



## ELGIN THAMES MINOR HOCKEY

### Request for Proposal ("RFP") – ETMH Branded Apparel and Accessories

#### Overview

Elgin Thames Minor Hockey (ETMH) is seeking proposals from vendors interested in supplying uniform packages (jersey, pants, socks, helmets and gloves), and branded apparel for players, families and/or members of the community

Please refer to **Appendix A** for more information on estimated product requirements, including total number of players and teams we anticipate playing for our organization. This is subject to change from year to year and will be communicated to the successful bidder following our registration process.

The successful bidder(s) will be the approved supplier of choice for the **3-year term** of the contract.

#### Timeline of events to follow:

- RFP Release Date: Friday, March 28, 2025
- Acknowledgement Submission Deadline: Friday, April 4, 2025
- Deadline for Questions – Friday April 11th, 2025
- Proposal Submission Deadline: Friday, April 18, 2025
- Evaluation and Selection Period: Saturday, April 19, 2025 – Tuesday, April 28, 2025
- ETMH Board Review & Approval: Tuesday, April 29, 2025
- Contract Start Date: Thursday, May 1, 2025

#### Deliverables

##### 1.0 Product

**Appendix A** outlines the detailed product requirements and estimated quantities for (a) Uniforms (b) Equipment and (c) branded apparel/accessories.

In general, the supplier will provide clothing/uniforms that are:

- Branded with the ETMG logo (twill), the ETMH logo will be distributed to the interested parties through email following the acknowledgement phase of this process.
- Available in ETMH specific colours;
- Durable, comfortable, functional and appropriate for any gender;
- Available in youth and adult sizing, XS –XL with options for premium sizes;
- Considered “wash and wear” and do not require special cleaning requirements, such as dry cleaning. Clothing shall be wrinkle resistant, pre-shrunk and resistant to fading; and suitable for hockey.

##### 2.0 Ordering / Distribution

The supplier will provide an ordering and distribution method that allows for:

- Convenient and timely ordering, shipping and returns processes
- Sizing charts for each clothing item

- Multiple shipment options such as:
  - The ability to have clothing directly shipped to individuals
  - The ability to have clothing directly shipped to a coach or team rep
  - The ability to have clothing directly shipped to a central contact
  - Pickup / retail store front
  - Ability to stock supply at local arena stores.

The supplier will be responsible for the development of an order process in electronic format acceptable to ETMH. At a minimum, the order form/process (online ordering preferred) shall include product columns for:

- Player's name
- Category Number as per Schedule of Prices
- Supplier's product code and description
- Available sizes by product
- Available colour by product
- Applicable pricing
- Team name
- Delivery location

### **3.0 Orders**

It is the intent that the ETMH will place a bulk uniform order once or twice per year (depending on team requirements -please refer to appendix A).

1) Spring Tryout uniforms must be provided in full no later than August 1st of each year, with fittings and ordering taking place no later than May 31st of that year.

2) Fall tryouts uniforms (U18A, U18BB, U21 and U9MD2 – subject to change) must be provided in full no later than Oct 15th of each year, with fittings and ordering taking place no later than September 30th of that year. We will seek input from awarded supplier on lead times and strategic ordering techniques to minimize timelines.

Suppliers must guarantee availability of replacement uniforms and accessories for the term of the contract. If additional supply needs to be added on to the original order, the additional products will be priced at the volume pricing and not as an individual price. ETMH will do their best to avoid this situation.

Apparel should be available for pre-orders to be delivered at the time of fall uniform delivery. However, apparel should also remain available throughout the remainder of the season.

### **4.0 Delivery**

The supplier must deliver to the location listed on the order form and shall be accompanied with a packing slip. If successful supplier does not meet agreed upon delivery dates, payment could be delayed.

We encourage the supplier to propose a delivery schedule to set locations to avoid travel for our membership. ETMH will work with the selected supplier to collaborate on logistic solutions.

## **5.0 Invoicing**

ETMH requires that all invoicing be itemized with details of the items being charged, with Ontario and federal taxes to be listed separately. Deposits will be paid in advance; however, balance will be retained until the final delivery of all items.

## **6.0 Sizing / Measurement**

Suppliers shall provide on-site measurements on at least three occasions per year; one in May (after spring tryouts) and at least two occasions in the fall to support fall tryouts and apparel ordering. ETMH will work with the supplier to coordinate locations, dates and invite applicable players to streamline the sizing process and reduce costs incurred by the supplier, as necessary.

In addition, where no drop in on-site measurements is available, the successful supplier will be required to provide sizing items for the membership in store.

Samples and pricing for apparel must also be available at the time of uniform fitting.

## **7.0 Product Guarantees / Warranty**

The supplier warrants that the goods supplied are new and unused and of the most recent models and incorporate all recent improvements in design and materials. Garments shall be free from manufacturing defects, imperfections, wrinkles, tears, holes, or other blemishes and design deficiencies that may affect the appearance or operation of the clothing at the date of delivery.

ETMH will promptly notify the supplier in writing of any claims arising under this warrant. Upon receipt of such notice, the supplier shall, with all reasonable speed, replace the defective goods, without cost to ETMH.

If the supplier, having been notified, fails to remedy the defect(s) within a reasonable period, ETMH may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which ETMH may have against the supplier under contract.

## Bidder Instructions

### 1.0 How to submit a proposal

Interested parties should acknowledge by email your intentions to provide a proposal by **Friday April 4th, 2025** and provide primary contact information. Elgin Thames tendering committee will distribute the bidding template to the interested parties to provide a proposal by answering the questions below.

Proposals, including each of the items below, are to be submitted by no later than April 18th, 2025, to Elgin Thames Minor Hockey via email to **equipment@elginthamesminorhockey.ca**.

1. A description of your qualifications (or the qualifications of your team of employees) in delivering the required products along with a listing of the suppliers you are able to work with to fulfil the request. Quality of product/service and customization is an important factor in our decision process.
2. A price for both the Rep uniform 'package' as well as a description of the products comprising the package; Pricing on additional packages with optional quality levels, if presented; A la carte pricing for each individual component of the uniform package, if purchased at the time of uniform fitting and if purchased at a later date.
3. Digital or print copies depicting the product designs that our Executive can view.
4. A detailed description, with depictions, of any other ETMH branded apparel or accessories, to be classified as spirit wear, that would be offered for sale along with proposed retail prices and shipping costs or pickup locations.
5. A description and any additional pricing associated with an online storefront.
6. A description of the delivery schedule, including any lead time required for orders. Options to sell ETMH apparel at arena stores.
7. An estimate of any included value adds or other donations, commissions or rebates payable to Elgin Thames Minor Hockey.
8. Contact information for two teams/organizations who have been your clients during the last 24 months, whom we can all on as references.
9. An indication of the term of the proposed agreement i.e. single year or multi-year pricing.
10. Submission signed by an authorized company representative

All suppliers that submit a proposal will receive an email indicating acknowledgement of receipt. If necessary, selected proposals will be contacted to arrange a presentation with the tendering committee. Selected proposals may be asked to provide samples. These samples will be retained by ETMH until the selection process is complete.

If there are questions, all communication must be directed to **equipment@elginthamesminorhockey.ca**. Responses to questions will be distributed to all the suppliers who emailed their intent to bid by the deadline above, through the supplier's primary contact. Deadline for questions as outlined above is **Friday April 11<sup>th</sup>, 2025**.

The ETMH logo will be distributed to the interested parties through email in high resolution format with the bidding template.

## 2.0 Contract

- The successful bidder will enter into a **three-year tender** contract with ETMH commencing the 2025-2026 season
- ETMH reserves the right to break the above said agreement due to poor quality of service issues.
- Prices are to remain in effect from 2025 – 2028.
- The supplier is asked to provide proposed pricing for future years. ETMH reserves the right to extend this contract.

## 3.0 Terms and Conditions

- ETMH is not responsible for any expenses incurred by suppliers in preparing and submitting a response to this RFP
- Quotes that are submitted late or handwritten will not be accepted
- Any modifications or withdrawal of proposals must be done so in writing prior to the tender close date
- ETMH reserves the right to make the changes on the specifics of this proposal
- ETMH is not under any obligation to award a contract and reserves the right to terminate the RFP process prior to award
- The successful supplier shall not assign or sub-contract any portion of its contract without written consent of the ETMH
- If the successful supplier fails to carry out the agreement satisfactorily, ETMH will, by giving written notice, specifying the default requiring remedy. If the specified default is not remedied within two (2) weeks from giving notice, ETMH reserves the right to terminate the agreement immediately.

## Appendix A

The components of on-ice uniforms and minimum specifications are detailed below. Unless specified, the uniform packages will contain one of each item listed with additional purchases on an a la carte basis. Team and sponsor logo/names will be provided by ETMH later (if applicable).

*\*NOTE while current manufacturer is noted, it is done so only for quality reference. ETMH is open to products from alternate vendors provided the quality is equivalent or greater than the quoted standard. Examples must be provided to ETMH.*

### 1.0 Equipment Requirements

ETMH will host A teams, BB each year. We estimate a total of 270 players per year. Total number of teams and players subject to change from year to year, this will be determined during the registration process. ETMH will communicate estimates as the evaluation period concludes to awarded supplier.



We have summarized the estimated teams we plan to advertise for this upcoming season, including the number of players per team as estimates to help when providing costs for equipment, apparel and uniforms.



U9		U10		U11		U12		U13	
MD1	15	U10A	17	U11A	17	U12A	17	U13A	17
MD2	15			U11B	17			U13B	17
MD2	15								
U14		U15		U16		U18		U21	
14A	17	U15A	17	U16A	17	U18A	17	U21	22
		U15B	17			U18B	17		

\*NOTE All A/B teams other then identified below will be selected in during spring tryouts.

\*\* NOTE U9 – MD2 and U18A/B teams will be selected during fall tryouts.

\*\*\* NOTE U21 team will be selected during fall tryouts, ETMH will be supplying team jerseys, rather then player purchased.

Item	Example provided	Colour / Logo Website	Photo (reference only)
Pants and Pant Shells	No preference on brand Recommend product models to meets player performance needs while being cost effective Provide range of product sizes (youth, junior and adult) Twill embroidered ETMH logo sewn on front of pants.	Dark Blue, Light Blue and White	
Jersey (home and away)	Midweight pro-knight quality / Kobe K3G (K3G65H, K3G65A) or Athletic Knit (H550B-MAI340B, H550B-MAI341B)  Twill embroidered crest sewn on front of logo (size to be determined). Logo attached to file. 4" twill number sewn on sleeve 8" twill number sewn on back Canadian flag sewn on front Stop sign sewn on back Twill name bar on back at top	Dark Blue, Light Blue and White  <a href="#">» MAINE AWAY – K3G ADULT</a>  <a href="#">» MAINE HOME – K3G ADULT</a>  <a href="#">Pro Hockey Jerseys Buy H550B-MAI340B Team Branded Apparel</a>  <a href="#">Pro Hockey Jerseys Shop H550B-MAI341B Athletic Apparel</a>	

Gloves	<p>No preference on brand</p> <p>Recommend product models to meets player performance needs while being cost effective</p> <p>Provide range of product sizes (youth, junior and adult)</p> <p>Twill embroidered ETMH logo sewn on gloves</p>	Blue Gloves	
Helmet	<p>No preference on brand</p> <p>Provide range of sizes, include Youth and Adult.</p> <p>Recommend product models to meets player needs while being cost effective</p>	<p>Blue or White</p> <p>Colour consensus not determined at this time.</p>	
Socks	<p>Kobe K3G series (K3GS65H, K3GS65A) or Athletic Knit (HS2100-341, HS2100-340)</p> <p>Provide range of product sizes (youth, junior and adult)</p> <p>Pro striping in colour combination</p> <p>Elastic cuffs</p> <p>Built in Velcro tabs</p>	<p><a href="#">» K3G SOCK MAINE WHITE</a></p> <p><a href="#">» K3G SOCK MAINE NAVY</a></p> <p><a href="#">Cut &amp; Sew Pro Hockey Socks Order HS2100-341 Team Branded Apparel</a></p> <p><a href="#">Cut &amp; Sew Pro Hockey Socks Shop HS2100-340 for your Team</a></p>	

## 2.0 Apparel

Specific requirements have not been set. Seeking descriptions / information regarding available product. Ex- warm up suit, practice jerseys, soft shell jacket, helmet numbers and decals, garment bags, backpacks, equipment bag, blankets, scarves, toque, ball cap, sweater, t-shirts, shorts

## 3.0 Evaluation Criteria and Scoring Matrix

The tendering committee will establish evaluation criteria and a score matrix based on price, service quality and terms and conditions.

## 4.0 Contact Information for Questions

Please direct all questions/inquires to [equipment@elginthamesminorhockey.ca](mailto:equipment@elginthamesminorhockey.ca).