



**THIS IS NOT
AN ORDER**

REQUEST FOR BIDS/PROPOSALS COVERSHEET
THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Procurement and Contract Services

118 College Drive #5003, Hattiesburg, Mississippi 39406-0001

Date: October 28, 2025

Name: _____

RFP No. 26-13

Company: _____

Address: _____

City/State/Zip: _____

THE UNIVERSITY OF SOUTHERN MISSISSIPPI is considering the purchase of the following item(s). We ask that you submit your bid and retain one copy for your files. Right is reserved to accept or reject any part of your bid. Your quotation will be given consideration if received in Bond Hall, Room 214 on or before:

2:00 p.m. CST

TERMS - Bidder should state terms of sale. Our terms are 2% ten days, net 45 days.

These terms will apply per Mississippi law.

AWARDING CONTRACT - Cash terms will not be used as a basis for awarding contracts; however, the University will accept cash discounts when earned.

November 14, 2025

Buyer: Deidre Edwards

NOTE: If you cannot quote on the exact material shown, please indicate any exception giving brand name and complete specifications of any alternate. If additional space is required, use a separate sheet or letter of transmittal.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		RFP 26-13 Athletic Apparel Items Catalog Pricing		See Bid Form in Specs Attached.
		PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN A SEALED ENVELOPE. RFB NUMBER AND DATE OF BID OPENING MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE.		

We quote you as above-F.O.B. The University of Southern Mississippi. Shipment can be made in _____ days from receipt of order. DATE _____ TERMS _____
Return quotation to Procurement Services at above address.

Signature Required _____

The University of Southern Mississippi
Request for Proposals # 26-13
Adidas Athletic Apparel Items Catalog Pricing

1.0 Introduction

THE UNIVERSITY OF SOUTHERN MISSISSIPPI (USM) is requesting brand-specific proposals from companies that maintain or have access to a catalog of Adidas Athletic items to establish a pricing agreement for such items to be used for official USM intercollegiate athletics department business-related purchases. (Personal sales or purchases shall be prohibited.)

2.0 Specifications

1. The pricing agreement will be in place for a period of 24 months with an option to renew for three (3) additional 12-month periods upon the written approval of both parties. It is anticipated that the contract will become effective November 2025, or as soon as all documentation has been completed and approved by all parties.
2. It is possible that multiple purchase orders could be issued because of this bid. Purchases could also be made using the University's purchasing card.
3. Interested vendors shall submit a bid offering discounts from their current catalog. Different discounts may be provided for **Items from the Team Catalog and items from the USM Custom Catalog – Catalogs may be digital, print, website listing, etc., as long as items and pricing are provided.** As prices may change during the year, USM will pay the price shown in the current catalog (digital, print, website, etc.) on file with USM Procurement and Contract Services on the day the order is placed, less the appropriate discount. This will allow the awarded vendor to provide updated listings as appropriate.
4. If bidding more than one catalog, bidders are asked to submit a list showing the name and date of the catalogs being proposed. Vendors may exclude items from the contract if they desire. Vendors are asked to submit a list of the categories, items, etc. that they wish to exclude. Bids that exclude in excess of 5% of the catalog may be rejected. Vendors are asked to submit the number of items being excluded as well as the number of items in the catalog(s). During the term of the contract, as new catalogs are made available by print, digital file, website link, etc., the vendor will be required to list the categories, items, etc. that they wish to exclude from the catalog.
5. Deliveries should be F.O.B. Destination, freight prepaid & added [freight prepaid by vendor and added to the invoice].
6. All apparel orders will be submitted by a representative of the USM Athletic Equipment Office. No orders will be recognized if they come directly from a Coach or Operations Director of a specific sport.

7. Invoices, if not paid via credit card, must be submitted to the Office of Procurement and Contract Services and must state the Purchase Order Number on each invoice.
8. Currently, USM does not have an estimated value for this contract. All team sports will be required to purchase from the awarded vendor unless they can provide adequate justification for purchasing from another source. Both USM and the vendor must mutually agree to any purchases from another source.

3.0 Point of Contact

For questions, contact the Buyer listed on the Bid Coversheet at:

bids@usm.edu

4.0 Submission Instructions to Bidders

Submissions must include **Appendix A Pricing Sheet** and **Appendix B Signature Page**.

One (1) signed original, two (2) copies, and one (1) portable virus/malware-free electronic version (USB jump drive) of the sealed bid response (if an electronic copy is not included, USM reserves the right to request an electronic copy of the exact bid response prior to review of the bid), subject to the conditions made a part hereof, will be received by **2:00 PM CDT on November 14, 2025**, in the USM Procurement and Contract Services office, as indicated in the General Terms, Conditions, and Instructions to Bidders described herein. It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement and Contract Services Office.

Each bid **must** be submitted in a sealed envelope bearing on the outside the name "RFP # 26-13 Adidas Athletic Apparel Items Catalog Pricing," the name of the Vendor, and the opening date specified on the cover sheet.

For regular mail:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
118 College Drive, Box 5003
Hattiesburg, MS 39406
RFP 26-13

For FedEx, UPS, or other express couriers:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
2609 W. 4th Street
Hattiesburg, MS 39401
RFP 26-13

Hand-carried responses should be brought to:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
214 Bond Hall
Hattiesburg, MS 39406
RFP 26-13

As an alternative to traditional sealed proposals in envelopes, the University of Southern Mississippi is capable of receiving electronic bid responses. While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system, there could be delays or glitches with the submission process; therefore the University *highly encourages traditional sealed responses* which are either mailed or submitted in person. Additionally, the University will not be responsible for issues with attempted submissions of bids using the electronic method.

Should a vendor choose to submit their response electronically, please follow the instructions below using the following website:

https://www.ms.gov/dfa/contract_bid_search/Home/Sell.

On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined (a one-time process). Once registered, suppliers can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices.

Please note that emailed bids will not be accepted.

Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered.

The University of Southern Mississippi reserves the right to accept or reject any or all proposals and to waive any formalities.

Vendors are responsible for examining all specifications, terms, conditions, and instructions of this request. Failure to do so will be at the Vendor's risk.

To ensure all interested bidders receive any addenda that may be issued, proposers must email their intent to propose using the Intent to Bid link on the USM Bid Listing under BID 26-13 prior

to the deadline to submit:

<https://www.usm.edu/procurement-contract-services/current-bids-and-sole-source-notices.php>

5.0 USM General Terms, Conditions, and Instructions for Bids/Proposals

- 1.) Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- 2.) Samples of items when called for must be furnished free of expense and if not destroyed in testing, will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.
- 3.) As a public entity of the state, we use sealed bidding to ensure "fair and open competition" to ensure no one in the buying organization can influence the bidding process or steer the selection of a particular company by sharing competitive bid information during the solicitation process. Generally, all bids must remain sealed until they are opened publicly at the time stated in the notice—advance disclosure of the terms of a bid may be cause for rejection of said bid. Bidders should never send advanced copies of a sealed bid via email or screenshots of electronic bids. Bidders must submit sealed bids to be opened at the time and place stated in the solicitation for the public opening of bids and must not be revealed to the buyer before that time. Bids must be signed and sealed with bidder's name and address on the outside of the envelope, and the date and time of the bid opening and the bid file number shown in the lower-left corner of the packages, envelopes, express mailing labels, boxes, etc.
- 4.) In order for your bid to be considered, it must be received and time-stamped in our office by 2:00 P.M. of the bid opening date. It is the responsibility of the vendor to ensure their bid is received within the appointed time. If your bid package is not received in Bond Hall, Room 214, by 2:00 P.M. of the bid opening date, it will not be considered.

If you are delivering your bid, you need to hand-carry the bid package to:

The University of Southern Mississippi
Procurement Dept. (Bid)
Bond Hall, Room 214
Hattiesburg, Mississippi
RFP # 26-13

If you are mailing your bid package via U.S. Postal Service, mail to:

The University of Southern Mississippi
Procurement Dept. (Bid)

118 College Drive #5003
Hattiesburg, MS 39406-0001
RFP # 26-13

If you are express mailing your bid package via Federal Express or UPS, or any other delivery service which requires the use of a physical address, deliver to:

The University of Southern Mississippi
Procurement Dept. (Bid)
2609 West 4th Street
Hattiesburg, MS 39401
RFP # 26-13

- 5.) Bids or proposals shall not be modified, corrected, altered, or amended after the specified closing time and the opening of such bids, unless otherwise noted in the request for bids or proposals.
- 6.) The University of Southern Mississippi reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified by the bidders, to accept any items on the bid. If the bidder fails to state the time within which bids must be accepted, it is understood and agreed that The University of Southern Mississippi shall have 60 days to accept. The University of Southern Mississippi reserves the right to make an award to this bid on an all or none basis, or on a line by line basis, whichever serves the best interest of The University of Southern Mississippi.
- 7.) Contracts and purchases will be made or entered into with the lowest, responsible bidder meeting specifications.
- 8.) A written purchase order or contract award mailed or otherwise furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall not be assignable by the vendor in whole or in part without the written consent of The University of Southern Mississippi.
- 9.) Bid files may be examined during normal working hours by bid participants. Non-participants will be prohibited from obtaining any information relative to the bid until the official award has been made.
- 10.) If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for price increase, that vendor shall be removed from our bidders' list for a period of 24 months.
- 11.) No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum

within the two-day period prior to the bid opening, the bid date will be reset giving bidders ample time to answer the addendum.

- 12.) Alternate bids, unless specifically requested or allowed, will not be considered.
- 13.) Bid openings will be conducted open to the public. However, they will serve only to open the bids. No discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. After the close of the bid opening meeting, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Proposal openings are not required to be open to the public; however, the resulting award is open for public inspection.
- 14.) Prices quoted shall be firm for the term of the contract or for the stated time of acceptance.
- 15.) The bidder understands that The University of Southern Mississippi is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other such discrimination; and the bidder, by signing this bid, agrees during the term of agreement that the bidder will strictly adhere to this policy in its employment practices and provision of products or services.
- 16.) Bidders must upon request of The University of Southern Mississippi furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The University of Southern Mississippi reserves the right to make the final determination as to the bidder's ability.
- 17.) Questions or problems arising from bid procedures should be directed to the Buyer listed on the solicitation at:

The University of Southern Mississippi
118 College Drive #5003
Hattiesburg, MS 39406-0001
Phone: (601) 266-4131

- 18.) All items must equal or exceed the specifications listed. The absence of detail specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only first quality materials and workmanship are to be used.
- 19.) It is the intent of the specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Invitation to Bid packet and to notify The University of Southern Mississippi if the Specifications,

Instructions, General, or Special Conditions are formulated in a manner which would unnecessarily restrict competition.

- 20.) It shall be incumbent upon the bidders to understand the specifications. Any requests for clarifications shall be in writing and shall be submitted to our Procurement Services office at least five (5) days prior to the time and date set for the bid opening, unless otherwise noted in the bid or proposal specifications.
- 21.) The minimum specifications are used to set a standard and in no case are used with the intention to discriminate against any manufacturer. Bidders should note the name and the manufacturer and model number of the product they propose to furnish and submit descriptive literature.
- 22.) Trade names, brand names, and/or manufacturer's information used in these specifications are for the purpose of establishing quality, unless otherwise noted. Bids on products of other qualified manufacturers are acceptable, provided they are demonstrated as equal to those specified in construction, design and suitability. Each bidder shall submit with his bid a complete brochure with pictures on each item and shall point out specifically any deviations from the specified items. Failure to do so may disqualify any bid. Please bid as specified or an approved equal.
- 23.) A copy of the manufacturer's standard guarantee/warranty shall accompany and become a part of this bid.
- 24.) There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government contract price without any liability as The University of Southern Mississippi is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with bidders whereby a lower price to The University of Southern Mississippi must automatically be given to the U.S. Government.
- 25.) All invoices, unless noted otherwise, are to be billed to:

The University of Southern Mississippi
Accounts Payable
118 College Drive #5104
Hattiesburg, MS 39406-0001
- 26.) All equipment bid shall be of current production and of the latest design and construction.
- 27.) Where all, or part(s), of the bid is requested on a unit price basis, both the unit prices and the extension of the unit prices constitute a basis of determining the lowest

responsible and responsive bidder. In cases of error in the extension of price, the unit price will govern.

- 28.) All bidders/respondents are on notice that USM is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act, Miss. Code Ann. § 25-6-1, *et seq.* If a public records request is made for any information provided to the USM pursuant to this solicitation, USM shall promptly notify the Disclosing Party of such request. The Disclosing Party shall promptly institute appropriate legal proceedings to protect its information. No party to this agreement shall be liable to the other party for disclosures of information required by court order or required by law. For clarity, documents are not considered public record unless and until an award is made from such solicitation.
- 29.) Should the University of Southern Mississippi close due to inclement weather conditions, or any other unforeseen events on the bid opening date, sealed bids will open the following business day at the same time and location.
- 30.) As an alternative to traditional sealed bids in envelopes, the University of Southern Mississippi is capable of receiving electronic bid responses. While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore the University highly encourages traditional sealed bids which are either mailed or submitted in person. Should a vendor choose to submit their response electronically, please follow the instructions below using the following website: https://www.ms.gov/dfa/contract_bid_search/Home/Sell. On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined (a one-time process). Once registered, they can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices. Instructions on how to respond to an RFx in M.A.G.I.C. may be located at the following link:

<http://uperform.magic.ms.gov/gm/folder-1.11.9125?mode=EU&primaryCSH=RFx%2Cresponses>

NOTE: If you experience any problems with submitting your response through M.A.G.I.C. Please email the M.A.G.I.C. IT Helpdesk at mash@dfa.ms.gov.

****PLEASE NOTE: EMAILED BIDS WILL NOT BE ACCEPTED, AND IT MAY CAUSE YOUR BID TO BE REJECTED FOR EARLY DISCLOSURE. ****

With regard to construction bids, there is one additional step required during the bid submission process. Along with the bid response and other attachments, contractors

will also need to attach their Certificate of Responsibility (COR), or a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$ 50,000.00). If their COR or such statement is not attached, the bid will be invalid and not considered.

AA/EOE/ADAI

**The University of Southern Mississippi
Request for Proposals # 26-13
Adidas Athletic Apparel Items Catalog Pricing**

Appendix A: Pricing Sheet

_____ % off Adidas Uniforms (stock and custom)

_____ % off Adidas Apparel and Accessories

_____ % off Adidas Footwear

Total promotional merchandise annual product allotment per year, if any, guaranteed to USM

Is there a required annual minimum purchase requirement? _____ If Yes, how much?

List or provide bonus structure for USM spend above annual minimum purchase requirement, if any _____

List or provide any team specific achievement incentives in promotional merchandise dollars per year, if any _____

The following factors will only be used in the evaluation if there is a tie bid:

Bidders are asked to indicate if they will accept orders made using a Procurement Card.

Yes _____ **No** _____

Bidders are asked to indicate if they have an online ordering system that would provide contract prices and Procurement Card capability.

Yes _____ **No** _____

***** Complete and return Appendices A and B with your bid. *****

**The University of Southern Mississippi
Request for Proposals # 26-13
Adidas Athletic Apparel Items Catalog Pricing**

Appendix B: Signature Page

Provide information requested, affix your signature, and return this page with your bid:

NAME OF FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____
AREA CODE/NUMBER

FACSIMILE NUMBER: _____
AREA CODE/NUMBER

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

***** Complete and return Appendices A and B with your bid. *****