

RFP #2026-002 Athletics Uniforms, Equipment, and Supplies

1. INTRODUCTION and SCOPE OF BID

Mesquite Independent School District (MISD) is accepting unsealed proposals for Athletic Uniforms, Equipment, and Supplies. This proposal will establish a list of pre-approved companies or individuals that can provide Services to the District. This agreement will be awarded to multiple vendors.

MISD must receive all proposals no later than 2:00 PM, CDT, December 31, 2030.

All questions should be submitted through the IonWave portal. Contact between responders or potential responders and user departments during the RFP process or evaluation process is prohibited. Any attempt by a responder or potential responder to contact the departments will result in disqualification.

2. SPECIFICATIONS

The district is seeking qualified vendors that can provide Athletic Uniforms, Equipment, and Supplies, but are not limited to the following sports disciplines:

- Aquatics
- Archery
- Baseball
- Basketball
- Camping
- Cross Country
- Fishing
- Flag Football
- Football
- Golf
- Hunting
- Power Lifting
- Soccer
- Softball
- Tennis
- Track
- Volleyball
- Wrestling

3. PERCENTAGE OFF:

The proposal shall be shown as a percentage off the suggested retail price. A retail price list, retail website, or current catalog must be included for a proposal to be considered. The actual cost to Mesquite Independent School District will be the list price less the percent discount quoted by the vendor in the proposal. If the discount is zero percent (0%), a zero (0) **MUST** be entered in the appropriate field (under bid line items Tab)

If entering a range of percentage discounts, please identify the percentage discount applications (i.e., dependent upon manufacturer cost versus list, commodity, quantity ordered, etc.)

Prices proposed should be F.O.B. Destination, Freight Prepaid. Seller to pay freight charges, bear freight charges, own freight in transit, and file claims, if any.

4. PRICE LISTS:

The successful bidder(s) shall provide updated price lists (if applicable) at least ten working days before changes. Failure to notify Mesquite Independent School District of price changes before said changes will allow purchases to be made according to the lower prices.

5. LENGTH OF CONTRACT:

The District intends to award contracts to multiple vendors, beginning immediately upon award. Contracts will continue to be awarded throughout the open solicitation period as responses are received. Contract term will not exceed the bid closing date of December 31, 2030. Contract will automatically renew on December 31st of each year with the final renewal expiring on December 31, 2030, unless cancelled by the District or Vendor 30 days in advance.

6. QUANTITIES REQUIRED:

The estimated annual volume for these contracts will be \$800,000+. However, this estimate should not be construed to be a guarantee of either minimum or maximum, since purchases are dependent upon actual need and available funding.

7. AUTHORIZATION:

Mesquite Independent School District will not be responsible for any goods delivered or services performed **without its purchase order signed by an authorized agent and/or proper authorization from the Purchasing Department.**

8. PACKING:

All orders delivered to Mesquite Independent School District shall be packaged individually in commercial containers so constructed as to ensure acceptance and safe delivery at the lowest rate to the point of delivery called for in the contract or purchase order. Two or more purchase orders shall not be combined in one package.

9. MARKING:

Shipping containers shall be plainly marked with the proper Mesquite Independent School District purchase order number and the name of school intended. Any item received without a purchase order number may be returned to the vendor. The cost of such return will be the responsibility of the vendor.

10. BACK ORDERS:

Back orders will not be accepted. Mesquite Independent School District will consider any back-order items to be **cancelled**.

11. DELIVERY ADDRESS:

Deliveries shall be made to the address indicated on the purchase order. **Pick-up and delivery will be made between the hours of 7:00 a.m. and 2:00 p.m. Monday through Friday excluding school holidays. (Unless arrangements are made otherwise with the Director of Purchasing).** Non-palletized freight shall be unloaded inside the Warehouse building. Vendor must advise freight line as to this requirement.

INVOICES

12. PRICING:

Invoices may reflect the item-by-item discount price or may reflect item-by-item regular price with a total discount for the invoice.

13. PRICE ADJUSTMENTS:

No price increase will be considered on the awarded fixed rates within the first 12 months of the contract. If during the term of the contract, the Contractor's costs are increased, the Contractor may submit a written request to the Director of Purchasing for price adjustment consideration prior to contract expiration/renewal date. Any such request shall be made ninety (90) days in advance of implementing said increase.

14. DISCREPANCIES:

Should discrepancies occur concerning pricing, the item in question or the entire invoice shall be credited, and a corrected invoice mailed within fifteen (15) working days.

15. SAMPLES:
For evaluation purposes, the District may request the Respondent to provide a sample of materials. If requested, samples shall be provided at no cost to the District and will not be returned.
16. INVOICE ADDRESS: Send all invoices (in duplicate) to:

Mesquite Independent School District
Accounts Payable
3819 Towne Crossing Blvd, Suite 202
Mesquite, TX 75150
17. MODIFICATIONS:
Mesquite Independent School District reserves the right to modify conditions and specifications by mutual agreement with the selected supplier(s) both at the time of acceptance of this quotation offers as so modified, and subsequent thereto.
18. WARRANTIES:
The bidder shall assume all liabilities incurred within the scope of consequential damages and incidental expenses as set forth in the vendor's or manufacturer's warranty, which result from either delivery of use of product which does not meet the specifications within this document.
19. CANCELLATION TERMS:
Mesquite Independent School District will have the right to cancel any contract entered under the terms and conditions of this proposal for any reason at any time on thirty (30) day written notice and justification. Vendor shall have the right to cancel the contract subject to Mesquite Independent School District approval at any time on thirty (30) days written notice and justification. In the event of any actual contract cancellation, Mesquite Independent School District will not be held responsible for loss of business, or any termination expenses incurred by the vendor.