



October 31, 2023

Dear Prospective Vendor,

BRMC is in the process of seeking competitive bids for promotional products and logo apparel. We would like to formally request that your company submit a bid for the procurement of promotional items and logo apparel, as specified in the attached Request for Proposal (RFP).

To assist you in preparing your bid, we have attached the RFP document, which outlines all the necessary details, including the scope of work, requirements, timelines, and evaluation criteria. We kindly ask that you review this document thoroughly and provide us with your comprehensive proposal by 9:00 AM CST on December 29, 2023.

If you have any questions or require additional information about the RFP, please do not hesitate to contact Kristin Wert via **email with questions no later than 9:00 AM CST on December 10, 2023. Questions submitted after this date will not be answered.** We are more than willing to provide any clarification or assistance you may require.

We appreciate your consideration of this request, and we look forward to the possibility of working together to achieve our mutual objectives. Thank you for your time and attention to this matter. We eagerly await your bid submission.

Sincerely,
Kristin Wert
Director of Marketing
kristin.wert@brownfield-rmc.org

Enclosures: Request for Proposal (RFP) document



Request for Quotation (RFQ) – Promotional Products and Logo Apparel
RFQ Number:2024-2025

Company Name: Brownfield Regional Medical Center

Contact Person: Kristin Wert

Email: kristin.wert@brownfield-rmc.org

RFQ Number: 2024-2025

RFQ Issued Date: October 30, 2023

Response Deadline: 9:00 AM CST on December 29,2023

Description of RFQ:

BRMC is seeking competitive quotations for a range of promotional products and logo apparel to enhance our branding and marketing efforts. We are interested in partnering with a qualified supplier who can provide high-quality products and a seamless ordering process.

Scope of Work:

1. Promotional Products:

- Provide a variety of promotional items such as pens, keychains, water bottles, tote bags, and other popular items for giveaways and promotional events.
- Products must meet our quality standards and be customizable with our logo and branding.

2. Logo Apparel:

- Supply logo apparel, including but not limited to t-shirts, polo shirts, hats, and jackets, featuring our company logo and branding.
- Ensure that the apparel is available in a range of sizes and styles to accommodate our diverse workforce.

Requirements:

- All products must meet or exceed industry quality standards.
- Customization of products with our company logo and branding is required.
- Quotations should include a detailed breakdown of costs, including unit prices, customization costs, and any applicable taxes or fees. Please include shipping charges going GROUND, UPS 2 Day and UPS OVERNIGHT PM DELIVERY. All prices, including shipping costs, must be firm for 1 YEAR of this bid.
- Supplier must provide samples of ALL products listed in this and details on the customization process. **Please send samples of this bid by the deadline to:** Attn: Chuck Norris/Kristin Wert @ 705 East Felt Street, Brownfield, Texas 79316. **Please include the bid #, and your company contact information.**
- Timely delivery and responsive customer service are essential.
- Please specify any minimum order quantities or order restrictions.



Submission of Quotations:

Interested suppliers are invited to submit their quotations no later than 9:00 AM CST on December 29, 2023 to the following email address: kristin.wert@brownfield-rmc.org

Evaluation Criteria:

Quotations will be evaluated based on the following criteria:

- Price competitiveness
- Product quality and customization options
- Supplier reputation and reliability
- Delivery timeline
- Customer service and support

Important Notes:

- BRMC reserves the right to reject any or all quotations or to award the contract to a supplier that is in the best interest of our company.
- This RFQ is not a purchase order and does not commit BRMC to make a purchase.
- Quotations submitted after the response deadline will not be considered.

BRMC looks forward to receiving competitive quotations from reputable suppliers in the promotional products and logo apparel industry. If you have any questions or need further information, please contact kristin.wert@brownfield-rmc.org.

*****Please send samples of this bid by the deadline to:** Attn: Chuck Norris/Kristin Wert @ 705 East Felt Street, Brownfield, Texas 79316. **Please include the bid #, and your company contact information.** We will NOT accept bids with no samples. **Bids MUST be emailed and NOT included in the box of samples.**

Thank you for your interest in working with us. Please see attached pages for the items to bid on.

Sincerely,

Kristin Wert
Marketing Director



Please include in your promotional products quote:

Minimum order to 5,000 units.

Quote 1 or 2 color imprint.

Include all set up fees.

Include shipping estimates for ground service

Please add to the mix your top 5 products for hospital giveaways

Please include in your apparel quote:

Quantity 24-500

T Shirts – Silkscreen on 1 location and 2 locations (1 color or 2 color imprint for each location)

Polos – Embroidery (8000 stitches) one location

Please add to the mix your top 5 t shirts, top 5 medium budget polos (both men and women), top 5 high end polos (both men and women), top 5 jackets (both men and women), top 5 sweat shirts (both men and women),



The Hippo Mug & Straw Lid with Twist Closure | 40 oz

Keeps drinks cold for up to 11 hours, hot for up to 7 hours. 18/8 stainless steel, BPA-free. Double-wall vacuum insulation. Soft matte with a durable powder-coated finish. Screw-on clear straw lid with seal and a twist closure. Reusable straw. Car cup holders for commuting, fits most cars (base diameter: 3 inches). Dishwasher safe. Visit our site for ALL imprint options! 6" W x 11"H



Metro Collapsible Water Bottle

This 16.9 oz. container comes with the option of direct print or full-color decal imprinting. This water bottle will easily fit or clip with a carabiner to a pocket or belt loop. Dishwasher safe, washable in the top rack of your dishwasher. Freezer safe as well. Carabiner should not be placed in dishwasher, color will fade.



20 oz. Aluminum Bottle with Silicone Carrying Strap

Hydration is key to healthy living and this 20oz. Aluminum Bottle with matching screw top cap and silicone carrying strap makes it easier than ever to stay hydrated. Whether at home or on the go, this BPA free and FDA compliant bottle can remain attached to your bag, your bicycle, or anything that you can fit the silicone strap around. Hand Wash Recommended.



LARGE SPORTS PACK

Made Of 210D Polyester With Contrasting Simulated Leather Reinforcement Black Trim At The Corners. Reinforced Eyelets. Drawstring Closure. Spot Clean/Air Dry. 17" W x 20" H



Dart Pen

Plunger Action. 5 3/4" H



Journal Notebook

80 Page Lined Notebook. Matching Bookmark, Strap Closure And Pen Loop. Polyurethane Cover. 5" W x 7" H



Tri-Pocket Notebook

70 Page Lined Notebook. Elastic Pen Loop . Front Cover With 3 Pockets . Polyurethane Cover. 5" W x 7" H



Rubber Tape Measure Key Tag With Laminated Label

39" Retractable Steel Tape With Push Button Locking Mechanism. Metric/Inch Scale. Split Ring Attachment. 1 1/2" W x 1 1/2" H



Café Cooler Bag

Made Of 210D Polyester. PEVA Lining. Adjustable Shoulder Strap. Side Mesh Pocket. Front Pocket With Hook And Loop Closure. Double Zippered Main Compartment. Spot Clean/Air Dry. 8" W x 9" H x 5" D



Six Pack Cooler Bag

Made Of 70D Nylon. PEVA Lining. Adjustable Shoulder Strap. Side Mesh Pocket With String Closure. Front Zippered Pocket. Main Zippered Compartment. Spot Clean/Air Dry. 10" W x 7" H x 6" D



Wolverine 20 Oz. Tumbler Powder Coated And Copper Lining

Made of 18/8 stainless steel with double-wall, vacuum-insulated construction, and holds up to 20 oz., powder-coated color options. This has copper lining that keeps drinks cold for 24 hours and keeps hot for up to 12 hours. This includes a clear lid with spill-proof seal and you can even add on up (optional add-on). Free of Single Use Plastics. Laser Imprints: (Laser Small): 1 1/4"w x 3 1/2"h; (Laser Max): 2 3/4"w x 3 1/4"h; (Laser Wrap): 10 5/8"w x 3"h. 7" H



Gildan® Tri-Blend Tee

- 4.2-ounce, 50/25/25 poly/combed ring spun cotton/rayon
- TearAway™ label
- 5/8" seamed collar
- Shoulder-to-shoulder taping
- Double-needle sleeves and hem
- Modern classic fit side-seamed body



Mercer+Mettle™ Stretch Jersey Polo For a more style-forward polo, everyday pique knit is replaced with a soft jersey blend for a subtle drape and a smooth hand. Moisture-wicking and self-turned cuffs and hems lend cool vibes, all around.

Fabric+Weight

705 East Felt Street, Brownfield, Texas 79316
Telephone (806) 637-3551 Fax 806-637-1779

Member Hospital - Texas Organization of Rural & Community Hospitals - American Hospital Association - Texas Hospital Association



- 5-ounce, 92/8 poly/spandex jersey
- 6.2-ounce, 94/6 poly/spandex jersey (White)

Features+Benefits

- Moisture-wicking
- Self-collar with collar band
- 3-button placket
- Smoke satin-finished, rimmed buttons
- Black satin-finished, rimmed buttons (Deep Black)
- Self-turned cuffs and hem
- Notched vents at hem



Mercer+Mettle™ Women's Stretch Jersey Polo

Product Description

For a more style-forward polo, everyday pique knit is replaced with a soft jersey blend for a subtle drape and a smooth hand. Moisture-wicking and self-turned cuffs and hems lend cool vibes, all around.

Fabric+Weight

- 5-ounce, 92/8 poly/spandex jersey



Features+Benefits

- Moisture-wicking
- Self-collar V-neck
- Drop shoulders
- Straight body
- Self-turned cuffs and hem
- Side vents