

1.0 BACKGROUND

1.1 Overview

The Town of Fenwick Island, DE (TOWN) is seeking proposals from qualified vendors ("VENDOR") to produce apparel products/items for following TOWN programs/events:

- Fenwick Island Beach Patrol Program (FIBP)
- Annual Bonfire Event
- Annual Fenwick Freeze Event

It is the intent of the TOWN to select a qualified, experienced vendor partner capable of providing affordable and quality products on an as-needed basis for all Programs. All vendors will be chosen through the RFP process.

TOWN reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's capabilities to provide the specified service, and other factors which TOWN may consider.

1.2 Terms and Conditions

The selected company must be able to comply with the following terms and conditions:

- TOWN is seeking guaranteed pricing for a two-year contract per unit cost.
- The TOWN will have the right to terminate the selected company's services, in whole or in part, for convenience by providing thirty (30) days' written notice.
- Descriptions, quality, and styles will be provided to all interested parties upon request.
- Orders are not limited to this proposal and additional orders may be placed with the selected vendor at agreed upon pricing at the time of order.

2.0 REQUEST FOR PROPOSAL TIMETABLE

2.1 Schedule and Deadlines

The following is a summary of the RFP schedule and deadlines

February 21, 2023	Request for Proposal Published
February 28, 2023	Deadline for Questions and Clarifications
March 15, 2023	RFP responses are due by 12:00 p.m. (Noon) Email: pschuchman@fenwickisland.org
March 22, 2023	Notification/Award with Preferred Vendor

2.2 Deadline for Questions and Objections

To ensure fairness, the TOWN requires that all questions be submitted via e-mail to pschuchman@fenwickisland.org. All questions related to this RFP must be in writing and received no later than 5:00 p.m. PST, February 28, 2023. Indicate in the subject line of the email: "Questions for FI Town Beach Apparel & Gear RFP". Phone calls will not be accepted. Appropriate questions and answers will be provided by the TOWN in writing and distributed, via e-mail, to all Proposers who have notified the TOWN of their intent to submit a proposal.

2.4 Proposal Due Date

E-mail proposal responses are due by March 15, 2023, no later than 12:00 P.M. ET. No faxes or otherwise open proposals will be accepted.

3.0 INSTRUCTIONS FOR COMPLETING PROPOSAL

3.1 Proposal Format

The Fee Proposal Response Excel file is available upon request and must be returned by the due date via email to pschuchman@fenwickisland.org.

3.2 Fee Proposal Instructions

The VENDOR must provide pricing in the Fee Proposal when submitted. The VENDORS may also add rows on the Fee Proposal table as necessary to clearly communicate any further pricing distinctions or separately listed items. Please provide whatever attachments may be necessary to clarify your assumptions about a particular activity.

3.3 Completeness

The VENDOR proposal must be complete and comply with all aspects of these specifications.

3.4 Reservation of Rights

The TOWN reserves the right to accept any proposal as a whole or in part. Individual items may be purchased separately if accepting a proposal in its entirety is not in the best interests of the Town of Fenwick Island. The TOWN may, based on the responses to this RFP, select more than one vendor to fulfill the various objectives herein. The TOWN also reserves the right to reject all proposals or to waive any errors, discrepancies, or irregularities.