



THE PIPELINE

AN ECONOMIC INCLUSION INITIATIVE

Notice of Opportunity
Printing Services
2019 Essence Festival

1. Introduction & Intent

Essence is seeking reputable Printing Services Vendor who will provide quality services at a competitive price.

2. Right to Selection

Essence reserves the right, in its sole discretion, to select, negotiate with and request additional information from those Vendors it judges qualified. Essence reserves the right to award separate contract(s) to a different Vendor (s), or allocate services in any manner Essence deems appropriate.

3. Summary Scope of Work

The following is a summary of minimum requirements. Full, specific, details will be provided during the RFP phase to eligible responders.

1. Provide print production of quality images and designs including large format and specialty items including but not limited to:

a. Environmental signage – large scale weather proof materials

Street banners

Tents

Floor clings/ Window clings

Vehicle wraps/decals

Vinyl scrim graphics

b. Event signage – small to large scale

Posterboards

Postcard flyers

Booklets/pamphlets

Step and repeats

Merchandise printing: t-shirts, totes, hats, accessories

2. Ability to respond to requests on short turnaround and/or on demand.

3. Provide on-site installation as necessary.

4. Intent to Bid

All parties wishing to receive the full RFP for this Opportunity must register their intent and provide the initial requested information by no later than the final deadline of Friday, February 15, 2019.

ESSENCE