



REQUEST FOR PROPOSAL (RFP)

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

The Burleson Youth Association, Inc. (BYA), 550 NW Summercrest #101, Burleson TX 76028, will accept sealed bids by email or regular postal mail until **March 13, 2018**

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

****Important Note:** Respondents may choose to submit pricing proposals on sections A, B, and/or C or any combination of their choosing. It is not required that a vendor submit bids on all 3 sections to be considered. All bids will be considered independently and section proposals may be awarded to different vendors at BYA's discretion. For instance: one vendor may submit bids for section A, B & C, but may only be awarded the bid for Section C at BYA's discretion.

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.

<u>Completed</u>	<u>Bidding Document</u>
()	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 may 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 Football, 550 NW Summercrest Blvd Suite 101, Burleson TX 76028

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

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 **March 15, 2018 To December 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 Football**, 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:

- | | |
|---|----------------|
| • Deadline for submittal of Proposal: | March 13, 2018 |
| • Review, discussion and negotiations completed by: | March 14, 2018 |
| • Execution of contract approval: | March 15, 2018 |
| • Service begins: | March 15, 2018 |

Thank you for your interest

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

Section A

Specifications for Flag Football Uniform Bid

For 2018, BYA is open to new style/design of reversible jersey, or two jerseys barring they are not cost prohibitive.

Please provide bid proposals/pricing for the following items #1 -#5.

1. **Flag Jerseys (reversible jersey, or two separate jerseys – home/away colors)** (in 2017 BYA used the Alleson 56REVV in Black/White but are open to new options for 2018, including two dry-fit options rather than jersey)
BYA's league accepted colors are: Black, Silver/Gray, and White
Design: should incorporate "Burleson" and Raiders logo
Sizes YXS – YXL

2. **Flag Shorts**
Badger Mesh shorts (style: 2207), or similar style – in Black
Sizes YXS-YXL

3. **Printing**

Jersey (reversible jersey): Black print on white jersey/white print on black jerseys. One color **BURLESON** silk screened, vinyl or sublimation print on front of each jersey above the numbers. Jersey numbers printed on the front and back (4 per jersey) Front: 4" number; Back: 6" number. Player last name to be printed on back. Name/jersey numbers will vary by team and will be provided by BYA upon order after the draft on 7/29/18.

Shorts: Design is negotiable

Vendor should provide artist rendering(s) for VP approval prior to RFP bid deadline.

4. **Quantities (totals are estimates only)***

Flag Jerseys (approx. 35)

Flag Shorts (approx. 35)

*We reserve the right to increase or decrease the order count dependent on participant registration numbers.

Vendor will provide exact version of jerseys (printing not required**)/shorts in each size specified in items #1, #2) for uniform sizing of participants **no later than 04/30/18**.

5. **Delivery**

The order will be placed by **8/1/2018**. All uniforms must be delivered to the BYA by **8/17/2018**. Delivery of all products will be coordinated with the VP of Football at the shipping address provided at time of order placement.

FAILURE TO DELIVER ON TIME THE UNIFORMS (JERSEYS) AS DESCRIBED, SHALL RESULT IN THE ASSESMENT 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.

Section B

Specifications for Tackle Football Uniform Bid

Please provide bid proposals/pricing for the following items #1 -#4.

1. **Tackle Jersey** Pricing should not exceed \$50 total for tackle jerseys. BYA is open to styles/designs for one or two jerseys barring they are not cost prohibitive.
 - BYA's league accepted colors are: Black, Silver/Gray, and White
 - Jerseys must be good quality material to hold up throughout the tackle season without tears, unraveling, etc.
2. **Tackle Pants** – Quality black integrated pad football game pants with **lace up draw string belt** (Alleson brand preferred). Sizes: YXS-A3XL
3. **Helmets** – Metallic silver with black face mask (Schutt Hybrid Recruit, Xenith, or similar quality). Sizes: YXS-AXL . Pricing no more than \$85/helmet. BYA has used Schutt Hybrid Recruit for several years but is open to other manufacturers barring they are not cost prohibitive

4. **Printing**

Two color **BURLESON** silk screened, vinyl or sublimation print on front of each jersey above the numbers. Raiders logo must be included on the jersey. Jersey numbers printed on the front and back (2 per jersey) Front: 6" number; Back: 8" number in font TBD. Player name to be printed on back. Name/jersey numbers will vary by team and will be provided by BYA upon order. Vendor should provide artist rendering prior to RFP bid deadline

5. **Quantities (totals are estimates only)***

Tackle Jerseys (approx. 120-240 depending on style selected)

Tackle Pants (approx. 120)

Helmets (approx. order: 50)

*We reserve the right to increase or decrease the order count dependent on participant registration numbers.

Vendor will provide exact version of jerseys (printing not required)/pants/helmets in each size specified in items #1, #2, #3) for uniform sizing of participants **no later than 04/30/18.

6. **Delivery**

The order will be placed in 3 orders by **8/1/2018**. The first order will be placed on 07/1/18, order #2 will be submitted by 7/15/18 and the final order will be placed on 8/1/18. All uniforms must be delivered to the BYA by **8/17/2018**. Delivery of all products will be coordinated with the VP of Football at the shipping address provided at time of order placement.

FAILURE TO DELIVER ON TIME THE UNIFORMS (JERSEYS) AS DESCRIBED, SHALL RESULT IN THE ASSESMENT 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.

Section C

Specifications for Football League/Coaches Shirts Bid

Please provide bid proposals/pricing for the following items #1 -#3.

1. **League T-Shirt** (vendor to provide design options that represent both BYA Football/Cheer)
Color: no preference (league colors are black/white/gray/silver)
League T-shirt sizes (YXS-A4XL)
2. **Football & Cheer Coaches/Team Mom Shirts** (vendor to provide options) – style should be different than the league shirt and make coaches and team moms stand out. ***Design should not be offered as any other fundraising or for sale items by BYA.*** BYA is open to suggestions that are unisex and represent the BYA Raiders.
Coaches/Team Mom Shirt Sizes: AS – A4XL
3. **Printing**
One color printing

Vendor should provide artist rendering(s) of both league and coach/team mom shirts, for VP approval prior to RFP bid deadline.

4. **Quantities (totals are estimates only)***
League T-Shirt (approx. 300)
Football & Cheer Coaches/Team Mom Shirts (approx. 90)
9 Teams (approx. 63 football / 27 cheer = 90 total)

*We reserve the right to increase or decrease the order count dependent on participant registration numbers.

5. **Delivery**

The order for league shirts (#1) will be placed by **3/31/2018** and must be received by **4/30/18**.

Coaches/Team Mom shirts must be delivered to the BYA by **8/17/2018**.

Delivery of all products will be coordinated with the VP of Football at the shipping address provided at time of order placement.

FAILURE TO DELIVER ON TIME THE UNIFORMS (JERSEYS) AS DESCRIBED, SHALL RESULT IN THE ASSESMENT 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.