

**MISSISSIPPI STATE UNIVERSITY**  
**INVITATION TO BID**  
**ADIDAS ATHLETIC ITEMS**

Mississippi State University is requesting bids from companies that maintain or have access to a catalog of Adidas Athletic items.

1. The contract will be in place for a period of 12 months with an option to renew for four (4) additional 12-month periods upon the written approval of both parties. It is anticipated that the contract will become effective July 1, 2025, or as soon as all documentation has been completed & approved by all parties and a contract/purchase order(s) is issued.
2. It is our intent that multiple purchase orders may be issued because of this bid. Any purchase order issued will contain bid number on the face of the order.
3. Interested vendors shall submit a bid offering discounts from their current catalog(s). Different discounts may be offered for; **Items based on product divisions, i.e. apparel, footwear, accessories.** As prices may change during the year, MSU will pay the price shown in the catalog on file at MSU Procurement and Contracts on the day the order is placed, less the appropriate discount. This will allow the awarded vendor to provide updated catalogs as appropriate.
4. If bidding more than one catalog, bidders are asked to submit a list of the name and date of the catalogs being proposed. Vendors may exclude items from the contract if they so desire. Vendors are asked to submit a list of the categories, items, or pages that they wish to exclude from the catalog. Bids, which exclude more than 5% of the catalog, may be rejected. Vendors are asked to submit the number of items or pages being excluded as well as the number of items or pages in the catalog(s). During the term of the contract, as new catalogs are submitted, the contractor will be required to list the categories, items, or pages that they wish to exclude from the catalog.
5. Two copies of the current catalog(s) shall be submitted with the bid. Additional copies may be required upon reward. Catalogs are also available at [adidas-team.com](http://adidas-team.com).

6. New items not yet published in a catalog but on contractor's web site will be allowed and will be referenced as "online" as the page number, with the applicable discount shown on the Order/Request Form.
7. Items with an individual net purchase price more than \$5,000.00 will be specifically excluded from this agreement.
8. Deliveries should be freight prepay by vendor and added to the invoice.
9. Prior to sending to the contractor, an Order/Request form will be submitted to and reviewed by Athletic Business Office. The Order/Request form must be stamped, initialed, and dated by the Athletic Business Office prior to being submitted to the contractor.
10. Invoices must be submitted to the Office of Procurement and Contracts and must state the Contract/Purchase Order Number on each invoice.
11. Currently, MSU does not have an estimated value of 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.
12. Please bid using the form below:
  - A. All items available in Catalog(s) - \_\_\_\_\_% discount off apparel and accessories.
  - B. - \_\_\_\_\_% discount off footwear from catalog price.
13. **The following factors will only be used in the evaluation if there is a tie bid:**
  - A. Bidders are asked to indicate if they will accept orders made using a Procurement Card. \_\_\_\_ Yes \_\_\_\_ No
  - B. Bidders are asked to indicate if they have an online ordering system that would provide contract prices and Procurement Card capability. \_\_\_\_ Yes \_\_\_\_ No

#### **APPENDIX A: SIGNATURE PAGE**

**Provide information requested, affix 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:** \_\_\_\_\_