

STONEY CREEK MINOR HOCKEY ASSOCIATION



Request for Proposal
RFP # SCMHA2020-1
(2020-2021 Jerseys & Socks)

REP & RECREATION HOCKEY APPAREL

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Section 1. General Information

1.1 Background

Stoney Creek Minor Hockey Association (SCMHA) is a long-standing Youth Hockey Organization that has operated in Southern Ontario for over 60+years. SCMHA is in Stoney Creek Ontario and resides in the Greater City of Hamilton. SCMHA offers all levels of hockey including Rep (A/AE) Hockey, Local League (LL), and Entry Development hockey. Age groups consist of IP to Midget Hockey. Home arenas consist of Valley Park Community Centre in Upper Stoney Creek, and Saltfleet arena in lower Stoney Creek

1.2 Mission Statement

The purpose of the Association is to organize, develop and promote minor ice hockey for the youth of the new City of Hamilton (Stoney Creek), including the opportunity for all Stoney Creek youth to participate in recreational house league ice hockey and Development of and participation in competitive representative ice hockey.

1.3 Nature of RFP

Stoney Creek Minor Hockey Association shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in Stoney Creek Minor Hockey's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Stoney Creek Minor Hockey Association reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of the Stoney Creek Minor Hockey Association. This RFP shall not obligate Stoney Creek Minor Hockey Association to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is in its best interest.

NOTE: RFP contracts will be considered for a 1-year term, with an option for a 2nd year extension dependent on customer satisfaction, product quality and customer service.

1.4 General Selection Criteria

General criteria upon which proposals will be evaluated include, but are not limited to, the following:

- a) Ability to provide apparel/equipment/services by the specified time
- b) Ability to provide apparel/equipment/services that matches the associations preferences
- c) Cost
- d) Perceived Quality
- e) Vendor Requirements
- f) Stoney Creek Minor Hockey Sponsorship
- g) Association Rebate
- h) Vendor reputation

Section 2. Instructions to Bidders

2.1 General

All proposal submissions must be **SIGNED** and submitted prior to the closing date and time noted on each respective solicitation.

Closing time will be considered as 5 PM EST if the time is not specified.

All proposal submissions must be delivered in person to SCMHA Office (Valley Park Director - Mailbox) or mailed to SCMHA P.O.Box

Proposal must indicate the RFP# on the document and/or envelope.

SCMHA POSTAL ADDRESS

P.O. Box 99061
RPO Heritage Green
Stoney Creek ON L8J 2P7

Proponents should please ensure their submission includes **five (5) paper copies**.

Proposals will NOT be accepted by fax or email.

2.2 Scope of Work

The Scope of Work will be defined in Appendix A.

2.3 Calendar of Events

- | | |
|------------------------------------------|-------------------|
| • Solicitation issued | December 19, 2019 |
| • Cut-off date for submitting questions | January 3, 2020 |
| • Answers to questions issued to bidders | January 10, 2020 |
| • Proposals due | January 24, 2020 |
| • Evaluation of proposals completed | February 14, 2020 |
| • Award of contract announced | February 21, 2020 |
| • Contract signing | February 28, 2020 |

2.4 Information and Inquiries

Any questions related to the Solicitation shall be submitted via email, to the following email address:
purchasingandequipment@scmha.ca

Any questions regarding the specifications, deliverables, and scope of work, discrepancies, omissions or any apparent ambiguities must be submitted prior to the date specified in the Calendar of Events. The request for clarification will be reviewed, and where information sought is not already clearly indicated, the Stoney Creek Minor Hockey Association may issue an Addendum to all bidders. Verbal responses to inquiries cannot modify the Solicitation in any way.

2.5 Changes and Extensions

The Stoney Creek Minor Hockey Association may amend specific sections of the Solicitation at any time during the solicitation process. Should the Stoney Creek Minor Hockey Association issue an Addendum to a Solicitation, the closing date deadline may be extended, if appropriate, to accommodate changes in content.

2.6 Withdrawal Conditions

The bidder may withdraw their proposal at any time prior to the Solicitation closing date and time by submitting a request via email to the following address:

purchasingandequipment@scmha.ca

All submitted withdrawal requests will have their receipt acknowledged by email.

2.7 Preferred Pricing Clause

The bidder certifies that the price/rate being charged is not in excess of the lowest price/rate charged to anyone else, including their most favoured customer, for like quality, quantity, timing and under similar terms and conditions of the equipment/services offered on this Solicitation.

2.8 Pricing Terms, Payment Terms and Currency

Pricing shall be fixed and firm for the duration of the Agreement unless otherwise specified in Appendix

- a) All pricing must include costs for packaging, sorting, containers, cartage, shipping, etc..., to Stoney Creek Minor Hockey Association office (or other agreed upon specified address). No separate additional charges will be allowed.
- b) Proposals are to be submitted in Canadian funds.
- c) Association annual rebate is requested on all purchases made by SCMHA, SCMHA Teams, SCMHA Players and families on all SCMHA Apparel.
- d) Rebate totals will account from ALL sales from January 1st , to December 31st of each Calendar year.
- e) Quarterly update report outlining purchases made - submitted to Purchasing Director due on April 1st, July, 1st, Oct.1st, Jan.1st
- f) Rebate to be paid out by the 30th of January of each new calendar year
- g) Payment terms will be Net 30 days from delivery date. Early payment discounts will be considered.
- h) Deliveries made after the agreed upon due date will be subject to 5% service fee from the total invoice to SCMHA per day late.
- i) Where quality control has not been implemented and jerseys/socks do not meet the agreed upon sample standard, jerseys/socks will be returned to the vendor for immediate replacement or agreed upon repairs. Should the number of jerseys/socks exceed 7% of the total order, an over and above rebate/reduction of 10% of the total order invoice will be awarded to SCMHA.

2.9 Confidentiality

The information contained in proposals submitted for the Stoney Creek Minor Hockey Association consideration shall always remain confidential.

2.10 Validity Period

Proposals must be valid for consideration for up to 90 days following the proposal submission date.

2.11 Bidder Expenses

Bidders are solely responsible for their own expenses in preparing, delivering, or presenting their proposal and for any subsequent meetings or expenses incurred, if any.

Appendix A: EXAMPLES of 2019/2020 Jersey and Socks

REP A/AE

Local League



EXTRA

** If you have suggestions for a 3rd SPECIAL Jersey and socks (ALL BLACK, or Camo) for all the REP teams, please submit a proposal as a separate line. Purpose of this jersey would be for special weekends or events. Currently SCMHA does not have a 3rd jersey in rotation. The cost of this jersey would need to be lower than the regular game set jerseys.

***Currently the 3rd jersey is only an idea and would need to be approved by the BOD over and above the required apparel.

Appendix B: Scope of Work and Deliverables

Duration

Time Span TBD

Delivery Due Date

Aug. 15,2020

Description of Item	<ul style="list-style-type: none"> • Rep home (white) and away (red) jerseys • Rep home (white) and away (red) high performance socks • Practice Jerseys – 3 different colours (team Purchase) • C’s and A’s for white and red jerseys – Red on white sewn, white on red sewn • Team sponsor panels (same font as numbers) sublimated on twill. • Name panels (same font as numbers and sponsor panels) sublimated on twill. • SCMHA Warrior logo on each jersey (white and red) embroidered twill logo • The artwork will be supplied by SCMHA to winning bid • Must have goalie cuts for youth sizes • 1 complete set of samples for sizing teams due by May 1st, 2020 <ul style="list-style-type: none"> - Youth XS-XL - Adult S-XL • Sample sizers to be an exact game jersey with all cresting, numbers, panels, logos
Quantity Requirement/Range	<ul style="list-style-type: none"> • Rep A/AE 13 teams • Approximately 221 jerseys x 2 sets • Approximately 450 socks • Approximately 26 C’s and 78 A’s • Local League & (U8) teams 4 teams • Approximately 68 jerseys x 2 sets • Approximately 68 socks – knit • Tryout Jerseys – White / Black / Red /Grey • Approximately 275 jerseys • Number – front and back • Small SCMHA Crest on front left chest
Brand Requirements	<ul style="list-style-type: none"> • Kobe Rep Jerseys or Equivalent • Kobe House League jersey or Equivalent • Tryout/Practice Jersey
Quality Requirements	<ul style="list-style-type: none"> • Cut and Sew

Performance Requirements	<ul style="list-style-type: none"> • Must be able to last through 2 hockey seasons
Regulatory Requirements	<ul style="list-style-type: none"> • CSA approved, stop sign, OMHA Crest, Canada flag - and any other OMHA required patch requested prior to the season start

Other Notes:

Sponsor panel sizes are to be 3.25" x 12.5". The font size as large as possible using judgement based on the length of the sponsor name.

All logos to be sewn on jerseys Sock sizes: 20", 24", 28", 32"

Goalie cuts – to be provided in 2 youth size options and 2 adults

Tryouts & Start of season

- (U13) to (U16) – Tryouts - First Week of May
 - Start of season – 3rd week of September
- (U-8) to (U-11) – Tryouts - Middle of September
 - Start of season – End of September
- (U-18) – Tryouts - Middle of September
 - Start of season – End of September
- Local League – All divisions
 - Start of Season – Beginning of October

*** All dates are tentative based on ice availability

Division Names starting 2020/2021 season

CURRENT NAME	AGE*	NEW NAME
Minor Novice	7 years old and under	Under-8 (U8)
Novice	8 years old and under	Under-9 (U9)
Minor Atom	9 years old and under	Under-10 (U10)
Atom	10 years old and under	Under-11 (U11)
Minor Peewee	11 years old and under	Under-12 (U12)
Peewee	12 years old and under	Under-13 (U13)
Minor Bantam	13 years old and under	Under-14 (U14)
Bantam	14 years old and under	Under-15 (U15)
Minor Midget	15 years old and under	Under-16 (U16)
Midget	17 years old and under	Under-18 (U18)