



Date: February 8, 2008

Re: **2008 Fremont Festival of the Arts
REQUEST FOR PROPOSAL – FESTIVAL STAFF SHIRTS**

Your firm is invited to submit a proposal to provide embroidered shirts for the 2008 Fremont Festival of the Arts, August 2-3, 2008. We have provided below the anticipated shirt type, quantity and imprint specifications. Vendors are asked to submit bids with suitable products based on this information. Samples should accompany the bid.

Further questions may be directed to Lana Hillary-Windom at (510) 795-2244, ext. 105, email: lhillary-windom@fremontbusiness.com.

DEADLINE FOR PROPOSAL: April 11, 2008, no later than 5:00 p.m. Bids received after close of business on April 11, 2008 will not be considered. Proposals should be sent to: Lana Hillary-Windom, Fremont Chamber of Commerce, 39488 Stevenson Place, Suite 100, Fremont, CA 94539 or via fax (510) 795-2240, or email: lhillary-windom@fremontbusiness.com.

SHIRT #1

Shirt Type: GOLF SHIRT - vendor to make suggestion
Color: to be determined
Quantity: 25
Embroidery: each shirt to be embroidered with festival logo and individual name, details will be provided upon request

SHIRT #2

Shirt Type: CAMP SHIRT - vendor to make suggestion
Color: to be determined
Quantity: 25
Embroidery: each shirt to be embroidered with festival logo and individual name, details will be provided upon request

Additional Requirements:

- All shirts are for resale, license will be provided upon acceptance of bid.
- Shirts must be delivered no later than Friday, July 11, 2008.

Proposal should include:

- All costs, including shipping, imprint, screen charges, etc.
- Payment terms
- Client references

Proposals will be evaluated on satisfaction of our product needs, product quality, competitive pricing, payment terms, and value-added service. Proposals from Chamber members will always receive first consideration.