

THREE RIVERS COMMUNITY SCHOOLS

851 Sixth Avenue
Three Rivers, MI 49093
Phone: (269) 279-1100
FAX: (269) 279-5584

November 16, 2017

BAND UNIFORMS BID
Request for Bids
Three Rivers High School

INSTRUCTIONS AND GENERAL CONDITIONS

1. Three Rivers Community Schools, 851 Sixth Avenue, Three Rivers, MI 49093, will consider **bids for the purchase of Band Uniforms** as per information attached. Bids are to be submitted clearly marked "Band Uniforms", to the Business Manager no later than 12:00 p.m. (noon) on Friday, December 1, 2017 at 851 Sixth Avenue, Three Rivers, MI 49093. (Note: Bid may be faxed to (269) 279-5584).
2. Bids are to be submitted on the basis of the specifications enclosed in the bid packet. Delivery is to be by 12:00 p.m. (noon) on Friday, December 1, 2017 to Three Rivers Community Schools at 851 Sixth Avenue, Three Rivers, MI 49093.
3. Bids must comply with the requirements as set forth by the bid packet, or any exceptions must be indicated on Deviation Form. Bids must be for total cost including shipping, handling, etc.
4. The vendor receiving the bid shall see that the uniforms are inspected and are responsible for necessary corrections prior to delivery.
5. Although cost will be an important factor, the Board is not obligated by operation of any statute or regulation to award a contract for the purchase of band uniforms on the basis of a low bid. The Board reserves the right to award a bid which, in the opinion of the Board, will serve the best interest of the District, to waive any information or irregularities in any bid, and to reject any or all quotations.
6. All bids will be opened at the day, time and location stated above. Persons submitting bids may attend and will receive a list of agents and companies who have submitted bids, if requested. There will be no discussion of any bid at that time.

7. Bids must contain in writing all the terms and conditions of the offer being made.
8. Bids received after the time established above will be returned to the sender unopened. Envelope containing the bid should be clearly marked on the outside.
9. Unless otherwise noted, it is requested that payment is to be made on the basis of 50% due at time of order and 50% due net 30 after delivery, with final payment not to be before July 1, 2018.
10. A uniform sample is not required to be submitted with the bid. However, before a vendor is awarded the final bid, a sample will be required. This sample uniform must be in the same color as the uniform proposed. It should reflect the exact style and tailoring details listed in the styling specifications and the exact fabric specified in the vendor's bid.
11. Any additional questions or requests for information should be directed to:

Bid Process

Sara Herrmann
Business Manager

(269) 279-1107

Uniform Specifications

Bryan VanToll
Band Director
Three Rivers High School
(269) 279-1120

**THREE RIVERS COMMUNITY SCHOOLS
BAND UNIFORMS SPECIFICATIONS**

All Specifications are Considered Minimum Requirements.

**To be considered, uniform components must
be "Equal To" or "Greater Than" those listed below.**

GENERAL

The following specifications are provided to offer equal opportunity to all bidders, within the framework of standards of quality and design herewith established. Basic outside materials offered by the bidder shall be so designated or their equal. All equals or substitutes shall be so designated. Failure to do so may disqualify the bid. The Purchaser feels that standard styles, materials, linings and sundry items are equally available to all reputable manufacturers. Any bidder desiring to use any materials or construction practices as a substitute must also submit satisfactory proof in a separate letter attached to your bid that the proposed substitute is of equal or better quality than the construction and/or material(s), etc., specified. Bidder must itemize bids to show the unit price of each item bid, the appropriate extension, and the total amount of the bid. The unit price will govern should there be any errors in extensions. Any attachment sheet or form included with your bid that contradicts the intent, conditions or requirements of the specifications may be a basis for rejection of your bid.

BID SAMPLE

All bids, in order to be considered, must be accompanied on or before the date and time of the bid opening with a complete finished sample uniform to include all basis garments parts including coats, trousers, overlays, shirts, sashes, etc., plus all components including headgear, plumes, and any other accessories, as applicable, for the bank proper group only (unless other groups are specifically requested and noted on the bid form attached).

Samples need not be in the outer shell fabric or color(s) specified nor be in the school's exact special design details but are to be the quality, style, construction, workmanship and finish as that proposed to be furnished. Where specific construction features are required, these must be illustrated in the sample(s) provided or extra pieces of equipment must be furnished with your bid clearly displaying the manufacturers version of the feature specified.

It should be clearly understood that the bid sample(s) will be used for two purposes including: (1) to determine quality of workmanship and conformance to specifications, and (2) to determine the lowest qualified bidder meeting specifications. Therefore, the Purchaser reserves the right to open seams or linings to gain access to inner construction and also reserves the right to reject any bidder whose bid sample(s) submitted does not meet the specifications.

It should be further understood that, in order to be fair to all bidders, no bidder following the opening of bids will be permitted to submit additional bid samples or pieces of equipment or alter their bid sample(s) in any way. If one bidder is afforded such an advantage, then all other bidders must be given such an opportunity causing delays and confusion not desired by the Purchaser. Thus, all bids must be submitted complete with a sample(s) and a separate letter, if necessary, explaining deviations and/or proposed substitutions, so as to expedite an award. Any determination by the Purchaser as whether a bidder's bid sample(s) meets or does not meet the required specifications shall be final.

SILENCE OF SPECIFICATIONS

The apparent silence of this specification as to any details or the omission from it of a detail or description concerning any point shall be interpreted as meaning that only the best tailoring practices are to prevail and that all workmanship shall be first quality.

PRE-PRODUCTION/PILOT SAMPLE

The pre-production pilot sample and the specifications shall constitute the final basis for acceptance or rejection of bid. If approved, the pre-production/pilot sample will be returned to the successful bidder for duplication. Failure of the delivered uniforms to be of the specified fabric or of the quality of the approved sample shall completely release the Purchaser from any or all contractual obligations to the successful bidder, his agents or assignee. If for any reason the pre-production/pilot sample is not approved, the Purchaser may reject the bid and proceed to the next qualified bidder.

DELIVERY

Delivery of the uniforms shall be within the number of days indicated on the bid form following written acceptance of the pre-production/pilot sample uniform by the Purchaser, except as such delivery may be affected by an Act of God or similar activities beyond the control of the actual manufacturer.

LABELING

All basic uniform garment parts such as coats, trousers, overlays, shirt, skirts, etc., must show contents and percentage of contents of fabric used in that particular part of the uniform. This is required under law by the *Federal Labeling Act*. There must also be care instructions showing on each above-mentioned part.

PACKING

Each uniform is to be packed individually in a see through plastic bag with the identification numbers, required on all uniform garment parts, clearly marked for easy distribution.

MASTER LIST

A register of student's names including uniform numbers and an accounting of height, weight, chest, waist, and headwear sizes, shall be supplied to the Purchaser along with the completed order for easy distribution of uniforms.

ADDITIONAL INFORMATION

The right is reserved to reject any or all quotation(s) or to accept or reject any items. The right is also reserved to award the bid to other than the low bidder if it is found to be in the best interest of the Purchaser. The reputation of the bidder will also be considered and therefore the bidder may be required to supply a list of several orders manufactured in the past five years. Upon official awarding of the order, the successful bidder will be required to provide a factory-trained area representative to visit the school to establish sizes and secure all final details pertinent to the manufacturing of the uniforms. The representative's name, address, and telephone number must be supplied on the bid form in the space provided.

SPECIFICATIONS – FOR 130 UNIFORMS

JACKET:

Fabric: 11 ½ ounce Polyester Gabardine- Milliken Mills

Color: Black, Printed Fabric (purples and whites), Power Purple, Silver Lumina

Power-Flex jacket. The front right base of the body and the right sleeve along with the back will be black. The collar will be a cavalier style collar which will also be black on the outside and the inside. There will be a 30ligne button used as an accent on the collar. The front base of the coat will be a variety of purples within the design and a silver metallic patch that runs across the center of the coat. The left upper sleeve will be power purple and the left bottom sleeve will be black. There will be an epaulette on each sleeve and that will be black. On the front right base of the coat, there will be three silver metallic tabs with a 36ligne button used as an accent on each tab. The adjust-a-cuff feature is to be used for easy alteration.

GAUNTLETS:

Fabric: 11 ½ ounce Polyester Gabardine- Milliken

Mills Color: Black, Silver Lumina

Base of both gauntlets are white with a gold metallic overlay used to accent the uniform. Both gauntlets are wrap around gauntlets. ¾” soft Velcro is placed on the outside edge. ¾” hard Velcro is placed on the inside edge. There is 1 36 ligne gold tack back buttons placed along the fabric of the gauntlet used as accents.

BIB PANTS:

Fabric: 11 ½ ounce Polyester Gabardine- Milliken

Mills Color: Black

Hem-Lock feature is to be included for easy alteration.

SHAKO:

Power Purple polyester gabardine covered shako with a silver mylar visor. On the upper center front there will be a s-3000 silver medallion with a mirror used as an accent. There is a clear chin strap used to accommodate different head sizes.

PLUME:

Black 14” French Upright with Power Purple Spear in front.

Note: All uniform fabrics should be completely washable and dryable in standard commercial and residential machines to eliminate the need to drying cleaning.