 colors
- e) Estimated Quantity: up to 850
- f) Estimated Retail Price: \$25-\$45

All HLSR Marks included in this Request for Quote are for bidding purposes **ONLY**.  
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 Marketing and Public Relations Department.



**SUBMITTAL REQUIREMENTS**

**RETURN ALL PAGES**  
**HARD COPY OR EMAIL ONLY**  
**NO FAX**

**Houston Livestock Show and Rodeo™**  
**Attn: Purchasing**  
**NRG Center, 3 NRG Park**  
**Houston, Texas 77054**

[Purchasing@rodeohouston.com](mailto:Purchasing@rodeohouston.com)

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

**OFFERED BY:**

_____ <b>Signature</b>	_____ <b>Date</b>
_____ <b>Printed Name</b>	_____ <b>Title</b>
_____ <b>Company Name</b>	_____ <b>Email</b>

**PRICE SHEET**

Item is for Product Category: \_\_\_\_\_ (example "B"- umbrellas)

Your Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Product Description:

Photo / Graphic of Item (no more than one (1) item per price sheet)

Estimated Quantity:				
Price Each:	\$	\$	\$	\$
Estimated Delivery Date:	\$	\$	\$	\$
Estimated Delivery Fee:	\$	\$	\$	\$
Estimated Setup Fee:	\$	\$	\$	\$
Estimated Total for Each Column/Quantity listed above.	\$	\$	\$	\$

APPENDIX "A"

HLSR MARKS

