



Hamilton Cardinals Rep Baseball Association

HCBA Policy Manual Purchasing RFQ

Website: hamiltoncardinals.ca
Facebook: facebook.com/HamiltonCardinalsRep/
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REQUEST FOR QUOTES

The Hamilton Cardinals Rep Baseball program provides an elite baseball program in the city of Hamilton. Acting as a not-for-profit association, we are committed to the development of young athletes on and off the field.

The Hamilton Cardinals Rep Baseball Association (HCBA) is requesting proposals from vendors to supply our rep teams with uniforms and other branded material.

For 2024 the HCBA is represented by nineteen (19) teams ranging in age from 8-18 years. We therefore have over two hundred players and coaches requiring uniforms. Families and other supporters are always interested in other branded materials.

The successful bidder will become our approved supplier for the term of the contract.

Scope

- approved uniform commitment for each player/coach includes:
- Hats, practice shirts and shorts, game jerseys, pants, belt, and socks.
- Optional apparel includes hoodies, jackets, and shells.
- Items should be available in youth and adult sizes XS – XXL with options for custom sizing when necessary.

The approved HCBA logo will be supplied for sublimation.

The following criteria should be considered for this proposal:

- Quality and wearability
- Compliance and safety
- Cost and Pricing
- Delivery and lead time
- Supplier qualifications
- Sustainability and environmental impact
- Innovation and customization options

Specific detailed requirements and estimated quantities can be found in Appendix A.

1. Product requirements

- Branding with approved HCBA logo to be supplied (sublimation)
- Colours approved by HCBA
- Suitable for sport activities and appropriate for any gender
- All clothing should be considered “wash and wear,” with resistance to shrinking, wrinkles and fading.

2. Ordering and Distributing

Supplier to provide methods that allow:

1. Convenient ordering, shipping and return processes
2. Size chart descriptions for each item
3. Optional shipment options (i.e., direct to individuals, to a coach or team rep or to a centralized location)
4. A close (within 20 km) retail store front would be an asset but not required
5. An order process in electronic form that includes things like:
 - Team and player names
 - Product code and description
 - Sizes for each item
 - Colours for each item
 - Prices
 - Delivery location

3. Bulk Ordering

The HCBA intends to place a bulk order for practice items and uniforms. We require practice shirts and shorts by January 15, 2024, and complete uniforms by April 1, 2024. Input on lead times is required.

Suppliers must guarantee availability of replacement uniforms and accessories for the term of the contract using volume pricing as per original order. Branded materials for families and other supporters should be available for pre-ordering with delivery close to that of uniform delivery and should be available throughout the season (May 1- September 15th).

4. Delivery

Delivery must be made to the location specified on the order form accompanied by a packing slip. If the supplier does not meet our agreed upon delivery dates, 5% of the total invoice will be held back from final payment.

5. Invoicing

The HCBA requests all invoicing be itemized with details of the items being charged and all taxes listed separately. Payment schedule to be included with the quote. Any deposits (if required) will be paid in advance; however, balance will be retained until the final delivery of all items.

6. Sizing / Measurement

Suppliers shall provide on-site measurements on at least two occasions to meet practice and season requirements. The HCBA will collaborate with the supplier to coordinate locations, dates and invite players/coaches to streamline the sizing process and reduce costs incurred by the supplier. Samples and pricing for optional materials often referred to as “spirit wear” must also be available at the time of uniform fitting.

7. 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. The HCBA 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 the HCBA.

If the supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the HCBA 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 the HCBA may have against the supplier under contract.

Bidder Instructions

1. Submitting the Proposal

Interested parties should acknowledge by email your intentions to provide a proposal by **November 10, 2023**, and provide primary contact information to hamcardinalsresident@gmail.com.

Proposals, including each of the items below, to be submitted no later than **November 24, 2023**, to the Hamilton Cardinals Baseball Association via email to hamcardinalsresident@gmail.com.

1. A description of your qualifications and/or your team in delivering the required products along with a listing of the suppliers you can work with to fulfil the request.
2. An itemized price, including a description of the products. Additional pricing to be included for optional/additional items listed or for items listed as per your recommendation (i.e., a higher quality jacket or hoodie etc.) if purchased at the time of uniform fitting and if purchased later.
3. Digital or print copies depicting the product designs so our HCBA Board can view.
4. A detailed description with illustrations of any other HCBA branded apparel or accessories, known as spirit wear, offered for sale along with proposed retail prices. Vendor suggestions are welcome.
5. A description of the delivery schedule, including any lead time required for orders.
6. An estimate of any included in-kind or other donations, commissions, or rebates payable to the Hamilton Cardinals Baseball Association.
7. Contact information for three organizations who have been your clients during the last two years, whom we can for references.
8. An indication of the term of the proposed agreement i.e., single year or multi-year pricing.
9. Submission signed by an authorized company representative

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

If there are questions, all communication must be directed to Jeff Schwoob via email hamcardinalsresident@gmail.com. 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.

Please note that in all cases, the HCBA board/tendering committee, will evaluate proposals based on:

- Quality and wearability
- Compliance and safety
- Cost and Pricing
- Delivery and lead time
- Supplier qualifications
- Sustainability and environmental impact
- Innovation and customization options

2. Contract

The successful bidder will enter into a two-year contract with the HCBA beginning with the 2024 season (January 1-September 15, 2024). The HCBA reserves the right to break the contract on the grounds of inferior quality of uniforms or poor service.

Prices are to remain in effect for the complete 2024 season (January 1-September 15, 2024).

The successful bidder is to provide proposed pricing for future years. The HCBA reserves the right to extend this contract from a two-year contract to a five-year contract

3. Terms and Conditions

- The HCBA is not responsible for any expenses incurred by bidders in preparing and submitting a response to this RFQ.
- Quotes 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.
- The HCBA reserves the right to make changes on the specifics of this proposal and if needed, will communicate these to all bidders.
- The HCBA is not under any obligation to award a contract and reserves the right to terminate the RFQ process prior to award.
- The successful supplier shall not assign or sub-contract any portion of its contract without written consent of the HCBA.
- If the successful supplier fails to carry out the agreement satisfactorily, the HCBA will, by giving written notice, specify the default requiring remedy. If the specified default is not remedied within two (2) weeks from giving notice, the HCBA reserves the right to terminate the agreement immediately.

Appendix A

The components of our required practice shirts and shorts along with our complete uniform requirements are detailed in the chart below. We have attempted to provide as much detail as possible by including minimum specifications or by providing images obtained from various sources. A complete uniform for each player/coach would normally consist of the following:

- Two hats
- Two jerseys (home and away) elite teams may have three
- Two pants (teams can choose either grey or white)
- Belt
- Socks

Practice items include one pair of shorts and one shirt.

Additional items for optional purchases (including spirit wear) are listed at the bottom of the table. Player/coach names and HCBA logos will be provided. Proposal should include lead time needed to complete sublimation on required items.




- *Please note: pictures and descriptions may be from various manufacturers. Our intent is for a reference only. The HCBA is open to products from any vendor where the quality is equivalent to or greater than the quoted standard.*

For the 2024 season, the HCBA is operating with a total of nineteen teams in the following age groups:








- 8UAAA 8UAA
- 9UAAA 9UAA
- 10UAAA 10UAA
- 11UAAA 11UAA
- 12UAAA 12UAA
- 13UAAA
- 14UAAA 14UAA
- 15UAAA
- 16U Elite 16UAAA
- 18U Elite 18UAAA 18UAA

Most teams carry an average of twelve players. Older teams may have more.

Practice Requirements





Popular for indoor and outdoor practices.			
Item	Example (equivalent brand accepted)	Colour/Logo	Photo (reference only)
T-shirt	<ul style="list-style-type: none"> • 100% polyester or light weight dry-fit • Option of sponsor name on back 	Red Logo Screened on front	
Practice shorts	<ul style="list-style-type: none"> • Light Weight Dry Fit Short with pockets • Elastic waist with Drawstring • Includes Logo embroidered on the leg 	Grey with Cardinals logo on leg 	

Uniform Requirements

Item	Example (equivalent brand accepted)	Colour/Logo	Photo (reference only)
Hat Option	<ul style="list-style-type: none"> New Era Baseball Hat Fitted with Sizing Hamilton Cardinals Logo embroidered on the front MLB Hat (dual colour red/blue) 	Red/ Cardinal logo 	
Jersey	<ul style="list-style-type: none"> 100% polyester quick dry Name and number on back Cardinal Logo and number on front Option 3-button or full button 	Red Grey Baby Blue 	
Pants	<ul style="list-style-type: none"> Mizuno or similar in three styles: Open long, elastic long and knickers zipper fly front Double Knit: Lightweight and durable fabric construction Tunnel-belt loop waist Fly front/ extended two-snap closure back pockets with button closure 	Grey	
Socks	<ul style="list-style-type: none"> Mizuno/Under Armour or equivalent Elastic gripper top to stay in place 	Red	
Belt	<ul style="list-style-type: none"> Rawlings or equivalent Pro-strength elastic with plated buckle Optional red leather belt 	Red	

Optional Materials

We are open to suggestions. We know that coaches and players have order items similar to these and parents and other supporters often order “extra” unique items. Other considerations could be for other jackets, team bags, t-shirts. We are open to your suggestions.

Hoodie	<ul style="list-style-type: none"> • Authentic T-Shirt Co. or • Equivalent • 100% polyester • Various logos for front • Optional first name or # on sleeve 	<p>Can be solid colour or two colour Sample logo</p> 	
Jacket	<ul style="list-style-type: none"> • Full-zip Stormtech®/FILA Tacoma jackets or equivalent with a polyester fleece lining • durable water repellent finish • embroidery on the left chest 	<p>Red or Grey with Cardinal logo</p> 	
Shell	<ul style="list-style-type: none"> • Authentic T-Shirt Co. or equivalent 	<p>Red/Grey Crested logo left chest # right sleeve</p> 