



## **RFP 23-021 Spirit Logo and Merchandise Questions/Answers**

### **Addendum #1**

1. Are there past contract performance details available related to past revenue reporting and the quarterly royalty payments for the past 3 years?

See Addendum #2

2. Related to Section 1 of the Award Criteria:

- a. Is a location within Boerne ISD considered superior to location in another district? Are there a specific amount of points allocated to this location preference?

A vendor with a physical store location in Boerne ISD is preferable. The RFP does not designate a point differential for location.

3. Related to Section 2 of the Award Criteria

- a. What are the expected Financial Records considered for verification for onsite sales?

Bank records for verification a vendor can support the startup costs for inventory of the Rock House (Athletic Office), and Athletic Events.

4. Related to Section 3 of the Award Criteria

- a. Is it required to have only 1 commission percentage for all products? Can we submit commissions percentages that vary by product category? (Ie. Apparel, Custom Drinkwear, Headwear, Decals/Patches, etc)

You are welcome to submit commission percentages for various items.

5. Related to Part 7 Attachment A

- a. Is a storefront considered a Retail location or having a physical commercial location within Boerne?

Yes, we are looking to award vendors with a physical store front in Boerne or within a close proximity to Boerne.

- b. This section specifically asks for spirit and logo merchandise experience at On-Campus venues. Our company has extensive remote onsite sales of logo merchandise at venues across the country that are not School Campuses. Would these years of relative experience be acceptable to report.

BISD will consider all forms of experience relevant to in person sales for onsite events.

6. If awarded the full contract would the district allow WHOLESALE sales of printed merchandise to local retailers in lieu of awarding out separate LOGO rights only bids? In this case if awarded the contract we could offer to print and sell to local retailers at a reduced price from the Retail price and still provide a royalty on those items to the district under this contact.

No, this is clearly stated in the RFP that is not what the District is looking for.

7. How do we apply for both Option #1 and #2?

Complete both Questionnaires found in the RFP and submit both with your response. If you are not awarded Option 1, you will be notified and have the choice for Option 2 if both options are submitted by the due date. Vendors only choosing Option 1 will not have the opportunity to submit a response for Option 2 after the bid closes.

8. Is Sales Tax charged at the Rock House and/or stadium kiosk?

Yes, sales tax is charged.

9. If so, is the payback calculated before or after sales tax?

Payback is calculated according to the price of the items before taxes.

10. Is the vendor required to pay the sales tax on the amount paid back to the district?

No

11. Are any sales associated with a BISD PO subject to the percentage of gross sales owed to BISD?

A vendor under the Onsite Sales Option is subject to pay commissions to the District on ALL sales.

12. Are sales from online stores for teams subject to the percentage of gross sales owed to BISD?

A vendor under the Onsite Sales Option is subject to pay commissions to the District on ALL sales.

13. Are sales from Rock House merchandise that does not include any of the logos subject to the BISD payback?

A vendor under the Onsite Sales Option is subject to pay commissions to the District on ALL sales.

14. Are Option #2 businesses still allowed to setup online team stores if we have a physical location?

No online sales are included in Option 2, but the District reserves the right to issue an addendum to the RFP after the award to allow team/group store sales for Option 2 vendors if the need exists.

15. If a logo is used for a non-athletic group (i.e. BHS German Club), is it subject to the BISD payback?

A vendor under the Onsite Sales Option is subject to pay commissions to the District on ALL sales.

16. How often are payments made back to BISD?

Payments to BISD will be paid quarterly (October, January, April, & July no later than the 10<sup>th</sup>), with a detailed sales report for each school and sale location attached.

17. Do you have an idea of sales numbers as far as quantity of shirts per year that this RFP has typically fulfilled?

See Addendum #2

18. Do you know what retail pricing has been set with the past two vendors for t-shirts, hats, etc?

It depends on the brand. Basic T-Shirts sale for as low as \$15 and Polos with a name brand can sale for as much as \$80.

19. How does the rock store work as far as who operates it? The commission is paid out quarterly from the vendor and you said we stock the store, but who runs the store and how are payments processed if the entire payment comes to the vendor first and the commission is cut quarterly?

The store is run by the Athletic Office staff and is open 8:00am – 4:00pm on most days school is in session, and limited store hours throughout the Summer. The vendor provides the point of sales system and is responsible reconciling the sales of onsite merchandise. The vendor also provides the inventory and shelving for the store at the Rock House.