



**BSN SPORTS®**

COLLEGIATE  
SELECT

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# CITY OF KINGSPORT & KINGSPORT CITY SCHOOLS

**Athletic Uniforms and Sports Equipment For Kingsport City Schools**

▶ **Attention:**  
Chris McCartt,  
City Manager

▶ **Chris Bloomfield**  
14460 Varsity Brands Way  
Farmers Branch, TX 75224



Section 1

**City of Kingsport – Kingsport City Schools  
Athletic Uniforms and Sports Equipment  
PROPOSAL FORM**

The undersigned hereby offers the following proposal for consideration by the City of Kingsport – Kingsport City Schools for ATHLETIC UNIFORMS AND SPORTS EQUIPMENT in accordance with the terms, conditions, and specifications contained herein.

COST AND RATE proposals shall be offered on separate sheets attached to this proposal page(s); however, this signed page must be included with return proposal package.

Company: Bsn Sports LLC

By:   
(Signature of authorized agent)

Name: Chris Bloomfield

Title: National Bid Director

Address: 14460 Varsity Brands Way  
Farmers Branch, TX 75244

Phone: 800-527-7510 x7324

Fax: 800-365-7653

E-mail: bsnbid@bsnsports.com

Date: 09/27/2024

**MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE VALID**



**Section 2**  
**Company & Product Information Overview**

Since our founder started selling tennis nets out of the trunk of his car in 1972, BSN SPORTS has been a family run company focused on one core principle – SERVICE. There is nothing more important to us, and nothing that sets us apart more, than our passion for serving our coaches and partners - because every second we can save a coach off the field or court allows them more time to transform the lives on it.

We are the largest direct selling manufacturer, marketer, and distributor of sporting goods to institutional markets in the United States. BSN is headquartered in Dallas, TX with over 3,931 employees, including over 1,346 sales professionals across the country. BSN is the only company of its kind and size in servicing the elementary, varsity and collegiate educational markets. We are proud to have over 150,000 customers with active accounts in every zip code.

We offer over 50,000 products – the largest assortment in the industry – including a complete line of branded products from some of the nation’s most trusted and recognized brands. It is truly a position of pride for us to be a complete one-stop-shop that provides unparalleled service, quality, product breadth and value.

It is our desire to enter into an RFP # City of Kingsport and Kingsport City Schools Athletic (“City of Kingsport”).. Not only are we able and willing to create a valuable partnership experience for your community, but we are also genuinely excited for the opportunity to perform the services needed as stipulated within the Extension of Preferred Supplier Agreement- for the City of Kingsport/Kingsport City Schools. In the pages to follow we will address several of the ways we differentiate ourselves from any other competitor in our industry, including but not limited to:

- Campus Support Network and Customer Service
- Product Availability and Selection
- Innovative Solutions
- Supply Chain & Distribution

Thank you for the opportunity to partner with City of Kingsport and Kingsport City Schools and we look forward to your decision.

Chris Bloomfield- National Bid Director  
Phone: 800-527-7510 x7324  
Email: bsnbid@bsnsports.com  
BSN SPORTS, LLC  
P.O. Box 7726, Dallas, TX 75209  
BSN SPORTS LLC, FTIN: 22-2759073



We are honored to have the opportunity to present a proposal to you today and appreciate your time.

As you will see in the enclosed documents, we are bringing forth a truly one-of-a-kind deal that can add significant value to your athletic program and broader community via access to exclusive product, service guarantees, exclusive experiences, continued education for coaches and reward back on every purchase. Being the largest Nike team distributor in the Country comes with benefits to our partners that are tough to match. That said, we expect you will get other good offers from our competitors, so it is important you know a bit more about us as you consider all options.

Started in 1972 with our founder selling tennis nets out of the trunk of his car, BSN SPORTS is still a family run company focused around one core principle – SERVICE. There is nothing more important to us, and nothing that sets us apart more, than our passion for serving you: School Administrators, Athletic Directors, and Coaches who impact more lives in a year than most people do in a lifetime. The more time we can save you off the field, the more time you will have to impact lives on it, which is why we do everything we possibly can to make your lives easier. This includes:

- Our commitment to be on campuses at least once a month (or whenever you need us)with comfort knowing we are always a short drive away.
- Unmatched inventory management systems that give us the ability reduce backorders by checking real time product availability from multiple vendors and our warehouses before we ever leave your office.
- Your own customized Team Art Locker, a treasure chest of innovative designs and artwork your athletes and community will love.
- Digital player and fan wear storefronts that automate the team shop process and give coaches time back in their day.
- Access to our sister brands at VIP Branding, and Varsity Spirit that give us the unique ability to help you transform your brand and elevate ALL aspects of student life.
- And a LOT more...

Per your request we have also included a short video with messages from our leadership team that breaks down our proposal and brings to life some of the things we do that we believe are a unique company to our industry. Best of luck throughout the process and please do not hesitate to reach out to us with any questions.

<https://www.bsnsports.com/aboutus>.



## Proposer Qualifications and Experience

### BSN SPORTS History

BSN SPORTS LLC was founded in 1972 and currently employs over 3,931 employees nationwide, with over 1,346 of those employees as field Sales Professionals.

### BSN SPORTS Financial Strength and Stability

With record sales this past year, serving over 150,000 customers across 30,000 institutions that includes over 1,000 higher education campuses, BSN SPORTS is in a very strong, well diversified financial position.

Dunn and Bradstreet Info:  
BSN Sports LLC – D&B Rating: 1R4  
D&B Number: 176-33-2310

Bank Information:  
Bank of America NA  
901 Main Street  
Dallas, TX 75202  
Contact: Tershea Green  
Phone: 214-209-4772  
Email: [tershea.L.green@bsml.com](mailto:tershea.L.green@bsml.com)

Federal Tax Identification Number: 22-2759073

*If any additional financial information is required, please know that all financial information is considered Privileged and will require a copy of our NDA (non-disclosure agreement) which will need to be signed and returned to BSN SPORTS LLC before we are allowed to send you our current company financial portfolio. If required, please reach out to Simon Chen at [schen@bsnsports.com](mailto:schen@bsnsports.com).*

### Sales Volumes for Past 6 Calendar Years

- 2018: \$951.9 M.
- 2019: \$1,078.0 B.
- 2020: \$945.9 M. (unaudited)
- 2021: \$1,197.1 B. (unaudited)
- 2022: \$1,513.3 B. (unaudited)
- 2023: \$1,683.5 B. (unaudited)



### Key Reasons to Partner with BSN SPORTS

- **Critical Mass:** BSN is the largest marketer, manufacturer, and direct distributor in the sporting goods market. With size comes the strongest domestic and international buying power in our industry, allowing us to seek the lowest cost possible by leveraging our buying power in negotiations.
- **Value:** Critical mass and our factory direct sales model brings the ability to pass savings on to the end user and provide customers with pricing that is 10-30% less than other suppliers on comparable products.
- **Product Availability:** A major difference between BSN and competitors is the amount of product ready to be customized and shipped out of our facilities. BSN carries over \$150 million in on hand inventory, from equipment and apparel to bleachers and field goals, and is the only company in the industry capable of fulfilling large orders to schools, parks, and recreation departments and even the federal government within tight timelines.
- **Diversification:** BSN's various warehouses totaling over 900,000 square feet of space act as the backbone for this product distribution effort. From the millions of apparels, uniform and footwear units stocked across our distribution centers to the internally operated decoration facilities that ship over 9 million fully customized made to order items annually, our end-to end service is unmatched.
- **Technology:** BSN is established on SAP and has used this software to separate itself from competitors since 1999. SAP gives employees instant access to the information customers need: product availability, pricing, and order status. We equip every one of our field Sales Professionals with an iPad that includes our proprietary application that connects them to inventory levels instantly. Not only do they have visibility to BSN SPORTS inventory, but they are also integrated to our strategic brand partner's inventory. This allows our sales team to access real-time availability and not waste valuable time of equipment managers and coaches when orders need to be entered.
- **Service, Expertise & Tenure:** Our team of Sales Professionals, Sales Support and Customer Support counterparts understand the true needs of our customers. As past coaches, Athletic Directors, Professional Athletes, and even Olympians, you will work with sportspecific experts who will always seek the best solution for our partners – and if they don't have the immediate answer, they have the industry's best team to find it. Simply put, our employees believe in what they do every day at BSN SPORTS. Over 100 employees have been with the company for at least 20 years, 230 for at least 15 years, and over 500 have been with the company for at least 10 years.
- **Team / Fan Shops:** BSN offers a service known as My Team Shops ("MTS"). These proprietary online stores offer an assortment of products chosen by shop coordinators that are purchased, processed, and delivered to campus for distribution to players or shipped directly



to parents and fans. Shops can be launched in minutes, not days. All purchases count towards applicable.

### Diversity

BSN sports is not a MWBE organization, but we are a current supplier of MWBE vendor organizations throughout the Sporting goods industry.

*(New Corporate Headquarters – Corporation)*

Varsity Brands Holding Company Inc.

dba BSN Sports LLC.,

14460 Varsity Brands Way,

Farmers Branch, TX 75224

Years in Business: Incorporated on April 21, 1982, in Delaware

### Supply Chain, Decoration and Distribution

BSN SPORTS stocks over 12 million units of apparel, footwear and hardgoods across five distribution centers throughout the country with over 900,000 square feet of warehouse space. Each year, 27 million units of product moves through these distribution centers using state-of-the-art goods to picker solutions. 9 million of those units are fully customized, made to-order.

Of our internal decoration facilities, two of them are considered the largest small run decorators in the United States, supporting all different sales channel orders through cutting edge decoration and warehouse technology. These facilities utilize screen printing, embroidery, digital fusion, UV printing, laser engraving and wide format printing. They operate multiple shifts with over 1,000 employees that work around the clock to support customer needs, and all facilities are third-party audited to ensure environmental, health and safety standards are met.

### Onsite Project Management and Quality Assurance

As an exclusive supplier and partner to City of Kingsport and Kingsport City Schools, BSN will not only provide a dedicated local BSN Sales Professional, but also the extensive support network to that Sales Professional. Our Territory Managers, Area Sales Managers, Regional Sales Directors, and product category experts are an additional line of communication and support so that City of Kingsport and Kingsport City Schools receives an entire network of expertise and oversight.

The Sales Professional will be on campus as requested and at a minimum of once a month for the first three months. After that, he will work with the administration and coaching staffs to



determine a future plan for campus visits that benefits all parties.

#### Meeting or Exceeding Minimum Service Qualifications

- BSN will be able to deliver stock, digital (modified), and custom uniforms.
- BSN will be able to deliver men's and women's cuts in uniforms, apparel, and all footwears.
- BSN will be able to deliver both tall/long and plus sizes in both uniforms and select apparel.
- BSN will be able to deliver footwear in standard as well as wide/large sizes.
- BSN will be able to provide onsite services such as sizing/measuring.
- BSN will coordinate delivery dates within a timely manner (see Project Schedule)
- BSN will communicate details on minimum orders and return and exchange policies (included in Customer Service Plan)
- BSN will accept City of Kingsport/Kingsport City Schools purchase orders.
- BSN will offer additional financial incentives aside from discounted pricing (see Financial Proposal section)
- BSN has included other information deemed important for evaluation purposes including but not limited to key reasons to partner with BSN SPORTS, innovative concepts, and
- details of our one stop-shop breadth of inventory, supply chain, and distribution services.





Customer Service Plan

Onsite Project Management and Quality Assurance

**Carlos (C.J.) Lee**- Field Sales Pro.

Office: Bristol, VA.

Phone # 423-383-1931.

Email: [cjlee.bsnsports.com](mailto:cjlee.bsnsports.com).

**Lisa Baker**- Customer Service Representative.

Office: Davie, FL.

Phone # 727-287-4138.

Email: [lbaker@bsnsports.com](mailto:lbaker@bsnsports.com).

**Christopher Higdon**– Territory Manager.

Office: Farmers Branch, TX.

Phone # 972-884-7587.

Email: [chigdon@bsnsports.com](mailto:chigdon@bsnsports.com).

**Matthew Pendleton**- Sales Manager.

Office: Bristol, VA..

Phone # 423-956-3287.

Email: [mpendleton@bsnsports.com](mailto:mpendleton@bsnsports.com).

**Chris Bloomfield** - National Bid Manager.

Office: Farmers Branch, TX.

Phone # 800-527-7510 x7324.

Email: [bsnbid@bsnsports.com](mailto:bsnbid@bsnsports.com).

**Chuck Rouse**- Area Sales Manager.

Office: Knoxville, TN.

Phone # 865-256-8858.

Email: [crouse@bsnsports.com](mailto:crouse@bsnsports.com).



**BSN COLLEGIATE CATEGORY MANAGEMENT TEAM (SPORT EXPERTS  
AVAILABLE TO COLLEGIATE PARTNERS FOR SPORT SPECIFIC INQUIRIES)**

TOM HARDY – LACROSSE  
NIKKI STEVENSON – LACROSSE  
DANNY IRIZARRY - SOCCER  
AUSTEN BROWN – TRACK & FIELD  
ZACK GATWOOD- FOOTBALL  
MEGAN NEE – SWIMMING  
DYLAN BRISCOE – TENNIS / GOLF / RUGBY  
MASON SNYDER – HEADWEAR  
BRENT FLYNN - BASKETBALL  
NATALIE BROCK – SOFTBALL  
ABBY WEBB – VOLLEYBALL  
NICK NEWMAN – STRENGTH AND FITNESS  
SAMANTHA FLOOD – FIELD HOCKEY  
JENNA POWELL-WOLF – CORPORATE

**Term of Contract:**

The contract will be awarded for a period of one (1) year beginning July 1, 2025, with an option to renew on an annual basis in one (1) year increments providing all terms, conditions, and cost are acceptable to both parties. Only at renewal will prices be reconsidered. The City reserves the right to re-bid at the end of any contract period., mutually agreed upon by both BSN Sports LLC and the City of Kingsport and Kingsport City Schools.



**Section 3**  
**Partnership Agreement**

**Relationship with NIKE**

BSN SPORTS is a strategic partner of over 20+ years with NIKE and is the largest NIKE team Dealer in the United States. This continued commitment to the NIKE brand affords BSN the opportunity to take advantage of special promotions and products offered only to BSN customers. BSN warehouses over \$45M in NIKE product in our facilities, giving it the largest inventory of NIKE product nationally, second only to NIKE themselves. BSN is recognized nationally as the go-to dealer for NIKE product and our commitment to NIKE as a flagship brand means a higher level of understanding of the NIKE products and how those products can best be applied to your campus.



**March 9, 2023**

To Whom It May Concern,

This letter serves to notify you that BSN Sports is designated as the authorized dealer for Nike. BSN Sports is also authorized to market, sell, distribute, warrant, or supply and product or service offered by Nike through BSN Sports.

If you have any questions or need additional information, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Bill Daye".

**Bill Daye**  
**Director NA Team College/Promo**



## Section 4

### Ordering/Customer Service

#### Customer Service Plan

##### Onsite Project Management and Quality Assurance

- BSN will accept City of Kingsport and Kingsport City Schools purchase orders.
- BSN will offer additional financial incentives aside from discounted pricing (see Financial Proposal section)
- BSN has included other information deemed important for evaluation purposes including but not limited to key reasons to partner with BSN SPORTS, innovative concepts, and details of our one stop-shop breadth of inventory, supply chain, and distribution services improper storage.
- BSN will meet & exceed all Quality assurances from the City of Kingsport and Kingsport City Schools - the measurement of success is: On-Time Deliveries, Frequent Communication with the City of Kingsport and Kingsport City Schools Staff & your overall satisfaction with BSN.
- BSN can provide all embellishment services including screen printing, embroidery, tackle twill, sublimation, performance flex and other new forms of lettering. We will collaborate with each coach and send approval of all art requested. All embellishment will be quoted at time of request from school/coach. We will follow all guidelines given to us from the ordering school and school Representatives. In addition to utilizing local certified decorators, BSN SPORTS owns a state-of-the-art production facility in Indianapolis and a decoration facility in Dallas, Texas, and Pennsylvania.
- BSN will also provide a uniform order schedule to help maximize arrival of new uniforms and we also have access to exclusive uniform styles that can be used by the athletic teams. BSN Sports provides online billing to help streamline invoices and payments. We provide tracking information on shipments from our warehouse to the school to allow coaches to know when items are scheduled to arrive. BSN Sports has at once inventory feed to our inventory including many apparel vendors. All coaches/school departments will have access to all our brands for any apparel/equipment needs.
- Dallas AVE K, Embroidery location: 325,000 sq. ft of production and warehouse space. Currently BSN's largest owned manufacturing facility, roughly 115,000 sq. ft of production space with 35-40% room for growth, 23 screen print presses, 89 heads of embroidery, 36 heat presses , 5 sublimation printers , 2 Digital Direct-To-Garment Printers , Pre-production automation in screen processing and digital fusion creation , Roughly 120,000 sq. ft of inventory storage space with about an average of 35-40% room for growth , 10 dock plates, 300+ fully staffed on a single shift / 600+ double shift.



Customer Service Plan (continued)

BSN agrees to provide a proof of screen printing or embroidery to the City of Kingsport and Kingsport City Schools representative prior to printing, utilizing the City of Kingsport and Kingsport City Schools Athletic font, colors, and logos for all printed goods. The trademarked logos will not be altered, reproduced, or used outside of City of Kingsport and Kingsport City Schools.

BSN will provide an efficient ordering and delivery process to accommodate scheduled and unscheduled (emergency) purchases.

BSN will package and ship, in quantities specified, on a timely basis. Packaging and shipping shall be provided with adequate protection against damage and deterioration.

BSN acknowledges that inspection of goods and services will be conducted by the City of Kingsport and Kingsport City Schools Representative at point of delivery. Material not in accordance with specifications will be returned at the BSN's expense.

BSN shall guarantee the original purchase for one year from the date of purchase and acceptance by owner, and BSN will replace or repair any defective product during the guarantee period, excluding any item which has been subjected to accident, alterations, abuse, misuse or neglect by the City of Kingsport and Kingsport City Schools or its employees or that is caused by normal wear and tear.

BSN will ensure availability of a wide variety of sizes for each apparel item, including accommodating big and/or tall student-athletes and coaches.

BSN will commit to multiple service visits per year to campus to meet with coaches, directors of operations, administration for quality assurance and relationship building.

BSN acknowledges that if BSN doesn't provide sufficient equipment such as event specific footwear or other necessary equipment/accessories, City of Kingsport and Kingsport City Schools is allowed to use other providers for those items.

BSN acknowledges the ability to connect important team issued gear items such as coaches polo's, baseball style hats, warmups provided to retail stores in timely & efficient manner.

BSN will provide exclusive gear for Student Athletes that is not available at retail.

BSN will keep open and continual communication with City of Kingsport and Kingsport City Schools athletics administration on all branding initiatives.



### Customer Service Plan (continued)

BSN will keep open and continual communication with the Kingsport City Schools athletics administration and licensing agent (Collegiate Licensing Company - Learfield) on royalties.

BSN will strive to enhance Kingsport City Schools athletics brand with current student athletes, perspective student athletes & fans.

### Software inventory / Order Management System

- BSN Sports utilizes state of the art E-commerce Technology with a Magneto e-commerce platform fully integrated with its SAP ERP system. The benefits to this integrated site are that bid customers will see negotiated bid pricing during the online shopping experience, not adjusted later after the order has been entered. Additional benefits are visibility to real time product availability, product comparisons, account history, order tracking, email shipping notifications, etc.
- BSN supports its online customers through a traditional call center with a 1-800 support line, through email Contact US Support, as well as real- time online chat integrated into the website. The customer on the site only has to click the handy “chat” box to initiate a chat session and one of BSN Sports knowledgeable representatives will promptly respond. The Chat system provides the rep with valuable information about the customer, including what page they are viewing, previous pages viewed and notes from previous chat sessions. Typical support hours are 8am-5pm CST M-F, Excluding Holidays.
- BSN will work closely with Kingsport City Schools Procurement & coordinate with Athletic Admin/Coaches to deliver on-time & manage within Kingsport City Schools protocol.
- Stock Products ship from Our BSN Warehouse within 24 hours of Order placement – Most will arrive at Kingsport City Schools within 3 business days or less.
- All orders, faxed, emailed, or phoned in will be entered by either the territory managers or the sales pro in the field. It will then be reviewed by key personnel in the bid department and the contract manager daily.
- All custom items or screen printing is subject to drop ship delivery times, freight charges, and special pricing, due mainly to the nature of each job.
- Our BSN Field Sales Pro is equipped with technology to allow for IMMEDIATE On-Site confirmation of the following Kingsport City Schools Staff.
- Updated Live Inventory on ALL BSN SKU’s, Live Inventory from 17 of our Major Brands (Nike, Champion, Easton, Rawlings, Mizuno, Schutt, etc.)



## Customer Service Plan (continued)

### Stance on Licensing / Brand Protection

At BSN SPORTS we have built our collegiate business with a respect for and continued desire to do everything, we can protect your brand integrity. We do not underestimate the criticality of the institutional success that comes from a strong, consistent brand. We also recognize that in today's world it's not just a brand or a logo – it's a series of interactions and experiences across a plethora of channels.

With every order, we commit to honoring the Kingsport City Schools reputation and assist building its brand equity, supporting communication through one voice and one cohesive institutional brand.

We understand how much effort goes into policing trademarks and that bad actors can't be eliminated around the globe. But with BSN SPORTS, you do have the ability to make sure the people closest to this campus; athletes, coaches, and staff; student organizations and faculty are getting great products at great prices, officially licensed from a trusted source.

With purpose, we have not included any reference to the Kingsport City Schools logos, colors, or fonts in our opening page designs or in the attached visuals included herein.

We understand the rules. We play by the rules. We are an approved licensee vendor with CLC and aware that the royalty rate with Kingsport City Schools decorated product is 12%. We will help honor your rich history and traditions by protecting and promoting the brand the right way.

### Customer Service and Accounts Receivable Management

The focus on our customers is the most longstanding tradition we have at BSN SPORTS. Our customers have fueled the growth we have experienced over the past fifty-one years and will continue to be the catalyst for years to come.

The support we bring to our customers comes in many ways. We have a traditional call center that offers support 7 days a week, with the customer being able to select their preferred method of contact. We offer phone, email, chat and coming soon, SMS/Text support. Our representatives are experts in all aspects of BSN, including My Team Shop, Sideline Store, and our primary BSN Sports website. For any customer inquiries outside of a live phone call or chat, we deliver a 24-hour turnaround for a quick customer response to email or contact us inquiries.



## Customer Service Plan (continued)

### Billing Solutions in RFP

BSN also offers Kingsport City Schools the BSN SPORTS Billing Solution (Complete Online visibility of Goods/Services ordered & invoiced from BSN to Kingsport City Schools ). The solution was created to put time back in the hands of your staff and make paying invoices simple.

Through BSN SPORTS Billing Solution, you can view and download invoices and statements, pay invoices online by ACH or credit card, and open dispute cases all with 24/7 account access. You can receive notifications or PDF copies of new invoices and statements when they post to your account and easily access or download delivery information for your orders, all from the online portal. Multiple groups on campus can pay as a guest via credit card without registering for the online services.

In addition to our BSNBilling.com website, we have a full staff of credit, accounts receivable, and collections specialists who are aligned with your Sales Professional and can provide dedicated support for any billing needs.

### Ordering/Returns/Invoicing Process

When ordering on either Purchase order, faxes, emails, or verbal communication on this bid, please reference your bid Proposal: Athletic Uniforms and sports equipMent Bid For Kingsport City schoolsm and our Bid Log ID Number: 24-67460.

You will be assigned a N-30 account. You will not be invoiced until all the order has been shipped complete, even if an item is backordered, Kingsport City Schools will receive a credit line and no individual credit apps will be requested for separate transactions.

Kingsport City Schools may (if requested) receive a monthly report each month reporting the previous month and fiscal year to date purchases and promotional dollars. All orders, faxed, emailed, or phoned in will be entered by either the territory managers or the Sales Professional in the field. It will then be reviewed by key personnel in the bid department and the contract manager daily. All custom items or screen printing is subject to drop ship delivery times, freight charges, and special pricing, due mainly to the nature of each job.





## Customer Service and Accounts Receivable Management (continued)

### Ordering Process Example

- Quote provided by BSN Sales Professional.
- Order by Coach: It is BSN Sports standard policy that partners provide purchase orders or credit cards with all orders. Any orders lacking such will not be submitted in the system until one or the other is provided. This procedure will be reviewed with the schools to ensure it aligns with the schools purchasing guidelines/needs.
- Order in the BSN's SAP system – Order Acknowledgement provided to Coach.
- Art Approved – art must be approved by Coach before decoration can begin.
- “Blank Orders” – ship in 24 hours from our Dallas and Indianapolis facilities/warehouses.
- BSN will designate the carrier that is best suited for its supplies to the proposed institutional participant.
- When order is shipped complete, an invoice is produced.

### Comp Order Process: Same standard process as above –

- Coach must let Sales Pro know at time of order that this is a comp goods order. Sales Pro notes if product will be embellished by BSN Sports (standard embellishment costs apply) or sent blank to the Kingsport City Schools.
- See offer for additional detail.

### Next Day Orders:

- Next day delivery requests are available on certain products. The order will incur a shipping charge for next day delivery. Freight quotes will be emailed to the coach, and orders will not be processed until freight charges are approved.
- For next day delivery, all orders will need to be received and processed before 10AM CST to ship that day and are subject to availability and regular holiday and weekend provisions.



## Customer Service Plan (continued)

### Onsite Servicing

- City of Kingsport/Kingsport City Schools will receive turn- key service.
- City of Kingsport/Kingsport City Schools will be serviced by a complete team of sales professionals, territory managers, customer service representatives and category specialists led by the account executive: **Carlos ( C.J.) Lee**.
- BSN sales pros will be on campus twice monthly (more often if needed) to provide the highest level of service in the industry for all your athletic teams. Sales pros will respond to all emails and correspondence within 24 hours.
- City of Kingsport/Kingsport City Schools will have 1 dedicated Accounts Receivable Specialist.
- BSN Sports is committed to a decoration facility staffed and centrally located in the county per the specifications of the RFP in order to uniquely service City of Kingsport/Kingsport City Schools coaches, students, parents, and community.
- We have dedicated category experts to provide additional expert consultation and assistance as needed. For example, lacrosse, volleyball, track, and field, etc... each have a category manager to best support each sport with the highest level of expertise. Many are professional athletes and former Olympians, so you are truly receiving expert assistance on equipment, trends, and training,
- The account executive: **Carlos ( C.J.) Lee** will conduct monthly check in with each schools AD to ensure expectations are being surpassed.
- City of Kingsport/Kingsport City Schools Athletic Director will have direct access to the BSN Staff, Sales Manager: **Matthew Pendleton** & our Regional Sales Director: **Chuck Rouse**.

### Samples/Presentations

- **Carlos ( C.J.) Lee**, (BSN Sales Pro) will be on campus twice per month (or upon request) and will work with the administration and coaching staffs to determine a future plan for campus visits that benefits all parties, as requested.
- Samples will be made available upon request and delivered by **J Carlos ( C.J.) Lee.**, the sales professional. On-Site demonstrations are available, please contact the sales professional to schedule.



## Customer Service Plan (continued)

### Return / Exchange Policy & Minimum Order Policies

- BSN guarantees 100% satisfaction with your purchase. Products may be returned for a refund.
- BSN takes the Customer 1st approach. In general, we view business relationships as a partnership. There are no Restocking Fees for items that we stock in our warehouse. There are no additional charges for exchanges. There are minimum order quantities only if the manufacturer we represent requires them. That is something that will be addressed at the time of the sale. Any other issues can be negotiated as they arise.
- BSN provides a 60-day return policy.
- BSN carries a 1-year standard Manufacturer's warranty on all its items.
- Returned items must be sent back in original packaging and be unused and returned at participant's expense. We cannot accept any returns on custom items and drop ship items.
- All discrepancies regarding late product shipments or refusal of shipments will be managed by your customer service representative.
- Custom orders may not be returned unless the merchandise is defective, or we made an error when making the custom order product. The return authorization number must be included in all correspondence and returns. We are not responsible for misuse, customer installation or improper storage.

### Project Schedule

At BSN, we pride ourselves on clear communication with our customers to ensure uniforms, apparel and equipment are delivered on time with quality. That communication alone is not enough to meet the needs of an entire Athletic Department. With a partnership between our onsite and local sales professional and the Athletic Department, we can promote the most effective process to meeting deadlines.

The following page is an example of the collegiate ordering calendar that will be communicated to the City of Kingsport/Kingsport City Schools.

## COLLEGIATE ORDERING DEADLINES

### **FALL SPORTS – 25'**

- **Custom Uniform Orders:** November 1<sup>st</sup>
- **Stock Apparel Orders:** November 15<sup>th</sup> (Summer Delivery)
- **Stock Footwear:** January 1<sup>st</sup>
- **Custom/ Stock Headwear:** January 1<sup>st</sup>
- **My Team Shop:** March 1<sup>st</sup> (Player Pack- Summer Delivery)
- **My Team Shop:** May 1<sup>st</sup> (Fan Shop - Preseason Delivery)
- **My Team Shop:** September 1<sup>st</sup> (Christmas Shop - Before Christmas Delivery)
- **Equipment:** January 1<sup>st</sup>
  - **Football Reconditioning:** December 15<sup>th</sup> Pick Up (Delivery for Spring Ball)
  - **Football Reconditioning:** May 1<sup>st</sup> Pick Up (Delivery for Fall Season)

### **WINTER SPORTS – 25'**

- **Custom Uniform Orders:** March 1<sup>st</sup>
- **Stock Apparel Orders:** April 1<sup>st</sup>
- **Stock Footwear:** April 1<sup>st</sup>
- **Equipment:** April 1<sup>st</sup>
- **My Team Shop:** May 1<sup>st</sup> (Player Pack - Preseason Delivery)
- **My Team Shop:** August 1<sup>st</sup> (Fan Shop – Preseason Delivery)
- **My Team Shop:** September 1<sup>st</sup> (Christmas Shop - Before Christmas Delivery)

### **SPRING SPORTS – 26'**

- **Stock Apparel Orders:**
  - March 15<sup>th</sup> (Fall Delivery)
  - August 1<sup>st</sup> (Pre-Season Delivery)
- **Stock Footwear:** August 1<sup>st</sup>
- **Custom Uniform Orders:** June 1<sup>st</sup>
- **Custom Headwear:**
  - May 1<sup>st</sup> (Fall Delivery)
  - July 1<sup>st</sup> (Pre-Season Delivery)
- **Equipment:** September 1<sup>st</sup>
- **My Team Shop:** August 1<sup>st</sup> (Player Pack - Preseason Delivery)
- **My Team Shop:** September 1<sup>st</sup> (Christmas Delivery)
- **My Team Shop:** November 1<sup>st</sup> (Fan Shop - Preseason Delivery)
- **Promo / Comp Orders:** November 1<sup>st</sup>
- **Authentic Collection:** September 25<sup>th</sup>
  - *\*APPLIES TO NIKE SCHOOLS ONLY\**



## Product

Amongst the key reasons to partner with BSN SPORTS are critical mass, value, and product availability. These components of our offering result in BSN acting as a true one-stop-shop for all your needs. All products delivered will be new. All of the athletic gear requested by City of Kingsport/Kingsport City Schools can be managed by BSN SPORTS.

This includes but is not limited to:

- Official game clothing
- Practice gear – shorts, t-shirts
- Competition shoes – cleats, turf, training, basketball, volleyball, track, slides
- Training shoes
- Team travel / warm-up suits
- Coaching gear – shorts, pants, polo shirts
- Coaching shoes
- Travel bags
- Socks, wristbands, sports bras
- Knee pads, protective gear, and accessories, etc.
- Equipment, e.g., volleyballs, basketballs, baseballs, gloves, bats
- Services: screen printing, embroidery, etc.

## Catalogs

Enclosed you will find a current Nike catalog for your review. Due to the vast product offering, additional catalogs can be found in digital format at:

[https://www.bsnsports.com/vault?BookshelfFilter=1%3ABSNSPORTS%20SPORTS \(BSN\)](https://www.bsnsports.com/vault?BookshelfFilter=1%3ABSNSPORTS%20SPORTS%20(BSN))

<https://www.bsnsports.com/vault?BookshelfFilter=1%3ANike>

All discounts requested in the RFP are listed in the attached agreement.



**BSN SPORTS**  
**Section 5**  
**Cost Proposal**

**EXCLUSIVE SUPPLIER AGREEMENT**

BSN SPORTS, ("BSN") is pleased to offer the City of Kingsport for its Kingsport City Schools Athletic Departments the **BSN SPORTS EXCLUSIVE SUPPLIER AGREEMENT** for the purchase and supply of Nike apparel and footwear along with any and all other equipment & apparel offered for sale by BSN SPORTS, for use by the school and its athletic programs.

**Benefits:**

1. **"Premier Pricing"** shall apply to all footwear, clothing and equipment purchased by Dobyms- Bennett High School, Robinson MS , & Sevier MS at the following rates:
  - 35% off retail price on all Nike clothing
  - 25% off custom Nike uniforms
  - 30% off retail price on all Nike footwear and equipment
  - 20% off catalog price on all BSN SPORTS proprietary products (as defined below) from BSN SPORTS catalog (excludes closeout and sale items)
    - BSN SPORTS proprietary products are identified in our catalog with a black star icon next to the product code.
  - 10% off catalog price on all non-branded products from BSN SPORTS catalog.
    - BSN SPORTS catalog non-branded products are products distributed by BSN from a third-party manufacturer such as Wilson, Spalding, Rawlings, etc.
  
2. **BSN Sports Product / Apparel Rebate:** Kingsport City Schools Athletics shall receive the following in free product Rebate: Subject to the terms below, at the end of each School Year of this agreement, the Athletic Program will receive a Product Rebate including selected products from BSN. The Product Rebate will be selected from a list of products provided by BSN and subject to availability at the time of order. Product Rebates are available after the requirements below are met (including, without limitation, the Annual Spending Level with BSN as set forth below) and must be utilized within forty-five (45) days of the end of the School Year in which the rebate was earned. A Product Rebate balance does not carry over from School Year to School Year. Kingsport City Schools and its Athletic Programs must be current on all payment obligations to BSN to be eligible for the Product Rebate.

FOOTBALL  
 BASKETBALL  
 VOLLEYBALL  
 SOCCER  
 BASEBALL  
 LACROSSE  
 TENNIS  
 SOFTBALL  
 UNIFORMS  
 TRACK&FIELD  
 STRENGTH&  
 FITNESS  
 WRESTLING  
 SPORTS MED  
 SPEED  
 AGILITY  
 SCOREBOARDS  
 BENCHES&BLEACHERS  
 COACHING  
 AQUATICS



FOOTBALL  
 BASKETBALL  
 VOLLEYBALL  
 SOCCER  
 BASEBALL  
 LACROSSE  
 TENNIS  
 SOFTBALL  
 UNIFORMS  
 TRACK&FIELD  
 STRENGTH&  
 FITNESS  
 WRESTLING  
 SPORTS MED  
 SPEED  
 AGILITY  
 SCOREBOARDS  
 BENCHES&BLEACHERS  
 COACHING  
 AQUATICS

**Annual Spending Level      Structured Annual Rebate amount**

**Dobyns Bennett High School**

- \$100,000+            \$3000
- \$150,000+            \$3000
- \$200,000+            \$3000
- \$250,000+            \$3000

**Robinson Middle School & Sevier Middle School**

- \$10,000+              \$300
- \$15,000+              \$300
- \$20,000+              \$300
- \$25,000+              \$300

**Rebates compound with each spend level achieved**

**3. NIKE Team Sports Product / Apparel Rebate:** Dobyns- Bennett High School Athletics Programs shall receive the following in free Nike promotional product calculated at Nike retail prices and redeemable from the approved Nike Fundamental Apparel promo list:

**Dobyns Bennett High School - -**

- Year 1 signing Bonus of \$10,000 Nike Promotional product
- Year 1-4: \$15,000 in Nike promotional product @ retail price

**Robinson Middle School & Sevier Middle School**

- 
- Year 1-4: \$1,000 in Nike promotional product @ Retail Price
- Year 1-4: \$1,000 Nike promotional product awarded after \$12,000 spend

**4. State Championship / Men’s holiday tournament Incentive:**  
 State Championship Tees for entire team and coaches’ staff

**Advertising Allotment:** BSN will furnish \$3,000 per year for advertising.  
 The \$3,000 will come from BSN or Nike Product at Retail Price.

**Men’s Holiday Basketball tournament – Buy one get one player shirts with the purchase of all other tournament apparel.**



FOOTBALL  
 BASKETBALL  
 VOLLEYBALL  
 SOCCER  
 BASEBALL  
 LACROSSE  
 TENNIS  
 SOFTBALL  
 UNIFORMS  
 TRACK&FIELD  
 STRENGTH&  
 FITNESS  
 WRESTLING  
 SPORTS MED  
 SPEED  
 AGILITY  
 SCOREBOARDS  
 BENCHES&BLEACHERS  
 COACHING  
 AQUATICS

**5. Band Incentives –**

- **Dobyns Bennett High School** – 5% rebate to be rewarded on all Band purchases made through BSN Sports
- **Robinson Middle School** - 5% rebate to be rewarded on all Band purchases made through BSN Sports
- **Sevier Middle School** - 5% rebate to be rewarded on all Band purchases made through BSN Sports

**6. VIP Marketing Package: Onetime \$15,000 Impact branding package to be used in the first year of agreement.**

**Dobyns Bennett - \$10,000**  
**Robinson Middle School - \$2500**  
**Sevier Middle School - \$2500**

**City of Kingsport for its Kingsport City School Athletics Programs Sideline Store set up at No Charge with a 10% annual Credit or Cash. This store is open 24/7/365**

CONFIDENTIAL





**BSN SPORTS**

Section 6

References

**City of Kingsport – Kingsport City Schools  
Athletic Uniforms and Sports Equipment  
REFERENCE FORM**

Provide three similar contract references and return with proposal.

**Reference #1**

Customer Name: Science Hill High School

Contact Name: Kieth Turner - Athletic Director

Phone Number: 423-323-2190

Number of years servicing this account: 20+

**Reference #2**

Customer Name: Greeneville High School

Contact Name: Brad Whoolsey - Athletic Director

Phone Number: 423-787-8030

Number of years servicing this account: 20+

**Reference #3**

Customer Name: Tennessee High School

Contact Name: Kim Kirk - Athletic Director

Phone Number: 423-652-9494

Number of years servicing this account: 20+

**COMPLETE AND SUBMIT WITH PROPOSAL**



## **Section 7**

### **Practice Gear**

- Official game clothing.
- Practice gear – shorts, t-shirts.
- Competition shoes (will need to be flexible) – cleats, turf, basketball, volleyball, rack, golf.
- Training and Travel Shoes – turf, tennis shoes, and slides.
- Team travel / warm-up suits.
- Staff and Coaching gear – shorts, pants, polo shorts.
- Coaching shoes - turf, tennis shoes, and slides .
- Travel bags.
- Socks.
- Knee pads, protective gear & accessories, etc.
- Services: screen printing, embroidery, sublimation, etc.
- Athletic equipment.

BSN Sports has access to all the items stated above and a lot more.

All apparel and accessories provided in this Proposal will be new.

At no time will items which are used, demonstrators, obsolete, seconds, or which have been discontinued be acceptable.



## Innovative Concepts

### Custom Private Label Uniforms Capability

In the instance ordering windows are not met or unforeseen supply chain issues arise, BSN SPORTS owns and operates a proprietary uniform builder, coordinating with its Private Label Victory Uniforms & Fundamentals, fully integrated to manufacturing that allows for 4-week turn times. The uniform quality and construction are comparable to all major brands in the marketplace. While this is not an intended path to servicing the City of Kingsport/Kingsport City Schools, it is a differentiating component to our service capability that can act as a stop gap if and when regular course of business is interrupted.

### Sport Category Expertise

Another differentiator between BSN SPORTS and any other team uniform, apparel and equipment supplier is our lineup of sport category experts that exist solely as an additional line of support to your staff. Whether it's new product questions, various brand questions or fit/style guidance, the entire team is dedicated to being that extra level of service you can only get with BSN SPORTS. These sport specific, full-time team members come from a wide array of decorated backgrounds, including but not limited to: Olympic Gold Medalist, National Champion, All-American, Collegiate Head Coach, MLB Draft Pick, Equipment Manager, NBA Strength and Speed Coach and School Record Holder.

### Inventory Connectivity

Our large investment in levels of inventory to serve the City of Kingsport/Kingsport City Schools is only one component that differentiates us from the competition. We also equip every one of our field sales professionals with an iPad that includes our proprietary application that connects them to inventory levels instantly. Not only do they have visibility to BSN SPORTS inventory, but they are also integrated to our strategic brand partners' inventory. This allows our sales team to access real-time availability and not waste valuable time of equipment managers and coaches when orders need to be entered.



### City of Kingsport/Kingsport City Schools Team Stores

BSN offers a proprietary microsite functionality known as My Team Shops, which are limited time online stores for your student athletes, their parents, and fans. Through an assortment chosen by your selected shop coordinator, items can be purchased, processed, and returned to campus for distribution to players or shipped directly to the homes of parents and fans. Shops can be built and launched in minutes, not days. Typically, Shops are open for no longer than a 2- week window so that every order is processed at the same time.

This online store would be created, hosted, and maintained by BSN SPORTS at no cost to the City of Kingsport/Kingsport City Schools. In addition, BSN SPORTS would be responsible for all aspects of order processing, fulfillment, returns and payments for the online store.

Administrators have full capabilities to monitor sales and promote the assortment utilizing the tools within the platform. It is a passcode protected site that the administrator can use to upload emails to create a drip marketing campaign, reminding recipients of open and close dates of these sites.

All purchases in the My Team Shops count towards the incentive spending level as outlined in the financial proposal.

### City of Kingsport/Kingsport City Schools Sideline Store

A BSN Sideline Store is a 24/7 full-service online store with made-to-order fan gear for the entire campus community. While Team Shops might cater more towards your athletes, Sideline Stores cater to students, faculty, family, fans, and alumni.

Every product is made to order and spans across various categories and products, men's, women's, youth, headwear and accessories, t-shirts, polos, fleece, hoodies, and bags from leading brands, including Adidas .

Customers select a product and design within the site to be decorated on the product. The customer can customize the item by choosing pre-approved designs for sport, club, organization, or alumni, amongst many other examples.

The City of Kingsport/Kingsport City Schools has no need to manage the store or purchase inventory. BSN fully manages all aspects of the Sideline Store on behalf of the City of Kingsport/Kingsport City Schools. If customers have any questions, BSN handles all order processing, printing, shipping, and customer support.

All purchases in the Sideline Store count towards the incentive spending level as outlined in the financial proposal.



## City of Kingsport/Kingsport City Schools Campus Branding

BSN SPORTS is part of the Varsity Brands family, which operates VIP Branding. VIP Branding is a team of design experts dedicated to designing mascots, logos, and brands for the youth and collegiate academic space. In coordination with VIP Branding is our Campus Branding arm – your one-stop source for all facilities and branding needs. Their services include but are not limited to:

- Banners.
- Door Wraps.
- Custom Screens.
- Wall Murals.
- Window Branding.
- Pole Flags.
- Decals.
- Media Backdrops.
- Tents.
- Avenue Banners.



**BSN SPORTS**

**Section 8**

**Compliance Affidavit Form**

**COMPLIANCE AFFIDAVIT(S) (TOTAL OF 2 PAGES)**

**THIS COMPLIANCE AFFIDAVIT MUST BE SIGNED, NOTARIZED AND INCLUDED WITH ALL BIDS – FAILURE TO INCLUDE THIS FORM WITH THE BID SUBMITTED SHALL DISQUALIFY THE BID FROM BEING CONSIDERED.**

**VENDOR:** BSN Sports LLC

**CONFLICT OF INTEREST:**

1. No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
4. Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education?  
       Yes         No

If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member  
NONE

5. Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education?        Yes         No

If you answered yes please state the name of the employee or board member  
N/A

6. By submission of this form, the vendor is certifying that no conflicts of interest exist.

**DRUG FREE WORKPLACE REQUIREMENTS:**

7. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

**ELIGIBILITY:**

8. The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

**GENERAL:**

9. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
10. Such offer is genuine and is not a collusive or sham offer.

**IRAN DIVESTMENT ACT:**

11. Concerning the Iran Divestment Act ( TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and



in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

NON-COLLUSION:

- 12. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
- 13. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

- 14. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

NON-BOYCOTT OF ISRAEL AFFIDAVIT

- 15. Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

The undersigned hereby acknowledges and verifies that the response submitted to this solicitation is in full compliance with the applicable laws/listed requirements. The undersigned also declares under penalty of perjury under the laws of the State of Tennessee that the foregoing is true and correct.

SIGNED BY: \_\_\_\_\_

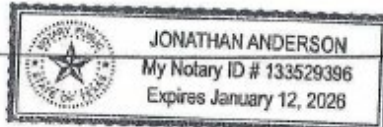
PRINTED NAME: Chris Bloomfield

TITLE: National Bid Director

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE: 09/27/2024

BY (NOTARY PUBLIC): \_\_\_\_\_

MY COMMISSION EXPIRES ON: 01/12/2026





**Section 9  
Other**

00257 1 of 1



STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

**New Account Numbers**

March 5, 2017

BSN SPORTS, LLC  
1901 DIPLOMAT DR  
DALLAS TX 75234-8914

Letter ID: L1440686080

Dear BSN SPORTS, LLC:

You are receiving this letter because the Tennessee Department of Revenue has converted one or more of your tax accounts as we launch our new tax system. The following tax types are being assigned new account numbers:

Sales Tax

- The SLC account number is used for filing tax returns and payments.
- Taxpayers with more than one location should use the SLC number for filing all sales tax returns.
- Old sales tax account numbers are now called Location IDs, and they are still valid for determining the activity of any location.

**What do I need to do?**

- Use the new account number(s) when submitting tax returns and documentation to the Tennessee Department of Revenue.
- Any account numbers or license numbers *not* listed above are still valid, and they should continue to be used.
- If you have a CPA, tax preparer, or someone else with power of attorney over your accounts, let them know about this change.
- Register for a free **TNTAP** account at <https://tntap.tn.gov/eservices> to take full advantage of the new features we are providing. **TNTAP**, or the **Tennessee Taxpayer Access Point**, allows you to file returns, make payments, check account balances, and more.

Please review the information below to see any new account numbers that have been assigned to you.

Account Type	New Account Number
Sales and Use Tax	1000206917-SLC

If you have questions or need assistance, please contact the Taxpayer Services Division at the phone number listed in the footer of this letter, or visit our website at <http://www.tn.gov/revenue>.

Taxpayer Services Division - 500 Deaderick Street, Nashville, TN 37242  
Tel (615) 253-0600 - <http://www.tn.gov/revenue>

al0010





STATE OF TENNESSEE  
DEPARTMENT OF REVENUE

**Business Tax Filing Status Certificate**

June 20, 2024



 BSN SPORTS, LLC  
14460 VARSITY BRANDS WAY  
FARMERS BRANCH TX 75244-1200

Letter ID: L0386210624  
Account ID: 1002399891-BUS  
Account Type: Business Tax

Dear BSN SPORTS, LLC:

This certificate confirms the business tax filing status of Retailer for the above-named taxpayer. The certificate is valid beginning April 15, 2024 and expiring on April 15, 2025 for the following location:

Location ID: 1001713807  
Location Address: BSN SPORTS, LLC  
252 SIGNAL MOUNTAIN RD  
CHATTANOOGA TN 37405-1914

**According to Tenn. Code Ann. § 67-4-720, a vendor that receives a certificate from a customer shall not owe additional tax, nor be refunded tax, based on a retroactive change in the customer's filing status as a wholesaler or retailer during the certificate's effective period.**

The taxpayer may furnish its supplier(s) with a **COPY** of the enclosed certificate upon vendor(s) request. Vendors may rely on the certificate for transactions occurring during the certificate's effective period for the purpose of determining their business liability. The original certificate should be retained **for the taxpayer's records**. The vendor must maintain a file copy as evidence of their business tax filings.

---

Tennessee Department of Revenue

**Business Tax Filing Status Certificate**

Location Address:  
BSN SPORTS, LLC  
252 SIGNAL MOUNTAIN RD  
CHATTANOOGA TN 37405-1914

Effective Period Begin: April 15, 2024  
Effective Period End: April 15, 2025  
Filing Status: Retailer  
Location ID: 1001713807



Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>BSN Sports, LLC</b>			
	<b>2</b> Business name/disregarded entity name, if different from above.			
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)		<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>			
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>14460 Varsity Brands Way</b>		Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code <b>Farmers Branch, TX 75244</b>			
	<b>7</b> List account number(s) here (optional)			

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-						
or									
Employer identification number									
2	2	-	2	7	9	5	0	7	3

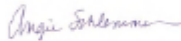
**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date 03/20/2024
------------------	---	-----------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Angie Schlemmer  
Vice President -Tax

June 4th, 2021

RE: Varsity Brands Holding Co., Inc.

FEIN # 47-2460272

BSN SPORTS LLC  
FEIN #22-2795073

Whom It May Concern:

Please be advised that effective November 26, 2014, BSN SPORTS, Inc. filed a Certificate of Conversion with the State of Delaware converting BSN SPORTS, Inc. from a Corporation to a Limited Liability Company. The company is now known as BSN SPORTS, LLC.

Effective, December 4, 2014, BSN SPORTS, LLC became a wholly-owned subsidiary of Varsity Brands Holding Co., Inc., a newly formed corporation incorporated in the State of Indiana. Because of BSN SPORTS, LLC's limited liability status, it is deemed to be a disregarded entity pursuant to the rules of the Internal Revenue Service. As such, when our customers and vendors request our FEIN, we are required to provide the FEIN of our parent.

Therefore, please see the attached Form W-9 for Varsity Brands Holding Co., Inc., and update your records accordingly.

If you have any questions, please contact me at (214) 459-9059.

Thank you,

Angie Schlemmer

14460 Varsity Brands Way • Farmers Branch, TX 75244 • Toll Free 1-800-527-7510



Varsity Brands Holding Co FEIN: 47-2460272  
 List of Disregarded Entities

Updated 1/7/2020

The following is a list of wholly owned subsidiaries of Varsity Brands Holding Co., Inc. which are deemed to be Disregarded Entities pursuant to the rules of the Internal Revenue Service. None of these entities is subject to backup withholding.

For your convenience and to distinguish between our many different businesses, we are providing the following list of subsidiaries and their various DBA names that will all utilize the same Varsity Brands Holding Co., Inc. W-9 with an FEIN of 47-2460272. We hope that this list will assist you in setting up unique vendor accounts for each of our businesses in the event your company conducts business with more than one of our businesses.

<u>Legal Name</u>	<u>DBA</u>	<u>Tax Classification</u>	<u>Remit to Address</u>	<u>City, State, and Zip Code</u>	<u>FEIN</u>
BSN SPORTS LLC		LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
BSN SPORTS LLC	Athletic Connection	LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
BSN SPORTS LLC	ESPORTSONLINE	LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
BSN SPORTS LLC	League Direct	LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
BSN SPORTS LLC	NBC	LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
BSN SPORTS LLC	Tomark Sports	LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
BSN SPORTS LLC	US Gamer	LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
BSN SPORTS LLC	Fan Cloth	LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
BSN SPORTS LLC	Blue Moose Tees	LLC	P O Box 660176	Dallas, TX 75266-0176	22-2795073
Varsity Brands LLC		LLC	6745 Lenox Center Court, Suite 300	Memphis, TN 38115	22-2890400
Varsity Spirit Fashions & Supplies LLC		LLC	P. O. Box 751210	Memphis, TN 38175-1210	41-1459823
Varsity Athletic Band LLC		LLC	6745 Lenox Center Ct, Suite 300	Memphis, TN 38115	37-1918887
DSI (Directors Showcase Int'l)			505 Sroufe St	Ligonier, IN 46767	37-1918887
SA Feathers			5852 Enterprise Pkwy	Fort Myers, FL 33905	37-1918887
Stanbury Uniforms LLC		LLC	108 Stanbury Industrial Drive	Brookfield, MD 64628	48-1268134
					LLC effective 10/29/2019
Varsity Spirit LLC					62-1169661
Varsity Spirit LLC	All Star Challenge	LLC	4711 Hope Valley Rd 4F-422	Durham NC 27707	62-1169661
Varsity Spirit LLC	All Star Championships	LLC	245 W Roosevelt Rd, B1, Suite 5	West Chicago, IL 60185	62-1169661
Varsity Spirit LLC	All Things Cheer	LLC	10325 Yellow Pine Ln	Knoville TN 37932	62-1169661
Varsity Spirit LLC	Aloha Spirit Productions	LLC	118 NW 14th Ave STE A	Gainesville, FL 32601	62-1169661
Varsity Spirit LLC	American Championships	LLC	118 NW 14th Ave STE A	Gainesville, FL 32601	62-1169661
Varsity Spirit LLC	American Cheer and Dance	LLC	6679 Santa Barbara Rd. Suite C	Elkridge MD 21075	62-1169661
Varsity Spirit LLC	American Cheer Power	LLC	201 Spruce	Dickinson TX 77539	62-1169661
Varsity Spirit LLC	America's Best	LLC	11500 Champions Way	Louisville, KY 40299	62-1169661
Varsity Spirit LLC	Athletic Championships	LLC	10325 Yellow Pine Ln	Knoville TN 37932	62-1169661
Varsity Spirit LLC	Champion Cheer and Dance	LLC	6679 Santa Barbara Rd. Suite C	Elkridge MD 21075	62-1169661
Varsity Spirit LLC	Champion Spirit Group	LLC	245 W Roosevelt Rd, B1, Suite 5	West Chicago, IL 60185	62-1169661
Varsity Spirit LLC	Cheer Ltd.	LLC	118 Ridgeway DR, #101	Fayetteville NC 28311	62-1169661
Varsity Spirit LLC	Cheerlbrty	LLC	10325 Yellow Pine Ln	Knoville TN 37932	62-1169661
Varsity Spirit LLC	CheerSport	LLC	11010 Monroe Rd #8	Mathews NC 28105	62-1169661
Varsity Spirit LLC	COA Cheer and Dance	LLC	11500 Champions Way	Louisville, KY 40299	62-1169661
Varsity Spirit LLC	Coastal Cheer and Dance	LLC	11500 Champions Way	Louisville, KY 40299	62-1169661
Varsity Spirit LLC	Dance Finals	LLC	245 W Roosevelt Rd, B1, Suite 5	West Chicago, IL 60185	62-1169661
Varsity Spirit LLC	Double Down Championships	LLC	10325 Yellow Pine Ln	Knoville TN 37932	62-1169661
Varsity Spirit LLC	GLCC Events	LLC	11500 Champions Way	Louisville, KY 40299	62-1169661
Varsity Spirit LLC	Golden State Spirit Assn	LLC	118 NW 14th Ave STE A	Gainesville, FL 32601	62-1169661
Varsity Spirit LLC	JamFest	LLC	11500 Champions Way	Louisville, KY 40299	62-1169661
Varsity Spirit LLC	LIWEI Cheer and Dance Events	LLC	11500 Champions Way	Louisville, KY 40299	62-1169661
Varsity Spirit LLC	Mardi Gras Spirit Events	LLC	201 Spruce	Dickinson TX 77539	62-1169661
Varsity Spirit LLC	Mid Atlantic Championships	LLC	118 NW 14th Ave STE A	Gainesville, FL 32601	62-1169661
Varsity Spirit LLC	National Cheerleaders Association	LLC	640 Shiloh RD #200	Plano TX 75074-7209	62-1169661
Varsity Spirit LLC	National Dance Alliance	LLC	640 Shiloh RD #200	Plano TX 75074-7209	62-1169661
Varsity Spirit LLC	Nations Choice	LLC	245 W Roosevelt Rd, B1, Suite 5	West Chicago, IL 60185	62-1169661
Varsity Spirit LLC	Premier Athletics	LLC	10325 Yellow Pine Ln	Knoville TN 37932	62-1169661
Varsity Spirit LLC	Spirit Celebration	LLC	640 Shiloh RD #200	Plano TX 75074-7209	62-1169661
Varsity Spirit LLC	Spirit Cheer	LLC	118 NW 14th Ave STE A	Gainesville, FL 32601	62-1169661
Varsity Spirit LLC	Spirit Festival	LLC	10325 Yellow Pine Ln	Knoville TN 37932	62-1169661
Varsity Spirit LLC	Spirit Sports	LLC	10325 Yellow Pine Ln	Knoville TN 37932	62-1169661
Varsity Spirit LLC	Spirit Team	LLC	118 NW 14th Ave STE A	Gainesville, FL 32601	62-1169661
Varsity Spirit LLC	Spirit Unlimited	LLC	6679 Santa Barbara Rd. Suite C	Elkridge MD 21075	62-1169661
Varsity Spirit LLC	Spirit Xpress	LLC	PO Box 752790	Memphis, TN 38175-2790	62-1169661
Varsity Spirit LLC	Team Champion	LLC	245 W Roosevelt Rd, B1, Suite 5	West Chicago, IL 60185	62-1169661
Varsity Spirit LLC	United Spirit Association	LLC	5770 Warland Drive, Suite B	Cypress, CA 90630	62-1169661
Varsity Spirit LLC	Universal Cheerleaders Association	LLC	PO Box 752790	Memphis, TN 38175-2790	62-1169661
Varsity Spirit LLC	Universal Dance Association	LLC	PO Box 752790	Memphis, TN 38175-2790	62-1169661
Varsity Spirit LLC	Universal Spirit	LLC	11010 Monroe Rd #8	Mathews NC 28105	62-1169661
Varsity Spirit LLC	US Finals	LLC	11500 Champions Way	Louisville, KY 40299	62-1169661
Varsity Spirit LLC	VIROC	LLC	PO Box 752790	Memphis, TN 38175-2790	62-1169661
Varsity Spirit LLC	Varsity Shop	LLC	3131 Appling Rd.	Bartlett, TN 38133	62-1169661
Varsity Spirit LLC	Varsity University	LLC	PO Box 752790	Memphis, TN 38175-2790	62-1169661
Varsity Spirit LLC	Varsity.com	LLC	P. O. Box 751210	Memphis, TN 38175-1210	62-1169661
Varsity Spirit LLC	VBI Ventures Inc.	LLC	10325 Yellow Pine Ln	Knoville TN 37932	62-1169661
Varsity Spirit LLC	VIP Branding	LLC	1455 Frazee Road, Suite 500	San Diego, CA 92108	62-1169661
Varsity Spirit LLC	World Spirit Federation	LLC	10325 Yellow Pine Ln	Knoville, TN 37932	62-1169661
Varsity Spirit LLC	Xpress Brands	LLC	PO Box 752790	Memphis, TN 38175-2790	62-1169661
allgoods LLC		LLC	P O Box 200607	Arlington, TX 76006	46-4629794
allgoods LLC	Volume Specialties	LLC	P O Box 200607	Arlington, TX 76006	46-4629794



# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of person who has a business relationship with local governmental entity.

BSN Sports LLC

2  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

None

Name of Officer

This section (Item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

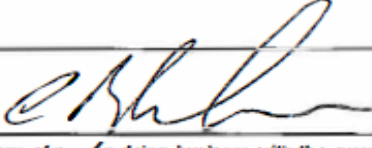
Yes  No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each employment or business relationship with the local government officer named in this section.

None

4   
Signature of person doing business with the governmental entity

02/07/2024  
Date

Adopted 06/29/2007



## **BSN SPORTS** **TERMS AND CONDITIONS**

### **Satisfaction Guarantee**

We guarantee 100% satisfaction with your purchase! Products may be returned for a refund within 30 days of the date the product was shipped to you, when returned in accordance with our Return Policy set forth below.

### **Return Policy**

All returns must be authorized by us and require a return authorization number. Call our Customer Care Team at 1-800-467-0235 for a return authorization number. Returns must be postmarked within 30 days of date the product was shipped to you; otherwise the return will not be eligible for credit. Items must be returned in their original condition, including all tags, packaging and accessories (if applicable). A restocking fee may apply and freight charges will not be refunded unless the merchandise is defective or it was shipped incorrectly.

Custom orders may not be returned unless the merchandise is defective or we made an error when making the custom order product. The return authorization number must be included in all correspondence and returns. We are not responsible for misuse, customer installation, freight damage or improper storage.

### **24 Hour Quick Ship**

Highlighted Products will ship within 24 hours upon verification of order and credit release. Actual arrival time at your location depends on the method of shipment and distance from our warehouse. Standard freight rules apply.

### **Pricing and Specification**

We will make every effort to honor catalog prices through August 1, 2023. We reserve the right to change prices due to increased costs, or to correct catalog errors in pricing and/or specification. When you send us your order request, we will begin processing it as quickly as possible. Despite our best efforts, a small number of items in our catalog may be mispriced. If an item's correct price is higher than our stated price, we will, at our discretion, either contact you for instruction before shipping or cancel your order and notify you of such cancellation. We will make every effort to send you one invoice after all items on your order have shipped.

### **Sales Tax**

Unless your organization is a branch of the federal government, you must provide to us for each state where you are not subject to sales tax either a resale certificate or state exempt organization certificate, as appropriate. Otherwise, state and local sales taxes will be added in the states of AK, AL, AR, AZ, CA, CO, CT, DC, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NJ, NM, NY, NV, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, WY and Puerto Rico. This list of sales tax states is subject to change at any time without further notice. If you are a new customer, your resale certificate or state exempt organization certificate must be sent with the Customer Information Sheet (CIS), or otherwise received by us with or before your first order, to document your status as not subject to sales tax. If we do not have on file a resale certificate or state exempt organization certificate, sales taxes will be added for orders shipped to any state where we are required to charge sales tax.

### **Custom Orders**

Custom orders require a customer signed order specification confirmation before any custom order is processed. If you decide to change a custom order after it has been placed, please call us immediately. We will contact the manufacturing facility to determine if the order has already been processed or if the change can be made. If the order has been processed, we will not be able to change it and you will be responsible for paying

for the order. If a change can be made, there may be a delay in delivery and/or an additional charge. Please be certain of your ordering needs prior to submission. We may require that you prepay for custom orders.

### **Substitutions**

We strive to continually improve our products to give you the best value possible. On occasion, we may ship you a product that differs from the one pictured and described in our catalog. However, we will always substitute with a product of equal or better quality and value. If your requirements prohibit substitution, please let us know when you place the order.

### **Fast Service**

We process orders the same day they are received and generally ship items that are in our inventory within 2-3 business days. If delivery is required by a specific date, please notify us when placing your order. Please call for information on express delivery. To ensure rapid processing of your order, be sure to complete all necessary information on the Order Form.

### **Easy Payment Terms**

We offer net 30 day terms on approved credit, honor most major credit cards and accept prepaid orders. We accept VISA, MasterCard, American Express and Discover. We can also accept your check by phone. We require a written purchase order (or valid purchase order number, subject to verification, if ordering via the Internet). We may require that you prepay for custom orders. Orders received from outside the United States require prepayment before shipment. New customers requesting credit terms are required to complete a Customer Information Sheet (CIS) and require credit investigation and approval prior to order release. Customers agree to pay invoices in full within set terms. Past due balances will be charged interest at the rate of eighteen percent (18%) per annum, or the highest rate permitted by applicable law, whichever is lower. Customers also agree to pay any and all fees, including attorney fees, incurred by us to collect past due invoices.

### **Risk of Loss, Freight Damage and Shipment Shortages**

Risk of loss, title and ownership of the goods purchased are transferred to the customer at the time goods are delivered to the common carrier. We will gladly assist you with your freight claim. If a shipment is short or damaged, the shortage or damage must be noted on the freight delivery document at the time the product is delivered to you. Please notify us immediately if you need assistance with your claim. Please call 1-800-719-3056 same day.

### **Duplicate Orders**

To avoid accidental duplication of your Internet or phone order, DO NOT send written confirmation unless you are asked to do so by a member of our team. If you must send confirmation, you must mark the order as "Confirming Order, Do Not Duplicate." Unless your confirming order is marked clearly, you will be responsible for return freight charges and a restocking fee of up to 25% if the duplicate order is returned.

### **Off-Shore Destinations and APO/FPO Addresses**

Sometimes the weight and size of items preclude postal shipment. Always provide alternative shipping instructions and addresses (allowing us to ship other than by postal service).

### **Force Majeure**

Although we strive to meet obligations set forth in our catalog and promotional materials, we will not be liable for any failure to perform any such obligations by reasons of acts of God or the elements; acts, delays and failures to act by governmental authorities; riots, insurrections, terrorism, sabotage and war; labor strikes, interruption, suspension, curtailment or other disruption of utilities; or other matters beyond our reasonable control.



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		<b>CONTACT NAME:</b> Willis Towers Watson Certificate Center <b>PHONE (AG No Est):</b> 1-877-945-7378 <b>FAX (AG No):</b> 1-888-467-2378 <b>E-MAIL ADDRESS:</b> certificates@willis.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A:</b> James River Insurance Company	12203
		<b>INSURER B:</b> Travelers Property Casualty Company of Am	25674
		<b>INSURER C:</b> Travelers Indemnity Company of CT	25682
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** W29933640      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			00067824-8	07/30/2022	11/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> BUS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> \$1,000			TJCAP-6E004847-TIL-22	07/30/2022	11/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$			00063341-8	07/30/2022	11/01/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> No      N/A			UB-6P863791-23-51-K	07/30/2023	11/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>Workers Compensation and Employers Liability</b> Per Statute			UB-6P859765-23-51-R	07/30/2023	11/01/2023	EL Each Accident \$1,000,000 EL Disease-Each Empl \$1,000,000 EL Disease-Policy Int \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  <div style="border: 1px solid black; padding: 5px; text-align: center; color: yellow; font-weight: bold;">SAMPLE COPY</div> <p style="font-size: small;">For Informational Purposes Only</p>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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City of Kingsport  
 RFP: Athletic Uniforms and Sports Equipment Bid for Kingsport City Schools  
 Due: 10/09/2024 @ 4 PM EST