



Request for Quotation

Title: Town of Goderich 2027 Bicentennial Merchandise
Closing Date: May 20, 2026
Closing Time: 12:00 PM (Late submissions will not be accepted)

Location: Town of Goderich
57 West Street
Goderich, ON, N7A 2K5
Attention: **Andrea Fisher**
Director of Legislative Services/Clerk
Email: afisher@goderich.ca

Submission: Proposals sent electronically in one PDF

Total Price:

1. Introduction

The Town of Goderich is soliciting quotations for the supply of merchandise for the 2027 Bicentennial as specified in the attached merchandise list.

2. Project Overview

To supply merchandise for the Town of Goderich 2027 Bicentennial.

3. Quotation Requirements

There will be two (2) separate parts to the Suppliers Bid, Part 1 for Apparel and Part 2 for Specialty Products. Suppliers have the option of submitting a bid for either Apparel, Specialty Products or both. The Apparel and Speciality Products shall be delivered to 57 West Street, Goderich. Each box shall be clearly labelled with the product name and colour.

The bid shall provide itemized pricing (unit price) for each item, and include the cost associated to set-up fees, artwork charges, and shipping costs.

Additionally, the Suppliers Bid shall provide a production timeline and submit a sample of similar souvenir work.

No substitutions or/and alterations of merchandise will be permitted without the approval of the Town.

The Town of Goderich reserves the right to reject all or part of the shipment if the quality is not to the Town's satisfaction.

4. Instructions to Bidders

Each Bidder is required to submit a certified cheque in the amount of 10% of the quotation. Photocopies or faxed copies of bid deposits will result in the bid being rejected. The cheque of the successful Bidder will be held until all product has been delivered.

Lowest or any quotation not necessarily accepted.

Any questions can be emailed to jhallahan@goderich.ca or by calling 519-524-8344 Ext. 211. Please supply the Town with your quotation via email to Andrea Fisher, Director of Legislative Service/Clerk at afisher@goderich.ca and copied to abanting@goderich.ca on or before May 20, 2026 by 12 PM.

5. Evaluation Criteria

QUOTATION CRITERIA	MAXIMUM TOTAL POINTS
COMPANY EXPERIENCE	
A description of the Bidder's past experiences relevant to souvenir merchandise for community celebrations.	10
15%	
DELIVERY TIMELINES	
A timeline chart shall be included by the Bidder showing the milestone dates for filling the order.	10
25%	
QUALITY OF PRODUCTS	
Bidder shall submit visual images of proposed merchandise (PDF), for this project, in their bid package.	10
30%	
REFERENCES	
Each Bidder is requested to provide two (2) references, that are within Ontario, for similar projects held within the last five (5) years. The reference checks will be completed for the highest scoring Bidder only. Should the highest scoring Bidder receive one or more negative reference(s), the Town, at its discretion, may remove the Bidder and proceed to the next highest Bidder.	Pass/Fail
Each reference should include the following: <ul style="list-style-type: none"> • Company name • Description of work provided • Approximate value of the work • Contact name and title, phone # and email address <p>The Town and/or staff that are currently employed with the Town, and any individual employed within the past three years should not be listed as client references or utilized to provide letters of recommendation, letters of acknowledgement or any similar documentation meant to provide the same information.</p>	Pass
Pass/Fail	

PRICE	
Price will be evaluated with the lowest Bidder price, scoring as 10 points, next 8 points, etc. If there are more than 5 Proposals, then only the 5 lowest Bids are to receive points, and the remaining higher prices will be given 0.25 points. Prices within a small differential will be scored as equal.	10
	30%
Total Score	40

6. General Terms and Conditions

The Town of Goderich reserves the right to accept or reject any proposals and to waive irregularities at its own discretion. The Town will not necessarily accept the lowest bid and reserves the right to negotiate terms with the successful Bidder. Should the Town not receive any submissions satisfactorily to the Town of Goderich in its sole and absolute discretion, the Town reserves the right to re-tender.

Proposals and all accompanying documents become the property of the Town of Goderich once submitted and are subject to the Freedom of Information and Protection of Privacy Act. The Town may cancel or amend the RFQ process without liability prior to the contract award.

7. Branding Guidelines

Blue PMS 280 coated C: 100 M: 94 Y: 31
 K: 20 R: 34 G: 45 B: 101
 HEX: 002169



Calibri Light
 ABCDEFGHIJKLMNOPQRSTUVWXYZ
 abcdefghijklmnopqrstuvwxyz 1234567890
Calibri Light Italic
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890
Calibri Italic
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

- Red PMS 185 coated C: 0 M: 100
 Y: 92 K: 0 R: 231 G: 24 B: 44
- Hex: ea0029



Calibri Bold
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890
Calibri Bold Italic
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

NOTE: The attached 2027 Bicentennial Logos and Slogan must be used in their original form, without modification, for the printed images on the Apparel and Specialty Goods.

Submission must not contain offensive, discriminatory, or inappropriate content

8. RFQ Schedule

The RFQ process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Town reserves the right to modify any or all dates at its sole discretion:

Release of RFQ:	May 7, 2026
Deadline for Submitting Inquiries:	May 14, 2026
RFQ Submission Deadline:	May 20, 2026
Suppliers Presentations of pre-production sample branded merchandise (hoodie (no zipper), t-shirt, hat and travel mug that Will fit in a vehicle holder) to the Bicentennial Committee	June 3, 2026
Notification of Contract Award:	June 3, 2026

Part 2 – Specialty Goods

Please note the Specialty Goods must be delivered no later than July 10, 2026, and be available for inspection at the Town's request.

SPECIALTY GOODS	NUMBER OF UNITS	NUMBER OF BOXES	UNIT PRICE	BID
Ball hats	300			
Cooler bags	72			
Coozies	500			
Decals	200			
Flags for car windows	144			
Flags - paper	1,200			
Fridge magnets	1,000			
'lick & stick' tattoos	200			
Logo'd note pads	1,000			
Stickers	200			
YETI type travel mugs suitable for vehicle holders	300			
TOTALS	5,116			

Apparel Sub-Total: \$ _____
 Specialty Goods Sub-Total: \$ _____
 Total: \$ _____
 HST: \$ _____
GRAND TOTAL: \$ _____