



AIRDRIE MINOR HOCKEY ASSOCIATION
(AMHA)

REQUEST FOR QUOTE

TEAM JERSEYS

Request for Quote - Team Jerseys

Airdrie Minor Hockey Association Request for Quote Team Jerseys

January 19, 2023

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1 OVERVIEW

Profile

Airdrie Minor Hockey Association (AMHA) is a not for profit organization consisting of 1350 hockey players spanning 78 + teams. This includes AAA, AA, Travel, City, Junior C and Recreation hockey. We believe strongly in our mission statement:

To provide fair opportunity for positive experiences through a safe and fun environment, with strong, progressive and quality programs for all members of the hockey community.

The City of Airdrie currently has 5 ice surfaces. AMHA membership continues to grow annually.

Quote Expectations

AMHA is soliciting bids for its hockey program team jerseys, which will include U9 to U18 and a Junior C team, excluding U11 as those are provided by McDonalds.

The goal of the Association is to secure a vendor who can supply team jerseys in a timely, cost effective manner and ***grouped by team in number order*** without compromising quality. AMHA will base its decision on a series of criteria focusing on each specific area of the specification provided.

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2 THE RFQ

2.1 Objective

To establish a contract for the supply of Team Hockey Jerseys for the Airdrie Minor Hockey Association. This will include all AA, Travel, City and Junior C Hockey Teams, excluding our U7 and U11 teams as those jersey's are provided by sponsors and our AAA teams.

2.2 Length of Contract

The length of the contract is for three years with an AMHA option for a fourth year. AMHA currently has 75-80 teams within the association. It is estimated that AMHA may replace up to 30 sets of team jerseys during this 3 year contract.

2.3 Communication

All inquiries are to be directed to:
AMHA Phone Number:
Email:

Michelle Anhorn
403-403-921-2256
equipmentcoordinator@airdriehockey.com

2.4 Appropriate Vendor Contact

All vendor contacts will be restricted to the communication channel as identified in section 2.3 from the date of issue of the RFQ, through to the actual award notification of the contract. Vendors are prohibited from contacting executives and staff, during the RFQ process to obtain any information pertaining to this RFQ, RFQ Process, RFQ Committee Activities, or to demonstrate or justify the Vendor's products, services or relay other benefits of doing business with AMHA, unless specifically requested to do so by the individual named in section 2.3. Further, it is inappropriate for the Vendor to initiate contact with any member of the RFQ Review Committee unless specifically requested to do so. To protect the integrity of the bidding process any vendor that does not adhere to this section will be disqualified.

2.5 Review Committee Members:

A committee will be selected from various AMHA members. No vendor can sit on the review committee.

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2.6 Documentation

2.6.1 Vendors are responsible for examining all RFQ documents, including Appendices, as soon as possible after receipt. Immediately, report all errors, omissions or ambiguities. Notification must be made in writing and at least three days prior to the due date of proposal, and in accordance with communication channels as outlined in 2.3. If necessary, and if time permits, an addendum may be issued to all Vendors before the submission deadline.

2.6.2 Prior to submitting a quote, Vendors shall carefully examine all specifications to ensure a coordinated proposal, fully inform themselves of the conditions and limitations and include in their proposal price a sum to cover the cost of all items contemplated in an award including tax, shipping, etc.

2.6.3 All questions and concerns will be submitted in writing to the contact identified in section 2.3.

2.6.4 All responses to questions and concerns will be shared with all proposed vendors for this RFQ providing equal access to information.

3 QUOTE SUBMISSION GUIDELINES

3.1 Submission Deadline

The deadline for Proposal submissions is Sunday February 19, 2023. Late responses will NOT be accepted.

3.2 Delivery of Quote

3.2.1 All quotes must be received on/or before the deadline via **email** to Michelle Anhorn.

3.2.2 The quote pricing is not to be submitted or shared with any other person(s) other than the Purchasing Committee Chair Person identified in the above clause. Failure to adhere to this requirement **WILL** result in immediate disqualification of the vendor's proposal.

3.2.3 Quotes will not be opened prior to the submission deadline.

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3.2.4 Any changes to submissions can be made before the deadline only. Original submissions can be requested to be returned prior to the RFQ closing deadline only. If a request is made no record of the submission will be recorded. It is the vendors' responsibility to resubmit their bid before the deadline to be included for consideration and review.

3.3 Quote Validation

Quotes should be valid for a maximum period of 60 days from the date of submission.

3.4 Fair Practice

This quote is made by the Vendor without any connection, knowledge, and comparison of figures or arrangements with any person or persons preparing this document and is in all respects fair and free from collusion or fraud. Any infraction of this clause will lead to immediate disqualification from the bidding process. All information submitted pertaining to this RFQ will not be shared with other vendors, unless required to do so by law or legislation.

3.5 Confidentiality

3.5.1 All specifications and other important information furnished in connection with this RFQ are confidential, and are to be used for the sole purpose of completing submissions and are to be used for no other purpose unless prior written consent has been provided by AMHA.

3.5.2 All material and information furnished shall remain the property of AMHA and are to be used at the Association's discretion.

3.5.3 All vendors electing not to submit a proposal shall dispose of any and all confidential information as noted within in a responsible manner.

3.6 Pricing

Pricing will be based on the award of a three (3) year + 1 year option contract.

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Proposals shall be:

3.6.1 A firm stipulated price for the services provided without escalation clauses or other qualifications for the duration of the contract.

3.6.2 Denominated in Canadian Funds.

3.6.3 Inclusive of all applicable taxes and shipping costs.

3.6.4 Billing for this contract will be done by the vendor directly to AMHA.

3.7 Contract Award

3.7.1 Final selection of a Vendor may be based on, but not limited to, overall cost, service quality and availability, subjective issues will be evaluated as well, such as expected overall performance/availability, service quality, past history with vendor, response to RFQ and adherence to RFQ terms and conditions.

3.7.2 AMHA reserves the right to reject any or all proposals. An award may not necessarily be based on the lowest price offered.

3.8 Selection Criteria

The following listing is representative of the criteria that will be used to establish the best overall proposal from all vendors. The criteria being evaluated will include some or all items listed below depending on the perceived relevance. Each criteria chosen for this RFP will be assigned a weighted score for evaluation purposes.

3.8.1 Jersey Cost

3.8.2 Acceptance to all Terms of RFQ

3.8.3 Ability to supply jerseys within specified timeline

3.8.4 Jersey quality

4. REQUIREMENTS FOR REQUEST FOR QUOTE

4.1 Vendor will provide cost for complete set of dark and light AA, Travel, City

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and Dragon jerseys as outlined in 6.3 for our approximate 70 plus teams x 22 jersey's per team approximately 3,080 jerseys.

4.2 Vendor will also supply cost for single replacement jersey orders.

4.3 Vendor will also supply cost for single team replacement of one set of jersey orders.

4.4 Vendor will supply delivery times for jersey orders.

5 TERMS AND CONDITIONS OF RFQ

5.1 Vendor Conduct

5.1.1 The successful vendors will conduct themselves in a professional manner at all times when fulfilling the obligations of this contract.

5.1.2 The successful vendor will supply only those items submitted in their bid proposal. No substitutions will be allowed without prior approval and a purchase order issued.

5.1.3 Services submitted without proper approvals will be considered a donation on the part of the supplier and not subject to invoicing or payment.

5.1.4 Any vendor identified as having discussions with any party other than the person identified in 2.3 during the RFQ process which has not been prior approved by such individual will be subject to disqualification.

5.2 Termination

5.2.1 The contract may be terminated with thirty (30) days written notice due to non-performance of services under this agreement. If the vendor is capable of resolving the non-performance issue to the satisfaction of AMHA within the 30-day notification period, then AMHA, at its sole discretion, may elect to reinstate this contract. Any costs incurred by AMHA to rectify circumstances stemming from a non-performance issue shall be compensated by the Vendor prior to any reinstatement or within 30 days of official date of termination.

5.2.2 Either party may terminate this Agreement at any time by providing not less than sixty (60) days written notice to the other party.

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5.2.3 The contract may be terminated in accordance with item 5.1 (Vendor Conduct) with 30 days written notification.

5.3 Assignment

No part of this contract may be assigned or transferred without the prior express written consent of AMHA.

6 SUBMISSION REQUIREMENTS

6.1 Timetable

Date Deadline or Action

6.1.1 January 19, 2023 - Issue RFQ to Vendors

6.1.2 February 19, 2023 - Deadline for Quote Submissions

6.1.3 March 19, 2023 - Committee Evaluation/Award Approvals (or Prior)

6.1.4 April 1, 2023 - Award Notification (or Prior)

Please note that the above dates are subject to change at the sole discretion of AMHA and are intended to be used as a guide only.

6.2 RFQ Review Process

AMHA will establish an RFQ Review Committee, with Executive endorsement, who will utilize standard protocols for evaluation and will then present their recommendations to the Executive Committee for final approval.

6.3 AA, Travel and City Jersey Specifications:

6.3.1 Set of Black, White with Red Accent jersey's and another set of White, Black and Red Accent jersey's per team.

(Sample will be provided, similar to our current AAA jerseys)

6.3.2 19 Player Jerseys utilizing the numbers 2-20 and 3 goalie jerseys with numbers 1, 29 and 31 in each set.

6.3.3 All Jerseys require an approved AMHA Lightning logo excluding the Havoc and Dragons which has a different logo that will be supplied to the vendor.

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6.3.4 Numbers will be put on the back and both arms of the jerseys.

6.3.5 We will need a variety of sizes from youth small to adult XL and goalie cut sizing.

Thank you for your interest in providing AMHA with a quote for jersey's.

Please forward your quote to:

Michelle Anhorn at email: equipmentcoordinator@airdriehockey.com