



# **BARRIE MINOR HOCKEY ASSOCIATION**

## Request for Proposal

RFP # 201801

(2018 – 2019 Rep Jerseys)

Barrie Minor Hockey Association  
93 Bell Farm Road  
Barrie, ON L4M 5G1  
Tel: 705-734-1121 Fax: 705-734-9632 Email: [barrie.mha@bellnet.ca](mailto:barrie.mha@bellnet.ca)

## Table of Contents

Section 1. General Information.....	3
1.1 Background .....	3
1.2 Mission Statement .....	3
1.3 Nature of RFP.....	3
1.4 General Selection Criteria.....	4
Section 2. Instructions to Bidders .....	4
2.1 General.....	4
2.2 Scope of Work.....	4
2.3 Calendar of Events .....	4
2.4 Information and Inquiries.....	5
2.5 Changes and Extensions.....	5
2.6 Withdrawal Conditions .....	5
2.7 Preferred Pricing Clause .....	5
2.8 Pricing Terms, Payment Terms and Currency.....	5
2.9 Confidentiality .....	6
2.10 Validity Period.....	6
2.11 Bidder Expenses .....	6
Appendix A: Scope of Work and Deliverables.....	6

## Section 1. General Information

### 1.1 Background

On January 13, 1966 the Barrie Minor Hockey Association was established. The association provided a unified approach with one Executive to arrange for improved ice time allotment, improved relations with the Barrie Arena Commission, to represent Barrie at the OMHA level, to arrange membership in minor hockey leagues and to insure the continuity of our community hockey teams. The objective of the association was to be the overall administration of the OMHA teams without prejudice to the existing Legion and Air Force Association Minor Hockey Leagues.

### 1.2 Mission Statement

To develop, encourage and maximize inclusive hockey opportunities for all players and volunteers to participate in the pursuit of excellence.

Teamwork ---- Sportsmanship ---- Leadership ---- Respect

Values

- \* to encourage community spirit, fellowship, team play and friendly rivalries
- \* to promote determination, hard work and positive life skills
- \* to foster community volunteerism

### 1.3 Nature of RFP

Barrie Minor Hockey Association shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in Barrie Minor Hockey Association sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. The Barrie Minor Hockey Association reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of the Barrie Minor Hockey Association. This RFP shall not obligate the Barrie Minor Hockey Association to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

**NOTE:** RFP contracts will be considered for a 1 – 2 year extension dependent on customer satisfaction, product quality and customer service.

### 1.4 General Selection Criteria

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

- Ability to provide equipment/services by the specified time
- Ability to provide equipment/services that matches the associations preferences
- Cost
- Perceived Quality
- Vendor Requirements
- Community or BMHA Sponsorship
- Vendor reputation

## Section 2. Instructions to Bidders

### 2.1 General

All proposal submissions must be **SIGNED** and submitted prior to the closing date and time noted on each respective solicitation.

Closing time will be considered as 5 PM EST if the time is not specified.

All proposal submissions must be delivered to BMHA Office and indicate the RFP# on the document and/or envelope, to the following address:

Barrie Minor Hockey Association  
93 Bell Farm Road, Suite 120B  
Barrie, ON L4M 5G1

Proponents should please ensure their submission includes **five (5) paper copies**.

Proposals will not be accepted by fax or email.

### 2.2 Scope of Work

The Scope of Work will be defined in Appendix A.

### 2.3 Calendar of Events

Solicitation issued	Dec. 1
Cut-off date for submitting questions	Dec. 8
Answers to questions issued to bidders	Dec. 15
Proposals due	Jan. 10
Evaluation of proposals	Jan. 11-17
Award of contract	Jan. 18
Contract signing	Jan. 30

## *2.4 Information and Inquiries*

Any questions related to the Solicitation shall be submitted via email, to the following email address:

[purchasing@barrieminorhockey.net](mailto:purchasing@barrieminorhockey.net)

Any questions regarding the specifications, deliverables, and scope of work, discrepancies, omissions or any apparent ambiguities must be submitted prior to the date specified in the Calendar of Events.

The request for clarification will be reviewed, and where information sought is not already clearly indicated, the Barrie Minor Hockey Association may issue an Addendum to all bidders.

Verbal responses to inquiries cannot modify the Solicitation in any way.

## *2.5 Changes and Extensions*

The Barrie Minor Hockey Association may amend specific sections of the Solicitation at any time during the solicitation process. Should the Barrie Minor Hockey Association issue an Addenda to a Solicitation, the closing date deadline may be extended, if appropriate, to accommodate changes in content.

## *2.6 Withdrawal Conditions*

The bidder may withdraw their proposal at any time prior to the Solicitation closing date and time by submitting a request via email to the following address:

[purchasing@barrieminorhockey.net](mailto:purchasing@barrieminorhockey.net)

All submitted withdrawal requests will have their receipt acknowledged by email.

## *2.7 Preferred Pricing Clause*

The bidder certifies that the price/rate being charged is not in excess of the lowest price/rate charged anyone else, including their most favoured customer, for like quality, quantity, timing and under similar terms and conditions of the equipment/services offered on this Solicitation.

## *2.8 Pricing Terms, Payment Terms and Currency*

Pricing shall be fixed and firm for the duration of the Agreement unless otherwise specified in Appendix A.

All pricing must include costs for packaging, sorting, containers, cartage, shipping, etc..., to the Barrie Minor Hockey Association office (or other agreed upon specified address). No separate additional charges will be allowed.

Proposals are to be submitted in Canadian funds. Team or event sponsorship is required.

Payment terms will be **Net 30 days** from delivery date. Early payment discounts will be considered.

Deliveries made after the agreed upon due date will be subject to 5% rebate from the total invoice to BMHA per day late.

Where quality control has not been implemented and jerseys/socks do not meet the agreed upon sample standard, jerseys/socks will be returned to the vendor for immediate replacement or agreed upon repairs. Should the number of jerseys/socks exceed 10% of the total order, a rebate of 10% of the total order invoice will be awarded to BMHA.

### 2.9 Confidentiality

The information contained in proposals submitted for the Barrie Minor Hockey Association consideration shall remain confidential at all times.

### 2.10 Validity Period

Proposals must be valid for consideration for up to 90 days following the proposal submission date.

### 2.11 Bidder Expenses

Bidders are solely responsible for their own expenses in preparing, delivering, or presenting their proposal and for any subsequent meetings or expenses incurred, if any.

## Appendix A: Scope of Work and Deliverables

Bidders are required to provide unit pricing for each item identified at their “best and final offer” value.

Duration	Time Span TBD
Delivery Due Date	Aug. 15, 2018
Description of Item	Rep home (white) and away (blue) jerseys Rep home (white) and away (blue) heavy knit socks C’s and A’s for white and blue jerseys – blue on white sewn, white on blue sewn Team sponsor panels (same font as numbers) sublimated on twill velcroed to jerseys Name panels (same font as numbers and sponsor panels) sublimated on twill, velcroed to jerseys BMHA assigned logo on each jersey (white and blue) embroidered twill logo The artwork will be supplied by BMHA to winning bid Must have goalie cuts for youth sizes 1 complete set of samples for sizing teams due by Feb. 18 Sample sizers to be an exact game jersey with all cresting, numbers, panels, logos
Quantity Requirement/Range	32 teams (approximately 550 jerseys x 2 sets) Approximately 1100 socks Approximately 62 C’s and 186 A’s
Brand Requirements	OZ Sports or Equivalent
Quality Requirements	Cut and Sew
Performance Requirements	Must be able to last through 2 hockey seasons
Regulatory Requirements	CSA approved, stop sign, Canada flag

**BMHA SAMPLE Rep Jersey Order – For Reference only see attached.**

**Sample sizing order – True sizing chart to be provided at the end of May, 2018**

<b>Division</b>		Peewee	1, 30 GC Ad XL 2 – 6 Ad med 7 – 18 Ad L
Tyke Jr Colts	1, 30 Ad small 2 – 18 yth L/XL	M Bantam	1, 30 GC Ad XL 2 – 3 Ad med 4 – 14 Ad Lg 15 – 18 Ad XL
Novice	1, 30 Ad small 2 – 15 Jr L/XL 16 – 18 Ad small	Bantam	1, 30 GC Ad XL 2 – Ad med 3 – 8 Ad Lg 9 – 18 Ad XL
M Atom	1, 30 Goalie Int cut 2 – 18 ad small	M Midget	1, 30 GC Adult XXL 2 Ad lg 3 – Ad XXL 4 – 16 Ad xl 17 Ad xxl 18 Ad lg
Atom	1, 30 GC ad med 2 – 18 ad small	Midget	1, 30 GC XXL 2 – 9 Ad xl, 10 – 20 Ad xxl
M Peewee	1, 30 GC ad med 2 – 12 Ad small 14 – 18 Ad med		

Sponsor and name panels to be velcroed to jerseys for easy application and removal as necessary

All logos to be sewn on jerseys

Sock sizes: 20", 24",  
28", 32"

**Goalie cuts – to be  
provided in 2 youth  
size options and 2  
adult size options**

