

**REQUEST FOR PROPOSAL**  
**For**  
**Athletic Team Apparel**



Peru State College  
Department of Intercollegiate Athletics  
600 Hoyt Street  
P.O. Box 10  
Peru, NE 68421-0010

|                             |   |
|-----------------------------|---|
| Release Date:               | January 8, 2024                                 |
| Proposal Due No Later Than: | February 12 <sup>th</sup> , 2024, 1:00 p.m. CST |
| Contract Award Date:        | April 19 <sup>th</sup> , 2024 (tentative)       |
| Effective Date:             | April 22 <sup>nd</sup> , 2024                   |

Peru State College  
Department of Intercollegiate Athletics

**TABLE OF CONTENTS**

|                                |    |
|--------------------------------|----|
| Request for Proposal Notice    | 3  |
| PART I – Introduction          | 4  |
| PART II – Specifications       | 5  |
| PART III – Requirements        | 7  |
| PART IV – Terms and Conditions | 8  |
| PART V – Response Evaluation   | 10 |
| Bid Proposal Form              | 11 |
| Proposal Certification         | 14 |

**REQUEST FOR PROPOSAL (RFP)  
NOTICE**

Notice is hereby given that the Board of Trustees of the Nebraska State Colleges dba Peru State College (PSC), Peru, Nebraska, will accept Proposals for athletic team apparel for the Peru State College Department of Intercollegiate Athletics until **February 12<sup>th</sup>, 2024, 1:00 p.m. Central Standard Time (CST)**.

All Proposals shall be clearly identified as ***Athletic Team Apparel for Peru State College***. Two (2) hard copies of your Proposal (one must be marked Original) and one digital copy should be forwarded to Peru State College. Proposals shall be submitted in person or through a mailing service (i.e., U.S. Postal Service, FedEx, United Parcel Service (UPS), etc.) to the following address:

**Peru State College  
Athletic Director  
600 Hoyt Street  
P.O. Box 10  
68421-0010**

***\*Please note that no delivery service guarantees overnight delivery to Peru, Nebraska.***

In the event of any inconsistencies, the language contained in the original RFP shall govern. Please note that no formal opening of the Proposals will take place.

Proposals will be evaluated, and the successful vendor will be determined and approved by PSC. PSC reserves the right to reject any or all Proposals, waive informalities, and to select the vendor, benefits, and services that best meet the needs of PSC.

Inquiries or clarification requests should be directed by e-mail to the following contact, no later than January 29<sup>th</sup>, 2024.

**Kyle Pond**  
**Athletic Director**

E-mail: [athleticsRFP@peru.edu](mailto:athleticsRFP@peru.edu)

Responses to inquiries and clarification requests will be issued in writing to all interested parties and posted online at <https://www.peru.edu/rfp/> no later than January 29th, 2024.

Requests for Proposal forms should be directed by e-mail to the following contact:

**Kyle Pond**  
**Athletic Director**

E-mail: [athleticsRFP@peru.edu](mailto:athleticsRFP@peru.edu)

## **REQUEST FOR PROPOSAL PART I – INTRODUCTION**

### **General**

The Board of Trustees of the Nebraska State Colleges dba Peru State College (PSC), Peru, Nebraska, is seeking Proposals for athletic team apparel for the Peru State College Department of Intercollegiate Athletics for a three-year contract period beginning April 22nd, 2024, and ending April 21<sup>st</sup>, 2026, with the option of two annual renewals by agreement of both parties. PSC will entertain proposals from all national brands. Proposals must be submitted according to the terms and conditions included in this Request.

PSC is a NAIA institution with membership in the Heart of America Athletic Conference. PSC sponsors thirteen (13) varsity sports including Baseball, Men's Basketball, Men's Bowling, Football, Men's Cross Country, Women's Basketball, Women's Bowling, Women's Cross Country, Cheer, Dance, Women's Softball, Women's Golf, and Women's Volleyball.

### **Inquiries**

Inquiries or clarification requests should be directed by e-mail to the following contact, no later than January 29<sup>th</sup>, 2024.

**Kyle Pond  
Athletic Director**

E-mail: [athleticsRFP@peru.edu](mailto:athleticsRFP@peru.edu)

Responses to inquiries and clarification requests will be posted online at <https://www.peru.edu/rfp/>.

### **RFP Submission Format**

All Proposals shall be clearly identified as ***Athletic Team Apparel for Peru State College***. Two (2) hard copies of your Proposal (one must be marked Original) and one digital copy should be forwarded to Peru State College. Fax and email Proposals will not be accepted. Proposals shall be submitted in person or through a mailing service (i.e., U.S. Postal Service, FedEx, United Parcel Service (UPS), etc.) to the following address:

**Peru State College  
Athletic Director, Athletic Apparel RFP  
600 Hoyt Street  
P.O. Box 10  
Peru, NE 68421-0010**

***\*Please note that no delivery service guarantees overnight delivery to Peru, Nebraska.***

## **REQUEST FOR PROPOSAL PART II – SPECIFICATIONS**

### **Nature of RFP**

Peru State College is requesting proposals to assist in developing a partnership to provide athletic apparel and uniforms to the athletic department. This RFP is undertaken by the Board of Trustees of the Nebraska State Colleges dba Peru State College.

### **Selection Process**

The selection process includes the Athletic Director, Assistant to the VPAF and athletic staff members. Others may be added, as necessary. The group will evaluate each proposal and make the final decision. On-campus or teleconference presentations may be required of those that meet RFP specifications. The need for such presentations will be determined by the selection group.

### **Selection and Implementation Timeline**

|  |   |
|--|---|
| Monday January 8, 2024                   | Publish RFP   |
| Monday, January 29, 2024                 | Deadline for questions submitted                        |
| Tuesday, February 6, 2024                | Answers posted on web site                              |
| Monday, February 12, 2024                | Deadline for RFP proposal submissions 1:00 PM           |
| Monday, February 19 <sup>th</sup> , 2024 | Finalist(s) Selected                                    |
| Monday, February 26, 2024                | Interview(s) (on or before / as needed)                 |
| Friday, March 1, 2024                    | Best and Final Offer (if invited to do so)              |
| Friday, April 19 <sup>th</sup> , 2024    | Contract Awarded (on or before)                         |
| Monday, April 22 <sup>nd</sup> , 2024    | Contract Signed/Effective April 22 <sup>nd</sup> , 2024 |

### **Contract Term**

Peru State College desires to enter into a contract with the successful vendor by the latest effective date of April 22, 2024. If Peru State College and the successful vendor are unable to negotiate and sign a contract by April 22, 2024, Peru State College reserves the right to seek an alternate vendor.

### **Parties to the Contract**

Parties to this contract shall be the Board of Trustees of the Nebraska State Colleges dba Peru State College and the successful vendor.

### **Applicable Law**

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Nebraska.

### **Public Records**

Proposals submitted and contracts executed as a result of this RFP are subject to statutory public disclosure and public website posting requirements. Information submitted with proposals and written responses are subject to disclosure requirements under the Nebraska Public Record statutes. Information may only be withheld from the public under very limited circumstances. Documents submitted as part of the proposal containing trade secret or proprietary information must be submitted in a sealed envelope marked "Proprietary." Pricing cannot be considered proprietary.

**Contract Assignment**

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of both parties.

**Entire Agreement**

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the subject matter of the contract are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

**Deviations and Exceptions**

Deviations from and exceptions to terms, conditions, specifications, or the manner of this RFP shall be described fully on the vendor's letterhead stationery, signed, and attached to the proposal submittal page(s) where relevant. In the absence of such a statement the vendor shall be deemed to have accepted all such terms, conditions, specifications, and the manner of the RFP. A vendor's failure to raise an issue related to the terms, conditions, specifications, or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that vendor's right to raise the issue later in any action or proceeding relating to this RFP.

**Duration of Offer**

All proposal responses must indicate they are valid for a minimum of seventy-seven (77) calendar days from the date of the proposal opening unless extended by mutual written agreement between Peru State College and the vendor.

The prices and terms of the proposal as stated must be valid for the length of the resulting contract.

**Authorized Signature**

The proposal must be completed and signed in the firm's name or corporate name of the vendor and must be fully and properly executed and signed via DocuSign by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

**Proposal Rejection and Waiver of Informalities**

This RFP does not obligate Peru State College to award a contract or complete the proposed project and reserves the right to cancel this RFP if it is considered to be in its best interest. Peru State College also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to:

1. reject any and all proposals received in response to this RFP;
2. select a proposal for contract negotiation other than the one with the lowest cost;
3. negotiate any aspect of the proposal with any vendor;
4. terminate negotiations and select the next most responsive vendor for contract negotiations;
5. terminate negotiations and prepare and release a new RFP.

## **REQUEST FOR PROPOSAL PART III – REQUIREMENTS**

### **Vendor Requirements**

- Provide clear details for a percent discount, in combination with overall catalog and/or product pricing, the department would receive on ALL apparel, uniforms and footwear.
- Provide the high quality, nationally recognized brand the vendor is capable of procuring and will exclusively supply as a part of the contract\*
- Provide a demonstrated ability to provide complete network for ordering, electronic proofing, order fulfillment, delivery, freight discounts and support for web-based sales.
- Provide a detailed description of any promotional/marketing or other benefits offered.
- Provide a reference list of at least three relationships with existing clients that describe a partnership similar to the one proposed.
- Provide a description of the customer service plan, campus visit schedule and delivery schedule for the athletic department.
- Provide any additional information you feel is beneficial to fulfilling this contract, including the ability to provide hard goods (team equipment, medical supplies, shoes, etc.) and associated percentage discount for these items.

\*PSC's primary preference will be a vendor who is able to provide Adidas, Nike, or Under Armour branded products. PSC will entertain proposals which include alternative quality, national recognized brands, but strategies for a systematic branding transition with financial implications should be included by the vendor.

### **Information Contact**

Questions regarding this RFP need to be submitted in writing to Kyle Pond at [athleticsRFP@peru.edu](mailto:athleticsRFP@peru.edu). Questions will be answered and posted on the Athletic Department web site <https://www.peru.edu/rfp/>.

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Peru State College shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.



**REQUEST FOR PROPOSAL**  
**PART IV – TERMS AND CONDITIONS**

**General**

The terms and conditions listed below will govern the submission and evaluation of Proposals and the award of a contract. Contractors are requested to carefully review these terms and conditions.

**RFP Status**

Proposals submitted must remain in effect for a period of sixty-three (63) calendar days.

Proposals may be withdrawn at any time prior to the date proposals are due, but no Contractor may withdraw a proposal between February 12, 2024 – April 22, 2024.

PSC reserves the right to reject any or all Proposals and is not bound to accept a Proposal that is contrary to the best interests of PSC. In the case where all Proposals are rejected, new Proposals shall be called for as in the first instance.

**Terms and Conditions**

**Sales Tax Exemption**

PSC is exempt from Nebraska sales tax.

**Federal, State and Local Taxes, Licenses and Permits**

The successful Contractor will comply with all laws and regulations concerning taxes, licenses and permits.

**Waiver of Rights**

No delay or failure to enforce any provision of this contract shall constitute a waiver or limitation of PSC's rights under any resulting contract.

**Contract Provisions by Reference**

It is mutually agreed by and between PSC and the Contractor that PSC's acceptance of the Contractor's offer by the issuance of a contract shall create a contract between the parties thereto containing all specifications, terms and conditions in the RFP and the Bid Proposal form except as amended in the contract. Any exceptions made by the vendor which are not included in the contract will not be part of the contract.

**Warranty**

The Contractor warrants the goods and services supplied herein will be of good quality, free from defects and in accordance with the specifications.

**Indemnification**

Under this contract, each party is responsible for its own performance. If there is litigation, the court will determine who is liable.

**Contract Status**

The Proposal will be considered an offer to contract. Final negotiations on the highest evaluated offer will be conducted to resolve any minor differences and informalities. After final negotiations, a Contract will be issued by PSC.

**Contract Format**

The resulting contract will incorporate terms and conditions from the Bid Proposal form, PSC's RFP, all additional agreements and stipulations, and the results of any final negotiations.

**Contract Termination for Cause**

PSC may terminate any resulting contract for cause by providing a Show Cause Letter to the Contractor citing the instances of noncompliance with the contract.

The Contractor shall have ten days to reply to the Show Cause Letter and indicate why the contract should not be terminated.

The Contractor shall then have 30 days to cure the noncompliance cited in the Show Cause Letter.

If the noncompliance is not cured within 30 days, PSC has the right to terminate the contract and negotiate a termination schedule.

**Contract Modification**

All changes to the contract must be agreed to in writing by both parties prior to executing any change.

**Contract Assignment or Subcontract**

The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of both parties.

**REQUEST FOR PROPOSAL**  
**PART V – RESPONSE EVALUATION**

**Response Evaluation**

Peru State College will use the following criteria and their identified weight to evaluate the responses:

1. Provide clear details for a percent discount, in combination with overall catalog and/or product pricing, the department would receive on ALL apparel, uniforms and footwear. (20%)
2. Provide the high quality, nationally recognized brand the vendor is capable of procuring and will exclusively supply as a part of the contract (20%)
3. Provide t-shirt contract pricing for generic brand and 1-3 color screen-printing. (10%)
4. Provide a demonstrated ability to provide complete network for ordering, electronic proofing, order fulfillment, delivery, freight discounts and support for web-based sales (10%)
5. Provide a detailed description of promotional/marketing or other benefits offered (10%)
6. Provide a reference list of at least three relationships with existing clients that describe a partnership similar to the one proposed (5%)
7. Provide a description of the customer service plan, campus visit plan and delivery schedule for both the athletic department and general campus departments (non-athletic) (20%)
8. Provide any additional information you feel beneficial to fulfilling this contract, including the ability to provide hard goods (team equipment, medical supplies, etc.) and associated percentage discount for these items (5%)

In some instances, an on-campus presentation may be part of the evaluation process.

Peru State College reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview. Peru State College does not agree to reach a decision by any certain date although it is our desire the evaluation and selection will be completed by the date identified in the **Selection and Implementation Timeline** on page 6.

## BID FORM – ATHLETIC TEAM APPAREL

**PROJECT**

Athletic Team Apparel  
Peru State College  
Athletic Director  
600 Hoyt Street  
P.O. Box 10  
Peru, NE 68421-0010

**SUBMITTED BY**

NAME OF COMPANY (Please print or type)  
hereinafter referred to as "Bidder"  
ADDRESS OF COMPANY

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As part of the evaluation of proposals, PSC will determine the bidder's qualifications to provide athletic team apparel for the Peru State College Department of Intercollegiate Athletics. Therefore, each bidder shall provide information which establishes its qualifications and capabilities. The responses provided in this section will be considered in the award of contract decision. Failure to provide this information may result in rejection of the bid.

1. Company Overview
2. Provide a list of all high quality, nationally recognized brands that the vendor can procure or supply.
3. Provide clear details for a percent discount, in combination with overall catalog and/or product pricing, the department would receive on ALL apparel, uniforms and footwear.

4. Provide t-shirt contract pricing for generic brand and 1-3 color screen-printing.
5. Provide a detailed description of promotional/marketing or other benefits offered.
6. Provide any additional information you feel is beneficial to fulfilling this contract, including the ability to provide hard goods (team equipment, medical supplies, etc.) and associated percentage discount for these items.
7. Provide a description of the customer service plan, campus visit schedule and delivery schedule for the athletic department.
8. Provide a demonstrated ability to provide complete network for ordering, electronic proofing, order fulfillment, delivery, freight discounts and support for web-based sales.
9. Provide a reference list of at least three relationships with existing clients that describe a partnership similar to the one proposed.

### PROPOSAL CERTIFICATION

By submission of the executed signature below, I hereby certify the following:

That I have read and understand all provisions of this Request for Proposal.

That this proposal as submitted is in conformance with all provisions as stated in the Request for Proposal.

That my firm can meet the service levels identified; and

That I have the authority to bind my firm to the provisions of this proposal.

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Signature

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Company

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Name

---

Address

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Title

---

City, State, Zip

---

Date

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Telephone/Cell