



# **CITY OF ROCKWALL**

**385 SOUTH GOLIAD  
ROCKWALL, TX 75087  
972-771-7700**

## **REQUEST FOR PROPOSALS FOR CITY LOGO APPAREL AND MERCHANDISE**

**SUBMITTALS due 3:00 PM CST, December 28, 2022**

**To**

**Lea Ann Ewing, Purchasing Agent  
City of Rockwall, 385 S. Goliad St., Rockwall TX 75087**

**CITY OF ROCKWALL  
REQUEST FOR PROPOSALS  
LOGO APPAREL AND MERCHANDISE**

**I) INTRODUCTION**

The City of Rockwall is seeking contracts with companies that provide logo uniform and marketing/promotional merchandise. City departments that may utilize the contract are Parks, Recreation, Public Works, Police, Fire and Administration. A few items that may be purchased, but not limited to, through this contract:

- Logo shirts, jackets, coveralls with preferred embroidery.
- Marketing / promotional give-a-ways such as drink koozies, cups, pencils, pens, lapel pins, golf discs, canvas bags, hats, etc.
- Signage, banners, tents, table covers
- Fun Guide
- Digital art and design
- Embroidery service only
- Set up fees
- The City reserves the right to add other services and merchandise at their discretion to the contract.

**II) EXPERIENCE**

Preference will be given to companies having demonstrated experience of similar scope and complexity. A company resume shall be submitted as part of the proposal. The resume will be attached as part of the contract and shall include, at a minimum, the following items:

- The background and experience in providing quality service and materials.
- The background and experience in related professional experience.
- Three (3) references with name of contact person and telephone number.

**III) CRITERIA FOR AWARD OF CONTRACT**

The City may award contracts to multiple companies. The criteria for evaluating the Proposals will be based upon a combination of the following:

- The background and experience in providing quality service, materials and merchandise. 20%
- Proposal percentage amount – 30%
- Demonstration of qualifications necessary to provide quality products in a timely manner. 20%
- Ability to provide a large selection of apparel and merchandise. 20%
- Reference responses. 10%

#### **IV) SCOPE OF WORK**

Qualifications must include professional services normally required in the operation of a company that provides logo apparel and merchandise.

#### **V) OTHER REQUIREMENTS**

Each Proposal should include information as needed to qualify. Proposals must address the following items to be given further consideration for the project: experience with similar projects; availability to perform requested services; ability to perform services within the given timeframe; understanding of the project scope; provide design services and proof of insurance as required by the City of Rockwall.

#### **VI) PROPOSAL CONTENTS**

The proposal shall contain the following information:

1. Name of Company, location of where the work will be performed, owners, and number of employees.
2. Company history.
3. Proof of Liability insurance and statutory workers compensation.
4. Proposed percentage mark-up of all costs including but not limited to merchandise and design service.
5. List of subcontractors.
6. Three References of like work.

#### **VII) SELECTION CRITERIA**

The City will select the firm considered most qualified to provide the desired apparel and merchandise. If the City is unable to negotiate a satisfactory proposal, it may commence negotiations with another selected firm. The City reserves the right to reject any and all proposals. Work Authorizations will be approved under the Concession Agreement.

Two (2) copies of the submittal document should be submitted by December 28, 2022, 3:00 PM to:

Lea Ann Ewing  
Purchasing Agent  
City of Rockwall  
385 S. Goliad  
Rockwall, TX 75087

For contract/scope of work questions, contact:

Cory Dentler  
Recreation Superintendent  
[cdentler@rockwall.com](mailto:cdentler@rockwall.com)  
City of Rockwall, 972-771-7761

**CITY OF ROCKWALL  
INSTRUCTION TO PROPOSALDERS**

**1.0 SCOPE OF SERVICE**

- 1.1 Provide to the City of Rockwall logo apparel and merchandise in a timely manner.

**2.0 SPECIAL NOTES**

- 2.1 Proposals are to be submitted on a percentage of cost to the City.

**3.0 CONTRACT PERIOD**

- 3.1 The term of the contract shall be from the date of execution. Three, one year options to extend the contract are allowed. Each one-year extension requires written approval by both parties.

**4.0 LICENSES AND PERMITS**

- 4.1 The Proposer will be responsible for obtaining and maintaining any and all certificates and licenses to sell merchandise.

**5.0 INSURANCE**

- 5.1 The Proposer shall provide the City of Rockwall with a Certificate of Insurance for current liability insurance and Worker's Compensation.

**6.0 CONTRACT TERMINATION**

- 6.1 This agreement may be terminated for any reason at any time by either party with no less than 30 days written notice.

**7.0 WAIVER**

- 7.1 Proposer agrees to indemnify and hold harmless the City of Rockwall from and against all loss, liability, claims, and causes of action of every kind and character caused by the negligence, gross negligence, intentional acts or omissions or fault of the Proposer or the Proposer's agents, invitees, and employees, and the Proposer's subcontractors and their agents, invitees and employees, arising in connection with the work or services specifically performed hereunder which results in damage to property or bodily injury or death to any person or persons. However, the City of Rockwall shall not be required to indemnify the Proposer from and against all loss liability, claims, and causes of action of every kind and character caused by the negligence, gross negligence, intentional acts or omissions or fault of the City or the City's agents.

**CITY OF ROCKWALL  
REQUEST FOR PROPOSALS (RFP)  
CITY LOGO APPAREL AND MERCHANDISE**

**Public Notice**

The City of Rockwall invites the submittal of responses to this RFP from qualified companies interested in providing City logo apparel and marketing/promotional merchandise. Responses are solicited for this contract in accordance with the terms, conditions and instructions set forth in the RFP guidelines. The City will receive responses to this RFP at the office of Lea Ann Ewing, Purchasing Agent, 385 S. Goliad, Rockwall, Texas 75087 until 3:00 pm, December 28, 2022. The Request for Proposal document may be obtained on the City's website at [www.rockwall.com/finance/asp](http://www.rockwall.com/finance/asp). Receipt of responses does not bind the City to any contract for said services, nor does it guarantee that a contract for these services will be awarded. For additional information, contact Lea Ann Ewing at [lewing@rockwall.com](mailto:lewing@rockwall.com) or Cory Dentler, Recreation Superintendent, at [cdentler@rockwall.com](mailto:cdentler@rockwall.com), 972-771-7700.

Publish Dates:           December 9, 2022 and December 16, 2022