



**Request for Quotations  
for  
Hockey Uniforms,  
Apparel and Equipment**

**Request for Quotation No.: 19-11-001**

**Issued: Friday, November 29, 2019**

**Submission Deadline: Friday, December 20, 2019 at 4:00:00  
PM EST**

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# **PART 1 - INTRODUCTION**

## **1.1 Invitation**

This Request for Quotations (the “RFQ”) issued by Whitchurch-Stouffville Minor Hockey Association (“WSMHA”) is an invitation to submit non-binding offers for the provision of athletic apparel, uniforms and equipment as further described in Appendix A. The respondent selected pursuant to this RFQ process will be informed in writing. Respondents not selected will also be informed in writing.

The WSMHA is a non-profit organization. The WSMHA is comprised of 50 house league teams, 8 rostered select teams and 19 competitive (“Rep”) teams. Its brand, the Clippers, are well known throughout Ontario and northeastern United States, where teams often travel for various hockey tournaments.

The Whitchurch-Stouffville Clippers brand is a critical component to our success therefore the quality of apparel and service provided by the successful proponent must be aligned with the WSMHA high standard of excellence.

The WSMHA and WSMHA Clippers logo are trademarked and are the exclusive property of WSMHA.

## **1.2 Type of Contract for Deliverables**

The intention of this award is to achieve two goals:

1. for the supply and delivery of WSMHA uniforms, team apparel and equipment;
2. to permit the successful proponent(s) the use of the WSMHA logo for the purposes of marketing and selling Products to WSMHA staff, members and the general public. The successful proponent(s) will propose a program that is beneficial to WSMHA, its players, coaches and members.

The Deliverables, as further described in in Appendix A, may be awarded in whole or by the categories described below:

- Category A: House League Team Uniforms
- Category B: Rep Team Uniforms
- Category C: WSMHA Apparel
- Category D: Equipment

### 1.3 RFQ Time table

Issue Date of RFQ	Friday, November 29, 2019
Deadline for Questions	Friday, December 13, 2019
Vendor Submission Deadline	Friday, December 20, 2019
Vendor Presentations	January 6 to 21, 2020
Award Date	Friday, February 28, 2020

The RFQ timetable is tentative only and may be changed by WSMHA at any time prior to the Submission Deadline. Responses submitted after the Submission Deadline will be rejected.

### 1.4 Submission Instructions

Respondents are requested to submit their Quotation via electronic e-mail in the form prescribed herein by the Submission Deadline to the WSMHA Contact identified below in the manner set out below:

WSMHA Contact: Sara Folkes

E-mail: [equip@wsmha.com](mailto:equip@wsmha.com)

### 1.5 Respondents to Review RFQ

Respondents shall promptly examine all of the documents comprising this RFQ and (a) shall report any errors, omissions or ambiguities and (b) may direct questions or seek additional information in writing by e-

mail to the WSMHA Contact on or before the Deadline for Questions. WSMHA is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the respondent to seek clarification from the WSMHA Contact on any matter it considers unclear. WSMHA shall not be responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process. The Respondents and their representatives may not contact individuals employed or engaged by any member of WSMHA, other than the WSMHA Contact, concerning matters regarding this RFQ. Only information received by the WSMHA Contact will be considered in the RFQ process. All such communications must be in writing. Any respondent that does not follow these instructions may be disqualified.

## **PART 2 – EVALUATION OF QUOTATIONS**

### **2.1 Stages of Evaluation**

The evaluation of quotations will be conducted in the following stages:

- Stage I will consist of a review to determine which submissions satisfy all of the mandatory requirements. Those submissions that satisfy the mandatory requirements will proceed to Stage II.
- Stage II will consist of face to face vendor presentations with the WSMHA RFQ committee.

### **2.2 Mandatory Requirements**

#### **2.2.1 Quotation Form**

Each quotation must include a Quotation Form (Appendix B) completed by the respondent.

#### **2.2.2 Other Mandatory Criteria**

- Rate/Price List for all items including product descriptions, manufacturing product numbers, colours, etc.
- References from three (3) current clients of similar requirements and size. Letters of reference with contact details are preferred. Contact information telephone# e-mail and name of organization and name of contact must be provided.
- Proof of general liability insurance from the respondent's insurer.

# APPENDIX A – RFQ PARTICULARS

## A. Deliverables

The Supplier will provide hockey uniforms and other apparel (“Product(s)”) to the Whitchurch-Stouffville Minor Hockey Association (“WSMHA”), including but not limited to:

- WSMHA House League uniforms;
- WSMHA Rostered Select uniforms;
- WSMHA Rep Team uniforms;
- WSMHA branded apparel; and
- WSMHA branded equipment & accessories.

All the proposed products must be fully printable.

## Uniforms

### House League

House league (“HL”) uniforms are worn by recreational players in age groups from ages 4 to 18 years of age. Uniform colours within each division (i.e. Tyke, Atom, Peewee, and Bantam) must be in distinctly different colour palettes and or striping and use the WSMHA logo. The uniform consists of:

- one jersey; and,
- one pair of hockey socks matching the colour of the jersey

### Rostered Select

Rostered select (“RS”) teams are made of players from the HL program and play inter-league games. These teams are selected in the September and uniforms are ordered at this time. The RS uniform consists of:

- one home jersey with the Clippers Logo and one pair of matching hockey socks; and,
- one visitor jersey with the Clippers Logo and one pair of matching hockey socks.

## **Rep Team**

Players in WSMHA's competitive programs wear Rep team uniforms with the Clippers Logo. These teams are selected in the Spring and in September (Novice, Atom & Midget teams). The colour palette and style of the player uniform at all divisions are the same, and include:

- one home jersey and one pair of matching hockey socks; and,
- one visitor jersey and one pair of matching hockey socks.

## **Apparel**

### **House League Apparel Requirements**

HL team coaches are volunteer parents. Each HL consists of, at a minimum, one head coach, one assistant coach and one trainer ("HL Coaching Staff"). HL Coaching staff are not required to wear official league apparel, but have the option to purchase it from WSMHA's supplier.

### **Rep Team Coach Apparel**

Rep team coaches of volunteer parents. Each Rep Team consists of, at a minimum, one head coach, two assistant coaches, one trainer and one team manager ("Rep Coaching Staff"). Rep Coaching Staff are required to wear the following for games and official team events such as practices:

- one WSMHA track suit
- one WSMHA winter coat



## **Rep Team Player Apparel**

WSMHA Rep players are required to follow a dress code for team events, required team apparel includes:

- one track suit; and or,
- one pair of warm-up shorts and t-shirt

Players are NOT required to replace their equipment every year, jersey are replaced on a rotating basis with Home jersey being replaced one year and Away jersey the following year for example. Players purchase their equipment/apparel at their own discretion.

## **Apparel Program**

The Supplier must be able offer an apparel partnership program to WSMHA members, staff, coaches and players. Apparel that are currently purchased in addition to the player and coaching requirements include:

- Backpack
- Coaches Bag
- Fitted Baseball Hat
- Flip Flops
- Golf Shirt
- Hooded Sweatshirts
- Long Sleeve Performance Tee
- Short Sleeve Performance Tee
- Shorts
- Sweatpants
- Toque
- Track Suit Bottom
- Track Suit Jacket
- T-Shirt
- Winter Jacket
- $\frac{3}{4}$  Length Winter Jacket
- Hockey Bags

- Jersey/Garment Bag
- Custom Hockey Pants
- Hockey Pant Shell
- Hockey Gloves
- Pajama Pants

Suppliers are to include their prices in their response as requested by WSMHA.

### **Size Range**

Supplier will offer WSMHA a wide range of Product sizes. The sizes should be based on a recognized designation such as the US standard clothing size.

The Supplier must have all its uniforms Products available in the following adult sizes:

- Female:
  - From two (2) extra-small (“2XS”) to three (3) extra-large (“3XL”); and/or
  - From zero zero (00) to twenty-four (24).
- Male:
  - From extra small (“XS”) to five (5) extra-large (“5XL”).

The Supplier should have all its apparels and uniforms Products available in the following junior sizes:

- Junior (boys and girls):
  - From extra-small (“XS”) to two (2) extra-large (“2XL”); and/or
  - From zero (0) to eighteen (18).
- Youth (boys and girls):
  - From extra-small (“XS”) to two (2) extra-large (“2XL”); and/or
  - From six (6) to twenty-four (24)

### **Brand Name Products**

Suppliers are to bid Brand Name Products that are backed by the Brand Name manufacturer. Brand name Products refer to a trademarked product, or line of

products bearing a widely known name used by a manufacturer to market its products (e.g. ATC, Stormtech, CCM, Under Armour, Adidas, Nike, Reebok, Gilden, Russel, etc.).

## **Colour**

WSMHA official colours are white, black and red. The Supplier must be able to provide the WSMHA logo in its official colours. Suppliers must also be able to provide the colour standards in

## **Logo and Decoration Services**

WSMHA have their own and unique logo, which may need to be applied on various apparel and/or uniform Products, the Supplier shall offer WSMHA a wide range of Services, such as but not limited to:

- Embroidery
- Embroidery/Twill combination
- Tackle Twill
- Heat Press
- Silk screening; and
- Name bars.

WSMHA will require decoration and/or logo to contain WSMHA official colours and may request to have logo print and/or decoration in multiple places on the Products.

## **B. Product Pricing**

### **Pricing Methodology**

The Rates will be firm for the first year of the Agreement. Pricing can not be changed in the first regardless of quantity of a product being ordered by a team.

## **Catalogue Refresh**

Uniforms and team apparel (official game apparel for players and coaches) must have a market lifecycle of three (3) years or more from the date of agreement award. The Supplier may refresh its Product catalogue for retail purchases between the end and start of each hockey season. Our rep teams may ask for additional products at any time and the supplier can provide a pricing quote to the team and copy the equipment manager.

## **C. Material Disclosures**

### **Product Management**

#### **Product Lists**

The Supplier will provide the following Product lists to WSMHA as required:

- An electronic list of all Products in its published standard catalogue; and
- Standard printed published catalogue.

#### **Product Ordering**

WSMHA may use a variety of ordering methods, including phone, fax, online, email and, electronic transactions as further described below:

#### **Online Ordering**

WSMHA may choose to use the Supplier's website to place orders. At a minimum, the website shall:

- Be secure and user friendly;
- Allow generic or individual user login ID and password;
- Contain Product offerings specifically for a WSMHA (e.g. unapproved Products shall be blocked from access as requested);

- Feature search function to allow easy Product lookup by description, manufacturer and Product code;
- Provide information related to website maintenance, warehouse closing and other situations where orders will be impacted.

### **WSMHA Website**

WSMHA will provide a link on its website to the Supplier's online ordering page. The WSMHA may provide the Supplier space on its website for the purposes of marketing WSMHA apparel.

### **Deliveries and Pick-Up Location or Distribution Days**

All WSMHA Rep, Select and House League team items should be delivered to the WSMHA specified location. However if we wish to be able to pick up products at the Supplier's pick-up location (e.g. retail store, mobile store) the WSMHA reserves the right to do so. WSMHA would prefer a pick up location within York Region or bordering areas. The Supplier is expected to provide at least five calendar days during each year to attend WSMHA sanctioned events for the purposes of distributing product to clients, set up sales kiosks and sell/promote WSMHA branded products. WSMHA and the Supplier will develop an event schedule prior to the start each season. WSMHA has the right to adjust the event schedule with 15-calendar days notice.

### **Lot of Minimum Order**

Proponent will not apply any lot purchases or minimum order (e.g. spend and/or volume).

### **Additional Quantity**

Additional quantities may be required throughout the year during the Term of the Agreement. Measurements will be done on an as, if required basis at the WSMHA's location by the WSMHA (i.e. sizing kit) location.

## **Product Samples**

During the Term of the Agreement, WSMHA may request Product samples (e.g. jackets) for testing and evaluation to ensure Products meet WSMHA' requirements and are suitable for their purpose. Product samples may also be required when evaluating new Products, substitutions or alternatives.

These Product samples will be provided to WSMHA at no cost. At the end of the evaluation, WSMHA are under no obligation to purchase these samples. WSMHA may, however, choose to purchase the samples at discounted Rates or the samples will be returned at the Supplier's cost.

## **Product Warranty**

The Supplier will warrant all its Products from the date of receipt by WSMHA against, but not limited to the following conditions:

- Faulty material;
- Faulty application of decorations; and,
- Manufacturing defects.

Where a manufacturer's warranty applies to the Products, the Supplier will be responsible for arranging Product exchange. All shipping costs related to approved warranty exchanges will be at no cost to the WSMHA.

## **Planning, Logistics & Delivery**

WSMHA requires central delivery. Delivery charges of any kind will not be accepted or paid. WSMHA may have more than one (1) delivery location within one (1) delivery address. The Supplier should deliver orders with correct Products and quantities. Products will be packaged appropriately to ensure safe delivery. All deliveries must include a packing slip specifying the WSMHA's required information (e.g. name of the employee who placed the order, purchase order number (if any), Products and quantities ordered and shipped, back ordered Products and quantities, if any). The Supplier's own

transportation fleet or a reputable transportation company that allows for tracking of the shipments must make deliveries.

### **Hockey Season Planning**

WSMHA and the Supplier will begin uniform planning and delivery processes in May to June of each calendar year.

- WSMHA will provide final HL registration estimates within seven business days of each calendar year.
- All Rep team uniforms (jerseys/socks) ordered in May or June must be delivered by Sept 1 or date designated by the WSMHA Equipment Manager
- All Rep and Select team uniforms (jerseys/socks) ordered in September must be delivered by Oct 1 or date designated by the WSMHA Equipment Manager.
- All House League uniforms ordered in June/July. Must be delivered by Sept 10 or date designated by the WSMHA Equipment Manager or the VP of House League.
- All apparel ordered in May must be delivered in September

### **Damaged or Defective Shipment**

Products may not be accepted upon delivery if:

- The Products or packaging of Products are defective (e.g. broken and/or damaged);
- The Products or packaging of Products are not delivered as agreed; or
- The Products were substituted without prior approval of the WSMHA.

The Supplier will be responsible for all shipping costs related to the return and replacement of any damaged or defective Products from the WSMHA's location. WSMHA will not be responsible for any re-stocking charges due to damaged or defective Products received.

## **Back Order**

Back orders should be confirmed at the time of the order confirmation with an estimated delivery date, WSMHA will have an option to cancel or keep the back orders. Back orders beyond the season start up for WSMHA team uniforms and apparel is not acceptable. The supplier must expedite these backorders at their own expense.

## **Related Services**

The Supplier should offer WSMHA with related Services such as but not limited to:

- On site measurement/fittings with uniform and apparel samples in the Spring and Fall; and
- Alterations;

## **Invoicing**

The Supplier will submit to the WSMHA an invoice(s) for the Game Jerseys and Socks for all Rep, Select and House League Uniforms after the Products have been received at the WSMHA's location. If a Deposit is required by the vendor, WSMHA and its teams will only provide a maximum of 50% deposit on any item and remaining amount will be due upon completion and delivery of all items in the order. Please note the supplier is to invoice the rep and select teams are responsible for their apparel and sponsor bar orders (excluding Jerseys and socks). The invoices will be in electronic format. The invoice will be itemized and contain, at a minimum, the following information:

- Invoice number;
- WSMHA's organization;
- Full name of the person who placed orders, if applicable;
- Full name of Team Manager and name of the Team;
- Delivery address;
- WSMHA's purchase order number, if applicable;



- Order date;
- WSMHA's Product number if applicable; and
- Product description, catalogue number, unit of measure, quantity ordered, quantity shipped, price, and extended total
- WSMHA Jersey/Sock Uniform Invoices will also contain a separate breakout by team name for quantity of jerseys and sizes ordered.

## **Payment Terms**

The WSMHA's standard payment terms are net thirty (30) days.

Note – WSMHA's payment terms will not be in effect until the Supplier provides an accurate invoice.

## **Customer Support**

### **Customer Support**

During the hockey season, WSMHA activities run seven days a week from 8am to 11pm. Call volumes and support are in highest demand from August 15<sup>th</sup> to October 15<sup>th</sup>. The Supplier will provide effective customer support to WSMHA including, but not limited to:

- A responsive account executive (or a team of personnel lead by an account executive) assigned to the WSMHA to support their needs by providing day-to-day and ongoing administrative support;
- The Supplier's team must be responsive to the needs of the WSMHA (i.e. next Business Day response), provide requested information and documentation in a timely manner and issue resolution;
- Ensuring minimal disruption to the WSMHA;
- Easy access to the Supplier (i.e. by toll free telephone number, email, voicemail, and fax);
- Day-to-day support;
- Establishing an ongoing communications program with the WSMHA (e.g. new Products and initiatives, substitution Products, discontinued Products, order status updates, etc.);

- Providing written notice to WSMHA on any scheduled shut down that would impact services (e.g. inventory count, relocation of warehouse, website maintenance);
- Attending quarterly business reviews with WSMHA or other meetings, as requested; and
- Providing reports to WSMHA, as required.

### **Reporting to WSMHA**

WSMHA may require other reporting, such as those set out below or any other ad hoc reports. The details of WSMHA' specific reporting requirements will be set out in the CSA.

- Sales reports;
- Back order reports; and
- Delivery reports.

### **Marketing and Sales Support**

WSMHA and the Supplier may hold sales and marketing events to promote and sell WSMHA Products at events throughout the hockey season. The Supplier should be capable of marketing the event and providing direct sales at events.

# APPENDIX B – QUOTATION FORM

## 1. Respondent Information

Please fill out the following form, and name one person to be the contact for this RFQ response and for any clarifications or amendments that might be necessary.

Full Name of Respondent:	
Any Other Relevant Name under Which the Respondent Carries on Business:	
Street Address:	
City, Province:	
Postal Code:	
Phone Number:	
Company Website (If Any):	
Fax (If Any):	
RFQ Contact Person and Title:	
RFQ Contact Phone:	
RFQ Contact E-mail:	

## 2. Ability to Provide Deliverables

The respondent has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the pricing set out below and has provided a list of any subcontractors to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the mandatory forms set out below.

<b>FORMS to include</b>
Submission Form (Appendix B)
Pricing List (Including Product Description, Manufacturing Product #, Brand, Price, etc)
References
Proof of General Liability Insurance

### **3. Non-binding Price Estimates**

Respondents should provide pricing for the Deliverables described in their Pricing List. The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation. The respondent acknowledges that the pricing includes all applicable duties and taxes except Harmonized Sales Tax (HST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to WSMHA, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

### **4. Confidential Information of Respondent**

A respondent should identify any information in its quotation(s) or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by WSMHA. The confidentiality of such information will be maintained by WSMHA, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis, to WSMHA's advisers retained for the purpose of evaluating or participating in the evaluation of their quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the WSMHA Contact.