

CALEDON MINOR HOCKEY ASSOCIATION



JERSEY AND APPAREL TENDER

2023-2024 & 2024-2025 SEASONS

Scope of Tender:

The Caledon Minor Hockey Association (CMHA) is seeking proposals (x2) from vendors interested in supplying (1) Practice/Game/On Ice Apparel and related items and (2) Player/Coach/Fan/Off Ice Apparel for the upcoming **2023-2024 & 2024-2025** hockey seasons. The successful bidder (up to 2 successful bidders) will be the approved supplier of choice for a **two-year** contract term with an **option for third year**. Eligible tenders must include proposals for the CMHA which includes both our Representative and House League/Local League hockey programs.

Bidder Instructions:

All communications regarding this Request for Proposal (RFP) are to be directed to **Caledon Minor Hockey Association** and submitted at: vpaaa@caledonminorhockey.ca. Failure to submit via the above address may result in the disqualification of the supplier from RFP process.

Proposals are to be submitted on or before **April 9, 2023 at 11:59PM**. All suppliers that submit a proposal will receive a confirmation email indicating acknowledgement of receipt. Selected proposals may be contacted to arrange a presentation/meeting with the tendering committee.

Interested suppliers are to include their primary contact's name, business location/address, email, and telephone number.

All questions and answers during the RFP process will be communicated/confirmed via email with the primary contacts. Responses will be provided to **all** suppliers who submitted their bid by the deadline listed above to the primary suppliers contact in a timely fashion.

Items to be tendered are included at the end of this document. Our tendered items include very specific requirements and are intended to provide a reference for which to compare quotes. In addition to our requirements listed, we invite suppliers to submit their suggestions to support their tender submission.

Please note that in all cases we will not necessarily select the quote with the cheapest prices. We will be considering price, quality, design and service standards and **most importantly timeliness**.

Contract:

- The successful bidder will enter a two-year tender with an option for a third-year contract with the CMHA commencing the **2023-2024 season**.
- Extension to the contract may be optioned and will be based on written agreement between both CMHA and the successful bidder(s).
- Prices are to remain firm for the entire term of the contract as agreed upon.
- Note, the CMHA logo and any variations thereof, has been trademarked. A useable digital copy of all logos is to be released to the supplier once a contract has been executed between the supplier and CMHA, giving the supplier rights to all created logos as part of the terms and conditions of the contract.

Services to be provided by the Supplier:

1. Willingness to collaborate with CMHA to provide best service, quality and value possible;
2. Delivery (cost to be included in quote) of all items to CMHA Office located in Caledon East, Ontario
3. Guaranteed delivery date of **September 1st** of each season for all items ordered during Spring Tryouts and **October 31st** for all items ordered during Fall Tryouts. House League/Local League Jerseys are to be provided by **October 1st**. Please note age grouping season dates are subject to OHF changes.
4. In some cases additional teams such as "Select" or "MD" are offered in season and will require jerseys and other items. Teams are typically formed by October 30th of each season. Please provide mid-grade jersey and socks option in Caledon Hawks Colours for these teams in your submission.
5. Minimum of two sizing dates for all Rep teams provided by **May 30th** of each year for Spring Tryouts and dates by **September 30th** for Fall Tryouts (dates subject to change as per OHF guidelines and will be communicated to supplier if there is any change). A sample of each jersey size and socks, pant shell, hockey gloves, hockey pants is to be available for sizing days.
6. Provide inventory to sell locally in arena pro shops; costs and margins TBD.

Please provide the following information with your RFP:

1. Identify cost savings opportunities in the event a quantity standard will impact purchase prices;
2. For all jerseys and socks, pant shells, gloves, pants please provide manufacturer, style information and photos/drawings;
3. Please include a quote for items similar to **CCM, Kobe, Under Armor or a brand of your choice** in the submission for Apparel.
4. Services provided for fittings and sizing;
5. Cost and Services provided for any other add-ons (timelines/lead time required);
6. Process/action plan in the event product received as incomplete/with errors.

Terms and Conditions:

- CMHA is not responsible for any expenses incurred by supplier(s) in preparing and submitting a response to this RFP;
- Quotes that are submitted late or are hand written will not be accepted;
- Suppliers to provide a description of their delivery schedule including lead time required for future orders;
- All RFPs must be signed by an authorized company representative;
- The selected bid(s) will be awarded not solely based on cost but on all aspects that are in the best interest of CMHA including quality, service standards and design;

- Selected candidates may be contacted and asked to provide product samples that align with their RFP submission. These samples will be retained by CMHA until the selection process is over.
- Sample sizes/measurements for products are required by **May 1st** of each season in addition to implementation of team sizing dates provided by the selected vendor. Samples will be returned to you once all teams have ordered and had an opportunity to size their players;
- CMHA will provide team lists for ordering purposes;
- Order dates could vary to accommodate finalized teams, CMHA will do their best to provide lists in a timely manner as soon as they are known;
- Extra jerseys to accommodate additional teams or players is required, these purchases will be priced at volume pricing and not an individual price. CMHA will do their best to avoid additional purchases;
- The successful supplier shall not assign or sub-contract any portion of its contract without the written consent of CMHA;
- If the successful suppliers fail to carry out the agreement as per terms outlined and agreed upon CMHA will, by giving written notice specify the default requiring remedy. In the event the indicated defaults are not remedied within 2 weeks from giving such notice, CMHA reserves the right to terminate the agreement or impose financial penalties as per the agreement.

Delivery:

- All Rep items are to be delivered by **September 1st** of each year for Spring Tryouts, **October 31st** for Fall tryouts and by **October 1st** for house league/local league;
- Delivery dates are subject to program changes directed by OMHA, OHF and Hockey Canada. In the event of changes amendments to the listed dates will be mutually agreed to between successful vendor and CMHA;
- Each Product must be packaged and labelled by team;
- **10% of final cost will be withheld if shipment/delivery/receipt by CMHA or its teams is later than dates agreed upon.**

Payment:

- 40 % of final total will be paid down as deposit on order;
- 40% of final total will be paid once order is received;
- 20% of final total will be paid once all jerseys are sorted and accounted for and the quality matches the samples provided. If there is a quality discrepancy the final 20% will be withheld.

On behalf of CMHA we thank you for your interest in supplying jerseys and socks to our players.



6215 Old Church Rd. Caledon East, ON L7C 1J7

Phone: 905-584-7825

email: info@caledonminorhockey.ca

website: www.caledonminorhockey.ca

Description	Category/Sizes	Estimated Quantity	Details
<p>MANDATORY ITEMS</p> <p>Youth and Adult Sizes Required</p>	<p>Apparel</p>	<p>TBD</p>	<p>Winter Jackets</p> <p>Track Suits (pants/jacket)</p> <p>Hoodies</p> <p>T-shirts</p> <p>Polo shirts</p> <p>Toques</p> <p>Baseball Hats</p> <p>³/₄ zips</p> <p>Track pants</p> <p>Shorts</p> <p>Training shirts</p> <p>Hockey bags</p>

Description	Category/Sizes	Estimated Quantity	Details
ADDITIONAL ITEMS	Apparel	TBD	Water bottles Helmet stickers and numbers Noise makers Skate guards Skate mats Gym bags Garment bags Travel mugs/Yetis Blankets Towels