

Request for Quote- Team Jerseys

**WHITEHORSE MINOR HOCKEY
ASSOCIATION
WMHA**



REQUEST FOR QUOTE

TEAM JERSEYS

August 17, 2021
Whitehorse Minor Hockey Association
Request for Quote
Team Jerseys

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1 OVERVIEW:

1.1 WHITEHORSE MINOR HOCKEY ASSOCIATION

Profile

Whitehorse Minor Hockey Association is a not-for-profit organization consisting approx 450 hockey players spanning 25+ teams. This includes House League, Rep and Yukon Female Hockey Club.

Quote Expectations

The Whitehorse Minor Hockey Association (WMHA) is soliciting bids for its hockey program, which will include U9, U13, U15, U18 and Yukon Female Hockey Club. It will not include U7 or U11.

The goal of the Association is to secure a vendor who can supply team jerseys in a timely and cost-effective manner without comprising quality. WMHA will base its decision on a series of criteria focusing on each specific area of the specification provided.

2 The RFQ

2.1 Objective

To establish a contract for the supply of Team Hockey Jerseys for the Whitehorse Minor Hockey Association. This will include all House League, Rep and Yukon Female Hockey Club Jerseys.

2.2 Length of Contract

The length of the contract is for **two years with an WMHA option for a third year**. WMHA currently has 25+ teams within the association. It is estimated that WMHA may replace up to 30 sets of team jerseys during this 2-year contract.

2.3 Communication

All inquiries are to be directed to:

Stacey Carefoot

Executive Director, WMHA

Phone Number: 403 828 6774

Email: stacey@whitehorseminorhockey.ca

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2.4 Appropriate Vendor Contact

All vendor contacts will be restricted to the communication channel as identified in section 2.3 from the date of issue of the RFQ, through to the actual award notification of the contract. Vendors are prohibited from contacting executives and staff, during the RFQ process to obtain any information pertaining to this RFQ, RFQ Process, RFQ Committee Activities, or to demonstrate or justify the Vendor's products, services or relay other benefits of doing business with WMHA, unless specifically requested to do so by the individual named in section 2.3 Further, it is inappropriate for the Vendor to initiate contact with any member of the RFQ Review Committee unless specifically requested to do so.

To protect the integrity of the bidding process any vendor that does not adhere to this section will be disqualified.

2.5 Review Committee Members:

Shawn Fummerton, Committee Chair -WMHA Equipment Coordinator
Krista Strand, WMHA VP High Performance
Jeremy Newbury, WMHA Discipline Director
Jeff Frizzell, WMHA President
Stacey Carefoot, WMHA Executive Director

2.6 Documentation

2.6.1 Vendors are responsible for examining all RFQ documents, including Appendices, as soon as possible after receipt. Immediately, report all errors, omissions or ambiguities. Notification must be made in writing and at least three days prior to due date of proposal, and in accordance with communication channels as outlined in 2.3. If necessary, and if time permits, an addendum may be issued to all Vendors before the submission deadline.

2.6.2 Prior to submitting a quote, Vendors shall carefully examine all specifications to ensure a coordinated proposal, fully inform themselves of the conditions and limitations and include in their proposal price a sum to cover the cost of all items contemplated in an award.

2.6.3 All questions and concerns will be submitted in writing to the contact identified in section 2.3.

2.6.4 All responses to questions and concerns will be shared with all proposed vendors for this RFQ providing equal access to information.

3 QUOTE SUBMISSION GUIDELINES

3.1 Submission Deadline

The deadline for Proposal submissions is **Tuesday August 24, 2021** at 1:00 p.m.

3.2 Delivery of Quote

3.2.1 All quotes must be received on/or before the deadline via **email** to Stacey Carefoot.

3.2.2 Quote pricing is not to be submitted or shared with any other person(s) other than the Purchasing Committee Chairperson identified in the above clause. Failure to adhere to this requirement **WILL** result in immediate disqualification of the vendor's proposal.

3.2.3 Any changes to submissions can be made before the deadline only. Original

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submissions can be requested to be returned prior to the RFQ closing deadline only. If a request is made no record of the submission will be recorded. It is the vendors' responsibility to resubmit their bid before the deadline to be included for consideration and review.

3.3 Quote Validation

Quotes should be valid for a maximum period of 90 days from the date of submission.

3.4 Fair Practice

This quote is made by the Vendor without any connection, knowledge, and comparison of figures or arrangements with any person or persons preparing this document and is in all respects fair and free from collusion or fraud.

Any infraction of this clause will lead to immediate disqualification from the bidding process.

All information submitted pertaining to this RFQ will not be shared with other vendors, unless required to do so by law or legislation.

3.5 Confidentiality

3.5.1 All specifications and other important information furnished in connection with this RFQ are confidential, and are to be used for the sole purpose of completing submissions and are to be used for no other purpose unless prior written consent has been provided by WMHA.

3.5.2 All material and information furnished shall remain the property of WMHA and are to be used at the Association's discretion.

3.5.3 All vendors electing not to submit a proposal shall dispose of any and all confidential information as noted within in a responsible manner.

3.6 Pricing

Pricing will be based on the award of a two (2) year + 1 year option contract.

Proposals shall be:

3.6.1 A firm stipulated price for the services provided without escalation clauses or other qualifications for the duration of the contract.

3.6.2 Denominated in Canadian Funds.

3.6.3 Inclusive of all applicable taxes.

3.6.4 Billing for this contract will be done by the vendor directly to WMHA

3.7 Contract Award

3.7.1 Final selection of a Vendor may be based on, but not limited to, overall cost, service quality and availability, subjective issues will be evaluated as well, such as expected overall performance / availability, service quality, past history with vendor, response to RFQ and adherence to RFQ terms and conditions.

3.7.2 WMHA reserves the right to reject any or all proposals. An award may not necessarily be based on the lowest price offered.

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3.8 Selection Criteria

The following listing is representative of the criteria that will be used to establish the best overall proposal from all vendors. The criteria being evaluated will include some or all items listed below depending on the perceived relevance. Each criterion chosen for this RFP will be assigned a weighted score for evaluation purposes.

3.8.1 Jersey Cost

3.8.2 Acceptance to all Terms of RFQ

3.8.3 Ability to supply jerseys within specified timeline

4. REQUIREMENTS FOR REQUEST FOR QUOTE

4.1 Vendor will provide cost for complete set of Rep (Mustangs Jerseys) as outlined in 6.3.

4.2 Vendor will provide cost for complete set of House League jerseys as outlined in 6.4.

4.3 Vendor will also supply cost for single replacement jersey orders.

4.4 Vendor will supply delivery times for jersey orders.

5 TERMS AND CONDITIONS OF RFQ

5.1 Vendor Conduct

5.1.1 The successful vendors will conduct themselves in a professional manner at all times when fulfilling the obligations of this contract.

5.1.2 The successful vendor will supply only those items submitted in their bid proposal. No substitutions will be allowed without prior approval and a purchase order issued.

5.1.3 Services submitted without proper approvals will be considered a donation on the part of the supplier and not subject to invoicing or payment.

5.1.4 Any vendor identified as having discussions with any party other than the person identified in 2.3 during the RFQ process which has not been prior approved by such individual will be subject to disqualification.

5.2 Termination

5.2.1 The contract may be terminated with thirty (30) days written notice due to non-performance of services under this agreement. If the vendor is capable of resolving the non-performance issue to the satisfaction of WMHA within the 30-day notification period, then WMHA, at its sole discretion, may elect to re-instate this contract. Any costs incurred by WMHA to rectify circumstances stemming from a non-performance issue shall be compensated by the Vendor prior to any reinstatement or within 30 days of official date of termination.

5.2.2 Either party may terminate this Agreement at any time by providing not less than sixty (60) days written notice to the other party.

5.2.3 The contract may be terminated in accordance with item 5.1 (Vendor Conduct) with 30 days written notification.

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5.3 Assignment

No part of this contract may be assigned or transferred without the prior express written consent of WMHA.

6 SUBMISSION REQUIREMENTS

6.1 Timetable

Date Deadline or Action

- 6.1.1 June 1/21 - Issue RFQ to Vendors
- 6.1.2 July 19/21 - Deadline – Quote Submissions
- 6.1.3 July 24/21 - Committee Evaluation/Award Approvals (or Prior)
- 6.1.4 July 24/21 - Award Notification (or Prior)

Please note that the above dates are subject to change at the sole discretion of WMHA and are intended to be used as a guide only.

6.2 RFQ Review Process

WMHA will establish an RFQ Review Committee, with Executive endorsement, who will utilize standard protocols for evaluation.

6.3 Mustangs Jersey Specifications:

- 6.3.1 Kobe K3G Customer Sublimated Hockey Jersey OR SIMILAR (see jersey sample pic) **with matching nylon socks with logo**
- 6.3.2 20 Jerseys in each set 2 sets needed per team 4 teams (aprox 140 jerseys total)
- 6.3.4 All Jerseys require approved WMHA logo for both Mustangs and Jr Mustangs (see jersey sample photo for printing colours and locations)
- 6.3.5 Numbers will be put on back and both arms of jerseys.



6.4 House League Specifications

- 6.4.1 Athletic Knit 6100 Series Jerseys OR SIMILAR (see sample jersey pic) **with matching knit socks** no logo
- 6.4.2 One set of 20 jerseys and socks required per team. Aprox 300 total
- 6.4.3 WMHA approved logo on the front of all jerseys.
- 6.4.4 Numbers put on back of jersey, WMHA logo on shoulders and sponsor logo on front. All printed in one (same) colour

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HOUSE SAMPLE



H6100-211
White - Kelly



H6100-212
Black - Gold



H6100-213
Gold - Black



H6100-216
Navy - White



H6100-221
Black - White