



Request for Proposal (“RFP”) – on-ice hockey jerseys and branded apparel/accessories

Date to notify about intention to respond: September 1, 2023

Proposal due date: September 15, 2023

Contact Name: Steve Marshall

Contact Email: rmhcexedir@gmail.com

OVERVIEW

For over 50 years, Riverview Minor Hockey Club (RMHC) has proudly been providing youth living in the Town of Riverview the opportunity to remain active, develop their hockey and social skills, and learn valuable lessons about leadership, teamwork, and camaraderie. Approximately 300 families register their kids with RMHC annually. Our 20+ teams play across southeastern New Brunswick in various recreational and competitive leagues.

RMHC is seeking proposals from vendors interested in supplying competitive and recreational jerseys and branded apparel for players and families and/or members of the community.

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

DELIVERABLES

1.0 Product

RMHC is seeking a supplier for (a) on-ice competitive hockey jerseys; (b) on-ice recreational jerseys; 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;
- Available in colors that RMHC 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

NOTE: This RFP is focused primarily on standard Club branded jerseys and branded apparel/teamwear. RMHC teams in U7 and U9 divisions have team-specific logos and colours (i.e. non-standard). Jerseys are not required for U7 and U9 divisions. Respondents should clearly whether or not they are willing to supply non-standard teamwear for teams at U7 and U9 divisions.

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 a coach or team rep
 - The ability to have clothing directly shipped to a central contact; and
 - Pickup / retail store front

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

- Player's name and roster #
- Product code and description
- Available sizes by product
- Available colour by product
- Applicable pricing
- Team name
- Delivery location

3.0 Orders

RMHC Teams will place orders at their discretion. In addition, RMHC may place a bulk order periodically.

- 1) Recreational and competitive team jerseys (when ordered by RMHC, at the sole discretion of the RMHC Executive Committee) must be provided in full no later than August 15th of each year.
- 2) Branded apparel must be provided in full no later than November 30th of each year, with apparel fittings and ordering taking place no later than October 30th of that year
- 3) Team apparel must remain available throughout the season.
- 4) Items ordered beyond the initial order each season (i.e. during the season) will be priced using RMHC's volume pricing and not as an individual price. RMHC will use best efforts to avoid this situation.
- 5) Suppliers must guarantee availability of items for the term of the contract.

4.0 Delivery

For RMHC bulk orders, 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 the agreed upon delivery dates, 5% of the total invoice will be held back from final payment.

For RMHC Team orders, the supplier must set a pickup time or delivery location acceptable to each respective team. Orders must be organized and packaged by player and include a packing slip.

5.0 Invoicing

RMHC asks that all invoicing be itemized with details of the items being charged, with applicable taxes to be listed separately.

For club orders, deposits will be paid in advance; however balance will be retained until the final delivery of all items.

For team orders, payment is made in advance by each respective team or team player.

6.0 Sizing / Measurement

Suppliers shall provide a location for apparel measurements for teams in advance of their respective regular season (i.e. league play). Each RMHC team will work with the supplier to coordinate drop-in location and date(s).

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 teamwear must be available at the time of apparel 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.

RMHC or its teams 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 RMHC or any of its respective teams.

If the supplier, having been notified, fails to remedy the defect(s) within a reasonable period, RMHC 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 that RMHC may have against the supplier under contract.

BIDDER INSTRUCTIONS

1.0 How to submit a proposal

Interested parties should acknowledge by email their intentions to provide a proposal by September 1, 2023 and provide primary contact information. Proposals, including each of the items below, are to be submitted by no later than September 15, 2023, to

Riverview Minor Hockey Club via email to rmhcexecdir@gmail.com

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. Confirmation that hockey jerseys can be provided, with pricing dependant on the selections provided by RMHC;
 3. A detailed description, with depictions, of all RMHC branded apparel or accessories that would be offered for sale along with proposed retail prices and shipping costs or pickup locations (to Riverview NB and surrounding area). If the pricing for any item differs whether it is purchased at the time of the team fitting or purchased at a later date, please indicate each price.
 4. Digital or print copies depicting the product designs that our Executive Committee can view.
 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 RMHC.
 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 RMHC until the selection process is over.
 - If there are questions, all communication must be directed to Steve Marshall at rmhcexecdir@gmail.com
 - 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.
 - RMHC will not necessarily select the quote with the lowest prices. The Club will be considering price, quality, design and desirability of the style, service commitments, and value-added services provided to RMHC.

2.0 Contract

- The successful bidder will enter into a one-year tender contract with RMHC for the 2023-2024 season
- RMHC reserves the right to break this contract on the grounds of poor quality of service
- Prices are to remain in effect for the complete 2023-2024 season
- The supplier is asked to provide proposed pricing for future years (up to 5 years). RMHC reserves the right to extend this contract from a one-year contract to a multi-year contract at its sole discretion.

3.0 Terms and Conditions

- RMHC 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 RFP close date
- RMHC reserves the right to make the changes on the specifics of this proposal
- RMHC 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 RMHC
- If the successful supplier fails to carry out the agreement satisfactorily, RMHC will, by giving written notice, specify the default requiring remedy. If the specified default is not remedied within two (2) weeks from giving notice, RMHC reserves the right to terminate the agreement immediately.