

Plymouth-Canton Music Boosters
REQUEST FOR PROPOSALS (RFP)
FOR
Logo Wearables Supplier

Deadline for Receiving Proposal

The Plymouth-Canton Music Boosters, a non-profit 501c3 organization is seeking proposals for the 2010 season. Vendors who wish to submit a proposal for consideration have until March 15 at 6:00 PM. Proposals received after 6:00 PM local Eastern Standard Time will not be considered. Proposals must be delivered to:

ATTN: PROPOSALS
John Noss, President
Plymouth-Canton Music Boosters
P. O. Box 701135
Plymouth, MI 48170

Or emailed to
peggyfenwick@comcast.net

General Scope

The Plymouth-Canton Music Boosters (known as the Boosters within this document) are seeking a logo wearable distributor who can produce and sell Band logo wear to the Booster organization, the students, parents, and general fans of the Plymouth-Canton Educational Park Concert, Guard, and Marching Band programs. The Boosters are requesting that a percentage of all individual sales be given back to the organization to further support its efforts as a Not-for-Profit organization.

Term

The Boosters are seeking a Logo Wearables Supplier for the 2010 calendar year. Assuming the selected vendor is deemed satisfactory to the current Board of Directors, a renewal contract will be extended for subsequent years.

Selection Committee & Timeline

The Board of Directors of the Boosters will review all submitted proposals. A presentation may be requested of the top proposals received. That presentation will likely occur during the end of March, 2010. The selected vendor will be notified by April 30. Wearable sales begin in the Spring, continue through the summer, and have a strong push in August, September, October. Our band season usually ends mid-November.

Other information

If you have questions regarding this proposal, please contact John Noss at 734-320-1922; Terri Saenz at 734-981-6577; or Peggy Fenwick at 734-516-6490.

Scope of Services

Our Booster organization is comprised of over 400 members. There are approximately 300 students who participate in band and/or color guard programs at the Park (PCEP). Our nationally acclaimed programs include four concert bands at the high school Park, a jazz ensemble, Plymouth-Canton Marching Band (180 members including 45 color guard members), a Winter Drumline, and a WinterGuard program. These individuals are all potential customers for wearables and logo items.

The Boosters are seeking a Supplier who can produce items desired by the organization, and sell those items using various means such as 1) via the Internet through a custom designed website that is accessible from the www.pcmb.net site; 2) via attendance at the monthly Booster meetings held at Plymouth High School 8400 Beck Road, Canton, MI. Booster meetings are held the first Tuesday of each month at 7:00 pm, and twice during the months of September and October; and 3) Phone or Fax sales using an order form.

(Note: the winning vendor is also requested to be at the 'uniform fitting day', usually held the second Saturday in August.)

In addition to designing and offering a variety of clothing and logo trinkets desired by Band Boosters, our organization is seeking a Supplier who has outstanding customer service, is able to deliver items on time, and is willing to share a small percentage of each sale with the Booster organization. This model has been successful in other nationally renowned band organizations, like Marion Catholic in Chicago, Ill. In essence, logo wearable sales are another fundraiser for the group.

The following is a list of items that must be available to the Booster organization. Exact duplicates are requested, but suitable substitutions will be considered. The trademark of the Plymouth-Canton Marching Band is owned by the Plymouth-Canton Music Boosters. This mark will be permitted for use by the winning Supplier. All other uses of this mark by retail vendors not selected will be a violation of the mark and appropriate action to stop such activity will occur.

- White Polo Shirts (with collar) with black embroidery of PCMB logo on left chest. (50 needed) Needed prior to Memorial Day Parade in May.
- Black "Dickie" pleated shorts (50 needed) Needed in Spring/early Summer.
- Black or light grey member t-shirts with silk screen PCMB logo on left chest with Member 2010 below (400 needed) Needed by Summer.
- 'Show shirts' - each year a shirt is designed to showcase the annual show. The design will be given to the Supplier for production of silkscreened front and back shirts, including short-sleeve, long-sleeve, crew sweatshirt, and hoodie sweatshirt

sizes for children and adult sizes. (small child up to XXX adult needed) The last four years were all produced on black shirts. (pre-orders taken. Produce to order.) Shirts needed prior to first competition in September.

- Yellow fleece jackets with black embroidery stitching of PCMB logo and first names. Needed by September.
- Various yellow/black wearables available. Yellow/black is the official color of the Boosters. Jackets, sweatshirts, t-shirts, flags, car stickers, bumper magnets, etc. are needed.
- PCMB equipment crew wearables. Includes black sweatshirts, jackets and black hats with yellow embroidery. (number varies from year to year) Needed by first competition in September.
- Variety of fun student wearables including: lounge pants, sweats, shorts, t-shirts for various sections ie., Clarinets, Tubas, etc. and color guard members.
- Other items desired: backpacks, duffel bags, guard flag bags. Misc. embroidery service of any item needed.

Proposal Requirements

Each proposal should contain:

Supplier's name, address, phone number (land and cell), email address, website URL if applicable, and location of where business will be conducted from.

A list of items to be supplied, the proposed pricing of the stated items, and the proposed percentage granted to the organization.

Please list the service philosophy and processes the Supplier will engage in for this account.

Please describe your sales process in detail for selling items to our Booster group.

Please list your experience with similar organizations.

Please list at least two references for similar work.

Please identify the individuals who will service this account with a small biography of each individual.