



Texas Association of Mexican-American  
Chambers of Commerce

## **REQUEST FOR BID**

### **2008 TAMACC Convention Expo Decorating**

The Texas Association of Mexican American Chambers of Commerce requests bids for the 2008 TAMACC Convention Expo Decorating. Please submit bids on or before 12 noon, April 30, 2008. Bids submitted after the deadline will not be considered.

TAMACC reserves the right to accept or reject any and all proposals, or any part thereof, in the best interest of the association.

All bids must include company literature, samples of previous work and three business references (if not previously submitted) and be mailed or faxed to:

**TAMACC**  
**Attn: Frank Cortez, TAMACC President & CEO**  
**3000 South IH 35, Suite 305**  
**Austin, Texas 78704**  
**Fax: (512) 444-4929.**

If you should have any questions or concerns, please call me at (512) 444-5727.

Please read this entire bid request carefully. Bids must contain all requested information to be considered for this project.

The project will be awarded to the bidder that submits the most responsive and advantageous bid as measured by TAMACC specifications.

Consideration of bid will include a comprehensive assessment of the following:

- ◆ Individual item price and total price for project
- ◆ Completion date
- ◆ Quality of submitted samples and/or previous work for TAMACC
- ◆ Past performance of vendor
- ◆ Good business practices
- ◆ Current member in good standing of local Hispanic chamber of commerce

TAMACC does not pay fees, charges or down payments until the work has been completed. Payment shall be made no earlier than 30 days after receipt of invoice.



### **PROPOSAL SUBMISSION REQUIREMENTS**

1. In order to maintain quality control, TAMACC requires that at least the company to which this project be awarded complete 70% of this project. If your company intends to subcontract a portion of this project, please indicate the following:
  - ◆ Each subcontractor's name, address and telephone number
  - ◆ The specific portion of the job that will be subcontracted
2. If your company is not from Austin area, please include the estimated cost of shipping materials to the TAMACC office.
3. Please indicate which Hispanic chamber your company is a member of.

### **Convention Expo Decorating Specifications:**

- Floor Plans
- Package Booth to include pipe & drape, 6' skirted table, 2 chairs, id sign & 1 wastebasket.
- Entrance unit
- Aisle signs
- Registration counters
- Special Handling of Management Freight
- Trash removal (If the convention center requires)
- Masking Drape: 3', 8' and 12'
- Lounge Area (20x50)
- Discounts for Show Management (if any)
- Aisle Carpet
- Custom Aisle Signs