



# **BARRIE MINOR HOCKEY ASSOCIATION**

## Request for Proposal

RFP # 201902

(House League and House League Select  
Jerseys and Socks)

2019-2020

Barrie Minor Hockey Association  
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Barrie, ON L4M 5G1  
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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.

RFP contracts will be considered for 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	Feb 6
Cut-off date for submitting questions	Feb 15
Answers to questions issued to bidders	Feb 20
Proposals due	Mar 4
Evaluation of proposals Complete	March 18
Award of contract	March 21
Contract to be signed	March 29

## *2.4 Information and Inquiries*

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

[bmha-manager@bellnet.ca](mailto:bmha-manager@bellnet.ca)

Any questions regarding the specifications, deliverables, 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:

[bmha-manager@bellnet.ca](mailto:bmha-manager@bellnet.ca)

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

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, and jerseys/socks do not meet the agreed upon sample standard, jerseys/socks will be returned to the vendor for immediate replacement or agree upon repairs. Should the number of

jerseys/socks exceed 7% 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.

SAMPLE - **BMHA House League Jersey and Sock Order 2018 – 2019 Season**

**Jersey colors: TBD**

<b>Division</b>	<b>2019 order</b>	<b># sequence to sizing</b>	<b># of Socks</b>	<b>Sizes</b>
<b>Novice 8 teams</b>	13 yth xl 3 yth lg 1 goalie cut ad sm	<b>#2 – #18 player #1 goalie</b>	17	<b>7 - 20 in 10 - 24 in</b>
<b>Minor Peewee 8 teams</b>	5 ad med 10 ad small 2 goalie cut ad med	<b>#2 – #17 player #1, 30 goalie Team colours to be different from peewee division</b>	17	<b>7 – 24 in 10 – 28 in</b>
<b>Peewee 8 teams</b>	12 ad sm 3 ad med 1 yth xlg 2 goalie cut Ad Med	<b>#2 – #17 player #1, 30 goalie</b>	17	<b>17 – 28 in</b>
<b>Minor Bantam 8 teams</b>	2 ad med 11 ad lg 2 ad xl 2 goalie cut Ad xl	<b>#2 – #17 player #1, 30 goalie Team colours to be different from Bantam division</b>	17	<b>7 – 28 in 10 – 32 in</b>
<b>Bantam 8 teams</b>	3 ad med 8 ad lg 4 ad xl 2 goalie cut Ad xl	<b>#2 – #17 player #1, 30 goalie</b>	17	<b>17 – 32 in</b>
<b>Minor Midget 6 teams</b>	6 ad lg 7 ad xl 2 ad xxl 2 goalie cut Ad xxl	<b>#2 – #17 player #1, 30 goalie Team colours to be different from Bantam division</b>	17	<b>17 – 32 in</b>
<b>Midget 6 teams</b>	9 ad xl 6 ad xxl 2 goalie cut Ad xxl	<b>#2 – #17 player #1, 30 goalie</b>	17	<b>17 – 32 in</b>

## **Details – ALL REQUESTED DATES MUST BE SUBMITTED WITH RFP**

No - # 13 on any jersey

Sponsor panels **across top shoulders for HL** to be placed on each jersey set as assigned by BMHA. Sponsor panels are to be **sublimation or sewed panel (TBD)**. **The size of the Sponsor panels are to be 3.25" x 12.5" (smaller sized jerseys to be confirmed). The font size as large as possible using judgement based on the length of the name.**

House league jerseys will also have stop signs (2.75" x 2.75" octagon) placed on back of jersey centered near the top. Player numbers (5" x 10") centered on the back along with smaller numbers on each shoulder (2" x 4"). BMHA appointed logo (10" x 10") centered in the middle of the front and Canadian flag on top right (2" x 3"). There must be enough room between the stop sign and the number for sponsor panels. There must also be enough room between the number and the bottom of the jersey for name panels (3.25" x 12.5"). Samples to be provided

House league team jerseys and socks will be sorted and placed in boxes by team. Each box will be clearly labeled with the division, team colour and a packing slip attached with number of jerseys and socks, sizes for both in each box. Delivery will be to a pre-determined BMHA agreed upon location and unloaded.

**Jersey style: See Sample – company will provide 3 mock up jerseys.**

The BMHA assigned logo will be displayed on the front centre of the jersey, screened or sublimation.  
Heavy knit socks included in the price of the jersey

Jersey team colours – to be determined by the supplier as per appendix instructions. A list of suggested team colours for each division will be given to BMHA no later than March 1, 2019. Please refer to the BMHA team jersey colour chart (appendix A)

Samples of jerseys and colours to be provided to BMHA by Mar 12, 2019

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

Must be able to manufacture jerseys and socks, sponsor panels, embroidery, sewing applications, maintain stock throughout season

Method to be provided by supplier on how to incorporate changes in orders, additional sponsors, increase in teams

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

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

### **Sizing**

**If supplier sizing differs** from BMHA sizing order requests (Appendix B), this will be noted in the RFP with available supplier sizing

2 Youth goalie cut size options are required

Socks must be available in sizes 20", 24", 28", 32"



## House League Select Jerseys 2019 - 2020

TEAM	JERSEY SIZING	SOCKS Home		SOCKS Away	
Novice Select	1, 30 Yth goalie cut	17 Home	7 - 20 in	17 Away	7 - 20 in
	2 – 15 Youth L/XL		10 - 24 in		10 - 24 in
	16, 17 Ad small				
Minor Atom Select	1, 30 Yth goalie cut	17 Home	17 – 24 in	17 Away	17 – 24 in
	2 – 8 Youth XL				
	9 – 17 Ad small				
Atom Select	1, 30 Goalie Yth	17 Home	17 – 24 in	17 Away	17 – 24 in
	2 – 3 Youth XL				
	4 - 17 Ad small				
Minor Peewee Select	1, 30 GC Ad JR	17 Home	7 – 24 in	7 Away	7 - 24 in
	2 – 12 Ad small		10 – 28 in		10 - 28 in
	14 – 17 Ad med				
Peewee Select	1, 30 GC Ad JR	17 Home	17 – 28 in	17 Away	17 – 28 in
	2 – 3 Ad Small				
	4 – 12 Ad Med				
	14 – 17 Ad L				
Minor Bantam Select	1, 30 GC Ad SR	17 Home	7 – 28 in	17 Away	7 – 28 in
	2 – 6 Ad Med		10 – 32 in		10 – 32 in
	7 – 16 Ad Lg				
	17 Ad XL				
Bantam Select	1, 30 GC Ad SR	17 Home	17 – 32 in	17 Away	17 – 32 in
	2 - 3 Ad med				
	4 – 11 Ad LG				
	12 – 17 Ad XL				
Minor Midget Select	1, 30 GC Ad SR	17 Home	17 – 32 in	17 Away	17 – 32 in

	2 – 3 Ad LG				
	4 – 16 Ad XL				
	17 Ad XXL				