



Mount Hamilton United Soccer Club

## **Request for Proposal**

**House League - Academy – Competitive – Regional – OPDL –  
League 1**

### **Soccer Uniforms**



**Mount Hamilton United Soccer Club**

**April 2nd, 2025**



## Mount Hamilton United Soccer Club

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## Mount Hamilton United Soccer Club

### **STATEMENT OF CONFIDENTIALITY**

You must treat this Request for Proposal (RFP) as confidential and must not disclose it to any party other than employees with a need to know.

Mount Hamilton United Soccer Club similarly treat responses to the RFP as confidential and will not disclose information provided in response to any party other than MHUSC Board of Director members or employees with a need to know.

These obligations do not apply to information that is in the public domain through no breach of confidence by you or MHUSC or to information that you get from a source other than us without a breach of confidence with MHUSC

If you do not agree with these provisions, please destroy the RFP.



## Mount Hamilton United Soccer Club

### Overview of MHUSC

At Mount Hamilton United Soccer Club, we are committed to developing the game of soccer and inspiring the Hamilton Mountain community to strive for lifelong active and inclusive team play. We provide a safe and healthy environment and engage our membership to enable players, coaches and officials to achieve their desired goals. We promise to foster the values and the ethics of true sportsmanship through ongoing skill development, training and encouragement of players, coaches and officials. Through our programming we offer children the opportunity to play at all levels from the u3 all the way through to League 1 Ontario.

The programs that are offered allow an opportunity for children and adults within the City of Hamilton to participate in the world's most popular game.

### Purpose of the Request for Proposal

Mount Hamilton United Soccer Club is seeking business proposals through a competitive, fair and open bidding process to provide soccer uniform to all levels of play within the Club from Recreational level through to League 1 Ontario.

MHUSC is seeking business proposals from respectable community minded businesses that can provide good value and service to MHUSC and its members through competitive pricing, quality goods and efficient and effective services.

The successful bidder, at the sole discretion of MHUSC, must be prepared to enter into a supply and service contract with MHUSC for a two-year term.

MHUSC have the option to extend for an additional year at MHUSC discretion.

### The successful bidder must be prepared to deliver uniforms by:

- October 1<sup>st</sup> 2025 (Fall Recreational Program) to the Clubs main office
- December 1st each year for the Academy and Competitive Programs to each individual family's home
- Regional, OPDL and League 1 programs to the Clubs main office



## Mount Hamilton United Soccer Club

### **Product & Service Requirements for Recreational Program (Summer, Fall and Winter).**

Ongoing requirements of uniforms for the most recent seasons have required annual orders based on the following estimates:

- Full kit (shirt, shorts, and socks) for up to 3000 summer recreational players registered in the u3 to u18 age groups. approx. 285 teams
- All u3 – u6 summer shirts to be screened with sponsor on the front and back (Tim Hortons)
- All ArcelorMittal Dofasco Program shirts to have the ArcelorMittal Dofasco logo Screened on the front of the Shirts
- Pinnie and Goalkeeper Gloves for all teams u7- u18, approx. 200 teams
- Full kit (shirt, shorts, and socks) for up to 300 fall recreational players registered in the U4 to U15 age groups; approx. 28 teams.
- Full kit (shirt, shorts, and socks) for up to 300 winter recreational players registered in the U4 to U12 age groups. approx. 28 teams.
- Practice balls for approximately 3000 players (size 4 & 5)
- Coaches package (Two polo shirts per team, set of cones and first aid kit) up to 285 teams
- Board of Directors Package (Polo shirt and Wind breaker) for approximately 15 Board members.

MHUSC is looking for pricing on the above items for any brand of product.

The successful bidder is expected to be able to fulfill replacement orders for uniforms on an ad hoc basis throughout the term of the agreement. Ability to brand soccer equipment with the MHUSC logo is preferred.

All quotes must reflect the following in the pricing structure:

- The Club logo (in colour), and jersey number will be placed on all kits
- The Club logo (in colour), will be placed on all Coaches Polos

This RFP consists of the provision of the following items, which must meet MHUSC branding and quality requirements:

1. Supply, on a prescribed order basis, player uniforms in a variety of sizes for both females and males from ages 3 to 18 years old. Player uniforms may include but are not limited to: Jersey, shorts, socks, or reversible jerseys, shorts and socks.
2. Supply, on a prescribed and as needed basis, soccer equipment and supplies, including but not limited to, soccer balls, training bibs, cones, ladders, portable goals, and other related equipment.



## Mount Hamilton United Soccer Club

### Product & Service Requirements Academy, Regional, OPDL and League 1.

Ongoing requirements of uniforms for the most recent seasons have required annual orders based on the following estimates:

- Full practice kit (shirt, shorts, and socks) for up to 250 Academy players registered in the U8 to U12 age groups. Delivered direct to the players home
- Full practice kit (shirt, shorts, and socks) for up to 450 Regional, OPDL and League 1 players registered in the U13 to U23 age groups. Delivered direct to the Clubs Head Office
- Full Match kit (2 shirt, 2 shorts, and 2 socks) for up to 250 Academy players registered in the U8 to U12 age groups. Delivered direct to the players home
- Full Match kit (2 shirt, 2 shorts, and 2 socks) for up to 450 Regional, OPDL and League 1 players registered in the U13 to U23 age groups. Delivered direct to the Clubs Head Office
- Tracksuits (jacket and pants) and bags (duffle or backpack) for approximately 600 players. Academy players will have this delivered direct to their home while Regional, OPDL and League 1 players will have this delivered directly to the Clubs Head Office
- Goalkeeper kit (2 shirts, 2 shorts, and 2 socks) for approximately 50 teams
- 600 Training balls for all Academy, Regional and OPDL players.
- Up to 2 FIFA approved Game balls per team (Approx. 100 game balls)
- Coaches package (Full tracksuit, Polo shirt, Coaching shirt, Coaches shorts) for up to 100 Coaches in year 1. In year 2 we would like to see a different package for all coaches.
- 2 sets of 16 pinnies per group. (Approx. 50 sets of 16)
- Board of Directors Package (Polo shirt and Wind breaker) for approximately 15 Board members.

MHUSC is looking for pricing on the above items for **ADIDAS Product only**.

For Academy players, each player will individually order and pay online through the successful bidders online portal. This players package will last the player 2 years with only new players placing orders in year 2.

All Regional, OPDL and League 1 orders will be placed by the Club as a bulk order. The bulk order will be placed for year 1 with only additions being ordered in year 2.

The successful bidder is expected to be able to fulfill replacement orders for uniforms on an ad hoc basis throughout the term of the agreement. Ability to brand soccer equipment with the MHUSC logos, player initials, and a jersey number is preferred.



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All quotes must reflect the following in the pricing structure:

- The respective Club logo and jersey number will be placed on all practice kits
- The respective Club logo, and jersey number will be placed on all match kits
- The respective Club logo and player initials will be placed on all tracksuits and bags
- The successful bidder will provide the club with different choices for the type of logo to use

All the items above must be offered in a variety of sizes for both females and males from ages U8 – U23.

### **Product & Service Requirements for the Competitive u13-u18 Program**

- Full practice kit (shirt, shorts, and socks) for up to 150 MHYSC competitive players registered in the U13 to U18 age groups; (MHYSC colours)
- Full Match kit (2 shirt, 2 shorts, and 2 socks) for up to 150 MHYSC competitive players registered in the U13 to U18 age groups; (MHYSC colours)
- Tracksuits (jacket and pants) and bags (duffle or backpack) for approximately 150 players in year 1. In year 2 we would like to see a different package for all players.
- Goalkeeper kit (2 shirts, 2 shorts, and 2 socks) for approximately 10 teams.
- 150 Training balls for all Academy, Regional and OPDL players
- Up to 2 FIFA approved Game balls per team (Approx. 20 game balls)
- Coaches package (Full tracksuit, Polo shirt, Coaching shirt, Coaches shorts) for up to 20 Coaches in year 1. In year 2 we would like to see a different package for all coaches.
- 2 sets of 16 pinnies per group. (Approx. 10 sets of 16)

MHUSC is looking for pricing on the above items for any brand of product.

For Competitive players, each player will individually order and pay online through the successful bidders online portal. This players package will last the player 2 years with only new players placing orders in year 2.

The successful bidder is expected to be able to fulfill replacement orders for uniforms on an ad hoc basis throughout the term of the agreement. Ability to brand soccer equipment with the MHUSC logos, player initials, and a jersey number is preferred.

All quotes must reflect the following in the pricing structure:

- The respective Club logo and jersey number will be placed on all practice kits
- The respective Club logo, and jersey number will be placed on all match kits
- The respective Club logo and player initials will be placed on all tracksuits and bags
- The successful bidder will provide the club with different choices for the type of logo to use

All the items above must be offered in a variety of sizes for both females and males from ages U13 – U18.



## Mount Hamilton United Soccer Club

The successful bidder must have an online store where MHUSC members can purchase club branded merchandise. Through these purchases, there must be a revenue sharing process to ensure that the Club also benefits from our membership purchasing club branded merchandise from the successful bidder. An example of this store must be shown within the proposal.

### Proposal Guidelines

MHUSC would like to conduct an open and competitive process for the procurement of the uniforms which is outlined below. Proposals are to be submitted via email to: Carl Horton, Business Manager by 5:00 pm EST on April 30, 2025. All enquiries related to this RFP are to be directed in electronic format to, Carl Horton at [chorton@mhysc.org](mailto:chorton@mhysc.org) with the subject line “2025 MHUSC Uniform RFP”.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include shipping and any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Vendors are instructed to provide information on the following items in their submissions:

**1. Company Overview:** Provide an understanding of the vendor’s business

- a. Company Name;
- b. Key Contact name and title;
- c. Address;
- d. Website and social media outlets;
- e. Phone Number;
- f. History of previous business relationships with MHUSC or other Ontario Soccer Clubs or Academies;
- g. Description of payment policies;
- h. Sample Vendor Agreement (warranty terms and refund/return policy);

**2. Sample Pricing:** Based on MHUSC products and services list prior. All prices must be itemized, provide an explanation of all fees and costs. Pricing for the Academy, Competitive, Regional and OPDL must include ADIDAS’ top 3 lines of uniforms / training kits / bags / training/game ball and tracksuits for each item is required.

**3. Value Proposition:** Any unique or special offerings that the vendor believes to be a competitive differentiator, this includes marketing support, promos, etc.

**4. Costs:** All costs must be itemized with a clear explanation of all fees and related costs and taxes.





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5. **References:** Include 3 references with a similar profile to MHUSC.
6. **Current Customers:** Include a minimum of 2 current clubs that the company supplies.
7. **Partnerships:**
  - a. List any affiliations, alliances, and partnerships that you have with other organizations globally that might enhance MHUSC access to player, coach and club development.
  - b. List any benefits these affiliations, alliances, and partnerships would have for the MHUSC in terms of marketing, promotional and sponsorship opportunities.
8. **Core Competencies:** List all related to your organization.
9. **Value Added Services:** List all other services that the MHUSC could utilize from your organization.
10. **Uniform Design/ Development/ Innovation:** describe the process of selecting uniforms including the overall design and functionality as well as the type of logo used for the crest.
11. **Timelines:** Include a calendar of events from order, to warehousing, embellishment, delivery to payment.
12. **Processes:** Include order processes and policies.
13. **Samples:** of all items that MHUSC have requested.

Please also provide any additional information that would be relevant to the RFP and the vendor's capability to provide the goods and services requested, including a more complete and thorough product and service offering.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the MHUSC Business Manager and Board of Directors and will include scope, budget, schedule, and other necessary items pertaining to the project. For the MHUSC terms and conditions please contact Carl Horton at [chorton@mhusc.org](mailto:chorton@mhusc.org)

All enquiries related to this RFP are to be directed in electronic format to, Carl Horton at [chorton@mhusc.org](mailto:chorton@mhusc.org) with the subject line "2025 MHUSC Uniform RFP".



## Mount Hamilton United Soccer Club

### Timelines for the RFP Process

**April 2, 2025** RFP posted at [www.mhysc.org](http://www.mhysc.org) and all Club Social Media outlets

**April 11, 2025** Questions related to the RFP can be submitted to [chorton@mhysc.org](mailto:chorton@mhysc.org)

**April 15, 2025** A Teams meeting will be held at 10am with all bidders that have supplied questions to answer any questions that have been received. All parties that have submitted questions will be invited to attend

**April 30, 2025** Deadline for RFP submission (5:00 pm EST)

**May 5, 2025** Shortlist decision – bidders notified on or before date

**May 12-13 2025** Shortlisted bidders invited to present their proposal to a Selection Committee

**May 26, 2025** Contract awarded to successful bidder

**October 1 – 14 2025**, Successful bidder will organize and manage a try-on / sizing day in conjunction with club staff for all Academy, Competitive, Regional and OPDL players

**December 1 2025**, delivery of all uniforms

### Decision Making Criteria

Responses meeting the mandatory criteria will be further assessed against the following desirable criteria:

#### Service Proposal

- Proven experience with providing uniforms and equipment described.
- Service level agreement (turnaround times, customer service).

#### Product recommendation

- Product is current in style and with correct quantities available.

#### Pricing competitiveness

- Price of the product(s) is competitive and comparable. Pricing provided must be held for the duration of the 2-year contract.

#### Value Proposition

- Organization provides suitable added value in addition to the product(s).

#### Delivery

- MHUSC would prefer that the successful bidder can successfully deliver all product as follows:
  - House League order direct to Clubs Main office
  - Academy and Competitive orders direct to Academy players homes
  - Regional, OPDL and League 1 orders direct to the Clubs Main office

#### References

- Organizations references are positive in nature and answer all questions asked by the MHUSC selection committee.



## Mount Hamilton United Soccer Club

It is essential that bidders provide their responses in a clear and concise manner with sufficient evidence for MHUSC to assess their proposal with the noted criteria. Bidders may be asked to make a presentation of their proposal, which MHUSC reserves the right to select a shortlist of proposals for this purpose. Bidders will be notified of the success or failure of their submissions. Please note if you are unsuccessful in your bid, there will be no follow up or explanation.

### **Other RFP Process Considerations:**

#### **Expenses & Remuneration**

Vendors are responsible for their own expenses in preparing a response for this RFP and subsequent negotiations with MHUSC. MHUSC will not be liable to any potential vendor for any claims, whether for costs or damages incurred by the potential vendor in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

#### **Acceptance of Responses**

This RFP is not an agreement to purchase services. MHUSC is not bound to enter into a contract with any potential vendor. Responses will be assessed in light of the criteria described in this document.

#### **Definition of Contract**

Should a potential partner be selected for interview, this will neither constitute a contract nor give the potential vendor any legal or equitable rights or privileges relative to the requirements set out in this RFP. Only if MHUSC enters into a full written contract will a potential partner acquire any legal or equitable rights or privileges.

#### **Withdrawals**

A potential vendor may withdraw its name from the list of potential vendors by notifying MHUSC in writing to the e-mail address provided above. MHUSC may withdraw a name of a potential partner by notifying the potential partner in writing via email.

#### **Modification of Terms**

MHUSC reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a contract.

#### **Ownership of Responses**

All documents, including responses, submitted to the MHUSC become the property of MHUSC

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MHUSC thanks all perspective bidders for their interest in MHUSC and this RFP.