Good Afternoon,

Project Number: **AAA-03-22-2016-A**

**Project Title:** Custom Basketball

SBD is in the process of placing a small business measure on the subject project but we need your help. Please review the information below and respond accordingly, ensuring that all applicable questions are answered.

**The deadline to respond is 4:45 PM, THURSDAY, March 24, 2016.**

AAA-03-22-2016-A will be for the sourcing of custom basketballs. In addition to the attached specifications and a sample proof, vendors are required to comply with the following additional specifications below:

- The vendor must put the appropriate artwork on a standard Spalding basketball. Once the basketball is customized (which must first be approved as discussed below), the vendor must encase the basketball and create custom engraving on the case. Vendor must have all materials required for customizing, encasing, and engraving.
- For this service (of customizing basketballs), the vendor must be able to do **ALL** of the following:
  - Customize the basketball with the appropriate artwork, which will be electronically provided (e.g. by pdf);
  - Encase the custom basketball in plastic covering;
  - Create an engraved plaque on the case; and
  - Deliver the finished product in the requisite time frame (discussed below)
- Proofs/mock ups of the basketball are required and also of the engraved plaque, both of which must be approved in writing by designated employee(s).
  - The proof/mock up for the basketball should be sent to us (via email, as a PDF attachment) within 5 days of initial request;
  - Any editing (if required by facility) will need to be done a new proof sent within 2 days;
  - Finally, the basketball must be delivered within 2 days of final approval.
Please review the attached document and advise if your firm can provide the item(s) requested by placing a check mark next to each item in which your firm is able to provide.

Name of Firm: _______________________________ SBE/GS Certification #: __________________

Owner's Name: __________________ Contact Person: __________________

Date: _______________ Contact #: __________________ Email: __________________

PLEASE REMEMBER THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR SBD TO PLACE SMALL BUSINESS MEASURES ON CONTRACTS.

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"Help stimulate Miami's economy by supporting Small Businesses"
CUSTOM BASKETBALLS

<table>
<thead>
<tr>
<th>RFI Line Items</th>
<th>ECP: ESTIMATED COST</th>
<th>PMP: POTENTIAL MINIMUM PURCHASE</th>
<th>PAP: POTENTIAL ANNUAL PURCHASE</th>
<th>PF: PURCHASE FREQUENCY</th>
<th>ETD: ESTIMATED DELIVERY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customized basketballs and casing</td>
<td>Made to order</td>
<td>Made to order</td>
<td></td>
<td></td>
<td>Framed and wrapped customized basketball with decal of tourist/sticker artwork, enclosed in plastic covering and customized plaque (network and plaque varies). The tourist/sticker artwork needs to be put onto the basketball; see email for further details. Gantt will require a proof/make-up of the custom basketball; see email for proof/make-up requirements and corresponding deadlines. See attached photo.</td>
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<td>Totals</td>
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