

**REQUEST FOR PROPOSAL
(RFP)**

**Athletics
Promotional
Apparel**

Beechwood Independent Schools

Release Date: March 5th, 2024

RFP Response Deadline: March 15th, 2024

Award Notification: April 9th, 2024

Beechwood Independent Schools
54 Beechwood Road
Fort Mitchell, KY 41017

NOTICE TO BIDDERS

Beechwood Independent School District (BISD) hereby invites the submission of proposals for:

Athletic Apparel, Equipment, and Footwear

Proposal Submission Instructions:

1. All proposals shall be emailed as a PDF to justin.kaiser@beechwood.kyschools.us with a subject line: "Athletic Apparel, Equipment, and Footwear Bid"

Proposals will be received until **3:00 p.m.** on March 15th, 2024

Beechwood Independent School District reserves the right to waive irregularities and accept or reject any or all proposals or any part of any proposal.

Dated: March 4th, 2024
Justin Kaiser
Director of Operations

General Specifications and Instruction.

Beechwood Independent School District is inviting qualified and experienced vendors to submit a proposal in response to this Request for Proposal (RFP) for Athletic Apparel, Equipment, and Footwear. The successful vendor shall demonstrate their ability to furnish and provide for athletic apparel, equipment and footwear for the Beechwood Athletics programs. Written proposals must be based upon the information provided herein.

2. Objective

The aim of this RFP is to identify a cost-effective and services oriented vendor that can provide athletic apparel, equipment, accessories, and footwear for the Beechwood Athletics Department. The District intends to award this contract directly to a single vendor. It is the awarded vendor's responsibility to provide BISD the goods outlined in this RFP.

Late Proposals. Proposals received after the specified due date and time shall not be considered.

Nature of Process. The District is seeking written proposals for the services provided herein for the purpose of negotiating a service contract. In evaluating proposals and negotiating a final contract, the District reserves the following rights:

- A. To reject or waive any and/or all irregularities in proposals submitted.
- B. To reject any and/or all proposals or portions thereof.
- C. To require by later action competitive bidding on any aspect of received proposals that would require such bidding as a matter of law.
- D. To negotiate a final contract/agreement with any individual or firm submitting proposals.
- E. To offer a final contract/agreement to the individual or firm, which in the opinion of the District after review of the proposal and any negotiations, offers services that are the most advantageous to the District's needs in light of price and service.

Format. All proposals shall be emailed as a PDF to justin.kaiser@beechwood.kyschools.us with a subject line: "Athletic Apparel, Equipment, and Footwear Bid"

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.

Scope of Proposal. The District intends to enter into an agreement with a vendor for athletic apparel, equipment, and footwear for student-athletes, coaches and athletic staff, including but not limited to:

- Team Uniforms
- Practice Gear
- Competition Shoes
- Training Shoes
- Cold Weather Gear (Rain Suits/Parkas)
- Team Travel Sweats

- General Issue
- Coaching Gear
- Travel Bags/Backpacks/Duffel bags
- Equipment

Vendors shall 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 all footwear in standard sizes as well as in large/wide sizes.

The contractor shall be required to certify that its employment practices comply with all applicable state and federal law requiring equal employment opportunity and further agree to provisions required under state law prohibiting assignment of personnel to work on District premises that have prior criminal convictions as specified under RCW 28A.400.330.

The proposed term is a maximum of 1 year (July 1, 2024 - June 30, 2025) with potential for automatic renewal for up to four years.

3. General Information.

- Proposals shall provide the following information:
 - A detailed description of the contractor's length and extent of experience in apparel distribution, particularly those in educational institutions or similar environments.
 - A proposed contract (subject to revisions through negotiations).

4. Evaluation Factors

The District will exercise its business judgment in evaluating the proposal, including, but not limited to evaluation of the following factors:

1. Company Profile

- a. Overall qualifications and capacity to provide the goods requested in the RFP
- b. Experience with providing athletic uniforms and equipment to teams
- c. References, Reputation
- d. Product quality and selection.

2. Cost Structure

- a. Cost of goods, potential discounts, incentives, rebates
- b. Delivery cost, delivery time, re-stocking, minimum orders, warranties
- c. Custom screen printing and embroidery
- d. Comp product allowance

3. Value Added Options

- a. Additional benefits, resources and services