



**CALEDONIA MINOR BASEBALL ASSOCIATION**

**REQUEST FOR PROPOSALS**

**Contract Number: CMBA-01-24**

**Vendors Required for the Supply of Field Uniforms,  
Branded Apparel and Accessories for the Caledonia  
Minor Baseball Association (CMBA)**

**CLOSING: December 20, 2024**

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## COMMUNICATIONS NOTICE

**All requests for information, instructions or clarifications on this Request for Proposals document shall be directed to:**

Shawna Carrick  
Uniform Coordinator  
uniform@caledoniabaseball.ca

All questions related to this Request for Proposals (RFP) or any clarification with respect to this RFP must be made no later than **three Business Days prior** to the Closing Time of this RFP in order that CMBA may have sufficient time to respond. CMBA reserves the right to extend the deadline for questions if required regarding this RFP.

Written answers or clarifications to issues of substance shall be shared with all Proponents and issued as part of the RFP in the form of an Addendum.



Caledonia Minor Baseball Association  
85-129 Caithness Street West  
Caledonia, ON N3W 1B7

Shawna Carrick  
Uniform Coordinator  
Email: [uniform@caledoniabaseball.ca](mailto:uniform@caledoniabaseball.ca)

## **REQUEST FOR PROPOSALS NOTICE**

**Contract Number: CMBA-01-24**

### **Vendors Required for the Supply of Field Uniforms, Branded Apparel and Accessories for the Caledonia Minor Baseball Association (CMBA)**

**Closing: December 20, 2024**

#### **Overview**

The Caledonia Minor Baseball Association (CMBA) is seeking Proposals from vendors interested in supplying rep uniform packages, local league uniforms and branded apparel and accessories for players, families and/or members of the community.

The approximate number of uniforms required: Rep – 140, Local League – 120.

The Successful Supplier will be the approved supplier of choice for the term of the contract.

#### **Definitions**

Capitalized words and phrases used in this Request for Proposals shall have the following meanings, unless expressly stated otherwise:

- (a) "CMBA" means the Caledonia Minor Baseball Association, and where an authority or discretion is conferred upon the CMBA under the contract documents, means the appropriate official of the CMBA as designated or appointed under its policies from time to time.
- (b) "Proposal" means a submission made by a Supplier in response to the RFP.
- (c) "Selected Proposal Suppliers" means any proposal submission selected by the CMBA in which further information or interest is required;
- (d) "Supplier" means any person or business submitting a Proposal in response to this RFP.
- (e) "Successful Supplier" means the Bidder whose Bid is selected by the CMBA for the award of the contract to complete the supply contemplated under this RFP;
- (f) "Value Added Taxes" means such sum as shall be levied upon the Total Contract Price by the Federal or Provincial or Territorial Government and is computed as a percentage of the Total Contract Price and includes the Goods and Services Tax and the Ontario Retail Sales Tax, the Harmonized Sales Tax, and any similar tax, the collection and payment of which have been imposed on the Bidder by the tax legislation.

## Instructions to Bidders

### 1. Proposal Submission Information

Proposals shall be submitted by **no later than December 20, 2024** to Caledonia Minor Baseball Association via email to [uniform@caledoniabaseball.ca](mailto:uniform@caledoniabaseball.ca) and are to include the following:

1. A description of your qualifications (or the qualifications of your team of employees) in delivering the required products along with a listing of the suppliers you are able to work with to fulfill the Proposal.
2. A price for both the rep and local league uniform packages as well as a description of the products comprising the package; pricing on additional packages with optional quality levels, if presented; A la carte pricing for each individual component of the uniform package, if purchased at the time of uniform fitting and if purchased at a later date.
3. The Successful Supplier shall provide proposed pricing for up to 2 additional years should the CMBA decide to extend the term of contract. The CMBA reserves the right to extend this contract from a one-year contract to a multi-year contract.
4. Digital or print copies depicting the product designs that our board executive can view.
5. A detailed description, with depictions, of any other CMBA branded apparel or accessories, to be classified as apparel, that would be offered for sale along with proposed retail prices and shipping costs or pickup locations (to Caledonia and surrounding area).
6. A description and any additional pricing associated with an online storefront.
7. A description of the delivery schedule, including any lead time required for orders.
8. Contact information for two teams/organizations who have been your clients during the last 24 months, whom we can all on as references.
9. Submission signed by an authorized company representative.

All Suppliers that submit a Proposal will receive an email indicating acknowledgement of receipt. Selected Proposal Suppliers will be contacted to arrange a presentation with the tendering committee, as necessary. Selected Proposal Suppliers may be asked to provide samples at no extra cost to CMBA. These samples will be retained by CMBA until the selection process is over.

## **2. Term of Contract**

The term of the contract shall be for a one year period ("Term 1") which will commence upon the written approval by the CMBA to the Successful Supplier:

- Term 1: January 2025 to December 2025

The term of the Contract may be extended by the CMBA for a maximum of two, additional one year terms ("Term 2", "Term 3") at the sole discretion of the CMBA.

There is no obligation on the CMBA to extend the contract. Should the CMBA decide to extend the contract, such extension shall be on the same terms and conditions of the original

- Term Two: January 2026 to December 2026
- Term Three: January 2027 to December 2027

CMBA reserves the right to terminate the above said contract on the grounds of poor quality of service. Prices are to remain in effect during the term of contract.

## **3. Terms and Conditions**

1. CMBA is not responsible for any expenses incurred by Suppliers in preparing and submitting a response to this RFP.
2. Proposals that are submitted late or handwritten will not be accepted.
3. Any modifications or withdrawal of Proposals must be done so in writing prior to the closing date of this Request for Proposals.
4. CMBA reserves the right to modify any or all specified items in this Request for Proposals with sufficient notice in writing to the Successful Supplier.
5. CMBA is not under any obligation to award a contract and reserves the right to terminate the RFP process prior to award.
6. The Successful Supplier shall not assign or sub-contract any portion of its contract without prior written consent of the CMBA.
7. If the Successful Supplier fails to carry out the agreement satisfactorily, CMBA will, by giving written notice, specifying the default requiring remedy. If the specified default is not remedied within two (2) weeks from giving written notice, CMBA reserves the right to terminate the contract immediately.

#### **4. Pricing**

Prices contained in a Proposal shall not be permitted to change after the closing date except,

- (a) in the instance of variation due solely to an increase or decrease in the rate of applicable taxes beyond the control of the Supplier, occurring after the time and date of submission of its Proposal, in which case the variation shall alter the pricing of the proposal only to the extent of the tax increase or decrease;
- (b) where the CMBA exercises its discretion to correct a patent computational or other mathematical error evident on the face of the Proposal.

The prices contained in a Proposal shall include the purchase price for all the materials, labour costs, service costs, warranty costs, delivery, operating and disposal costs to carry out the supply described in this RFP.

All prices shall be quoted exclusive of Goods and Services Tax, Provincial Sales Tax, Harmonized Tax or other applicable sales or Value Added Taxes, imposed under the laws of Ontario and the laws of Canada applicable therein.

#### **5. Reserved Privileges of the CMBA**

The CMBA shall have the following reserved privileges, which may be exercised or waived in its absolute discretion:

- (a) the CMBA may reject any Proposal, the lowest Proposal or all Proposals, or may cancel the RFP and require the submission of new Proposals;
- (b) where in the view of the CMBA, an insufficient number of Proposals have been received in response to this RFP, the CMBA may publish a further such request (on the same or revised terms from the original request);
- (c) the CMBA may accept any Proposal conditionally; and
- (d) the CMBA may reject a Proposal submitted by a person or business which in the opinion of the CMBA or its professional advisors, does not possess the experience, or financial, technical, or other resources that may reasonably be expected to be necessary in order to carry out the obligations that the Supplier proposes to assume under the terms of its Proposal.

#### **6. Patents and Copyrights**

The Successful Supplier shall defend, indemnify and save harmless the CMBA from all and every claim for damages, royalties, or fees for the infringement of any patented invention or copyright occasioned by them in connection with work done or material furnished by them under the contract.

No illegal commerce or gray market goods shall be supplied to the CMBA, and every person supplying goods or goods and services to the CMBA shall be deemed to have warranted that they are genuine and lawfully supplied.

**7. Standard Warranty**

The Successful Supplier shall promptly repair or replace, at no cost to the CMBA, all defects in materials or workmanship of which the Successful Supplier has been properly notified within a period of one week from the date of supply.



## Terms of Reference

### 1. Product

Appendix A outlines the detailed product requirements and estimated quantities for:

- On-field rep;
- On-field local league; and
- Branded apparel and accessories.

In general, the Successful Supplier shall provide clothing/uniforms and apparel that are:

- Branded with a logo to be provided to Successful Supplier (sublimation);
- Available in colors specified by CMBA;
- Durable, comfortable, functional and appropriate for any gender;
- Available in youth and adult sizing, extra small (XS) to triple extra large (XXXL) with options for premium sizes;
- Considered “wash and wear” and do not require special cleaning requirements, such as dry cleaning. Clothing shall be wrinkle resistant, pre-shrunk and resistant to fading; and
- Suitable for sport activities.

### 2. Ordering / Distribution

The Successful Supplier shall provide an ordering and distribution method that allows for:

- Convenient and timely ordering, shipping and returns processes;
- Sizing charts for each clothing item;
- Multiple shipment options such as:
  - The ability to have clothing directly shipped to a coach or team rep;
  - The ability to have clothing directly shipped to a central contact;
  - Pickup / retail store front an asset but not required.

The Successful Supplier shall be responsible for the development of an order process in electronic format acceptable to the CMBA. At a minimum, the order form and process shall include product columns for:

- Rep or local league option;
- Player’s name;
- Supplier’s product code and description;
- Available sizes by product;
- Available colour by product;
- Applicable pricing;
- Team name; and
- Delivery location.

### **3. Orders**

It is the intent that the CMBA will place a bulk uniform order once or twice per year depending on team requirements.

- 1) Rep and local league uniforms shall be provided in full no later than May 15<sup>th</sup> of each year, with fittings and ordering taking place no later than March 31<sup>st</sup> of that year
- 2) Select rep team(s) will require spring tryouts and may not be ordered by deadline. Seeking input on lead times required in this case.
- 3) The Successful Supplier shall make uniforms and apparel available during the term of the contract. If extra needs to be added on to the original order, the extra will be priced at the volume pricing and *not* as an individual price. CMBA will do their best to avoid this situation.
- 4) Apparel should be available for pre-orders to be delivered at the time of uniform delivery. However, apparel should also remain available throughout the remainder of the season for any additional ordering which may arise.

### **4. Delivery**

The Successful Supplier shall deliver to the location listed on the order form and shall be accompanied with a packing slip. If the supplier does not meet the agreed upon delivery dates stated in 3 Orders above, 5% of the total invoice will be held back from final payment.

### **5. Invoicing**

CMBA asks that all invoicing be itemized with details of the items being billed as identified in 2. Ordering / Distribution, with Value Added Taxes to be listed separately.

Deposits will be paid in advance, however balance will be retained until the final delivery of all items.

### **6. Sizing / Measurement**

The Successful Supplier shall provide on-site measurements on at least two occasions in January (rep) and at least two occasions in March (local league) each year. The CMBA will work with the Successful Supplier to coordinate locations, dates and invite applicable players to streamline the sizing process and reduce costs incurred by the Successful Supplier, as necessary.

In addition, where no drop in on-site measurements are available, the Successful Supplier shall be required to provide sizing items for the membership.

Samples for apparel must also be available at the time of uniform fitting.

## **7. Product Guarantees and Warranty**

The Successful Supplier warrants that the goods supplied are new and unused and of the most recent models and incorporate all recent improvements in design and materials.

Garments shall be free from manufacturing defects, imperfections, wrinkles, tears, holes, or other blemishes and design deficiencies that may affect the appearance or operation of the clothing at the date of delivery.

CMBA will promptly notify the Successful Supplier in writing of any claims arising under this warrant. Upon receipt of such notice, the Successful Supplier shall, with all reasonable speed, replace the defective goods, without extra cost to CMBA.

If the Successful Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, CMBA may proceed to take such remedial action as may be necessary, at the Successful Supplier's risk and expense and without prejudice to any other rights which the CMBA may have against the Successful Supplier under contract.




## Specifications


The requirements for on-field uniforms and minimum specifications are detailed below. Unless specified, the uniform packages will contain one of each item listed with additional purchases available on an a la carte basis. **Team and sponsor (if applicable) logos/names will be provided by CMBA at a later date.**

*Note: while current manufacturer is noted, it is done so only for quality reference. CMBA is open to products from alternate vendors provided the quality is equivalent to or greater than the quoted standard.*

### 1. On-Field Rep




CMBA currently has a minimum of 8 rep teams, with approximately 12-14 players per team plus coaches and managers.

Item	Description	Colour / Logo	Photo (reference only)
1. Pant	Rawlings Pro 150 pant or knickers	Grey	
2. Jersey – Home & Away	Sublimated full-button, dry-fit	Navy/ Yellow / White Logo/name on back nameplate  Sponsor logos on sleeve	
3. Hat – choice of 2	New Era 59Fifty fitted with two colour embroidered number, Flat Brim and/or Low Profile; and 39Thirty with two colour embroidered number, Flexfit	Navy / Yellow	

4. Socks	Dri-fit sock with foot	Navy	No photo available
5. Undershirt	Sublimated, dry-fit t-shirt.	CMBA logo left chest, sponsor logo front/centre and screened numbers (1-14) back (actual style TBD)	

## 2. On-Field Local League (LL)

CMBA fields between 7 to 9 LL teams per season, with approximately 12-14 players per team plus coaches and managers.

Item	Description	Colour / Logo	Photo (reference only)
1. Pant	Rawlings Pro 150 pant or knickers  *Provide an optional selection for lesser quality of pant, similar in style	Grey	
2. Hat – choice of 2	New Era 59Fifty Fitted with two colour embroidered number, Flat Brim and/or Low Profile and 39Thirty with two colour embroidered number, Flexfit, or Adjustable one colour hat, Youth One Size (Cubs and U9)	Navy / Yellow	
3. Jersey	Sublimated, dry-fit t-shirt.	CMBA logo left chest, sponsor logo front/centre and screened numbers (1-14) back	
4. Socks	Dri-fit sock with foot	Navy	Only to be supplied

			with the order of knickers
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### 3. Apparel

Specific requirements are not specified. Seeking descriptions / information regarding available apparel products, being any CMBA branded apparel or accessory that lies outside of the official CMBA uniform standard. Examples, such as hoodies, jackets, bags, t-shirts, warm up jackets etc., however, the CMBA remains open to product types.

**Please note that in all cases, CMBA will not necessarily select the Proposal with the lowest prices. Consideration will be given to price, quality, design, desirability of the style and service, as well as any value added items.**