



Request for Proposal

RFP # 201704

(BMHA Apparel)

2017-2018

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# 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.

## *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. 9 |
| Answers to questions issued to bidders | Dec. 16 |
| Proposals due | Jan. 6 |
| Evaluation of proposals | Jan. 11 |
| Award of contract | Jan. 18 |
| Contract to be signed | 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

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

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 screening, set up, 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.

Payment terms will be **Net 30 days** from delivery date. Early payment discounts will be considered. A schedule of required due dates for items (e.g. sizing, logos, due dates, names etc.) must be supplied immediately. Payments will be made by credit card. 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, items do not meet the agreed upon sample standard, items will be returned to the vendor for immediate replacement or agree upon repairs. Should the number of items 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.

***Details***

Delivery dates as per RFP but supplier may be asked by BMHA to hold shipment until a set date in September.

Method of payment: credit card, duty, taxes included in price

Team or event sponsorship required

Method to be provided by supplier on how to incorporate changes in orders

A list of deadline dates for BMHA submissions, changes and deletions will be provided to BMHA with this RFP

***Apparel Items***

To be agreed upon with supplier. Supplier to provide pricing and BMHA to add rebate to each item

Vendor to organize online store for BMHA members with approved apparel, appropriate sizes and colour options, rebate included in price. A negotiated surcharge fee for the online store may be negotiated with BMHA and if agreed upon will be reflected in each apparel item price.

Vendor will operate the online store but will provide sizers at no extra charge to BMHA at the BMHA office for members to size. Vendor will coordinate all deliveries and pick ups of apparel items.

The BMHA assigned logo will be displayed on the front centre of the jersey, screened.

Supplier to indicate the expected turn around time for late item requests and earliest turn around times in writing.

Supplier to list order date deadlines for league start ups, Christmas, season end.

**Sizing**

If supplier sizing differs from BMHA sizing order requests, this will be noted in the RFP with available supplier sizing

Sizers will be available in the BMHA office for members. Sizers in the BMHA office will match the order form sizing

Youth goalie cuts are required