

**Request for Proposal**

**Provision of Lindsay Minor Hockey Association's  
Apparel & Equipment for the 2023-2024  
Hockey Season**

**Due Date: Monday, May 15<sup>th</sup>, 2023, by 7 pm EST**

**Proposal submissions to: [lmhatenders@lindsayminorhockey.com](mailto:lmhatenders@lindsayminorhockey.com)**

Lindsay Minor Hockey Association – Request for Proposals  
RE: Apparel & Equipment for the 2023-2024 Hockey Season

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## Section 1: Background Information

Lindsay Minor Hockey Association is located in Lindsay, Ontario. Known as the Lindsay Muskies, we are made up of a numerous different age and level teams. We provide the opportunity for kids aged 5-8 to play local league level hockey and aged 9 to 18 with either local league or competitive league hockey.

## Section 2: Purpose and Scope of Services

For the intended purpose of this document, the Lindsay Minor Hockey Association, hereinafter referred to as the LMHA, are seeking proposal from vendors/suppliers to provide their hockey apparel and equipment for the 2023-2024 hockey season, commencing in September 2023. As a result of our membership and sponsorships, we provide our members in the local league division with specific Lindsay Minor Hockey apparel while our competitive league teams are required to wear a different style of apparel.

The successful bidder will be the only authorized company to use the LMHA logo on any apparel purchased over the term of the contract. LMHA will be accepting proposals for a one-year contract, with potential for mutually agreed upon extension(s) of up to 3 years.

Proposals must be received Monday, May 15<sup>th</sup>, 2023, to be considered. Terms and conditions of the one-year contract will be finalized with the successful vendor.

Items that are not one size fit all, sizes from Youth XS to Adult XXXL are requested where possible.

### Scope of Services:

Quote the following apparel items. Provide a detailed description (sublimated or crest; colour; personalization; brand name), cost, size availability of product, timeline from order to delivery, and sample.

1. Hoodie
2. Long sleeve & T-shirt
3. Toque (pompom and beanie)
4. Ball hat
5. Wind suit (jacket and pants)

Quote the following equipment items. Provide a detailed description (sublimated or crest; colour; personalization; brand name), cost, size availability of product, timeline from order to delivery, and sample. (Please note rep jerseys should be embroidered while local league can be sublimated)

1. Socks (performance and knit)
2. Game Jersey (home and away)
3. Practice Jersey (one colour logo)
4. Pant shell
5. Name bar for sponsors (if not pre-printed)

Please include any details or additional charges for attending events, as indicated in Section 7.

We will not be replacing all our local league jerseys this coming season, however, we do require them to be the same quality of material as our current ones to keep them as consistent as possible.

### Section 3: Additional Spirit Wear items

The LMHA team members, coaches and supporters wear the Muskies logo with pride. Please include a detailed list of additional spirit wear items that can be made available to LMHA for purchase throughout the season.

In addition, please consider year end team gifts (around \$20), holiday gift items, or team fundraiser. Include description, cost, size availability, timeline, and sample.

### Section 4: Promotional sponsorship or Rebate program options

The LMHA will assist in the promotion of the successful vendors company to produce our spirit wear and apparel.

Please include any details for a rebate program to the association or any opportunities for a sponsorship program.

### Section 5: Vendor Ordering and Payment

Describe the process for ordering, payment, and pickup/delivery of items. Include information such as, but not limited to:

1. Will there be an online store or a local storefront or both?
2. Who prepares the order form and collects the money?
3. What is the standard turnaround time when an order is placed?
4. Is there a return policy and if so, please detail any exceptions?

### Section 6: Imposed Penalties

Outline the proposed penalty(ies) that should be imposed by the LMHA, should the successful vendor fail to meet the agreed upon timelines for delivery or service levels.

### Section 7: Event Participation

Outline the proposed options for event participation such as tournaments, LMHA special events or special seasonal arena visits. Make sure to include any additional charges or expectations that would be required for participating.

### Section 8: RFP Timelines

RFP Issued	March 28 <sup>th</sup> , 2023
Question period closes	April 6 <sup>th</sup> , 2023, by 4 pm EST
Amendments Issued	April 17 <sup>th</sup> , 2023, by 4 pm EST
RFP Due Date	May 15 <sup>th</sup> , 2023, by 7pm EST
Evaluation of Submissions	May 16 <sup>th</sup> , 2023 – May 26 <sup>th</sup> , 2023
Shortlist Presentations	May 29 <sup>th</sup> – June 2 <sup>nd</sup> , 2023
Award of RFP	June 9 <sup>th</sup> , 2023

Questions and submissions should be sent to [lmhatenders@lindsayminorhockey.com](mailto:lmhatenders@lindsayminorhockey.com)