



CITY of NOVI CITY COUNCIL

Agenda Item H
September 14, 2015

SUBJECT: Approval to award Sports Uniform Contract to Challenger Teamwear, the low bidder, for one year with the option to renew for two subsequent years with an estimated annual amount of \$36,285.

SUBMITTING DEPARTMENT: Parks, Recreation & Cultural Services

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$ Estimated annual \$36,285
AMOUNT BUDGETED	\$ 37,000 based on program registrations
APPROPRIATION REQUIRED	\$
LINE ITEM NUMBER	Various line items

BACKGROUND INFORMATION:

Parks, Recreation, and Cultural Services (PRCS) purchases a variety of sports uniforms throughout the year for various sports leagues. Due to the high volume of sports uniforms ordered each year, PRCS requested bids from vendors who specialize in the manufacturing of them. All uniforms are budgeted as part of the expense for each program, and are incorporated into the fee charged to the participant.

After reviewing three bids and completing reference checks, PRCS recommends awarding the contract to Challenger Teamwear. The following is a list of vendors who submitted bids:

Vendor Name	Jersey costs per year based off sample order
Challenger Teamwear	\$36,285
BSN Sports	\$39,524
Score Sports	\$43,615

RECOMMENDED ACTION: Approval to award Sports Uniform Contract to Challenger Teamwear, the low bidder, for one year with the option to renew for two subsequent years with an estimated annual amount of \$36,285.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Markham				

	1	2	Y	N
Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				

Item	Description	BSN Sports	Challenger Teamwear	SCORE Sports
BASKETBALL				
1	Reversible Tank Jersey - poly	Alleson 560R, 560 RY Youth	Champro BBJ11	SCORE Denver #B700
	Youth Small-Youth XL	10%	15-20%	0%
	Adult Small - Adult XL	10%	15-20%	0%
	Adult 2XL	10%	15-20%	0%
	Adult 3XL	10%	15-20%	0%
VOLLEYBALL				
2	Volleyball shirt - poly	Teamworkathletic.com #1940 Jersey	Augusta Rally 120S	SCORE Versailles #296
	Youth Med-Youth XL	12%	15-20%	0%
	Adult Small - Adult XL	12%	15-20%	0%
	Adult 2XL	12%	15-20%	0%
BASEBALL				
3	Complete Uniform Package			
	(Henley, Cap)	Martinsports.com B2A6, B2Y5 (Youth)	Champro/2 button BST52	SCORE Anaheim #C516/Score Cap #BCAP
	Youth Small - Youth XL	15%	25%	0%
	Adult Small - Adult XL	15%	25%	0%
FASTPITCH SOFTBALL (LADIES)				
4	Complete Uniform Package			
	(Jersey w/visor)	BSN top 1080971, visor 502100	Champro Diamond Active BS37	SCORE Versailles #296 or Geneva #264
	Youth Small-Youth XL	15%	20%	0%
	Adult Small - Adult XL	15%	20%	0%
SOCCER				
5	Complete Uniform Package			
	(Jersey, socks, shorts)			
	TRAVEL SOCCER	1285529 Package BSN	CTW 101 Hopi Jersey	Argentina #280, Scotland #217, Canada #299, Portugal #211
	Youth Small-Youth XL	11%	15-20%	0%
	Adult Small - Adult XL	11%	15-20%	0%
	HOUSE SOCCER	1205275 Package BSN	CTW 103 Pimo Jersey	Costa Rica #235, Belize #221, France #295, Germany #270
	Youth Small-Youth XL	11%	15-20%	0%
	Adult Small - Adult XL	11%	15-20%	0%
	Delivery after receipt of order	10 business days	10 business days	10 business days
	Delivery for re-orders	7 business days	7 business days	7 business days
	Included info regarding ordering & delivery process?	Yes, terms & conditions attached	Yes	No
				Receive lowest listed catalog price regardless of quantities ordered.



CITY OF NOVI
SPORTS UNIFORMS
SPECIFICATIONS

OVERVIEW

The City is seeking a single company to provide uniforms for team sports (baseball, softball, volleyball and basketball).

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products. The contract period will be for one (1) year. Upon mutual consent of the City of Novi and the successful bidder, the contract may be renewed two (2) times in one (1) year increments at the same terms and conditions of the original contract.

GENERAL INFORMATION

Vendor must obtain a three-digit department code (verbal PO number) from the staff member placing the order and include it on the invoice. Official purchase orders are required for orders over \$5,000.

The City requires a packing list with all delivered items.

BID SUBMITTALS/PRICING

Price quoted (reflected by the discount) must include all set up/artwork, numerals, logo printing, and shipping costs. Price is to be all inclusive.

All items listed in the bid form must be quoted unless otherwise noted.

Please submit a detailed description of your ordering process, from ordering to delivery, with a timeline and any other procedures you have in place to show the City how you will be able to deliver the goods on time and accurately. Please indicate the turn-around time for a reprint (small order that is placed after last minute registrations).

If you have an order form you would like the City to use, please submit a sample with your bid.

TAX EXEMPTION

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful bidder with tax exemption certificate when requested. The City's tax-exempt number is 38-6032551.

FREIGHT CHARGES

Prices are to be quoted F.O.B. Destination (City of Novi Parks, Recreation & Cultural Services Department).

ESTIMATED QUANTITIES

Quantities shown below are estimated based on prior years purchases and may or may not be ordered during the term of the contract. The City is not obligated to purchase these or any other quantities. The City makes no guarantee of items to be ordered, quantities to be ordered, or number of orders to be placed.

	<u>Estimated quantity</u>
Basketball	600 (300 Fall/300 Winter)
Volleyball	150 (Winter)
Baseball	400
Fastpitch Softball	200
Soccer	1400

DELIVERY

It is extremely important that the team apparel is delivered in a timely manner. The contractor will provide a delivery date when the order is placed. If contractor encounters a problem which affects the delivery date, they must immediately communicate this information to the staff member who placed the order. Failure to meet delivery dates could result in termination of the contract.

INVOICING

Invoices may be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375, or emailed to invoices@cityofnovi.org.

CITY LOGO

The logo will be silkscreened in one color. Logo can be provided to vendor as an .eps file or .jpg file.

SAMPLES

Samples may be requested by the City of Novi during bid evaluation. Failure to submit requested samples may result in rejection of your bid.

There will be no charge to the City for samples. If vendor wants samples returned, they must be clearly marked when delivered and vendor must pick them up within 2 weeks after bid is awarded.

CATALOGS/PRICING

The City must be able to verify validity of pricing for each order. Catalogs will be provided digitally to City staff (via email) and/or available on vendor's website.



CITY OF NOVI
PROPOSAL FORM
SPORTS UNIFORMS

We, the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof:

1. **BASKETBALL**

Reversible Jersey, tank style (100% polyester mesh)

Example of brand & style number meeting specifications

Chonpro BBS11

Youth Small – Youth XL	<u>15-20</u> % off catalog price
Adult Small – Adult XL	<u>15-20</u> % off catalog price
Adult 2XL	<u>15-20</u> % off catalog price
Adult 3XL	<u>15-20</u> % off catalog price

2. **VOLLEYBALL, Ladies' only**

Sleeveless Volleyball shirt (lay-down collar, V-neck, moisture wicking polyester mesh)

Example of brand & style number meeting specifications

Augusta - Rally 1205

Youth Med – Youth XL	<u>15-20</u> % off catalog price
Adult Small – Adult XL	<u>15-20</u> % off catalog price
Adult 2XL	<u>15-20</u> % off catalog price

3. **BASEBALL**

Uniform w/Cap (2 button 50/50 cotton/poly henley, cap)

Example of brand & style number meeting specifications

Chonpro / 2 Button 1115152

Youth S – Youth XL	<u>25</u> % off catalog price
Adult Small – Adult XL	<u>25</u> % off catalog price

4. **FASTPITCH SOFTBALL, Ladies' only**

Uniform w/Visor (sleeveless polyester shiny "dazzle" jersey, visor)

Example of brand & style number meeting specifications

Chompro Diamond Active - B537

Youth Small - Youth XL

20 % off catalog price

Adult Small - Adult XL

20 % off catalog price

5. **SOCCER**

Uniform Package (CT Air Con fabric short sleeve jersey, socks, shorts)

Travel Soccer X2 (Home and Away)

Example of brand & style number meeting specifications

CTW 101 - Hopi Jersey

Youth Small - Youth XL

15-20 % off catalog price

Adult Small - Adult XL

15-20 % off catalog price

House Soccer x 1

Example of brand & style number meeting specifications

CTW 103 - Pima Jersey

Youth Small - Youth XL

15-20 % off catalog price

Adult Small - Adult XL

15-20 % off catalog price

DELIVERY DATE: 10 business days maximum after receipt of original orders
7 business days maximum for re-orders

Did you include a detailed description of your ordering/delivery process as indicated in the Bid Submittals section of the specifications?

Yes

No

We acknowledge the following addendums _____

Comments/Exceptions: Currently Supply the Soccer uniforms
for City of Novi.

All prices are Deductions from League Pricing.

References: Please provide at least three (3) current references for which you provide a similar scope of service:

Company Selera P+R
Address 125 S Church Street Brighton MI 48116
Phone 810-299-4140 Contact name Ken Grybel II

Company Battle Creek Park + Rec
Address 35 Hamblin Ave Battle Creek MI 49017
Phone _____ Contact name Pamela Richardson

Company City of Southgate
Address 14700 Revere Parkway
Phone 734-246-2161 Contact name Dustin Lent

NON-IRAN LINKED BUSINESS

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

THIS BID SUBMITTED BY:

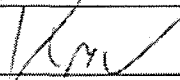
Company (Legal Registration) ATTN: Challenger Teamwear
Address 8263 Flint Street

City LENEXA State KS Zip 66214

Telephone 978-799-5840 Fax _____

Representative's Name KEVIN McVEAGH

Representative's Title REGIONAL DIRECTOR

Authorized Signature 

E-mail ~~KEVIN~~ KMCVEAGH@challengerframwear.com

Date 10/01/15