



BURLINGTON BASKETBALL

MARCH 2020

REQUEST FOR PROPOSAL

PROVISION OF BASKETBALL UNIFORMS,
CLUB APPAREL & EQUIPMENT

Any questions regarding this document or the bid application process should be directed to:

Connor Chambers

VP Operations

Burlington Basketball

2186 Mountain Grove Ave, PO BOX 175

Burlington, ON L7P 4X4

Phone: 905.220.3735

Email: operations@burlingtonbasketball.ca

Web: burlingtonbasketball.ca



Burlington Basketball
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Burlington Basketball REQUEST FOR PROPOSAL

STATEMENT OF CONFIDENTIALITY

You must treat this Request for Proposal (RFP) as confidential and must not disclose it to any party other than employees with a need to know. Burlington Basketball (“BB” or “the Club”) will similarly treat responses to this RFP as confidential and will not disclose information provided in response to any party other than BB Board of Directors and employees with a need to know.

These obligations do not apply to information that is in the public domain through no breach of confidence by you or BB or to information that you get from a source other than us without a breach of confidence with BB.

If you do not agree with these provisions, please destroy this RFP.

BIDDER CONFLICT OF INTEREST

All parties who were *directly or indirectly* involved in preparing this RFP shall be deemed to be in a conflict of interest and ineligible to bid.

COMMUNICATION

All questions related to this Request for Proposal or the bidding process should be sent to the VP Operations, Connor Chambers, at operations@burlingtonbasketball.ca with the subject line “2020 RFP for Burlington Basketball”. All questions are to be made in **writing, no phone calls** please. Proponents must not communicate with any BB staff concerning this RFP from **March 9th to March 30th, 2020**, except as mentioned above. Unauthorized communication may lead to disqualification from the bidding process.



Burlington Basketball REQUEST FOR PROPOSAL

OVERVIEW

The Burlington Basketball Club was incorporated as a not-for-profit youth basketball sports association in 1973 as Minor Basketball Association of Burlington (MBAB). Eventually it collaborated with Burlington's Rep Basketball organization to create Burlington Basketball.

Today, Burlington Basketball runs a variety of programs for youth from 4 – 19 years old and is the premier youth basketball sports organization in the region. Programs include Jr. NBA, House League, Rep, 3v3, Camps and more. Burlington Basketball is determined to grow the sport of Basketball in our community while teaching "life skills" and promoting healthy, active lifestyles. As an organization, we strive to provide all players rewarding, fun experiences and develop those with the skill and ability who may go on to play at the highest local and international levels.

SCOPE AND TERM OF REQUEST OF PROPOSAL

Burlington Basketball is seeking business proposals to provide team basketball uniforms and equipment for all age groups (U9-U19) for the Rep and House League programs through a competitive, fair and open bidding process. We are looking for respectable community-minded businesses that can provide good value and service to the club and its members through competitive pricing, high quality goods, and efficient and effective services for a term of 3 years, with an optional 2 years renewal.

TIMELINE (UPDATED MARCH 26TH, 2020):

March 9, 2020	RFP issued.
April 12, 2020	Last day for submitting questions.
April 13, 2020	Proposals due (5:00pm EST).
April 20, 2020	Shortlisted proponents announced.
April 28-30, 2020	Shortlisted proponents present to a Selection Committee.
May 4, 2020	Contract awarded.

BB reserves the right to accept proposals submitted after the deadline as well but is not obliged to do so.

PROPOSAL GUIDELINES

Proposals are to be submitted via email or via mail to **Connor Chambers, VP Operations**. All proposals submitted must be signed by an official agent or representative of the company submitting the proposal.

Quoted costs should be all-inclusive, including any outsourced or contracted work. No separate additional charges will be allowed for freight or delivery. Additionally, any proposals which include outsourcing or contracting work must include details of the organization, as seen in **Appendix A**.

Proponents that are shortlisted will be asked to present their proposal along with samples of the goods to our Selection Committee. BB will bear no costs associated with preparing a response to this RFP and subsequent negotiations. BB will not be liable to any potential vendor for any claims, whether for costs or damages incurred by the potential vendor in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

All prices and costs must be in Canadian Dollars and must be the final and best offer. A detailed breakdown of all costs is required.



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DELIVERABLES

This RFP consists of the provision of the following items, which must meet BB's branding and quality requirements:

- Supply, on a prescribed order basis, branded player uniforms in a variety of sizes for both females and males from ages 8 to 19 years. Player uniforms may include but are not limited to: jerseys, shorts, shooter shirts, etc.
- Supply, on a need basis, optional branded player apparel in a variety of sizes for both females and males from ages 8 to 19 years. Optional team items include but are not limited to: sweatshirts, hats, t shirts, basketball bags, etc.
- Supply, on a prescribed and need basis, branded uniforms for coaches, team officials and staff for both female and male in adult sizes.
- Supply, on a prescribed and need basis, branded/generic basketball equipment and supplies, including but not limited to, basketballs, clipboards, score charts, medical supplies, cones, whistles, coaches' bags, etc.
- Provision of an on-line store front for BB members and general public to acquire BB branded uniforms, apparel, and equipment.

The successful bidder is expected to be able to fulfill replacement orders for uniforms and equipment on an ad hoc basis throughout the term of the agreement. Price quotations are required for two scenarios as seen in **Appendix B**: generic equipment (no branding) and all equipment branded with the Club's logo and/or name.

All items for the House League 2020-2021 season will be due by the middle of September 2020. All items for the Rep 2020-2021 season will be due by early October 2020.

REQUIREMENTS

Ongoing requirement of rep and house league uniforms and equipment. The following quantities are estimates for our rep and house league programs:

Game Uniforms for 750 total players, ages U10 to U19:

- 1 set of uniforms
 - Rep – uniform set must include jersey, shorts, shooter shirt and reversible practice jersey (approx. 250)
 - House League – uniform set must include basketball shorts and reversible jersey (approx. 500)
- 1 basketball for House League participants (size 5, 6 or 7 depending on age)

Equipment for 75 teams:

- 1 coaches' bag
- 1 whistle
- 1 set of cones (10 each set)
- 1 coach clipboard
- 10 ice packs per team
- Bandages
- Sport tape/wrap

Coaching staff uniforms for 40-50 coaches (only for rep head and assistant coaches, not for house league)

- 1 Coach jersey (dry-fit shirt or polo shirt)
- 1 Coach jacket
- 1 Hat

Other accessories as needed for the recreational players. Refer to **Appendix B** for the pricing forms.



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DECISION CRITERIA

Responses meeting the mandatory criteria will be further assessed against the following desirable criteria:

- Service proposal and experience
- Product recommendation
- Pricing competitiveness
- Value proposition
- References

The proposal with the lowest price will not necessarily win. The Club will look for the proposal with the best value.

SPONSORSHIP INFORMATION

All relevant sponsorship information must be included in the bid. This includes:

- Deadlines for each season
- Size of sponsorship on front of jersey
- Colour and formats
- Logo or text only

ACCEPTANCE OF RESPONSES

This RFP is not an agreement to purchase services. BB is not bound to enter a contract with any potential vendor. Responses will be assessed considering the criteria described in this document. All proponents will be informed whether their proposals have been shortlisted or not. Please note if an organizations proposal is not shortlisted there will no follow up or explanation.

Should BB accept an offer, the proposed prices become legally binding.

WITHDRAWALS

A potential vendor may withdraw its name from the list of potential vendors by notifying BB in writing to the e-mail address mentioned above before the deadline (March 30, 2020). Similarly, BB may withdraw the name of a potential partner by notifying the potential partner in writing via email.

DEFINITION OF CONTRACT

Getting selected for an interview or sample showing neither constitutes a contract nor gives the potential vendor any legal or equitable rights or privileges relative to the requirements set out in this RFP. Only if BB enters a full written contract will a potential partner acquire any legal or equitable rights or privileges.

MODIFICATION OF TERMS

BB reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering a contract. Changes will be communicated to all companies/ organizations who have submitted bids via email.

OWNERSHIP OF RESPONSES

All documents, including responses, submitted to BB become the property of BB.



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APPENDIX A

Name of Organization: _____

Street Address: _____ City: _____

Province: _____ Postal Code: _____ Telephone Number: _____

Details of Authorized Individual:

First Name: _____ Last Name: _____

Contact Number: _____ Email: _____

Previous Customers / Business Relationships

ORGANIZATION NAME	PRIMARY SERVICES	LENGTH OF RELATIONSHIP



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Club / Academy References

ORGANIZATION NAME	CONTACT NAME	PHONE / EMAIL

Current Clubs / Academies

ORGANIZATION NAME	CONTACT NAME	PHONE / EMAIL



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Partnerships

ORGANIZATION NAME	NUMBER OF YEARS AS PARTNERS	TYPE OF RELATIONSHIP	FUNCTION / EXPERTISE / LOCATION

Benefits

ORGANIZATION NAME	BENEFITS TO BB



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APPENDIX B

Price forms with *branded* (custom) equipment.

HOUSE LEAGUE SEASON 2020-2021 – DUE BY MID SEPTEMBER 2020			
Item	Estimated Quantity	Unit Price	Total Price
Player Jersey (Reversible)	500		
Player Shorts	500		
Basketball	500		
Coach Clipboard	50		
Scorebook	50		
Score flip chart	50		
Coach Bag	50		
Ice Packs	500		
Bandages/band aids	50 boxes		
Cones (10 a set)	50 sets		
Whistles	50		
			Total:

REP SEASON 2020-2021 – DUE BY EARLY OCTOBER 2020			
Item	Estimated Quantity	Unit Price	Total Price
Player Jersey	250		
Player Shorts	250		
Player Shooter Shirts	250		
Player Practice Jersey (Reversible)	250		
Coach Jersey (shirt/polo)	25		
Coach Bag	25		
Ice Packs	250		
Bandages/band aids	25 boxes		
Cones (10 a set)	25 sets		
Whistles	25		
			Total:

Grand Total: _____