



## **Request for Proposals 2019-2022 Kemptville District Soccer Club Uniform Purchase**

### **TERMS OF REFERENCE**

The Kemptville District Soccer Club (KDSC) is seeking proposals to purchase new club uniforms and equipment. Respondents to the Request for Proposal (RFP) shall be referred to as "bidders." The bidder to whom the contract is awarded shall be referred to as the "Contractor". This RFP states the instructions for submitting proposals, the procedure and criteria by which a bidder may be selected and the contractual terms by which KDSC intends to govern the relationship between it and the selected Contractor. The Contractor will be required to provide quality soccer uniforms and equipment starting in the winter 2019 through the 2022 season.

Those interested in bidding for this work should indicate their intentions (expression of interest) by **August, 7th, 2018** to the following email address: [PRESIDENT@KEMPTVILLESOCCER.COM](mailto:PRESIDENT@KEMPTVILLESOCCER.COM). **Only those whom are within a 100km radius to the KDSC will be considered.**

### **BACKGROUND**

KDSC is located in Kemptville, Ontario, within the boundaries of Eastern Ontario District Soccer Association, as an independent, not-for-profit corporation with over 1100 registered players registered in both youth and adult programs. KDSC is dedicated to providing a community service by teaching and developing the sport of soccer for players aged 3 through senior, both men and women (19+) and operates a full outdoor program May through September, and an indoor program during winter months.

### **OBJECTIVES**

To provide high quality, **Adidas or other comparable uniforms** including exclusivity to other gear i.e. track suits, bags, balls, coach's gear & equipment, etc. for all KDSC members. The Contractor will guarantee his/her product from all defects and poor workmanship for a period of three months from date of delivery.

## **Term**

This agreement will be valid for three (3) years from the effective date (signing of contract) and shall continue in full force and effect. Either party may terminate the agreement at any time after one (1) year from the effective date upon 90 days prior written notice as long as the current order from that year has been fulfilled and delivered.

## **SPECIAL CONSIDERATIONS FOR ALL JOBS**

1. All material shall be fire retardant;
2. All items shall be North American standard sizes;
3. Wicking and drying capability of material shall be minimum 90% of industry standard;
4. Price shall be set for all items for a three-year period;
5. Contractor shall be conveniently located to the KDSC clubhouse.
6. Contractor shall be responsible for the storage and delivery of the uniforms.
7. The proposed gear should match, as closely as possible, KDSC existing colours and style.
8. The supplier will guarantee the style or model for a minimum of three years

## **SUPPORT PACKAGES**

The Contractor shall identify manufacturer support packages provided as a bonus to the club. This information is required to be addressed in the submission. This includes yearly allowances detailed within the work plan. The contractor will also identify if any, incentives offered to club members outside of the contracts scope.

## **WORK PLAN**

Upon acceptance of the terms of the contract, the Contractor will ensure compliance with the deliverables as stated below and will provide a detailed work plan for each season to the KDSC Director of Equipment. The Contractor shall deal directly with the KDSC Director of Equipment for payment of all house league and developmental kits, and the parents or players of all competitive kits. The contractor will work with the Director of Equipment to address any and all concerns regarding those orders.

## **IMPOSED CONSTRAINTS**

The Contractor will guarantee the delivery date. Failure to adhere to the delivery date could absolve the KDSC from all contractual obligations.

## **DELIVERABLES**

The deliverables are as stated in the above Objectives, Special Considerations for all Jobs, Support Package, Work Plan, and Imposed Constraints.

## **FINANCIAL**

The Contractor shall deal direct with the KDSC Director of Equipment with respect to payment for all house league kits, and parents or players for all competitive kits. All changes to the scope of the work must be submitted in writing to the KDSC before approval can be granted.

## **DESCRIPTION OF WORK HOUSE PROGRAM**

### **Uniform - (Jersey/Shorts/Socks) Annual Replacement**

This section of the tender requires a house league uniform kit consisting of a shirt, short & socks for the following approximate team/ player numbers:

- a) U-10 boys and girls - approximately 200 members
- b) U-12 boys and girls – approximately 80 members
- c) U-14-18 – approximately 80 members
- d) Adult house – approximately 130 members

The uniform is to be of appropriate quality for the House League program in keeping with the Club's overall positive and professional image. Supplier must be able to accommodate the appropriate size ranges for each age. Supplier must also be able to provide women's sized shorts for all girls/women's teams that require adult sizes.

The KDSC Director of Equipment will work with the Contractor to identify sizing and orders for the club in fall (October) to fill the upcoming season order.

### **Submission Requirements for Youth House League Kits:**

1. Supplier shall be responsible for the storage and delivery of the uniforms;
2. The jersey fabric must be of good quality, comfortable, durable, washable and non-fading;
3. Jerseys must have numbers (White on colours and Black on white jerseys) screened upon by the supplier, size of the numbers shall be consistent in size and colour across all jerseys. Jersey colours required in 12 (twelve) colours. There must be room on the upper left chest area for a KDSC logo 3" x 3" that will be screened (White on colours

and Black on white jerseys) on by the supplier. (Note: Players will keep the jersey at the end of the season and therefore pricing will need to reflect annual replacement);

4. Shorts (black) should have a tie in the waist band, no inner lining (annual replacement);

5. Socks (black colour) should be of a good quality as not to easily be pulled or ripped and retain its shape (annual replacement);

6. Coach t-shirt (cotton) must be comfortable, good quality and must be provided with a screened club logo 3” x 3” on the left chest and “COACH” screened on the back of the shirt; (annual replacement);

7. The supplier will guarantee the style or model for a minimum of three years.

## **DESCRIPTION OF WORK - DEVELOPMENTAL PROGRAMS**

### **Uniform (Jersey/Shorts/Socks) Annual Replacement**

This part of the tender requires a house league uniform kit consisting of 2 shirts (1-Home White/1-Away Red), shorts and socks **for the following approximate team/player numbers.**

- a) **U9 Boys Developmental – approx. 2 teams of 15 per team**
- b) **U9 Girls Developmental – approx. 2 teams of 15 per team**
- c) **U10 Boys Developmental – approx. 2 teams of 18 per team**
- d) **U10 Girls Developmental – approx. 2 team of 18 per team**
- e) **U11 Boys Developmental – approx. 1 team of 18 per team**
- f) **U11 Girls Developmental – approx. 1 team of 18 per team**
- g) **U12 Boys Developmental – approx. 1 team of 18 per team**
- h) **U12 Girls Developmental – approx. 1 team of 18 per team**

The uniform is to be of appropriate quality for the Developmental program in keeping with the Club’s overall positive and professional image. Supplier must be able to accommodate the appropriate size ranges for each age. Supplier must also be able to provide women’s sized shorts for all girls/women’s teams that require adult sizes.

The KDSC Director of Equipment will work with the Contractor to identify sizing and orders for the club in fall (October) to fill the upcoming season order.

### **Submission Requirements Developmental Kits:**

1. Supplier shall be responsible for the storage and delivery of the uniforms;

2. The jersey fabric must be of good quality, comfortable, durable, washable and non-fading;
3. Jerseys must have numbers (White on red and Black on white jerseys) screened upon by the supplier, size of the numbers shall be consistent in size and colour across all jerseys. There KDSC logo 3" x 3' will be screened upon by the supplier on the upper left breast; (White on red and Black on white jerseys). (Note: Players will keep the jersey at the end of the season and therefore pricing will need to reflect annual replacement);
4. Shorts (Black with white trim) should have a tie in the waist band, with no inner lining (annual replacement);
5. Socks (red) should be of a good quality as not to easily be pulled or ripped and retain its shape (annual replacement);
6. 2 Coach's jersey's Polo Style White only provided with an embroidered club logo 3" x 3" on the left chest no number or name on the reverse (For first season only, subsequent years are at the discretion of the KDSC Director of Equipment);
7. The supplier will guarantee the style or model for a minimum of three years.

## **DESCRIPTION OF WORK - COMPETITIVE PROGRAMS**

### **Uniform (Jersey/Shorts/Socks) Replacement every 3 years or as needed**

This part of the tender requires a competitive uniform kit consisting of 2 shirts (1- Home White/1- Away Red), short (Black with white trim) and socks (Red) for the following approximate team/player numbers.

- a) U13 Boys Competitive – 1 team of 18 per team
- b) U13 Girls Competitive – 1 team of 18 per team
- c) U14 Boys Competitive – 1 team of 18 per team
- d) U14 Girls Competitive – 1 team of 18 per team
- e) U15 Boys Competitive – 1 team of 18 per team
- f) U15 Girls Competitive – 1 team of 18 per team
- g) U16 Girls Competitive – 1 team of 18 per team
- h) U17/U18 Boys Competitive – 1 team of 18 per team
- i) U17/U18 Girls Competitive – 1 team of 18 per team
- j) Mens Rec – 3 teams of 18 per team
- k) Mens OT – 1 team of 18 per team
- l) Womens C4 – 1 team of 18 per team
- m) Womens O30 – 1 team of 18 per team

The uniform is to be of appropriate quality for the Competitive program in keeping with the Club's overall positive and professional image. The Contractor will be required to

stock competitive uniform kits consisting of both red and white shirts at their location. Supplier must be able to accommodate the appropriate size ranges for each age. Supplier must also be able to provide women's sized shorts for all girls/women's teams that require adult sizes.

The KDSC Director of Equipment will work with the Contractor to forecast approximate sizing and orders for the club in fall (October) to fill the upcoming season's orders.

All Competitive League players are responsible for the purchase of their own player kits. The contractor will be required to provide an approved order form including prices and contact information. The contractor will set up 2 dates that are agreed upon by the Equipment Manager and the contractor to come to our location and fit all of the players with sample clothing. The contractor will then have a turnaround of 4 weeks from the fitting dates to return completed equipment back to the club, organized into individually labelled teams. The contractor will deal directly with the players or parents on their purchases the day of their fittings.

### **Submission Requirements Competitive Kits:**

1. Supplier shall be responsible for the storage and delivery of the uniforms;
2. Supplier must be able to warehouse additional blanks of both red and white competitive jerseys and sizes for the entire season at their place of business and be able to turn around additional orders or sizing changes in less than 14 days; supplier must also be able to warehouse both competitive shorts and socks for immediate purchase;
3. The jersey fabric must be of good quality, comfortable, durable, washable and non-fading;
4. Jerseys must have numbers screened upon by the supplier, size of the numbers shall be consistent in size and colour across all jerseys. There KDSC logo 3" x 3" will be embroidered by the supplier on the upper left breast;
5. Shorts (Black with white trim) should have a tie in the waist band, with no inner lining;
6. Socks (red) should be of a good quality as not to easily be pulled or ripped and retain its shape;
7. 2 Coach's jersey's Polo Style White only provided with an embroidered club logo 3" x 3" on the left chest no number or name on the reverse (For first season only, subsequent years are at the discretion of the KDSC Director of Equipment);

8. The supplier will guarantee the style or model for a minimum of three years.

### **DESCRIPTION OF WORK EQUIPMENT**

The following equipment is not required yearly but guaranteed pricing for the duration of the contract is required:

- Training jacket and pants for the Developmental/Competitive teams;
- Soccer Bag for Developmental/Competitive teams;
- The club will order 15 size #4 good quality game balls and 15 size #5 good quality game balls yearly for developmental/competitive;
- Practice ball Mini - must be of good quality and retain its shape throughout a season of use (annual replacement for the U-3/5/7 age groups #3 balls). Balls which do not perform will be returned to supplier to be replaced at no additional charge;
- Practice balls size #4 and size #5 approximately 50 each size per season must be of good quality and retain its shape throughout a season of use. Balls which do not perform will be returned to supplier to be replaced at no additional charge;
- The supplier must be able to provide keeper jerseys in several colours and numbering. (Colours TBD) (non-annual replacement);
- Saucer cones with pricing;
- Referee Kits (black shirt, black shorts, solid black socks) in Youth Large, Adult Small, Adult Medium and Adult Large Sizes, Assistant referee flags, Referee cards, whistles and corner flags;
- Pinneys in various sizes and colours;
- Mesh for all sizes of goal frames 8 X 24 and 6.5 X 18.5;
- Corner flag sets in bag (3 fold design)
- Other equipment or training equipment

## **REQUIREMENTS TO BID**

The Contractor shall identify their costing and all requirements within this section and will constitute the formal contract once signed.

Each responding bidder must provide sufficient proof of his/her ability to successfully complete the tasks outlined above. Such documentation may consist of (but is not limited to):

1. List of references for similar services.
2. Samples of similar work.
3. Past experience with KDSC.
4. Portfolio (business or personal).

## **PROPOSAL REQUIREMENTS**

Only complete proposals will be accepted. A proposal is considered "Complete" when the following items are included and received by KDSC **before 7:00 pm, August 7th, 2018** at our mailing address of PO Box 1322, Kemptville, ON, K0G 1J0 or drop off at the mailbox at our office in the Ferguson Forest Centre, 275 County Rd 44.

1. Name of firm/organization submitting the proposal.
2. Requirements to bid information.
3. Contact information including:
  - a) Name of primary contact.
  - b) Name of firm or contractor.
  - c) Address.
  - d) Phone number.
4. The Supplier shall provide a sample competitive, (one) white and (one) red embroidered and numbered jersey, competitive matching shorts & socks.
5. The supplier will provide two samples of the house league uniform, shirt crested, short and sock to the above requirements.
6. Detailed Pricing for each individual requirement.
7. Detailed Support Package information.

Following receipt of all proposals and once the proposal cut-off date has past, the KSDC Executive board will review all submitted proposals and samples at a special meeting.



The KDSC board may request presentations by some or all of the bidders to discuss their proposal in further.

**INFORMATION**

Additional information may be obtained by contacting KDSC at [equipment.house@kemptvillesoccer.com](mailto:equipment.house@kemptvillesoccer.com) and [equipment.comp@kemptvillesoccer.com](mailto:equipment.comp@kemptvillesoccer.com)