



REQUEST FOR PROPOSAL (RFP)

Item(s) up for Bid: **Volleyball Uniforms**

The Burleson Youth Association, Inc. (BYA), PO Box 162, Burleson TX 76097, will accept sealed bids by regular postal mail until August 1, 2017

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

Be certain you have complied with all specification requirements, and have signed or caused to be signed all required documents.

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

Completed

Bidding Document

()

Non-Collusion Affidavit

()

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 Volleyball, PO Box 162, Burleson TX 76097

If you have questions, please contact BYA at 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 **Volleyball Uniforms** to BYA youth sports teams/ individuals on a year round basis.

Youth Sport Teams Information

- 2017 registered teams/ participants in program:
 - Volleyball: xx/xxx

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 July 31, 2017.
- 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 Volleyball**, 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: June 27, 2017
- Deadline for submittal of Proposal: August 1, 2017

- Review, discussion and negotiations completed by: September 1, 2017
- Execution of contract approval: September 2, 2017
- Service begins: September 2, 2017

Thank you for your interest

For any additional questions regarding this unique business opportunity, please contact **VP of Volleyball** at 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



NON-COLLUSION AFFIDAVIT

AFFIDAVIT MUST ACCOMPANY ALL BIDDER'S PROPOSALS AND TO BE EXECUTED BY THE PERSONS
DULY AUTHORIZED TO SUBMIT THE BID

1. He/ She is:

the individual

a managing partner of the partnership named _____

a managing general partner of the joint venture named _____

consisting of the following joint ventures: _____

the _____ (title) of _____ a
corporation, organized under the laws of the state of _____ and authorized to do
business in the State of Texas, which is the party making the foregoing to proposal of bid,

2. Such bid is genuine and not collusive or sham;

3. Bidder has not conspired or agreed, directly or indirectly, that another person refrain from bidding,
nor by such means sought to secure an advantage for himself/herself or for any other party;

4. Bidder has not accepted any bid from subcontractor or material man through any bid depository, the
Bylaws, Rules or Regulations of which prohibit or prevent the Bidder from considering any bid from any
subcontractor or material man from bidding or to any subcontractor who does not use the facilities of or
accept bids from or through such bid depository;

5. He/ She has been duly vested with authority to make and sign the foregoing Bidder's Proposal for:

the partnership/ joint venture.

the corporation pursuant to its Bylaws or a decision of its Board of Directors.

Burleson Youth Association, Inc.
PO Box 162
Burleson, Texas 76097

Specifications for Volleyball Uniform Bid

NO SUBSTITUTIONS WILL BE ACCEPTED

Please provide bid proposals/pricing for the following items #1 -#6.

1. **Jerseys** **YXS-AXL** High Five Wave Jersey, 100% polyester with Essortex moisture management performance. Contrast piping detailing. Contrast rib knit V-neck

2. **Printing**

Each team must have a one color BYA Volleyball logo **silk screened** on the front. Each jersey must have a 6" 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.

4. **Quantities** **Approx. Order** Jerseys- 200

*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.

5. **Packing**

Uniforms (jerseys, socks) must be individually bagged and/or boxed and labeled by team and league. 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 & SOCKS) AS DESCRIBED, SHALL RESULT IN HE 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.

6. **Delivery**

The order will be placed by 9/9/2017 All uniforms must be delivered to the BYA by 9/22/2017

FAILURE TO DELIVER ON TIME THE UNIFORMS (JERSEYS & SOCKS) 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.