



Charter Township of Orion

County of Oakland, Michigan

Request for Quotes

Athletic League Uniforms

FOR

THE CHARTER TOWNSHIP OF ORION

LAKE ORION, MICHIGAN

January 6, 2025

The Charter Township of Orion is issuing a Request for Quotes (RFQ) for Athletic League Uniforms.

Sealed Proposals: Contractor will deliver one **(1) original** and **two (2) copies** to the following address:

The Charter Township of Orion

Clerk's Office

2323 Joslyn Rd.

Lake Orion, MI 48360

By 1:00 p.m. Wednesday January 22, 2025

Quotes received after the above cited time will be considered a late bid and are not acceptable.

- The envelope should be clearly marked "SEALED RFQ – Athletic League Uniforms"
- Please direct procedural questions regarding this RFQ to the Clerk's Office
- Please direct technical questions regarding this RFQ to Tyler Carpenter 248-391-0304 ext. 3505 or tcarpenter@oriontownship.org before Monday, January 20, 2025 at 12:00pm.

Thank you for your interest.

I. QUOTE INFORMATION

Definitions	"Bidder"	an individual or business submitting a bid to the Charter Township of Orion
	"Contractor"	One who contracts to perform services in accordance with a contract
	"Township"	is the Charter Township of Orion

II. QUOTE TERMS

The Charter Township of Orion reserves the right to reject any and all quotes received as a result of this RFQ. If a quote is selected, it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors that the Charter Township of Orion may consider. The Township does not intend to award a contract fully on the basis of any response made to the proposal; the Township reserves the right to consider quotes for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose quote is deemed to best meet the Township's specifications and needs.

The Township reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Township to be in the best interests of the Township even though not the lowest bid.

Quotes must be signed by an official authorized to bind the contractor to its provisions for at least a period of 1 year. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFQ, an addendum will be provided. Deadlines for submission of RFQs may be adjusted to allow for revisions. To be considered, **Three (3) packets, the original and Two (2) copies** must be at the Township on or before the date specified.

Quotes should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFQ. Quotes shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

III. QUOTE SPECIFICATIONS

The Orion Township Parks & Recreation Department is soliciting quotes from qualified sources to provide professional printing services for the Orion Girls Softball League (OGSL), Lake Orion Youth Baseball League (LOYBL) & Orion Oxford Soccer League (OOSL) uniforms as outlined below for the 2025 season. This request for quotes is intended to serve as a means for establishing a 1-year agreement, with options to renew up to 3 times in 1 year increments if pricing doesn't increase more than 5% from original contract.

Specifications

1. Items should follow guidelines and brands (unless unspecified). If a substitute is needed, a sample may be requested by the Township for approval.
2. Imprinting: screen-print on front with one (1) color ink. All artwork costs, screen costs, and set-up to be included in quote. Player name and number printed on the back of jerseys (Just numbers for OOSL). Coach shirts (included in total jersey quantity for LOYBL & OGSL) have team logo printed on the front & "Coach" printed on the back (OOSL receive OOSL logo on front and "coach" on the back).

Pricing

Quantity will vary based on how many participants register for the program. The sample numbers given are based on what was ordered in Fall 2024. We anticipate a similar number of players in 2025 with Spring seasons being slightly larger. The quote should reflect the numbers provided. Please also indicate the per item price for comparison. (Please complete Bid Sheet on last page for uniform pricing)

LOYBL 2021 Fall		OGSL 2021 Fall	
Description	Qty	Description	Qty
LOYBL Jerseys - Champro BST99	415	OGSL Jerseys- Augusta 2792/2793	100
LOYBL Pants – Champro BP39	388	OGSL Vissors- Augusta 6225/6226	100
Socks - As2	388	OGSL Pants- Champro BP39	100
Hats	415		

OOSL 2021 Fall	
Description	Qty
OOSL Reversible Jersey- 322901/322900	200
Socks- AS2	200
Coach Shirts- BST99	75

Soccer players do not get new uniforms every season like LOYBL. Parents pay individually whenever they want a new jersey.

Please indicate if any items have an additional fee for larger sizes.

Delivery

Please indicate any fee for delivery to the Orion Center (3800 S. Baldwin Rd., Lake Orion, MI 48360)

Late Orders

Please indicate any additional fee for individual orders placed after the original order date.

Team Sponsorship

Are you interested in sponsoring one team in each league? Sponsorships are \$400 per team or \$350/2+ teams in the Spring and \$300 per team or \$250/2+ teams in the Fall.

On-Site Uniform Rep

The chosen vendor must be on site at the Municipal Complex with samples available to try on at the open walk-in registration days on Saturday, February 8th from 9:00 am-2:00 pm. OGSL, LOYBL, and OOSL have walk-in registration on both dates. A second date (to be determined) may be requested for uniform exchanges for both leagues.

Additional Services

Orion Township Parks & Recreation may request the services for additional printing and apparel supplies. (Staff Shirts, Embroidery, Polos, Sweatshirts, Pullovers, Hats, Promotional Materials, Screen Printing etc.) Please provide details about services you may be able to provide for this.

Contract Duration

All prices will remain firm for 1 year.
This request for quotes is intended to serve as a means for establishing a 1-year agreement, with options to renew up to 3 times in 1-year increments if pricing doesn't increase more than 5% from original contract. The Township reserves the right to cancel or refuse any quote.

IV. PRELIMINARY SCHEDULE

The following are estimated dates and are not binding:

Vendor Selection

Advertise for quotes	January 2025
Receive quotes	January 22, 2025, by 1:00 p.m.
Review quotes/samples	January 23-30, 2025
Award Bidder	February 4, 2025

Season Dates

Walk-In Registration Dates	February 8, 2025
Registration Ends	March 10
Place Uniform Orders	Mid March
Practice Begins	April 7
Games begin	April 19 (OOSL) & April 26 (LOYBL/OGSL)
Season Ends	June 15

V. AWARD

Award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully, the Township may negotiate a contract with any other proposer or withdraw the RFQ.

AWARD SELECTION PROCESS. Selection of qualified bidders will be based on the Township's sole determination as to how well quotes meet the Township's needs. Additional questions may be asked of bidders, and interviews may be conducted. Bidders will be notified of any additional required information or interviews after the written quotes have been evaluated. The Township reserves the right to reject all proposals.

At the Township's option, discussions may be had with bidders determined to be reasonably susceptible of being selected for an award. Discussions may be for the purpose of clarification, to assure full understanding of and responsiveness to, the solicitation requirements. In conducting discussions, the Township will not disclose information derived from quotes submitted by competing bidders.

CANCELATION OF SOLICITATION. The Township may cancel this solicitation at any time.

COMPLIANCE WITH LAWS. All quotes shall comply with current federal, state, local and other laws relative thereto.

EXPERIENCE AND COMPETENCY. The successful bidder shall be skilled and regularly engaged in the type of work specified. Consideration will be given not only to the financial standing but also to the general competency of the proposer for the performance of the work specified in the contract documents.

INFORMED BIDDER. Bidders are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at a proposer's own risk.

QUOTE COSTS. The Township is not liable for any costs incurred by bidders before entering into a formal contract. Costs of developing the quotes, or any other such expenses incurred by the bidder in responding to the RFQ, are entirely the responsibility of the bidder and shall not be reimbursed in any manner by the Township.

QUOTE MODIFICATIONS. Any bidder who wishes to make modifications to a quote already received by the Township before the submittal deadline must withdraw their quote in order to make the modifications. Withdrawals must be made in accordance with the terms and conditions of this solicitation (see *Withdrawal of Quote*). All modifications must be made in ink, properly initialed by bidder's authorized representative, executed and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the bidder to ensure that modified or withdrawn quotes are resubmitted before the submittal deadline.

QUOTE, REJECTION OF. The Township reserves the right to reject any or all quotes or any part of a quote. The Township reserves the right to reject the quote of any bidder that previously failed to perform adequately for the Township or any other governmental agency. The Township expressly

reserves the right to reject the quote of any bidder who is in default on the payment of taxes, licenses or other monies due to the Township.

BIDDER IS SOLE POINT OF CONTACT. The successful bidder will be the sole point of contact. The Township will look solely to the successful bidder for the performance of all contractual obligations that may result from an award based on this RFQ, and the awarded bidder shall not be relieved for the nonperformance of any or all subcontractors.

SELL OR ASSIGN. The successful bidder shall not have the right to sell, assign or transfer any rights or duties under any contract entered into as a result of this RFQ without the specific written consent of the Township.

SIGNATURES. An individual who is authorized to bind the bidder must sign the proposal.

WITHDRAWAL OF QUOTE. Bidders' authorized representatives may withdraw quotes only by written request received by the Clerk's Office before the quote submittal deadline. After that time, bidders may not withdraw their quotes for a period of ninety days from the date of opening. At no time may the successful bidder(s) withdraw his proposal.

DHS CERTIFICATION. By submitting a quote, the bidder hereby certifies that at the time of this certification, the bidder does not knowingly employ or contract with an illegal alien; and that bidder has participated, or attempted to participate, in the E-verify program or the Department Program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8.17.5-102(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform the work under the public contract for services.

INDEMNIFICATION AGREEMENT

The Contractor will protect, defend and indemnify the Charter Township of Orion, its officers, agents, servants, volunteers and employees for any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Charter Township of Orion in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-Contractor, or any employee, agent or representative of the Contractor or any sub-Contractor.

INSURANCE REQUIREMENTS

- A. Workers' Compensation Insurance: The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability coverage, in accordance with all applicable Statutes of the State of Michigan.

- B. Commercial General Liability Insurance: The contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.

- C. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The Charter Township of Orion, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and Board members, including employees and volunteers thereof.

- E. Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change be sent to the Township Clerk, Charter Township of Orion, 2323 Joslyn Rd., Lake Orion, MI 48360.

Orion Township Authorized Contacts

Tyler Carpenter
(248) 391-0304 ext. 3505

Chelsie Petrusa
(248) 391-0304 ext. 3504

Aaron Whatley
(248) 391-0304 ext. 3501

CHARTER TOWNSHIP OF ORION

Sealed Bid Form – Athletic League Uniforms

Requested by Parks & Recreation

Bid Opening: Wednesday, January 22, 2025 at 1:00 p.m.

The undersigned hereby declares that he/she has carefully examined the instructions and specifications as listed in the Bid Packet. The undersigned declares the prices set forth in this bid do cover all the requirements listed in the bid packet "Athletic League Uniforms Requirements."

It is understood and agreed that all bid prices shall remain in effect for at least one (1) year from the date of the bid opening.

The Charter Township of Orion reserves the right to split or abstract any or all bid quotes and award multiple contracts from the same quotation, based on price, availability and service, when in its judgment it best serves the Charter Township of Orion.

BIDDERS

Name of Bidder: _____

Address: _____

Telephone No.: _____ Email: _____

Authorized Signature: _____ Date: _____

References (Public accounts)

Entity's Name & Address, Contact Information & Phone Number

1) _____

2) _____

3) _____