

CALEDONIA MINOR BASBALL ASSOCIATION

Request for Proposal (“RFP”) – On Field Uniforms and Branded Apparel/Accessories

Overview

The Caledonia Minor Baseball Association (CMBA) is seeking proposals from vendors interested in supplying Rep uniform packages, House league uniforms and/or branded ‘spirit wear’ for players, families and/or members of the community.

The approximate number of uniforms required: Rep – 60, House League – 70.

The successful bidder(s) will be the approved supplier(s) of choice for the term of the contract.

Deliverables

1.0 Product

Appendix A outlines the detailed product requirements and estimated quantities for (a) On-Field Rep; (b) On-Field Local league; and (c) branded apparel/accessories.

In general, the supplier will provide clothing/uniforms that are:

- Branded with a logo to be provided at a later date (sublimation);
- Available in colors that CMBA specifies;
- Durable, comfortable, functional and appropriate for any gender;
- Available in youth and adult sizing, XS –XL 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

2.0 Ordering / Distribution

The supplier will 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 individuals
 - 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 supplier will be responsible for the development of an order process in electronic format acceptable to the CMBA. At a minimum, the order form/process shall include product columns for:

- Player's name
- Category Number as per Schedule of Prices
- Supplier's product code and description
- Available sizes by product
- Available colour by product
- Applicable pricing
- Team name
- Delivery location

3.0 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 must be provided in full no later than May 15th of each year, with fittings and ordering taking place no later than March 31st 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.

Suppliers must guarantee availability of replacement uniforms and accessories for 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.

Spirit wear should be available for pre-orders to be delivered at the time of uniform delivery. However, spirit wear should also remain available throughout the remainder of the season (through the end of

4.0 Delivery

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

5.0 Invoicing

CMBA asks that all invoicing be itemized with details of the items being charged, with Ontario and federal taxes to be listed separately.

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

6.0 Sizing / Measurement

Suppliers 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 supplier to coordinate locations, dates and invite applicable players to streamline the sizing process and reduce costs incurred by the supplier, as necessary.

In addition, where no drop in on-site measurements are available, the successful supplier will be required to provide sizing items for the membership.

Samples and pricing for spirit wear must also be available at the time of uniform fitting.

7.0 Product Guarantees / Warranty

The 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 supplier in writing of any claims arising under this warrant. Upon receipt of such notice, the supplier shall, with all reasonable speed, replace the defective goods, without cost to CMBA.

If the 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 supplier's risk and expense and without prejudice to any other rights which the DCMBA may have against the supplier under contract.

Bidder Instructions

1.0 How to submit a proposal

Interested parties should acknowledge by email your intentions to provide a proposal by November 20, 2022 and provide primary contact information.

Proposals, including each of the items below, are to be submitted by **no later than January 13th, 2022**, to Caledonia Minor Baseball Association via email to president@caledoniabaseball.ca.

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 fulfil the request.
2. A price for both the Rep and HL uniform 'package' 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. Digital or print copies depicting the product designs that our Executive can view.
4. A detailed description, with depictions, of any other CMBA branded apparel or accessories, to be classified as spirit wear, that would be offered for sale along with proposed retail prices and shipping costs or pickup locations (to Caledonia and surrounding area)
5. A description and any additional pricing associated with an online storefront.
6. A description of the delivery schedule, including any lead time required for orders.
7. An estimate of any included in-kind or other donations, commissions or rebates payable to BMBA.
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. An indication of the term of the proposed agreement i.e. single year or multi-year pricing.
10. Submission signed by an authorized company representative

All suppliers that submit a proposal will receive an email indicating acknowledgement of receipt. Selected proposals will be contacted to arrange a presentation with the tendering committee, as necessary. Selected proposals may be asked to provide samples. These samples will be retained by CMBA until the selection process is over.

If there are questions, all communication must be directed to Matt Robert at (president@caledoniabaseball.ca). Responses to questions will be distributed to all of the suppliers who emailed their intent to bid by the deadline above, through the supplier's primary contact.

Please note that in all cases, we will not necessarily select the quote with the lowest prices. We will be considering price, quality, design, desirability of the style and service, as well as any value added items.

2.0 Contract

- The successful bidder will enter into a one-year tender contract with CMBA for the 2022-2023 season
- CMBA reserves the right to break the above said contract on the grounds of poor quality of service
- Prices are to remain in effect for the complete 2022-2023 season
- The supplier is asked to provide proposed pricing for future years. The CMBA reserves the right to extend this contract from a one-year contract to a multi-year contract

3.0 Terms and Conditions

- CMBA is not responsible for any expenses incurred by suppliers in preparing and submitting a response to this RFP
- Quotes that are submitted late or handwritten will not be accepted
- Any modifications or withdrawal of proposals must be done so in writing prior to the tender close date
- CMBA reserves the right to make the changes on the specifics of this proposal
- CMBA is not under any obligation to award a contract and reserves the right to terminate the RFP process prior to award
- The successful supplier shall not assign or sub-contract any portion of its contract without written consent of the CMBA
- If the successful supplier fails to carry out the agreement satisfactorily, CMBA will, by giving written notice, specify the default requiring remedy. If the specified default is not remedied within two (2) weeks from giving notice, CMBA reserves the right to terminate the agreement immediately.


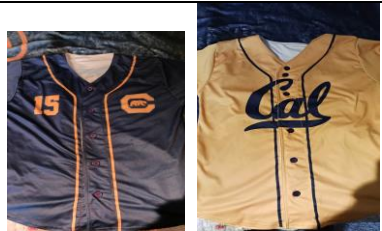


Schedule A

The components of 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 logos/names will be provided by CMBA at a later date, if applicable.**

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.



1.0 On-Field Rep

Typically CMBA currently has a minimum of 5 rep teams, with approximately 11-14 players per team plus coaches and managers.

Item	Example provided (or equivalent)	Colour / Logo	Photo (reference only)
Pant	Rawlings Pro 150 pant or knickers	Grey	
Jersey – Home & Away	Sublimated full-button, dry-fit	Navy/ Yellow / White Logo/name on back nameplate Sponsor logos on sleeve	
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 (actual style TBD)	
Socks	Dri-fit sock with foot	Navy	
Undershirt	Sublimated, dry-fit t-shirt.	CMBA logo left chest, sponsor logo front/centre and screened number (1-14) back (actual style TBD)	

2.0 On-Field Local league

Typically CMBA fields between 7-9 LL teams per season, with approximately 12-14 players per team.

Item	Example provided (equivalent brand accepted)	Colour / Logo	Photo (reference only)
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 <i>Actual style TBD</i>	
Jersey	Sublimated, dry-fit t-shirt.	CMBA logo left chest, sponsor logo front/centre and screened number (1-14) back <i>Actual Style TBD</i>	

3.0 Spirit Wear

Specific requirements have not been set. Seeking descriptions / information regarding available Spirit Wear product, being any CMBA branded apparel or accessory that lies outside of the official CMBA uniform standard. Examples, such as jackets, bags, t-shirts, etc. however the CMBA remains open to product types.
