



**AMENDED Invitation to Bid (ITB) #091123 by Sealed Bid AMENDED
BID SPECIFICATION HAVE BEEN AMENDED
AMENDED ON AUGUST 4, 2023**

for Athletics Apparel, Footwear, Uniforms, Equipment

&

Related Services

**Benton County School District
231 Court Street
Ashland, MS 38603**

First Day to Place Bid: August 2, 2023

Bids Due: Friday , September 1, 2023 by 10:00 AM

Contact: Dr. Roxanne Hall, rhall@benton.k12.ms.us

Authorized Purchasing Agent: Dr. Roxanne Hall

**BENTON COUNTY SCHOOL DISTRICT
DEPARTMENT OF ATHLETICS | INVITATION TO BID
PROCUREMENT AND SPONSORSHIP OF ATHLETIC APPAREL, FOOTWEAR, AND
UNIFORMS FOR BCSD ATHLETICS ITB#091123**

This Invitation to Bid (ITB) will be conducted by Sealed Bid . Bidders should carefully read the Description of the Process and Invitation to Bid Timeline below prior to proceeding.

Benton County School District (hereinafter referred to as the “District” or “BCSD”) is seeking bids, through the sealed bid process, from experienced and qualified athletic apparel dealers to provide a full range of sports apparel, footwear, uniforms, and equipment for BCSD Athletic Department.

INVITATION TO BID TIMELINE

Event	Date
ITB Release	August 2, 2023
Newspaper Advertisement	August 2, 2023 August 9, 2023
Bid Submission Deadline	September 1, 2023 by 10am
Bid Award Recommendation	September 11, 2023
Public Award Notice/Results	No later than September 12, 2023

Responses may be submitted to:

Benton County School District
Attention: Dr. Roxanne Hall
231 Court Street
Ashland, MS 38603

All mailed or hand delivered responses must be received in the administrative office above no later than 10:00am on September 1, 2023. All mailed and hand delivered responses must include 3 copies of the bid documents. The bid packet must be clearly marked in the lower right corner with the following: Athletics ITB #091123.

Electronic responses can be submitted at <http://www.centralbidding.com>. Bid documents can be retrieved from <https://www.benton.k12.ms.us/rfps> or <http://www.centralbidding.com>.

Definition of Bid. The Bid or Bid Response means all documents, whether attached or incorporated by reference, supplied by the Bidder in response to this solicitation.

INTRODUCTION AND GENERAL INFORMATION

1. Introduction

Benton County School District is soliciting sealed bids, from vendors licensed to sell athletic footwear and apparel and equipment to furnish its varsity teams, club sports and/or intramural programs with athletic footwear, apparel, and equipment. Benton County School District is requesting goods and services for its Athletic Department as described in the ‘Objectives and Scope of Service’ section of this Invitation to Bid (“ITB”). Each vendor shall be responsible for expenses incurred in connection with the preparation and submission of any bid in response to this ITB. Benton County School District will not be liable in any manner or to any extent for any cost or expense incurred by any vendor, whether directly or indirectly, in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this ITB. Vendor bids, and all materials associated with, attached to, or referenced therein, will become the property of Benton County School District.

This ITB is not an offer by Benton County School District to enter into an agreement with any vendor. This ITB is a request to receive sealed bids from vendors interested in providing the goods and services described herein, using the sealed bid process. *Benton County School District reserves the right to reject any and all bids, in whole or in part, for any or no reason, to waive formalities, and to enter into negotiations with any third party (including but not limited to one or more of the prospective vendors) to provide the goods and services described herein. Benton County School District may withdraw or cancel this ITB at any time, without penalties.*

2. About the Program

Benton County School District represents approximately 1,000 students in grades K-12. Benton County School District offers 11 high school activities and 18 middle school activities:

BCSD Athletic Activities

Benton County Schools
High School Girls Basketball
Junior High Girls Basketball
Boys Basketball
Junior High Boys Basketball
High School Cheer
Boys Cross Country
Archery
Choir
High School Football
Junior High Football
Golf
Girls Powerlifting
Boys Powerlifting
Softball
Boys Track
Girls Track
Girls Cross Country
Baseball
Volleyball
High School & Middle School Cheer

3. Department of Athletics, Activities and Physical Education

The Benton County School District has over 18 coaches and offers physical education classes for grades PreK-12 for approximately 1,000 students.

4. Athletic Facilities and Non-Collegiate Events

Benton County School District has designated fields for each end of the School District. Equipment includes but is not limited to all necessary items for execution of aforementioned sports.

OBJECTIVES AND SCOPE OF SERVICE

1. Overview and Objectives

Benton County School District is requesting sealed bids from qualified vendors who will provide athletic footwear, apparel, equipment, and related accessories (“athletic product”) in support of the Department of Athletics as detailed below.

2. Terms

Benton County School District is seeking a three (3) year agreement with a renewal option for two (2) additional years on a “yearly basis”. Ninety (90) days before the end of the three (3) year agreement the Athletic Director, Purchasing Department, selected athletic department staff, and Board of Trustees will review the performance of the vendor to determine the viability of executing the two-year option. The vendor will be notified of this decision before the end of the three (3) year agreement. Benton County School District also reserves the right to cancel the contract/agreement at any time during the 3 years agreement period and any renewable periods, with or without reason, with a sixty (60) day written notice. During any agreement period, if there is a price change, it must be approved by the Board of Trustees. If the Board of Trustees does not approve the price changes, all parts of any established agreement, related to this ITB, will become null and void and not executable immediately.

3. Scope of Services

- **Quality:** All athletic products purchased under any subsequent agreement award shall be procured in accordance with and conformity to the State of Mississippi purchasing laws.
- **Ordering System & Schedule:** The successful vendor must maintain a secure order and delivery system that provides an efficient method for the Department of Athletics to order and receive athletic product in a manner that meets the scheduling requirements of the Department of Athletics and the purchasing requirements of the State of Mississippi.

- **Size and Fit:** The successful vendor shall provide men's and women's cuts in apparel and uniforms. Tall and large sizes in apparel and uniforms shall be provided in addition to footwear in standard sizes as well as in large and wide sizes.
- **New Products:** The successful vendor shall provide Benton County School District with prior notice of any new athletic products in development by vendor or manufacturer. Vendor shall provide Benton County School District with the ability to secure new athletic products upon the commercial availability of said products.
- **Pricing:** Pricing shall be based on a percentage discount off of a static manufacturer's list price which must be provided as a part of the vendors response to this bid. All percentage discounts bid and manufacturer's list price are subject to the Board of Trustees approval, and all price changes must be approved before subsequent purchases are made when the manufacturer's price list is updated for any reason.
- **Additional Financial Incentives:** Benton County School District is interested in considering additional financial incentives if offered by the vendor and/or manufacturer. These financial incentives would be in addition to the submitted discounted pricing structure based on the current manufacturers list price.
- **Performance:** Meetings may be held at a mutually agreed upon time and date to discuss vendor performance. This will serve as a communication tool to address any issues that may arise. These meetings may be held in-person or virtually at no cost to the District.

ITB REQUIREMENTS

1. **Response Requirements:** All bids must include a response in the sequence specified below and should include as much detail as possible. Failure to respond to all points may be grounds for rejection. Likewise, failure to supply any information required to accompany the bids may cause a rejection of the bid as non-compliant. Benton County School District reserves the right to request additional information and/or presentations, if clarification if needed.
2. **Specific Response Requirements:**
 - Name and address of your location, or the location of the branch that would be serving the Benton County School District.

- Please specify how many years of experience you have selling team uniforms and related apparel and equipment. How long has your company been in this business? Has it been your primary business focus? Explain.
- Describe in detail your relationship with the manufacturer you would represent in this contract, including the length and nature of your business relationship, status as a local dealer for the manufacturer, level of support both you and Benton County School District can expect from the manufacturer, and any other information you deem of interest to Benton County School District.
- Provide a list of the athletic product that you are capable of supplying to the Benton County School District. Include a list of athletic products that you are capable of supplying to the Benton County School District in the colors blue/white and red/white/blue. Submit with your bid a copy of each relevant catalog in effect on the date of the bid opening. All such lists must include pricing and percentage(s) off of the static price.
- Verify that you are capable of providing:
 - a) Three different levels of uniforms: stock, modified and custom
 - b) Men's and Women's cuts in apparel and uniforms
 - c) Tall and large sizes in apparel and uniforms
 - d) Footwear in standard sizes as well as in large and wide sizes
 - e) Outline, in detail, your proposed ordering process.
 - f) Provide details on ordering lead times and logistics.
 - g) Experience with providing custom screen printing and embroidery.
- Additional Provisions
 - a) Provide in detail any policies that Benton County School District should be aware of when evaluating responses, this may include, but is not limited to, return or exchange policies, minimum order policies, etc.
 - b) Provide a description of the discounted pricing schedule, as well as static manufacturer's price list you propose to provide Benton County School District, and any other financial incentives, special buys, etc.
 - c) Define any other merchandising, incentives, or additional financial considerations to be offered by the vendor and/or manufacturer to Benton County School District in exchange for the exclusivity offered to vendor herein. All incentives defined must be made payable to Benton School District and not to the Athletic Department. All incentives are for student use.
 - d) Verify in writing that both you and the manufacturer shall abide by the terms, conditions and requirements Mississippi procurement laws.

- e) Provide contact information for at least three current or former clients as references.
- f) Provide any additional information you feel may be pertinent to Benton County School District when evaluating bids, such as value-added or unique services.

PAYMENT

Benton County School District will purchase items from the potentially awarded agreement with an BCSD Purchase Order or with Departmental Procurement Cards. Vendors must be able to accept purchase orders. No items may be shipped without first securing a purchase order from BCSD. All purchases made by BCSD shall be tax exempt pursuant to Mississippi Code Ann. § 27-65-105.

Benton County School District reserves the right to negotiate and contract separately for the teams and/or products listed herein.

SUBMISSION OF QUESTIONS

Vendors may submit questions via email to the Dr. Roxanne Hall to rhall@benton.k12.ms.us. The deadline for submission of questions is 4:00 PM CST on Wednesday, August 16, 2023. All questions and their answers shall be published as an addendum.

PRODUCT PRESENTATIONS

BCSD may request competing vendors to present sample to certain BCSD designees at a mutually agreed time and place, during the bidding period. Vendor presentations should not exceed one (1) hour.

EVALUATION OF BIDS

Benton County School District's objective is to identify the bid(s) that offer the greatest overall benefit to District. Each bid will be evaluated on the basis of all of its content, with primary consideration given to the following:

- Price and other financial considerations
- Quality of footwear and apparel
- Demonstrated ability to effectively perform the specified work
- The vendor's overall performance record as assessed by current and former clients
- Evidence of corporate capability and commitment to sustainability

- Whether the vendor has presented a quality and innovative product and service that demonstrates the vendor's understanding of the needs of Benton County School District, as identified in this ITB
- The feasibility of implementation

BID PROCESS EXPLAINED

- Interested bidders may schedule an in-person presentation to present samples of items in the specifications.
- Bidders MUST submit the completed bid response by the deadline specified in this ITB.
- Bid responses must be submitted to centralbidding.com or mailed to the administrative office, following the instructions prescribed in this ITB.

AGREEMENT

Any agreement resulting from a bid submitted in response to this ITB must include terms and conditions acceptable to Benton County School District, including, without limitation, vendor representations and warranties, acceptance of and written agreement demonstrating willingness to adhere to the state of Mississippi procurements laws, service level commitments, vendor insurance requirements, and indemnification of Benton County School District.

CONFLICT OF INTEREST

Benton County School District's policies require the avoidance of real and apparent conflicts of interest. No employee, officer or agent of Benton County School District shall knowingly participate in the selection of a vendor; if such individual's immediate family member has a material financial interest in such vendor, or is negotiating, or has any arrangement concerning prospective employment with such vendor. No officer, employee or agent of Benton County School District shall either solicit or accept gratuities, favors or anything of monetary value from any vendor, including any contingency fee. If a vendor has reason to believe any officer, employee, or agent of Benton County School District has violated any provision of this paragraph, vendor shall immediately notify Benton County School District of the suspected violation by sending notice thereof to Dr. Roxanne Hall, at rhall@benton.k12.ms.us.

NO USE OF BCSD NAME

Neither any ITB respondent nor any contracting party is permitted to use (a) Benton County School District's name, (b) the name of any employee, student, or agent of Benton County School District, or (c) any trademarks, service marks, or trade names owned or controlled by Benton County School District, in any public manner, including any sales, promotions, advertising, or other publication, without the express prior written consent of Benton County School District.

AMENDED PRODUCT SPECIFICATIONS AMENDED

The following products are a listing of the apparels Benton County School District is seeking to purchase. Total Price will be submitted during the sealed bid. Vendors may submit their catalog as pricing for the specified products.

PRODUCT	DESCRIPTION	PRICE
Baseball	Baseball pant no piping	
Baseball	Baseball pant single color piping	
Baseball	Baseball pant two color piping	
Baseball	Baseball jersey button down	
Baseball	Baseball Jersey pullover	
Baseball	Game Baseballs dozen	
Baseball	Practice Baseballs dozen	
Baseball	Baseball practice t shirts	
Baseball	Baseball practice shorts	
Baseball	Baseball helmet	
Baseball	Baseball bat BBCOR	
Baseball	Baseball pant pinstripes	
Baseball	Baseball BP top	
Baseball	Long sleeve compression shirt Cold weather	
Baseball	Baseball cap one color	
Baseball	Baseball cap two color	
Baseball	Baseball socks one color	
Baseball	Baseball stirrups one color	
Baseball	Field Chalk	
Softball	Softball pant no piping	

Softball	Softball pant single color piping	
Softball	Softball pant two color piping	
Softball	Softball pant pinstripes	
Softball	Softball jersey button down	
Softball	Softball jersey pullover	
Softball	Softballs practice	
Softball	Softballs game	
Softball	Softball helmet	
Softball	Softball bat	
Softball	Softball practice t shirt	
Softball	Softball practice short	
Softball	Long sleeve compression shirt	
	Cold weather	
Softball	Lightweight Cap	
Softball	Visor one color	
Softball	Visor two color	
Softball	Softball socks	
Football	Football pant no stripe	
Football	Football pant single stripe	
Football	Football pant two stripe	
Football	Football jersey	
Football	Football helmet	
Football	Football shoulder pads	
Football	Football cleats	
Football	Football practice t shirts	
Football	Football practice shorts	
Football	Mouthpiece	
Football	Chin strap for helmet	
Football	NFHS certified footballs	
Football	Kicking tee	
Football	Field Paint	
Football		
Football		
Basketball	Men's Basketballs	
Basketball	Women's Basketballs	
Basketball	Basketball jerseys	
Basketball	Basketball shorts	
Basketball	Basketball storage rack	
Basketball	Practice reversible jersey	
Basketball	Warm up top one color	
Basketball	Warm up top two color	
Basketball	Warm up pant one color	
Basketball	Warm up pant two color	
Basketball	Basketball socks	
Basketball		
Volleyball	Volleyballs Game	

Volleyball	Volleyball Practice	
Volleyball	Volleyball net	
Volleyball	Volleyball netting system	
Volleyball	Volleyball storage cart	
Volleyball	Volleyball jerseys short sleeve	
Volleyball	Volleyball jersey long sleeve	
Volleyball	Volleyball jersey sleeveless	
Volleyball	Volleyball sleeve	
Volleyball		
Volleyball		
Track/Cross Country	Track jersey mens	
Track/Cross Country	Track jersey womens	
Track/Cross Country	Track short mens	
Track/Cross Country	Track short womens	
Track/Cross Country	Track baton	
Track/Cross Country	Track spikes	
Track/Cross Country	Hurdles	
Track/Cross Country	Starting blocks	
Track/Cross Country	Discuss	
Track/Cross Country	Shot	
Track/Cross Country	Track singlet one color	
Track/Cross Country	Track singlet two color	
Track/Cross Country		
Track/Cross Country		
Golf	Golf Balls	
Golf		
Golf		
Golf		
Powerlifting	Weight belt	
Powerlifting	Weightlifting Chalk	
Powerlifting	Rubber bumper plates	
Powerlifting	Olympic grip weight plates	
Powerlifting	Barbells	
Powerlifting		
Powerlifting		
Archery	Archery Net	
Archery	Archery Bow	
Archery	Arrow	
Archery	Archery Target	
Archery		
Cheer/Dance	Pom Poms	
Cheer/Dance	Tumbling Mat	
Cheer/Dance		
TOTAL PRICE		