



# REQUEST FOR PROPOSAL (RFP)

## Item(s) up for Bid: **Softball Uniforms**

The Burleson Youth Association, Inc. (BYA), 550 NW Summercrest Blvd. #101, Burleson TX 76028, will accept sealed bids by regular postal mail until the second Tuesday of June which is June 13, 2017

BYA is stipulating specific requirements for bidding on: **Softball Uniforms**.

Be certain you have complied with all specification requirements.

Be sure to fill out the forms listed below and submit with the sealed bid.

<b>Completed</b>	<b>Bidding Document</b>
( )	Bidders Proposal
( )	Business History

Material misstatements concerning completed actions by the bidder in any statement, or failure to complete and submit any required form may render a bid non-responsive, and may be due cause for rejection of the bid.

Bids received after the appointed date set for receipt will be returned unopened.

Please read carefully all general and specific conditions.

All bids must be submitted via postal mail to BYA Inc., Attn: VP of Softball, 550 NW Summercrest Blvd. #101, Burleson TX 76028

If you have questions, please contact BYA at [info@bya.org](mailto:info@bya.org)

## Background

The BYA was founded in 1976. Our main objective is to provide a positive impact that youth sports can have on children in our community.

BYA continually assesses its business operations, and investigates opportunities to enhance our level of customer service. BYA is looking to procure a company to provide exclusive rights to provide **Softball Uniforms** to BYA youth sports teams/ individuals on a year round basis.

### Youth Sport Teams Information

- 2016 registered teams/ participants in program:
  - **Softball: 62/688**

### Contract Terms:

- BYA reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. This includes the right to request clarification of information submitted and to request additional information.
- This contract is to run from September 1, 2017 to August 31, 2018.
- BYA will schedule team/individual opportunities in conjunction with other youth sports events to be held seasonally throughout the year. However, BYA does not guarantee the number of uniform sales to youth sports teams/individuals.
- The BYA reserves the right to cancel the remaining contract if BYA feels proper customer service, timeliness of order, or quality standards of order have not been met.
- Should vendor be found in default of their obligation under the bid proposal agreement, the vendor shall be given written notification of the event of default and given seven **(7)** days upon which to cure. If the vendor fails to cure within the seven **(7)** day cure period, the agreement shall be terminated and all parties released from their obligation under the agreement except **(1)** an obligation to pay monies due on date of termination or **(2)** an obligation to indemnify due to an occurrence prior to the date of termination which obligations shall survive the termination.
- In executing the contract agreement and performing their respective obligations, the BYA and the vendor are acting independently and not in any form of partnership or joint venture. The BYA assumes no responsibilities of liabilities to any third parties in connection with the agreement.

Vendor Proposal:

- All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the form furnished by BYA or they will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the Bidder.
- This invitation for proposals does not commit BYA to pay any costs incurred by any vendor in the submission of a proposal.
- Any proposal may be deemed non-responsive by the **VP of Softball**, if it is not on the Proposal Forms provided or is not in complete conformance with any and all conditions of the bid packet.

Negotiations & Modifications of Proposal:

- The final contract terms with BYA will be determined by negotiation with all qualified responders after proposals are received and reviewed.
- A vendor may modify their original proposal through the negotiation process. BYA may award the contract to the vendor whose proposal may be more favorable or advantageous to BYA. To be effective, every modification must be made in writing and signed by the vendor or his/her designee.

Contract Compliance:

- Each Proposer shall inform itself, and the Proposer awarded a contract shall comply with all federal, state and local laws, statutes, and ordinances relative to the execution of the work.
- Each Proposer shall obtain and include in his/her proposal all permits and licenses that may be required to perform the contract, i.e. copies of your business license.

## **RFP Process**

A Request for Proposal (RFP) process will be used to select a vendor. All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the form furnished by the BYA or the proposal will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the vendor.

The proposal should be of sufficient detail to allow BYA to fully and clearly understand:

- Offerings and prices
- The Vendors' ability to procure all necessary permits, business license, and materials.
- Specifics of contract compensation package payable to BYA.
- Brief outline of vendors' history in similar type(s) of operations and business references;
- Any other considerations the vendor deems relevant

Timeline Schedule:

- Issue RFP: May 23, 2017
- Deadline for submittal of Proposal: June 13, 2017

- Review, discussion and negotiations completed by: July 26, 2017
- Execution of contract approval: August 31, 2017
- Service begins: September 1, 2017

**Thank you for your interest**

For any additional questions regarding this unique business opportunity, please contact **VP of Softball** at [info@bya.org](mailto:info@bya.org)

## Business History

Where is your business located? \_\_\_\_\_

How many years have you been in business? \_\_\_\_\_

How many organizations do you currently provide youth sports teams/ individuals uniform service to?  
\_\_\_\_\_

### Business References

Please list 4 organizations with whom you provide service:

Organization Name: \_\_\_\_\_ Organization Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Organization Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Organization Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Organization Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

*The undersigned Bidder declares that he/she has read and fully understands the Request for Proposal and that the information contained herein is true and correct to the best of their knowledge. Bidder also agrees that his/ her Proposal shall remain open and not withdrawn for a period of not less than sixty (60) days from the scheduled bid opening date.*

### **SUBMITTED BY:**

\_\_\_\_\_

*Signature of Authorized Representative*

\_\_\_\_\_

*Firm Name*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Street Address*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*City, State, Zip*

\_\_\_\_\_

*Telephone Number*

## Specifications for Softball Uniform Bid

### NO SUBSTITUTIONS WILL BE ACCEPTED

Please provide bid proposals/pricing for the following items #1 -#8.

- |    |                              |                |   |
|----|------------------------------|----------------|---|
| 1. | <b>Jersey A</b>              | <b>YS-AXXL</b> | <b>High 5 Sportswear®</b> <ul style="list-style-type: none"><li>- Style 12033 Girl's Wave jersey</li><li>- Style 12032 Women's Wave jersey</li><li>- Contrast piping and side panels</li><li>- 100% polyester</li><li>- Essortex moisture management contrast rib</li><li>- Knit neck</li></ul> |
|    | <b>Jersey B (Grapefruit)</b> | <b>YXS-YXL</b> | <b>Sport-Tek® Youth PosiCharge® Competitor Tee</b> <ul style="list-style-type: none"><li>- 3.8 Oz., 100% polyester</li><li>- Removable tag for comfort and relabeling</li><li>- Set in sleeves</li></ul>  |

2. **Printing** -
- Each jersey must have the team name/ logo ***silk screened*** on the front. Each jersey must have a 6" or 8" block number on the back in color of the shirt trim depending on jersey size and color. The number must run consecutively as designated by team in each age division. Each jersey will need to have either a ***title sponsor*** or the standard ***www.bya.org*** on the back above number.

3. **Visor**
- Similar or complementary color to team jersey.
  - Embroidered with "B" on each.

- |    |                                   |                 |  |
|----|-----------------------------------|-----------------|--|
| 4. | <b>Pants (<i>spring only</i>)</b> | <b>YS- YXL</b>  | <b>- Teamwork girls low rise pant</b> <ul style="list-style-type: none"><li>- Black with white pin striping</li><li>- Style id: 3236</li><li>- Fabric: 12oz. Comfort Dry stretch polyester</li></ul> |
|    |                                   | <b>AXS-AXXL</b> | <b>- Teamwork women's low rise pant</b>  |

- Black with white pin striping
- Black with white pin striping Style id: 3243
- Fabric: 12oz. Comfort Dry stretch polyester

- |    |                      |               |  |
|----|----------------------|---------------|--|
| 5. | <b>Parent Shirts</b> | YS-AXXXL      | <b>Gildan 2000 Ultra Cotton™ T-Shirt</b><br><ul style="list-style-type: none"> <li>- 6oz. pre-shrunk 100% cotton</li> <li>- Printed with same logo as team jersey</li> </ul> |
| 6. | <b>Quantities</b>    | Approx. Order | Jerseys- 250 Youth/ 150 Adult (400 Total)<br>Hats- 50<br>Pants- 250 Youth/ 150 Adult (400 Total)<br>Parent Shirts- 350   |

\*We reserve the right to increase or decrease the order count dependent on participant registration numbers. Order by color and/or size will not necessarily be in increments of 1 dozen or any other number.

**7. Packing**

Uniforms (jerseys, hats, pants & parent shirts) must be individually bagged and/or boxed and labeled by team and league. Example: T-Ball 1- White Sox. Multiple teams from the same league may be boxed together as long as each team is individually bagged and separated and the box is labeled appropriately. The BYA will provide a complete list of divisions, teams, and quantities.

**FAILURE TO PACKAGE UNIFORMS (JERSEYS, PANTS, AND HATS) AS DESCRIBED, SHALL RESULT IN THE ASSESSMENT OF A 6.5% BID PENALTY TO BE APPLIED TOWARDS PAYMENT OF THE FINAL INVOICE. FAILURE TO COMPLY WITH PACKING TERMS WILL TERMINATE THE BID CONTRACT PROPOSAL FOR REST OF YEAR.**

**8. Delivery**

The order will be placed by 8/13/2017 All uniforms must be delivered to the BYA by 9/3/2017

**FAILURE TO DELIVER ON TIME THE UNIFORMS (JERSEYS, PANTS, AND HATS) AS DESCRIBED, SHALL RESULT IN THE ASSESSMENT OF A 6.5% BID PENALTY TO BE APPLIED TOWARDS PAYMENT OF THE FINAL INVOICE. FAILURE TO COMPLY WITH DELIVERY TERMS WILL TERMINATE THE BID CONTRACT PROPOSAL FOR REST OF YEAR.**