

**REQUEST FOR PROPOSAL (RFP)
BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229**

RFP response should be addressed to:

Blue Valley School District
Attention: Nicole Hogan
Emailed to: Purchasing@bluevalleyk12.org

Date: September 7, 2021
RFP: 22001
For: Athletic Apparel &
Equipment RFP

RFP # 22001

RFP Opens on:

Date: October 4, 2021
Time: 3:00 p.m.
Location: Support Services Center
14950 Metcalf
Overland Park KS 66223

**CONDITIONS UNDER WHICH RFP'S ARE REQUESTED ARE INCLUDED.
PLEASE REVIEW THOROUGHLY.**

The Blue Valley School District (District) is soliciting proposals for the purpose of seeking pricing for athletic apparel and equipment. Proposers (also herein referred to as "Service Providers" or "Contractors") will execute and submit all proposals in accordance with these instructions and the applicable provisions of the specifications.

Please note the following MANDATORY Pre-Proposal Conference details:

- **MANDATORY Pre-proposal conference - meeting to be held via Zoom conference call on September 15, 2021 at 2:00 PM CST. Link to be sent in email with this invitation.**

Proposers or potential proposers who obtain this document from the District's web site or in any other way without receiving a formal invitation from this District's Purchasing Department are responsible for notifying purchasing@bluevalleyk12.org in order to receive addenda if any are issued. Proposals received by the District that do not include acknowledgement of addenda may be rejected.

Blue Valley School District reserves the right to reject any or all proposals received if such action is considered to be in the best interest of the District. This request does not obligate the District to pay any cost incurred by vendors related to submission of proposals in response to this RFP.

Unauthorized communication by potential vendors about this RFP to District representatives, other than via the purchasing email address below, may result in vendor disqualification.

Any questions regarding RFP specifications or procedures should be directed in writing to: purchasing@bluevalleyk12.org by **September 17th, 2021, 12:00 PM CST**. Questions received by this date will be sent with answers to all known participants shortly thereafter. Please keep in mind your questions and our responses will be shared with all known participants.

We are including only one copy of the RFP. Please return all RFP sheets completed. **Do not include sales tax.** RFP number and name of RFP must appear on the front of the sealed envelope or package.

THIS RFP IS NOT TRANSFERABLE

REQUEST FOR PROPOSAL - TERMS AND CONDITIONS

1. Blue Valley USD 229 (“School District”) reserves the right to reject any or all proposals, to accept any item or items in the proposal and to waive any informality in proposal.
2. An alternate request for proposal (“RFPs”), based on group or total awards will be considered.
3. Cash discounts and delivery terms will be considered in awarding a contract.
4. Please submit original signed proposal via email to Purchasing@bluevalleyk12.org. The electronic copy should be produced in PDF and sent to the email listed above.
5. Prices quoted must remain firm for a period of one year from date of proposal opening.
6. The right is reserved by School District to increase or decrease, by not more than thirty percent (30%) at time of award, the quantity listed for any proposal items.
7. Prices quoted are to be free of all federal, state and local taxes, except those taxes from which the School District is not exempt.
8. The supplier represents that the price or prices specified in the proposal do not exceed the supplier’s current selling prices for the same or substantially similar items to any other purchaser, taking into account the quantity and/or service under consideration.
9. When submitting a substitute product or service as equal, the full name and illustrated description must be given in the proposal response. The School District reserves the right, to decide upon suitability of the product or service for the intended use. Upon request, samples of substitute products or services must be submitted. Substitute items furnished must be manufactured in compliance with all existing legal or governmental directives.
10. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the company name and address of the supplier, proposal control number, proposal opening date, and proposal opening time. Emailed proposals are preferred.
11. The date when goods are actually received by the School District shall be the effective date of receipt.
12. Deliveries are to be F. O. B. at a stated location and included in your proposal.
13. If the supplier refuses or fails to make deliveries of the materials or supplies within the time specified on the face of the request for proposal or the purchase order, the School District may, by written notice to the supplier, terminate the right of the supplier to proceed with deliveries of the materials or supplies as to which there has been delay.
14. Advance written notice is to be given to the District Business Office at least two (2) work days before receipt of goods at the designated location.
15. In the event the School District cannot accept a scheduled delivery, it will notify the supplier of such delay as soon as possible.

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16. All items furnished must be free from defects in material and workmanship. Items will be subject to School District inspection and approval at any time within thirty (30) calendar days after delivery.
17. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions listed on the face of the request for proposal or purchase order, if any.
18. Rejected items will be held by the School District at the supplier's risk and expense. No replacement of defective items shall be made by the supplier unless agreed to by the School District in writing.
19. The supplier shall comply with the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1030) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry.
20. The School District is seeking an annual contract with the option to renew for four additional one year periods. The contract may be terminated by either party by giving the other party thirty (30) calendar days prior written notice of termination.
21. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
22. **Sample Contract: A sample contract must be submitted for review with the supplier's proposal. The sample contract must be submitted in hard copy and submitted in an electronic version in unrestricted Microsoft Word format.** In the event that an agreement is not reached with the top scoring supplier within a reasonable time, the School District, at its sole discretion, may elect to award the contract to the next highest scoring supplier.
23. Kansas state law prohibits smoking in or on any Blue Valley USD 229 property. Compliance is required.
24. Contractors working on school property must have a background check that covers: Social Security, Felony conviction record, Misdemeanor conviction record, and US DOJ National Sex Offender Data base.
25. Indemnity and Hold Harmless: The supplier agrees to protect, defend, indemnify and hold the School District, its Board members, officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, reasonable attorneys' fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the supplier. The supplier further agrees to investigate, handle, respond to, provide a defense for, and defend any such claims, at supplier's sole expense; and agrees to bear all costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
26. Tax Exempt: School District is exempt from state and local sales taxes by virtue of Kansas Statutes Annotated 79-3606.
27. Supplier understands that the School District is subject to the Kansas Open Records Act, K.S.A. 45-215 et seq., as amended (the "Act"), and that any proposals made in response to an RFP may be disclosed as required, in the sole opinion of the School District, by the Act or other applicable law or judicial order. School District assumes no responsibility for such disclosure and will not be held

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liable for any damage or injury that may result from any disclosure that may occur. By submitting a response to an RFP, Supplier agrees to defend, indemnify, and hold School District harmless from and against any and all claims, demands, costs, and expenses, including reasonable attorneys' fees, arising as a result of School District's disclosure or refusal to disclose response information provided by Supplier.

28. Payment of the supplier's invoice is subject to adjustment for any shortage, or for rejection of any item or items. Individual invoices must be issued for each shipment applying against a purchase order.

BLUE VALLEY USD #229 - PAYMENT TERMS:

- Payment can take 30-60 calendar days depending on when goods or services are received, orders are verified, and the date the invoice is received in Accounts Payable.
- Invoices received by Accounts Payable and orders verified by the 15th day of the month will be paid/mailed on or about the 15th day of the following month. Invoices received and orders verified on or after the 16th day of the month will be paid the second month following, on or about the 15th day of the month.
- The School District is not requiring the acceptance of a credit card as its form of payment and will still offer checks. However, would you accept a credit card as the School District's form of payment for your goods and services understanding the requirements below?
Yes _____ / No _____

Note: Acceptance of Credit Card Payment

- *Will not change payment terms or timelines.*
- *Cannot increase the proposed costs as outlined in your Bid or RFP response.*
- *The vendor cannot charge any additional fees for the acceptance of credit card payment.*
- *We will need to work with you to setup the payment details.*

I. DISTRICT OVERVIEW

Blue Valley School District is located in Overland Park, Kansas, a thriving suburb of Kansas City. The District was unified in 1965 and encompasses 91 square miles in southeastern Johnson County. Overland Park has been recognized in many national quality-of-life rankings. For example, in 2015 Livability.com ranked Overland Park as No. 17 in the "2015 Top 100 Best Places to Live"; in 2014 mylife.com ranked Overland Park as the No. 1 city to raise children; Overland Park was ranked No. 3 on the "Best Cities for Families" list by Wallethub.com in 2014; and Livability.com ranked Overland Park at No. 3 out of the "Top 10 Best Cities for Kids 2014". Overland Park was ranked #9 in Money magazine's Top 10 "Best Places to Live" in 2012.

The Blue Valley School District currently has approximately 23,000 students located in five high schools (grades 9-12), nine middle schools (grades 6-8), twenty one elementary schools (grades K-5), a Center for Advanced Professional Studies building, Blue Valley Academy, an Early Childhood and Conferencing Center and several administrative buildings. The District also currently has 108 administrators, 1800 certified staff members, and 1400 classified staff members to serve the students and the community.

II. PURPOSE AND CURRENT STATE

The Blue Valley School District has a need for a vendor to provide athletic apparel to our five (5) high schools and nine (9) middle schools. Our intention is to solicit competitive proposals in order to obtain vendor relationship(s) that provide(s) maximum services and competitive pricing to the District for all its athletic apparel needs. The objective of the District is to award either a single vendor or multiple vendors based on pricing and the services that the vendor can provide. The District is looking for vendors to provide unit pricing and descriptions for the various uniforms and equipment. The District will purchase unknown quantities of athletic uniforms, sports apparel, and accessories/equipment over the life of this program agreement. Any quantities mentioned within this solicitation are to be considered estimates only and will not bind the District to purchase said amounts. The District is seeking a partial annual contract with the option to renew for two additional one year periods. The first partial year of the contract will begin on January 1, 2022 and will continue through June 30, 2022. The optional second year of the contract will be from July 1, 2021 through June 30, 2022, and so forth. This aligns with our financial fiscal years.

Currently each building has a different way of ordering. The coaches work with the vendors to find uniforms/apparel that they need. The vendors provide a quote to the coaches, and the building places a purchase order to the vendor.

III. SERVICE AGREEMENT

1. The Awarded proposals will be based on the need for the Blue Valley School District.
2. A list of the most common uniforms/apparel/equipment will be included in this document. The quantities listed are estimates only, and will not bind the District to purchase said amounts.
3. Period of Contract: January 1, 2022 through June 30, 2022 (partial year) with the option to renew for four additional one (1) year periods. The term of this agreement shall be for one partial calendar year during which rates will be frozen except for any mutually agreed. Rates shall not increase by more than the agreed upon maximum annual increase percent for a one year renewal. The District retains the right to ask for justification for any price increase. If agreement is not reached, the District may request proposals from other companies. The contractor will be

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required to notify the District ninety (90) days in advance of its intent to not renew each additional one year period.

4. This Agreement is cancelable by the Blue Valley School District by giving the other party thirty (30) calendar days' written notice.
5. Awarded contractor must be licensed in the state of Kansas.
6. Awarded contractor must have employees that are fully qualified and skilled to perform the services that constitute the work under this proposal.
7. Awarded contractor must maintain the following insurance coverage:
 - a. Workers' Compensation Insurance: Contractor shall maintain workers' compensation insurance in accordance with the laws of the State of Kansas.
 - b. General Liability: Contractor shall maintain General Liability Insurance (including broad form contractual liability, products, and completed operations) in the amount of at least \$1,000,000.00 per person and \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate; and property damage in the amount of not less than \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate.
 - c. Automobile Liability: Contractor shall maintain Automobile Liability Insurance, including owned, non-owned, and hired vehicles, covering bodily injury in the sum of not less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate; and property damage in the amount of not less than \$1,000,000.00 per occurrence and \$1,000,000.00 annual aggregate.
 - d. General Requirements. All insurance required hereunder shall be maintained in full force and effect in a company or companies reasonably satisfactory to Owner and shall be maintained at Contractor's expense. All insurance required hereunder shall name Owner, its agents, its employees, and its assigns, as additional insureds and shall contain a clause requiring written notice to Owner thirty (30) days in advance of the cancellation, non-renewal, or material modification of said insurance. Contractor shall provide certificates evidencing such insurance before undertaking any work.
8. Awarded Contractor must ensure all uniforms/apparel/equipment arrives to the District without defect.
9. It is recommended that the awarded contractor have an online portal for the District to order, view order history, and view reports about purchases.
10. Awarded contractor must respond to Blue Valley School District requests within 48 hours throughout the length of the agreement.
11. Blue Valley School District reserves the right to ask for audited financials from an awarded vendor at any time during the course of the contract.
12. Blue Valley School District reserves the right to ask for a copy of a background check on the awarded vendor's employee that enters our facility during times in which students are present in the building.
13. **SAMPLES**: May be requested for the purpose of determining the quality and workmanship of the uniforms/equipment being proposed. Requested samples shall be delivered to the Purchasing Department (14950 Metcalf, Overland Park, KS ; Attn: Nicole Hogan) within seven (7) days from

the time the vendor is notified. Samples will be returned to the vendor at NO COST to the District. If a sample requires assembly, the vendor must bring the sample assembled or assemble the item(s) at the designated location and uncrate the item(s) left in a crate at the designated location. BVSD personnel will not be used to assemble, uncrate, unbox or repackage samples. It is the sole responsibility of the vendor to disassemble and re-package samples for return shipment, if needed. Further instruction may be given at the time the samples are requested.

14. **ONLINE/CATALOG PURCHASING:** The successful vendor(s) shall provide: a) An online product catalog including list prices and should be available to all stakeholders. A printed catalog including list prices should also be made available to all stakeholders too. b) The ability for other co-curricular programs, including but limited to Student Stores and Parent Boosters, to purchase directly from the vendor's catalog at BVSD contracted prices. c) The ability for individual families to purchase directly from the vendor's catalog at Blue Valley School District contracted prices. d) The ability for organizations associated with a school to access a school specific online store vendor site to purchase items branded or directly related to that school. e) The ability to limit items available for direct purchase. For example, items that will be solely available from the online store student store.
15. **REPORTING:** The awarded vendor(s) shall provide an annual report of; a) Items purchased b) Cost savings from list price and c) Measure of on time delivery.
16. **PHASING OUT:** The vendor will work with the District locations to provide a timeline to phase out existing uniforms if they are a different brand and the terms of passing these uniforms on to a lower program (JV and middle).
17. The vendor must be able to provide the following athletic apparel, equipment, and footwear for student-athletes, coaches and athletic staff, including but not limited to:
 - a. Team Uniforms
 - b. Practice Gear – Shorts, T-shirts socks, etc.
 - c. Competition shoes – Cleats, turf, training, basketball, volleyball, track, cross country, soccer, etc. (Optional)
 - d. Training Shoes (Optional)
 - e. Coaches shoes (Optional)
 - f. Cold Weather Gear – Rain Suits/parkas
 - g. Team travel sweats and warmup gear
 - h. General issue – sweat pants/sweat shirts
 - i. Coaching Gear – Shorts, pants, polo shirts, and hats
 - j. Travel Bags/Backpacks/Duffel bags
 - k. Equipment (Optional)
 - l. Miscellaneous – Gloves, knee pads, sports bras, athletic supporters, knee supports, etc.
18. The vendor must be able to provide men's and women's cuts in apparel and uniforms; to provide tall and large sizes and be able to provide footwear in standard sizes as well as in large/wide sizes. Teams to outfit include but not limited to are listed below with unknown quantities:
 - a. Boys Football
 - b. Boys and Girls Soccer
 - c. Girls Volleyball
 - d. Boys and Girls Basketball
 - e. Boys Baseball
 - f. Girls Softball
 - g. Boys and Girls Track
 - h. Boys and Girls Cross Country
 - i. Boys and Girls Tennis

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- j. Golf
 - k. Swimming
 - l. Wrestling
 - m. Cheer
 - n. Dance
19. The company must be licensed to conduct business in Kansas, and have five years prior experience in providing similar vending machine sales or other information demonstrating the financial and organizational resources to perform the contract successfully.
 20. **No Assignment.** The proposal author shall not assign in whole or in part the proposal or resulting contract, to another party without the prior written consent of the District.
 21. Awarded vendor must be primarily engaged in the business of providing athletic uniforms and apparel. Vendor also must have adequate facilities, qualified personnel and the financial ability to provide uniforms and apparel.
 22. If awarded vendor provides points toward free product, the product they are providing shall be for the use of the students or coaches during the use of their practices or competitions.
 23. If awarded vendor is not able to provide the products in their catalog in a timely manner and the product is needed immediately, Blue Valley reserves the right to reach out to a different vendor to meet this one-off need.
 24. Awarded vendor must have the capability to provide design work to buildings for proof approval.
 25. Awarded vendor must be able to provide live, in-person support to check up on orders and to follow up with the District after product has been delivered. Continual communication and follow through is of utmost importance to the District.
 26. Vendors specializing in cheer/dance uniforms may be awarded separately.

IV. SCHOOL DISTRICT RESPONSIBILITIES

1. Provide direction to vendor on quantities and products needed.
2. Submit purchase orders to vendor for uniforms/apparel/equipment needed.
3. Provide key contact names and telephone numbers for each building's contact.
5. Provide proof approvals of any design work if necessary.
6. May ask for samples on occasion from the vendor.

V. REQUEST FOR PROPOSAL (RFP) TIMELINE -

1. RFP Release – September 7, 2021
2. Mandatory Pre-Proposal Conference – September 15, 2021 at 2:00 PM CST
3. Deadline for Submitting Questions – September 17, 2021 at 12:00 PM CST

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4. Proposals due – October 4, 2021 at 3:00 PM CST
5. Optional Finalist Interviews – October 26, 2021 OR October 27, 2021, Time TBD
6. Anticipated Award of RFP 22001 – December 13, 2021
7. Anticipated Contract Start Date – January 1, 2022

VI. MANDATORY QUESTIONS

Vendor Qualifications

1. Briefly describe your company's history, number of years in business, how long you have operated in the Kansas City metropolitan area and ownership and senior management structure (organization chart a plus with brief description of roles for each person).
2. Describe your employee pool in terms of how many full-time year round employees you have in the KC Metro area, within a four hour radius and nationally?
3. Focusing on the staff serving the KC Metro area breakdown how many full-time and temporary employees you have by general roll (position type)?
4. Please provide some detail on employee screening practices required for each employee. For example: Alcohol, Drugs, Driving Records, Criminal Background Checks, etc.
5. Provide some background/experience on servicing school districts, schools of any kind or similar clients in the K-12 education industry. What history do you have servicing Kansas School Districts?
6. Please describe your length and extent of experience in apparel distribution, particularly those in educational institutions or similar environments.
7. Have you ever failed to complete, defaulted, or been accused of failing to complete any work awarded to you? If so, where and why? Also, how did your company resolve the situation?
8. Have you been sued or sued an Owner within the past ten (10) years? If so, provide the case number and court, including county and state? Also please describe the project, nature of arbitration and outcome.

References

9. List (3) three references from current customers where similar services are provided. Include business name, contact name, phone number, number of year's served and general description of the most common services provided.
10. Provide (2) two references from current customers that were new accounts in the last year (did not do business with you for over two years prior to return). These can be from any industry, but customers with similar scope of services preferred. Include business name, contact name, phone number, date started and general description of most common service provided.

Flexibility, Timeliness and Resources

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11. In the past year, what was the max number of employees including seasonal, that you had in the office on the same day in the KC Metro area? When was this? How did it differ from your normal? How did you accommodate?
12. Often we are not flexible in our dates due to competing factors. Knowing this how would your company work to accommodate the District's timeline?
13. What is general rule on how many days or hours' notification must be given prior to scheduling / rescheduling a pickup of uniforms/apparel?
14. Provide detail of fleet, quantity and size of vans/trucks serving the KC Area Metro area? If your company does not have its own fleet in the KC Metro Area, please describe your logistics requirements/process in shipment of uniforms.
15. Describe how your company would escalate ongoing or difficult to diagnose problems.
16. Where is your company headquartered? Where is the local or regional office that would be servicing our account located? If different, where is the main dispatch yard that will be servicing our account located?
17. What are the days and hours your company would be available to assist Blue Valley School District? What are your normal service hours?
18. Describe your current channels for acquiring uniforms/apparel. Include warehouse locations of those suppliers.
19. Describe if you are able to provide team specific technology support for athletic team online ordering that a District authorized representative can access.
20. If your company is supplying many school districts with athletic apparel/uniforms, how would you work to prioritize Blue Valley into your schedule?
21. Explain how you would provide assistance to explain sizing information and stock sizes to our end users.
22. If an item/s is sent in error, how would you work to correct the situation quickly?
23. If a product/s is not in stock, how do you handle this situation?
24. If you provided a design to the building, and the proof is not accurate, how do you rectify this situation?

Additional Cost Considerations

25. Would any minimum charges apply to our requests? If so, please describe.
26. Provide (2) two recent examples of claims for damaged items servicing similar accounts. How were the claims handled and what lessons were learned?

Value Added

27. Do you provide product support for community events and special athletic events, such as "Black and Blue" contests where two District high schools are competing against each other? If so, provide what that program looks like.
28. What makes your company unique when compared to the competition?

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29. Please provide any additional information or benefits on services offered or not called out in this RFP?
30. Describe what niche of the uniform/apparel market in which you can best able to provide services to Blue Valley School District. In other words, what services would you provide to create the best partnership between your company and Blue Valley?
31. How can you help minimize regular operating expenditures and still meet the District's expectations?
32. OTHER CONTRACT INCENTIVES: Vendors are being provided the opportunity to offer other incentives for contract consideration. This could include such options as up-front payments to the District, donations to schools, scholarship donations to graduating seniors, educational programs, staff development, or other contract incentives the vendor might elect to propose. What will you be offering to Blue Valley as an incentive?

IX. SCORING AND SHORTLISTING

Evaluation of Proposals: An evaluation committee comprised of District employees shall evaluate proposals received.

1. Phase I Evaluation and Shortlisting:

All proposals will be evaluated according to the point schedule listed below. Proposals not short-listed will not be further considered.

Section	Section Title	Total Possible Points
Section III	Insurance Certificates/Audited Financials	5 Points
Section VI	Q & A, Vendor Qualifications	5 Points
Section VI	Q & A, References	5 Points
Section VI	Q & A, Flexibility, Timeliness & Resources	20 Points
Section VI	Q & A, Additional Cost Considerations	5 Points
Section VI	Q & A, Value Added	20 Points
Section X	Pricing/Cost Structure (1-4)	20 Points
Section X	Pricing/Cost Structure (5-6)	10 Points

$$\frac{\text{Lowest Increase}}{\text{Proposer Increase}} \times \frac{\text{Proposed Rate}}{\text{Proposed Rate}} = \text{Pricing Score (rounded to the nearest hundredth)}$$

Section XI	Deviations	5 Points
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Overall Proposal (Quality of content, organized, complete, professional)	5 Points
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Total Possible Points Phase I: 100 Points

The District retains the right to end the RFP and base award of the RFP after the Phase I scoring or continuing on to Phase II Optional Finalists Interviews. Vendors are encouraged to put their best proposals forward since award can be made after Phase I and if a Phase II shall occur, only the selected finalists will be invited based on Phase I scoring.

2. Phase II Optional Interviews:

The District retains the right to invite some, all or none of the RFP Finalists identified in the Phase I Scoring. Interviews will be scheduled for October 26th or October 27th, 2021. The District retains the right to adjust the dates of the interviews. Companies invited for interviews will be notified by October 18th, 2021 or shortly thereafter.

Scores from Phase I will carry over and be combined with the following:

Phase I	100 Points (May be adjusted pending outcome of interviews.)
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Clarifications and additional information presented.	50 Points
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Grand Total Possible Points 150 Points

Scoring from Phase I will not be made available until Phase II has been completed or ruled out.

IX. RFP RESPONSE INSTRUCTIONS

1. Sealed proposal due to the District – The due date for the sealed RFP response is listed on page 1. **All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered.** The District will not consider or be responsible for errant delivery or late performance by courier service.
2. District requires original signed proposal via email to Purchasing@bluevalleyk12.org. The electronic copy should be produced in PDF and sent to the email listed above.
3. The RFP response may be hand-delivered or must otherwise be received by the District at the address or email provided on page 1, by the submittal deadline. No fax proposals will be accepted.
4. Hand-delivered responses to the District should be in a sealed box or envelope clearly marked and addressed. If the RFP is not clearly marked, the Proposer has the risk of the proposal being misplaced and not properly delivered. The RFP Coordinator is not responsible for identifying proposals submitted that are not properly marked. (15020 Metcalf, Overland Park, KS 66223). **Emailed responses is preferred.**
5. It is the responsibility of the submitter to insure that the proposal arrives to the District within the deadline. Proposer should allow sufficient time for proper delivery. The District assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the District. Every Proposer is solely responsible for ensuring that its proposal is delivered on time. Proposals will be opened only after the due date and hour.
6. Original RFP responses shall be signed by an official authorized to legally bind the Proposer.
7. **Pricing Response forms must be submitted in a separate sealed envelope within the main submission document and be clearly labeled “Pricing Response, RFP # 22001”. (1 original– all together in one separate sub envelope). If submitting pricing response via email, please submit in separate PDF document.**
8. Vendors are to reply with information in the following order:

Proposal Format: Proposals shall be submitted by tab number as instructed below. The Proposer agrees and will comply with all provisions and specifications as stated in this RFP unless otherwise stated in the Deviations section of this RFP. Any additional cost or factors to meet a specification or requirement must be noted in the Deviations section. Failure to respond to these requirements may result in the proposal being considered non-responsive.

Tab 1 – Minimum Criteria

- a. Cover letter
- b. Proposal Form signed by an authorized Company Officer, plus any signed addendums if applicable. – Section XIV.

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Tab 2 – Required Documents

- a. Proof of required insurance / insurance certificates
- b. Provide Copies of audited financial statements for the past 2 years.

Tab 3 – Answers to Mandatory Questions

- a. Provide answers following each of the questions asked in Section VI.

Tab 4 – Online Portal and Invoicing

- a. Share a brief tutorial on the online portal tool you use for communication.
- b. Provide a sample of an invoice we may receive for athletic apparel/uniforms. Do not include pricing information on the invoice. It must be redacted.

Tab 5 – Sample Contract

- a. A sample contract must be submitted for review with the supplier's proposal. Do not include pricing information in the sample contract. It must be redacted.

Tab 6– Deviations (Section XI.)

- a. Provide a statement with any deviations or simply state "none".

Pricing in Sealed Envelope per Instructions Above (Separate PDF and spreadsheet in email).

- a. Pricing/Cost Structure Responses includes sections X (1 - 6).

X. PRICING RESPONSE/COST STRUCTURE

1. Describe how your company plans to provide exclusive uniform and apparel supplies, footwear and equipment for each athletics program, coaches and athletics support personnel. Include information on how much items would be priced and discounted from the current manufacturer's list price. Include any percentage product rebate of the total of each contract year's purchases of team apparel, equipment and footwear.
2. In addition, provide information or catalog relating to the company products and product lines and describe how the District will obtain products. Include information relating to delivery time and shipping for routine and emergency products, delivery costs (if any), return policies including re-stocking and any applicable fee, minimum orders, warranties, and information on any additional costs. Verify that the company is capable of and experienced with providing the District with the option of custom screen-printing and embroidery. Provide screening and embroidery quantity requirements and pricing information (if any). Include any comp product allowance for administration, sports medicine and event staff.
3. Describe how you will be able to provide custom items, or products fashioned to the buyer's specification that could have sport specific production periods. Identify any minimum quantity orders for custom item orders. Specify in the proposal the ordering and delivery timelines for such items. Describe any cost variances between custom items and regularly ordered items.
4. **PROVIDE ANY ADDITIONAL SERVICE OR MATERIALS COSTS FOR CONSIDERATION** (Be sure to include clear descriptions when providing unit cost information.)

5. MAXIMUM ANNUAL RATE INCREASE:

Maximum Annual Percentage Increase to Rates _____ %

6. PRICING EXERCISE:

- See attached Uniforms Pricing Exercise Spreadsheet.
 - Fill out all columns in green.

XI. DEVIATIONS

List below any deviations or exceptions to this RFP document or (if any) addendum related to this RFP.

XII. PROPOSAL FORM - SIGNATURES

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if the Proposal is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated except as stated as a deviation in Section XI.

Company

Authorized Signature

Company's Authorized Person's Name (Print)

Company's Authorized Person's Title

Company Address

Date

Telephone Number

Fax Number

Email Address