



Request for Proposal

Athletic Uniforms and Apparel

Issued by
Procurement Services
Wise, Virginia

A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Athletic Uniforms and Apparel

RFP Number: #WS-JK-022021-001

Issue Date: February 20, 2021

Brief Description: The Rector and Visitors of the University of Virginia (University), a Virginia public corporation, seeks an experienced firm to provide Athletic Uniforms and Apparel for The University of Virginia's College at Wise (College), located in Wise, Virginia.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 pm on March 2, 2021, in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 2:00 pm on March 5, 2021. Firms must submit an electronic original proposal that will be received by the University by the proposal deadline. The electronic original proposal must be submitted via electronic mail to jbk5b@uvawise.edu. In addition to the original proposal, firms must provide 5 hard copies of the original proposal in individual, bound volumes. Each hard copy of the proposal must be accompanied by an electronic copy of the proposal on a thumb drive or CD-ROM. All electronic proposal documents, whether originals or copies, should be formatted as Microsoft Word documents.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations, if needed, will be held on March 10, 2021.

Expected Award Date: March 14, 2021

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for five years, with the ability to renew on the same or similar terms and conditions, for two additional one-year periods if mutually agreeable to the University and the Selected Firm. The first year of the agreement will commence at the date of signing through June 30, 2022 as the College desires to work on our fiscal year schedule (July 1-June 30). The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE

College Services
Resource Center Room 100
1 College Avenue
Wise, VA 24293
Attention: Joe Kiser
Phone: 276-328-0143
Fax: 276-328-0269
Email: jbk5b@uvawise.edu

NOTE 1: The University does not take responsibility for lost or misdirected mail.

NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Les Haughton, Director Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm's proposal or cancellation of the RFP.

This Request for Proposal (RFP) has been posted on the Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: <https://www.uvawise.edu/about/leadership/finance-administration/college-services> . It is the firm's responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. For questions about the RFP, contact the buyer listed above.

For ease of reference, each firm or individual receiving this RFP is referred to as a "firm" and the firm or individual selected to provide services for the University is referred to as the "Selected Firm." This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

B. SCOPE OF GOODS & SERVICES

It is the College's intent to enter into an Agreement with the Selected Firm to provide the College with high quality, head-to-toe Athletic Uniforms and Apparel, equipment, and footwear as well as to provide capital investments and financial support to help the College achieve its goals as outlined in this RFP. In order to achieve this goal the Selected Firm may be requested to provide those goods and services outlined in this section.

A. Uniforms and Apparel

High quality uniforms and apparel to include the approved logo's and name provided by the College.

B. Equipment

Equipment purchases shall be optional and not required under this Agreement. The College will attempt to utilize the Selected Firms inflatables where appropriate.

C. Footwear

D. Financial Considerations to the College, marketing, promotions, and other support

The College reserves the right to request and evaluate samples of any items which would be provided to the University under the terms of the Agreement at no charge to the College.

The College will provide the Selected Firm with the following considerations for the term of this contract:

- A. The College's intercollegiate athletic teams will wear the Selected firm(s) footwear and apparel with the exception of individual fitting or physical problems, instances for all footwear and apparel not provided to the student-athlete by the College, and where the Selected Firm does not offer items for a specific sport. The College reserves the right to also use equipment where appropriate provided by the Selected Firm(s). From time-to-time the College may request approval to purchase specialty products outside of the exclusive vendor when appropriate. Requests and approvals will be documented via email.

- B. Usage of the College name and names of head coaches for the College's intercollegiate athletic programs in promotional and consultant efforts.
- C. The rights to advertise, promote, market and sell its products as the authentic and official apparel, footwear, and replica uniform for the College's intercollegiate athletic teams represented by the Selected Firm(s).
- D. Marketing opportunities to be discussed and mutually agreed upon during negotiation. The College will have final approval of all marketing concepts and material.

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The College will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the College with the products as described in the Scope of Good and Services section;
2. The firm's experience in providing Goods and Services similar to those described in this RFP, to include the firm's references from clients;
3. The firm's price proposal; and
4. The firm's Small, Woman-owned and Minority-owned (SWAM) business status and/or the firm's plan for utilization of SWAM businesses. For more information about SWAM and the University's SWAM plan, please see the letter in Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.

Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Les Haughton, Director Supplier Diversity at (434) 924-7174 or lh7sn@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms' lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information:

1. A detailed description and the full specifications of the product/equipment proposed. Each firm will indicate in its proposal the firm's ability to achieve/comply with each

specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.

2. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.
3. The estimated ship date of the product from the time of the order (i.e., 10 wks after order)
4. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.
5. The firm's proposed price / fee for providing the Goods and Services, to include shipping charges (the University's shipping terms are FOB Destination). Each firm should provide a list of each brand/manufacturer that can be provided, the product offered by each, and the associated discount offered to the College.
6. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and telephone number.
7. The firm's Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.
8. Provide a list of institutions of higher education with which the firm has signed a term contract.
9. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at <https://vascupp.org>
10. Complete and return the information requested in Attachment 2, Firm Information.

NOTE:

Virginia Freedom of Information Act

Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary information redacted. *If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.*

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia.
<https://www.procurement.virginia.edu/pagevendorregistrationform>
- Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.
- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.
<http://www.eva.virginia.gov/>
- The University’s Mandatory Contractual Provisions:
<http://www.procurement.virginia.edu/main/publicpostings/rfp/mandatoryprovisions.pdf>
- The University’s Preferred Contractual Provisions:
<http://www.procurement.virginia.edu/main/publicpostings/rfp/preferredprovisions.pdf>

Note: Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

- The University's Procedure for Resolution of Contractual Claims
<http://www.procurement.virginia.edu/main/publicpostings/rfp/resolution.pdf>

F. OTHER INFORMATION

Insurance

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be its limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A-financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

Commercial General Liability:

The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per occurrence and a \$3,000,000 aggregate with coverage for the following coverage:

{X}	Premises/Operations	{X}	Products/Completed Operations
{X}	Contractual	{ }	Independent Contractors
{X}	Personal Injury	{ }	Medical Payment
{ }	Fire Legal Liability	{ }	Underground Explosion & Collapse
{ }	Additional Insured*	{ }	Other

Automobile Insurance:

The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of \$500,000 per occurrence with the following coverages for vehicles operated by their employees.

<input checked="" type="checkbox"/>	Any Automobile	<input checked="" type="checkbox"/>	Hired and Non-Owned Automobiles
<input type="checkbox"/>	Garage Liability	<input type="checkbox"/>	Transportation of Hazardous Substances
<input type="checkbox"/>	Additional Insured*	<input type="checkbox"/>	Other

*Additional Insured:

The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

Human Rights

The Selected Firm will accept and meet the requirements of the Strategic Marketing Associates (SMA) Labor Codes of Conduct. Additionally, the Selected Firm agrees to be monitored by groups and organizations as directed by the Fair Labor Association (FLA).

Formation of the Agreement with the Selected Firm

All proposals received will first be carefully evaluated by the College, and then the College intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the College chooses to make award, the College will select the firm which, in its opinion, best meets the needs of the College. Alternately, if the College determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the College intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the College may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the College reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.



Office of the Vice President for Management and Budget

Attachment 1

Vice President for Management and Budget's Request for Commitment

Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have a particular institutional focus on developing long-term business relationships with minority- and women-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women- and minority-owned businesses in the delivery of services you provide to UVa. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Colette Sheehy
Vice President for Management and Budget

Attachment 2
Firm Information

Full Legal Name (*Company name as it appears with its Federal Taxpayer Number*):

Address:

Telephone Number:

FAX Number:

Web Address:

Email Address:

DUNS Number:

SWAM Information:

Is the firm certified with the Commonwealth of Virginia's Department of Minority Business Enterprises (DMBE): Yes No

Minority-Owned Business: Yes No

Women-Owned Business: Yes No

Small-Owned Business: Yes No

Is the firm registered as a vendor in the Commonwealth of Virginia's e-procurement system (eVA)?
 Yes No

Point of Contact for this Proposal:

Name:

Address:

Office No.

Mobile No.

FAX No.

Email Address: