

Lafayette County School District
100 Commodore Drive
Oxford, MS 38655
662-234-3271

Bid Notice

The Lafayette County School District will accept proposals until 3:00 p.m., August 17, 2023, for the purchase of sports apparel, uniforms and equipment. Copies of the RFP specifications can be acquired from the website at www.gocommodores.org under the Business Services department link. Bids will be opened at 3:01 p.m. on August 17, 2023 in the conference room of the Lafayette County School district Administration Office at 100 Commodore Drive, Oxford, Ms. Bids must be submitted in duplicate in a sealed envelope clearly marked as follows: 2023 Apparel Equipment Bid. Envelopes not marked will remain sealed. The Lafayette County school District reserves the right to reject any and/or all bids and to waive any informalities.

Jay Foster
Superintendent
Lafayette County School District
Publication Dates:
08/02/2023
08/09/2023

LAFAYETTE COUNTY SCHOOL DISTRICT
OXFORD, MISSISSIPPI
ADVERTISEMENT: REQUEST FOR QUALIFICATIONS

Lafayette County School District will receive sealed bids in the Central Office, 100 Commodore Drive, Oxford, MS 38655 or electronic bids may be submitted through Central Bidding www.centralauctionhouse.com until August 17, 23 . 3:00 pm.

Athletic Apparel, Uniforms and Accessory Products
Lafayette County School District
RFP # _____
Lafayette County School District
100 Commodore Drive
Oxford, MS 38655

At which time, they will be publicly opened. RFQ documents may be obtained from:

Business Office
Lafayette County School District
Oxford, MS
Phone: 662.234.3271
Email:

OR

Central Bidding Website
www.centralauctionhouse.com

Bid preparation will be in accordance with instructions to bidders in this bid document. Lafayette County School District reserves the right to waive irregularities and to reject any and all bids.

Schedule of Events

Lafayette County School District reserves the right to alter the dates of selection and award as needed. All questions and correspondence should be submitted in writing to email with the subject title containing RFQ _____.

greg lewis greg.lewis@gocommodore.ms.org

Table of Contents

**Athletic Apparel, Uniforms and Accessory Products
Lafayette County School District
RFP # _____**

Objective.....3
Proposal Requirements.....3
Specific Response Requirements.....4
Bid Pricing Format.....6
RFP Evaluation Criteria.....7
Proposal.....7
Submission.....7
Project Timeline.....8
Questions.....8
Attachment A- Pricing Schedule.....9
Attachment B- References.....10

Objective

It is the intent of Lafayette County School District to enter a multiyear agreement with a qualified and experienced athletic apparel equipment manufacturer or dealer to procure a full range of sports uniforms and apparel, shoes and apparel related accessories (batting gloves, football gloves, head bands, etc.) from one or more manufacturer or brand for all teams in the Lafayette County School District Athletic Department on an as-needed basis. Any contract awarded as a result of this RFP will be in effect for a period of one year, beginning Aug 2023, with the option to renew for four (4) additional years in one-year increments. Renewal is subject to the availability of appropriate funds and satisfactory performance of the contracted vendor.

Proposal Requirements

Vendor Qualifications:

Selected vendor must maintain a business establishment with adequate inventories of the product offered and must be capable of processing and shipping large numbers of various orders.

Proposals will be accepted from manufacturers or established authorized dealers of the manufacturer only. Any dealer submitting a response hereby guarantees that it is an authorized dealer of the proposed manufacturer, that the manufacturer has agreed to supply the dealer with all quantities of the products required by the dealer in fulfillment of its obligation under any resultant contract with the School, and that the vendor will provide a certificate from the manufacturer acknowledging the authorization of dealership. If the vendor is found to be non-authorized Lafayette County School District reserves the right to reject the vendor's bid.

Vendors must submit with their proposal a copy of each referenced price list and catalog in effect on the date of the bid opening. A copy of said pricelist must be supplied before an award can be made. Vendors are required to furnish to the School, upon request and without charge, catalog(s) and price lists related to the products that will be available to Lafayette County School District under any subsequent award.

Selected vendor must be able to provide stock items, which are considered products available for ordering at any time throughout the life of the contract. The vendor MUST deliver all stock items within four (4) weeks of receipt of an order. The vendor must identify their policy for a stock item exchange (i.e., size exchange) and any restriction to the exchange policy.

Selected vendor must also be able to provide custom items, or products fashioned to the buyer's specification that could have sport specific production periods. Manufacturers refer to these production periods as their "production window". The vendor must identify the minimum quantity order for custom item orders. The vendor must deliver all custom items within eight (8) weeks of receipt of an order. (Six weeks for modified stock/custom items). Contractor MUST furnish all quantities actually ordered within the specified time frame. If the vendor fails to provide the items or quantities ordered and on time, Lafayette County School District reserves the right to purchase those items from other vendors outside this contract.

Specific Response Requirements:

1. Provide the name and address of your location, or the location of the branch that would be serving Lafayette County School District.
2. Provide the name(s) and credentials of the individuals who would be assigned to the Lafayette County School District account.
3. Successful respondent will have had a minimum of five (5) years of experience in selling High School team uniforms and related apparel and equipment. How long has your company been in this business? Has it been your primary business focus? Explain.
4. It is Lafayette County School District's intent and desire to partner with dealers or major athletic apparel manufacturers on a team-by-team basis.
 - If the respondent is a dealer, describe in detail your relationship with the manufacturer you would represent in this contract, including length and nature of your business relationship, status as a local dealer for the manufacturer, level of support both you and Lafayette County School District can expect from the manufacturer, and any other information you deem would be of interest to Lafayette County School District. Submit with your proposal a copy of each relevant catalog in effect on the date of the bid opening.
 - If the respondent is a manufacturer, describe in detail the local network in place to provide onsite services and local support, and any other information you deem would be of interest to Lafayette County School District. Submit with your proposal a copy of each relevant catalog in effect on the date of the bid opening.
5. Lafayette County School District requires the following as a minimum service capabilities. Confirm the manufacturer's ability in all areas.
 - Company shall be able to provide three different levels of uniforms: stock, modified, and custom.
 - Company shall be able to provide men's and women's cuts in apparel and uniforms.
 - Company shall be able to provide tall and large sizes in apparel and uniforms.
 - Company shall be able to provide all footwear in standard sizes as well as in large/wide sizes.
 - Company shall be able to provide apparel related accessories including, but not limited to, batting gloves, football receiver and lineman gloves and headbands.
6. All apparel and uniforms shall bear the same manufacturer's trademark.
7. All apparel, supplies and equipment purchased under any subsequent contract award shall be procured in accordance with and conformity to the Federal Fair Labor Standards Act. Verify in writing that you (and if a 16 dealer, both you, and the manufacturer) shall abide by the terms, conditions, and requirements of the Federal Fair Labor Standards Act while conducting business under this contract.
8. Provide a list of three (3) similar organizations where such services are currently provided, with emphasis on universities and School s. Give name, address, and phone number of a contact person at each location. Give the length of time and estimated total annual sales at each location.

9. Provide a list of accounts (School and School s in particular) where services were terminated for any reason during the past five years.
10. Lafayette County School District shall require onsite services such as measuring. Verify that your company is capable of and experienced with providing such services.
11. Regarding athletic branding, please describe your current ability to accommodate multiple fonts and styles, if requested.
12. Describe your current arrangement for screen printing and embroidery for uniforms and other apparel. Is it all handled in-house? If it is sourced to a third party, provide that company's name and address and number of years they have been providing that service for you. If it is a third-party service, explain the procedure for addressing and correcting errors and other problems.
13. Lafayette County School District understands we will have a certain responsibility to meet ordering deadlines set by the manufacturer (or vendor), however the manufacturer (or vendor) shall share the responsibility to ensure that all items are delivered to Lafayette County School District in a timely manner. Please provide complete details on ordering lead times by season. How flexible can you be regarding our organization's budget cycle to help us ensure timely deliveries?
14. Provide in detail any policies that Lafayette County School District should be aware of when evaluating responses, such as return or exchange policies, minimum order policies, etc.
15. Lafayette County School District will purchase items from the resulting contract with School Purchase Orders. Reply with your understanding of this requirement and company's ability to accept both purchase orders and credit cards.
16. Along with the offered discount pricing structure (Attachment A), Lafayette County School District would be interested in considering additional financial incentives.

Examples of such additional financial incentives are presented below. These are suggestions only and are not presented to restrict or exclude other similar incentives. Respondents and their manufacturers are encouraged to offer other incentives in which Lafayette County School District may be interested.

- Annual Promotional Merchandise allotment
 - Indicate if the value of the merchandise shall be determined using retail or wholesale costs.
 - Indicate your agreement that unused or unredeemed promotional merchandise earned through incentive bonuses or otherwise will not expire (by fiscal or calendar year or season) until used or redeemed by the School. All unused or unredeemed incentive bonuses will become void upon termination of the forthcoming contract.
 - Signing bonus
 - Contract "Kick-Off" Bonuses (i.e., special rates or offers for the first season for select teams)
 - Incentive Bonuses (or a sliding scale of promotional merchandise value) tied to annual business thresholds.
 - Please use a separate sheet of paper as necessary to describe the type, structure, and value of any and all offered incentive programs.
17. Provide any additional information you feel may be pertinent for Lafayette County School District to know when evaluating proposals, such as value added or unique services.

18. Confirm the manufacturer's special offers (i.e., buy-one, get-one) will be extended to Lafayette County School District athletics while the contract is in effect. Explain how notices of such offers will be relayed to Lafayette County School District Athletics.
19. Under the current contract Lafayette County School District reserves the right to negotiate and contract separately for shoes, specialized equipment and/or apparel on a team-by-team basis to address specific sport needs. Indicate your understanding and acceptance of this caveat. Related, Lafayette County School District would consider an inventive package for shoes that would facilitate all sports utilizing one brand of shoes. Indicate your interest in offering such an incentive and provide details.
20. Lafayette County School District currently has a large inventory of Nike footwear, apparel, uniforms, and accessories. If the manufacturer being offered is a competitor of Nike, provide in detail a transition plan that would address potential financial assistance, expectations, and timelines for rolling out new apparel/uniforms as well as costs, if any, for replacing the current inventory.

Bid Pricing Format

1. Pricing shall be based on discount off current published manufacturer's list price, FOB Destination. Bidders pricing structure shall remain firm through the term of the contract.
2. Prices should be FOB Lafayette County School District, 100 Commodores Drive, Oxford, MS 38655. Percentage submitted should include freight and shipping costs.
3. The awarded vendor may update the manufacturer's price list during the contract period on anniversary dates or as issued by the manufacturer to reflect new products, supplier's price changes, and deletion of discontinued products, etc. However, all percentage discounts bid shall remain firm (or increase) for the duration of the resulting contract. Supplier shall provide the school with copies of price list(s) as issued by the manufacturer and as requested by the school.
4. Contract prices may be subject to increase or decrease during the contract period in accordance with changes made by the manufacturer in their established nationally distributed price list or published catalog. Catalog or price lists may indicate increases or decreases in pricing, but the percentage discount originally accepted for award shall not be decreased during the contract period unless specific documentation from the manufacturer is provided showing that it cannot support the discount on the product without undue hardship. Reduction in discount from that originally accepted may result in deletion of item from award. Decisions will be made on a case-by-case basis. Price decreases or discount increases are permitted and encouraged at any time.
5. If bidding more than one catalog, bidders are asked to submit a list of the name and date of the catalogs being proposed. Vendors may exclude items from the contract if they so desire. Vendors are asked to submit a list of the categories, items, or pages that they wish to exclude from the catalog. Bids, which exclude in excess of 5% of the catalog, may be rejected. Vendors are asked to submit the number of items or pages being excluded as well as the number of items or pages in the catalog(s). During the term of the contract, as new catalogs are submitted, the contractor will be required to list the categories, items, pages that they wish to exclude from the catalog.
6. New Products will be considered for inclusion provided they are pertinent to the award description and offered to the School at the same terms and conditions as in the original bid and at pricing or discounts deemed to be reasonable and in the best interests of the School.

7. Lafayette County School District is a tax-exempt agency, and a copy of the School 's tax exemption letter is available upon request.
8. Invoices must be submitted to the Athletic Department and must state the Purchase Order Number on each invoice.
9. At this time, Lafayette County School District does not have an estimated value of this contract. All team sports will be required to purchase from the awarded vendor unless they provide adequate justification for purchasing from another source.

RFP Evaluation Criteria

The Athletic Apparel, Uniforms and Accessory Products committee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

Evaluation Factor	Percent
Value and cost: Pricing, ability to extend special offers and other financial considerations.	35%
Flexibility and Fit: Understanding of the School 's culture, service district, campus locations, the School mission, vision, and values	30%
Ability to Meet Requirements: Clear understanding of the project's objectives and the ability to meet the requirements	15%
Experience and Qualifications: Experience and qualifications of the Supplier and its individual team members	10%
References: Input from actual customers that are live in production.	10%

Proposal

General Information

Prospective vendors should submit sealed proposals to:

**Lafayette County School District
Central Office
100 Commodore Drive
Oxford, MS 38655**

no later than Aug 17, 2023 3:01 p.m.. Bids received after this date and time will be returned to the vendor unopened.

SUBMISSION

Vendors must submit sealed proposals in one of the following manners:

1. **Physical Document**- Vendors who choose to submit physical documents must submit two (2) signed original copies of their proposal along with any technical information pertinent to the evaluation of the proposal. Vendors must also submit an electronic copy of their proposal on a non-returnable flash drive.
 - All physical proposals submitted are to be clearly marked in the lower left-hand corner with the RFP Name and RFP Number. The Bidders name and address must also be on the outside of the sealed packet.
 - Vendors must submit two (2) signed originals of their proposal along with any technical information pertinent to the evaluation of the proposal. Vendors must also submit an electronic copy of their proposal on a non-returnable flash drive.
2. **Electronic Document**-Vendors who choose to submit electronic documents must submit proposals to the School via Central Bidding at the below link. Electronic submissions by any other means will not be accepted.

INSERT CENTRAL BIDDING LINK

Proposals will be officially received and opened at the Lafayette County School District, Executive Boardroom.

Force Majeure. If for any reason the School is closed on the proposal day, the School reserves the right to open proposals at the same time, on the first day the school resumes business.

The school district reserves the right to reject any and all proposals if it is in the best interest of the school. The school reserves the right to waive any informalities.

PROJECT TIMELINE

<u>Dates</u>	<u>Event</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	

QUESTIONS

Proposers shall submit all questions in writing to Shelly Moore, Purchasing Agent, via email at shelly.moore@gocommodores.org. No verbal questions will be addressed. Questions related to the Request for Proposal must be submitted no later than 4:00 pm _____.

Please note all responses to individual inquiries will be also provided to all prospective bidders.

Thank you for your interest in responding to the RFP. We look forward to your response.

ATTACHMENT A- PRICING SCHEDULE

All purchase prices shall be based on discount off manufacturer's list price, current issue, and shall include all freight charges for standard delivery to Lafayette County School District, FOB to Oxford, MS 38655. All deliveries will be made to the Lafayette County School District Athletic Department.

Manufacturer Name _____

Title and Date of Applicable Catalog(s) _____

Applicable Pages of Catalog(s) _____

Date of pricelist discount applied to _____

Stock Items, Apparel _____%

Stock Items, Practice Wear _____%

Footwear _____%

Custom Items Uniforms _____% (i.e., batting gloves, football gloves, and headbands, etc.)

Note that Lafayette County School District will entertain proposals which break down categories of product even further (for example, by sport). Vendors wishing to do so should provide clear and complete information on a separate sheet or sheets of paper. Lafayette County School District reserves the right to accept, reject or negotiate any such proposal.

Company Name _____

Signature _____

Remember to use a separate sheet(s) of paper as necessary to offer or suggest additional financial incentives as mentioned in the Specific Proposal Requirements section, item 16.

ATTACHMENT B- REFERENCES

Organization Name: _____

Address: _____

Contact Person: _____

Phone Number and Email: _____

Type of Business: _____

Number of years as their apparel vendor: _____

Organization Name: _____

Address: _____

Contact Person: _____

Phone Number and Email: _____

Type of Business: _____

Number of years as their apparel vendor: _____

Organization Name: _____

Address: _____

Contact Person: _____

Phone Number and Email: _____

Type of Business: _____

Number of years as their apparel vendor: _____

RFP- Athletic Apparel, Uniforms and Accessory Products
Lafayette County School District

RFP # _____

Date

