

PUBLIC NOTICE

NOTICE TO BIDDERS

The Corinth School District will receive bids for Athletic Apparel, Uniforms, and Accessory Products in the following manner:

Proposals from bidders will be accepted until 2:00 p.m. on August 30, 2023 in sealed envelopes at the Corinth School District Central Office, 1204 North Harper Road, Corinth, MS or by electronic submission. All electronic prequalification proposals should be emailed to mwhittemore@corinth.k12.ms.us.

Sealed bids, in-person bids, electronic bids can be submitted to the Corinth School District Central Office, 1204 North Harper Road, Corinth, MS or electronically to mwhittemore@corinth.k12.ms.us.

Specifications are on file at the office of the Superintendent. To receive a copy of the specifications, please contact Lee Childress or Misty Whittemore at 662-287-2425, by fax 662-286-1885, or by email lchildress@corinth.k12.ms.us or mwhittemore@corinth.k12.ms.us.

Specifications may also be downloaded from www.corinth.k12.ms.us. All bids must comply with the specifications to be provided. The Corinth School District reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets.

The contract will be awarded to the lowest and/or best responsible bidder. The Corinth School District reserves the right to waive any informalities, to reject any or all bids, and the right to award by line item.

Edward Lee Childress

Superintendent

Publish: August 10, 2023

August 17, 2023

**CORINTH SCHOOL DISTRICT (CSD)
CORINTH, MISSISSIPPI
ADVERTISEMENT: REQUEST FOR PROPOSALS
ATHLETIC APPAREL, UNIFORMS AND ACCESSORY PRODUCTS**

Corinth School District (CSD) will receive sealed bids in the Corinth School District Central Office, 1204 North Harper Road, Corinth, MS, 38843 or electronic bids may be submitted to Misty Whittemore at mwhittemore@corinth.k12.ms.us until August 30, 2023 at 2:00 p.m. CST.

Athletic Apparel, Uniforms and Accessory Products
Corinth School District
RFP #FY2024-01
Corinth School District
1204 North Harper Road
Corinth, MS 38834

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

Misty Whittemore
Corinth School District
1204 North Harper Road
Corinth, Mississippi 38834
Phone: 662.287.2425
Email: mwhittemore@corinth.k12.ms.us

OR

Electronic Bidding
mwhittemore@corinth.k12.ms.us

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

Schedule of Events

Requests for Proposals Issued: August 10, 2023
Advertisements Published in the Daily Corinthian: August 10, 2023; August 17, 2023
Receipt of Questions from Vendors Deadline: August 18, 2023
Posting of Responses to Questions: August 23, 2023
Receipt of Proposals: August 30, 2023
Proposal Review: August 31, 2023-September 14, 2023
Recommendations to Board of Trustees: September 14, 2023
Contract Awarded: September 14, 2023

CSD reserves the right to alter the dates of selection and award as needed. All questions and correspondence should be submitted in writing to mwhittemore@corinth.k12.ms.us with the subject title containing RFP Athletic Apparel.

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Corinth School District
RFP # FY2024--01**

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Objective

It is the intent of Corinth 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 CSD 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 November 1, 2023, with the option to renew for three (3) 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 District, and that the vendor will provide a certificate from the manufacturer acknowledging the authorization of dealership. If vendor is found to be non-authorized, CSD reserves the right to reject 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 District, upon request and without charge, catalog(s) and price lists related to the products that will be available to CSD 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 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, CSD 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 CSD.
2. Provide the name(s) and credentials of the individuals who would be assigned to the CSD account.
3. Successful respondent will have had a minimum of five (5) years of experience in selling varsity 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 CSD's intent and desire to partner with a 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 CSD can expect from the manufacturer, and any other information you deem would be of interest to CSD. 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 CSD. Submit with your proposal a copy of each relevant catalog in effect on the date of the bid opening.
5. CSD will require 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 head bands.
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 Mississippi school districts. 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 Districts in particular) where services were terminated for any reason during the past five years.
10. CSD 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. CSD 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 CSD 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 CSD should be aware of when evaluating responses, such as return or exchange policies, minimum order policies, etc.
15. CSD will purchase items from the resulting contract with District 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), CSD 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 CSD 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 District. 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.
 - Incentive bonuses tied to performance achievements (i.e., Division Championships, State Championships, Coach of the Year).
 - 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 CSD to know when evaluating proposals, such as value added or unique services.
 18. Confirm the manufacturer special offers (i.e., buy-one, get-one) will be extended to CSD athletics while the contract is in effect. Explain how notices of such offers will be relayed to CSD Athletics.
 19. Under the current contract, CSD 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, CSD 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. CSD 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 CSD, 1204 North Harper Road, Corinth, MS 38834. 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 District with copies of price list(s) as issued by the manufacturer and as requested by the District.
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. Decision 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 District 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 District.
7. CSD is a tax-exempt agency, and a copy of the District'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, CSD 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 District's culture, service district, campus locations, the District 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:

**Corinth School District
Attn: Misty Whittemore
Administration Building
1204 North Harper Road
Corinth, MS 38834**

no later than August 30, 2023 at 2:00 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.
2. 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.
3. Vendors must submit two (2) signed original of their proposal along with any technical information pertinent to the evaluation of the proposal.
4. **Electronic Document-** Vendors who choose to submit electronic documents must submit proposals to the District via email to Misty Whittemore at mwhitteemore@corinth.k12.ms.us.

Proposals will be officially received and opened at the CSD Central Office located at 1204 North Harper Road Corinth, MS. 38834.

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

Questions

Proposers shall submit all questions in writing to Misty Whittemore, Finance Director, via email at mwhittemore@corinth.k12.ms.us . No verbal questions will be addressed. Questions related to the Request for Proposal must be submitted no later than 4:00 pm on August 18, 2023. Please note all responses to individual inquiries will be also provided to all prospective bidders.

Thank you for your interest in 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 CSD, FOB to Corinth, MS 38834. All deliveries will be made to the CSD 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 head bands, etc.)

Note that CSD 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. CSD 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: _____