



RFP

Request for Proposal
March 1, 2017

2017 DES MOINES ARTS FESTIVAL®

The Des Moines Arts Festival® (DMAF) is actively seeking proposals/quotes for the production of merchandise items for the 2017 Des Moines Arts Festival to be held June 23-25, in Western Gateway Park.

Merchandise Specifics

See attached spreadsheet (*2017 DMAF Merchandise RFP*). The items on this sheet are not final and details on printing, styles and counts could change before final order is placed. Additional items may be added and some of the items on the RFP are an either/or.

Proposal Specifics

- All price quotes will be itemized and inclusive of printing, production, shipping, and delivery of merchandise.
- Pricing must be submitted in the attached spreadsheet as indicated in the yellow highlighted fields.
- Artwork will be provided to printer by the DMAF.
- DMAF expects samples of selected products to be provided in advance of printing at no additional cost to DMAF to ensure selection. DMAF will return samples. Once product selections are made, DMAF will expect samples of printed products to be delivered for final approval (PROOFS) before entire order is placed. DMAF will be responsible for these items.
- All work requires proof approval from DMAF staff before production.
- Merchandise must be boxed for shipment to four separate Younkers locations according to specified counts and delivered to locations by May 1, 2017.
- Provider must be prepared to print a second run of items, if deemed necessary, to be delivered no later than June 22, 2017 and provider agrees that the cost of such items will be the same as original order.

Summary of Process

Please submit proposal on or before Friday, March 24.

Submissions received after this date may not be considered. All proposals will be reviewed with the understanding that price is not the only deciding factor. It is the intent of the DMAF to evaluate without bias all proposals and select the provider by March 31 barring no complications or need to follow-up. Production will begin immediately thereafter.

Please direct all questions to (email preferred):

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