

SOO PEE WEE HOCKEY LEAGUE



REQUEST FOR QUOTE

TEAM JERSEYS

&

TRY OUT JERSEYS

May 4, 2022

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1. Overview

1.1 Soo Pee Wee Hockey League

The Soo Pee Wee Hockey League is a not-for-profit organization consisting of approximately 930 hockey players across 60+ teams. This includes House League & A Division Teams.

Quote Expectations

Soo Pee Wee (SPWHL) is soliciting bids for its hockey program which **includes U8, U9, U11 and U13 age groups**. The bid will not include U5, U6, or U7 age groups.

U8 – 8 Teams

U9 – 8 Teams

U10 – 4 Teams

U10 & U11 – 6 Teams

U11 – 4 Teams

U13 – 10 Teams

2. The Request for Quotation

2.1 Objective

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

2.2 Length of Contract

The duration of this contract will be 1 year with the possibility for SPWHL to extend for a second year.

2.3 Communication

All inquiries are to be directed to:

Travis Seabrook

Equipment Director, SPWHL

Phone: (705) 542-5376

Email: Equipment@soopeewee.ca

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 Vendors products, services or to relay other benefits of doing business with SPWHL, 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

Nicole Clouthier – President

Sarah McLeod – VP Support/HL

Peter Bennetto – VP Operations

Joey Francella – VP Support Rep

Travis Seabrook – Equipment Management 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 submissions is Thursday, June 2nd, 2022 at 1:00pm.

3.2 Delivery of Quote

3.2.1 All quotes must be received on/or before the deadline via email to Travis Seabrook (Equipment@soopeewee.ca).

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 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 SPWHL.

3.5.2 All material and information furnished shall remain the property of SPWHL 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 one (1) 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 SPWHL.

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, history with vendor, response to RFQ and adherence to RFQ terms and conditions.

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

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 Team Jerseys as outlined in 6.3

4.2 Vendor will provide cost for complete set of Try Out Jerseys as outlined in 6.4

4.3 Vendor will supply cost for single replacement jersey orders

4.4 Vendor will supply delivery times for jersey orders

5. Terms and Conditions of RFQ

5.1.1 The successful vendors will always conduct themselves in a professional manner 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 SPWHL within the 30-day notification period, then SPWHL, at its sole discretion, may elect to re-instate this contract. Any costs incurred by SPWHL 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.

5.3 Assignment

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

6. Submissions

6.1 Timetable

Date Deadline or Action

- 6.1.1 May 4th, 2022 - Issue RFQ to Vendors
- 6.1.2 **June 2nd, 2022 - Deadline – Quote Submissions**
- 6.1.3 May 27th, 2022 - Committee Evaluation/Award Approvals (or Prior)
- 6.1.4 May 27th, 2022 - Award Notification (or Prior)

6.2 RFQ Review Process

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

6.3 Soo Pee Wee Team Jersey Specifications:

- 6.3.1 Athleticknit (AK) H6500 Series Jersey – 30 Sets of 18 Jerseys * + **1 Goalie Cut Jersey for each set.**

- 6.3.2 Athleticknit (AK) HS2100 Series Hockey Socks - 30 Sets to match 19 corresponding Jerseys *
- 6.3.3 "Stop" Logo shall be on each Jersey, centered at the lower shoulders
- 6.3.4 All Jerseys require the approved SPWHL logo. Logo colours will be single colour and contrast the colour of Jersey and be placed on the right shoulder of the jersey.
- 6.3.5 All Jerseys require the Canadian Flag on the left arm of Jersey (as shown)
- 6.3.6 Numbers will be put on the back of Jerseys, **numbered 2 to 19 for player jerseys and numbered 31 for goalie cut jerseys.**
- 6.3.7 **Desired Soo Pee Wee Team Jersey – Image 1.**

** Disclaimer: # of teams may be adjusted*

6.4 Soo Pee Wee Tryout Jersey Specifications:

- 6.4.1 Athleticknit (AK) H6000 Series Jersey – 40 Sets of Jerseys + **20 Black Goalie Cut Jerseys**
- 6.4.2 Each set will be a contrasting colour to each set per age group (8 contrasting sets per division). White will not be used as one of the colours.
- 6.4.3 "Stop" Logo shall be on each Jersey, centered at the lower shoulders
- 6.4.4 All Jerseys require the approved SPWHL logo. Logo colours will be single colour and contrast the colour of Jersey and be placed on the front of Jersey.
- 6.4.5 Numbers will be put on the back of Jerseys **numbered 2 to 21 for player jerseys and numbered 30-50 for goalie cut jerseys.**
- 6.4.6 **Desired Soo Pee Wee Tryout Jersey – Image 2.**

** Disclaimer: # of teams may be adjusted*



Image 1 – Desired Soo Pee Wee Team Jersey



Image 2 – Desired Soo Pee Wee Try Out Jersey