

## 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](mailto: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 1<sup>st</sup>** of each season for all items ordered during Spring Tryouts and **October 31<sup>st</sup>** for all items ordered during Fall Tryouts. House League/Local League Jerseys are to be provided by **October 1<sup>st</sup>**. 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 30<sup>th</sup> 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 30<sup>th</sup>** of each year for Spring Tryouts and dates by **September 30<sup>th</sup>** 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 item similar to **CCM (8000 game series), KOBE (K3G) and a brand of your choice** in the submission for Rep jerseys. You may also include an option for a full sublimated jersey and sock package. For House League please quote 1 sublimated brand and a second type of your choice;
4. For Rep, please cost Black, White and Hawks Red in your submission;
5. Services provided for fittings and sizing;
6. Cost and Services provided for Sponsor Bars, Captain, Assistant Captain and any other add-ons (timelines/lead time required);
7. 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 jersey and sock samples that align with their RFP submission. These samples will be retained by CMHA until the selection process is over. For the chosen supplier the jersey and socks will be retained until the final delivery of all items for the term of the contract;
- Sample sizes/measurements for products are required by **May 1<sup>st</sup>** of each season in addition to implementation of team sizing dates provided by the selected vendor. Sample Jerseys 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;
- Sponsor Bars are required and sponsor names may not be available prior to order date. If sponsors are to be added to a team after delivery, it will be the responsibility of CMHA to return these to you for the addition of the bars but at no additional cost to CMHA;
- 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 for 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 1<sup>st</sup>** of each year for Spring Tryouts, **October 31<sup>st</sup>** for Fall tryouts and by **October 1<sup>st</sup>** 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 Jersey and Sock set for Rep, Select and House League 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.



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Description	Category/Sizes	Estimated Quantity	Details
<p><b>Rep Jerseys:</b></p> <p>Home/Away (2 sets per team) Jr and Sr Sizes</p> <p>Goalie Cut/Style Jersey Required for Jr and Sr sizes</p>	<p><b>U10:</b> 2 teams</p> <p><b>U11:</b> 2 teams</p> <p><b>U12:</b> 2 teams</p> <p><b>U13:</b> 2 teams</p> <p><b>U14:</b> 3 teams</p> <p><b>U15:</b> 3 teams</p> <p><b>U16:</b> 2 teams</p> <p><b>U18:</b> 2 teams</p> <p>Estimate 18 Teams</p>	<p><b>20 skater &amp; 3 goalie jerseys required per team</b> -1 Home and 1 Away Jersey required per player.</p> <p>(Players will choose their numbers)</p> <p>(Goalies will choose their numbers)</p>	<ul style="list-style-type: none"> <li>• High quality jerseys designed to last multiple seasons;</li> <li>• Team Logo on front and/or possibly sleeves. Style to follow Caledon Hawks Colours (Red/White/Black)</li> <li>• Crested logo on front and no less than 7" x 10"</li> <li>• 10 "crested varsity number (two color) on back, must be min 8" from top of collar to permit for name bars/screening</li> <li>• 4" crested varsity numbers on sleeves;</li> <li>• Space to add sponsor bar on back. Approved supplier is responsible for sewing or screening on sponsor bars approx. 6" x15"</li> <li>• Supplier to provide One Set of C's and three A's coordinating with each set of jerseys to be provided <b>not</b> affixed and will be applied by each team at own cost as required. (1 White and 1 Dark set required for each team)</li> </ul> <p><b>Regulatory Requirements:</b></p> <ul style="list-style-type: none"> <li>• Stop Sign Requirement located on back of jersey above numbers (3-inch Patch)</li> <li>• Canadian Flag 2 ½ inches crested/screened to be located on upper right chest</li> </ul> <p><b><i>Please price per jersey (If prices change based on sizing please indicate)</i></b></p>

<p><b>Rep Socks:</b></p> <p><b>1 Home set &amp; 1 Away set required per team</b></p>	<p><b>U10:</b> 2 teams</p> <p><b>U11:</b> 2 teams</p> <p><b>U12:</b> 2 teams</p> <p><b>U13:</b> 2 teams</p> <p><b>U14:</b> 3 teams</p> <p><b>U15:</b> 3 teams</p> <p><b>U16:</b> 2 teams</p> <p><b>U18:</b> 2 teams</p> <p>Estimate 18 Teams</p>	<p><b>22</b> pairs each of home &amp; away socks per team (i.e. <b>44</b> pairs per team)</p>	<ul style="list-style-type: none"> <li>• Pro style or sublimated socks (not knit) To match <b>Rep</b> Jerseys</li> </ul> <p><i>Please price per sock set (If prices change based on sizing please indicate)</i></p>
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Description	Category/Sizes	Estimated Quantity	Details
<p><b>MD Jerseys:</b></p> <p>Home/Away (2 sets per team) Jr and Sr Sizes</p> <p>Goalie Cut/Style Jersey Required for Jr and Sr sizes</p>	<p><b>U8/U9 MD:</b> 2 teams</p> <p><b>U10/U11MD:</b> 2 teams</p> <p><b>U13 MD:</b> 1 team</p> <p><b>U14/U15 MD</b> 1 team</p> <p><b>U18 MD or Select:</b> 2 teams</p> <p>Estimate 8 Teams</p>	<p><b>U8/U9 program up to 20 players</b></p> <p><b>U11 and above:</b> 15 skaters &amp; 2 goalie jerseys required per team 1 Home and 1 Away Jersey required per player. (players will choose their numbers)  (goalies will choose their numbers)</p>	<ul style="list-style-type: none"> <li>• Mid to High quality jerseys designed to last multiple seasons;</li> <li>• Team Logo on front and/or possibly sleeves similar to picture provided. Style to follow Caledon Hawks Colours;</li> <li>• Crested logo on front and no less than 7" x 10"</li> <li>• 10 "crested varsity number (two color) on back, must be min 8" from top of collar to permit for name bars/screening</li> <li>• 4" crested varsity numbers on sleeves;</li> <li>• Space to add sponsor bar on back approved supplier is responsible for sewing or screening on sponsor bars approx. 6" x15"</li> <li>• Supplier to provide One Set of C's and three A's coordinating with each set of jerseys to be provided not affixed and will be applied by each team at own cost as required. (1 White and 1 Dark set required for each team)</li> </ul> <p><b>Regulatory Requirements:</b></p> <ul style="list-style-type: none"> <li>• Stop Sign Requirement located on back of jersey above numbers (3-inch Patch)</li> <li>• Canadian Flag 2 ½ inches crested/screened to be located on upper right chest</li> </ul> <p><b><i>Please price per jersey (If prices change based on sizing please indicate)</i></b></p>

<p><b>MD Socks:</b></p> <p><b>1 Home set &amp; 1 Away set required per team</b></p>	<p><b>U8/U9 MD:</b></p> <p>2 teams</p> <p><b>U10/U11M</b></p> <p><b>D:</b></p> <p>2 teams</p> <p><b>U13 MD:</b></p> <p>1 team</p> <p><b>U14/U15 MD</b></p> <p>1 team</p>	<p><b>20</b> pairs each of home &amp; away socks per team (i.e. <b>40</b> pairs per team)</p>	<ul style="list-style-type: none"> <li>• Pro style or sublimated socks (not knit) To match <b>MD</b> Jerseys</li> </ul> <p><i><b>Please price per sock set (If prices change based on sizing please indicate)</b></i></p>
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Description	Category/Sizes	Estimated Quantity	Details
<p><b>House League Jerseys:</b></p> <p>1 set per team</p> <p>Goalie Cut/Style Jersey Required for Jr and Sr sizes</p>	<p><b>Hockey School U5</b></p> <p><b>U7:</b></p> <p><b>U8/U9:</b></p> <p>4 teams</p> <p><b>U10/U11:</b></p> <p>4 teams</p> <p><b>U12/U13:</b></p> <p>4 teams</p> <p><b>U14/U15:</b></p> <p>4 teams</p> <p><b>U16/U18:</b></p> <p>4 teams</p> <p><b>U21:</b></p> <p>4 teams</p>	<p><b>50 jerseys required for each of U5 and U7</b></p> <p><b>15 skaters &amp; 1 goalie jerseys required per team 1 Jersey required per player.</b></p> <p>(goalies will be #1)</p>	<ul style="list-style-type: none"> <li>• Mid/Light Weight quality jerseys</li> <li>• <b>Price both</b> Stock Colors Red, Blue, White, Black, Orange, Yellow/Gold and 6 NHL Team Style Jerseys (i.e. Toronto Dark Set, Calgary Dark Set, Edmonton Dark Set, Boston Dark Set, Dallas Dark set &amp; Vancouver Light NHL Teams)</li> <li>• Screened/Sublimated Hawks Logo on front and/or possibly sleeves no less than 7" x 10"</li> <li>• 10 "screened or sublimated varsity number (two color) on back, must be min 8" from top of collar to permit for name bars</li> <li>• Price both without number and with 4" screened/sublimated varsity numbers on sleeves;</li> <li>• Space to add sponsor bar on back, approved supplier is responsible for sewing or screening on sponsor bars approx. 6" x15"</li> <li>• Numbers to be determined at order submission</li> </ul> <p><b>Regulatory Requirements:</b></p> <ul style="list-style-type: none"> <li>• Stop Sign Requirement located on back of jersey above numbers (3-inch Patch)</li> </ul> <p><b><i>Please price per jersey (If prices change based on sizing please indicate)</i></b></p>

<p><b>House League Socks:</b></p> <p><b>1 set required per team</b></p>	<p><b>Hockey School U5</b></p> <p><b>U7:</b></p> <p><b>U8/U9:</b></p> <p>4 teams</p> <p><b>U10/U11:</b></p> <p>4 teams</p> <p><b>U12/U13:</b></p> <p>4 teams</p> <p><b>U14/U15:</b></p> <p>4 teams</p> <p><b>U16/U18:</b></p> <p>4 teams</p> <p><b>U21:</b></p> <p>4 teams</p>	<p><b>50</b> pairs required for U5 and U7</p> <p><b>16</b> pairs of socks per team</p>	<ul style="list-style-type: none"> <li>Quote Pro Mesh Style (sublimated socks) to match House League Jerseys</li> </ul> <p><b><i>Please price per sock set (If prices change based on sizing please indicate)</i></b></p>
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Description	Category/Sizes	Estimated Quantity	Details
Hockey Gloves	Youth and Adult Sizes	TBD	<ul style="list-style-type: none"> <li>• Team colour custom hockey gloves embroidered with the Caledon Hawks logo and player #</li> </ul>
Hockey Pants	Youth and Adult Sizes	TBD	<ul style="list-style-type: none"> <li>• Team colour custom hockey pants embroidered with the Caledon Hawks logo and player #</li> </ul>
Pant Shells	Youth and Adult Sizes	TBD	<ul style="list-style-type: none"> <li>• Team colour custom hockey pant shells embroidered with the Caledon Hawks logo and player #</li> </ul>