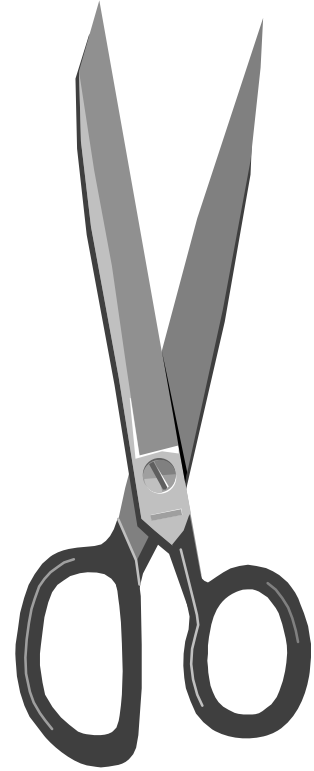


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

DELIVER TO:	PURCHASING DEPARTMENT School Board of Polk County 1915 South Floral Avenue, PO Box 391 Bartow, FL 33831-0391
SEALED BID DO NOT OPEN	
SEALED BID NO.:	073-SRW-0510
BID TITLE:	Band Uniforms – Lakeland Senior High School
DUE DATE/TIME:	May 27, 2010 @ 3:00 PM
SUBMITTED BY:	_____ Name of company



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm>. Click on “Vendor Application” from the menu at the top of the screen and follow the instructions.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title BAND UNIFORMS - LAKELAND SENIOR HIGH SCHOOL

Bid File Number 073-SRW-0510 Posted April 28, 2010

Sealed bids will be received until 3:00 PM on May 27, 2010 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: ROBERT WOODS telephone (863) 534-0566, FAX (863) 534-7497.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

<u>VENDOR NAME</u>	<u>MAILING ADDRESS</u>
<u>PRINT OR TYPE SIGNATURE AND TITLE</u>	<u>CITY, STATE, ZIP</u>
<u>WRITTEN SIGNATURE</u>	<u>DATE</u>
<u>TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)</u>	<u>FAX NUMBER</u>
<u>E-MAIL ADDRESS</u>	<u>FEID NUMBER</u>

DISCOUNT: Our company offers the following discount schedule: _____.

NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.

GENERAL INSTRUCTIONS AND CONDITIONS

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: December 17, 2010. Contract(s) awarded from this bid will begin on June 23, 2010 and will run through December 17, 2010.
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: LAKELAND SENIOR HIGH SCHOOL, LAKELAND, FL
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices on or about June 15, 2010 and will remain posted for a period of 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
- PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.

17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently

debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to ___ School Boards and/or ___ public agencies within the State of Florida.
32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

SCOTT CLANTON
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.

Rev.Pur. 3/07

Special Terms and Conditions

A. **SCOPE:** This bid is for new band uniforms for Lakeland Senior High School. It is our intent to purchase the quantities stated. We anticipate the creation of an authorized purchase order on or about June 23, 2010. The delivery of the complete uniform must be accomplished no later than December 17, 2010.

B. **DEVIATION:** It is the intent of the School Board of Polk County for the uniform to be manufactured strictly adhering to the construction and design specifications outlined in this bid. No fabric deviations will be accepted. Any other deviation from these specifications must be documented. In the event that the bidder intends to deviate from the specifications by utilizing any material, items, treatment, finishes, inner construction, tailoring details, etc., contrary to those listed as standards in the specifications, the bidder should fully document and list each deviation in complete detail, including reasons for the deviation on the enclosed deviation form. General statements related to manufacturing procedures are not acceptable. If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions, and assures the buyer that samples accompanying bid meet all construction specifications. Bids submitted without detailed deviation documentation may be rejected.

C. **SAMPLES:** Each bid, in order to be considered, must be accompanied by a completed sample uniform assembled in compliance with the specifications for fabrics, materials and tailoring techniques described in this bid. Sample uniforms must be received in the Purchasing Department prior to the date and time deadline for receipt of sealed bids. The sample uniform provided is to be a male/size 38 regular. It is the intent of the Board to have all samples examined carefully by School Board personnel conversant with band uniforms for evaluation of internal components. Close attention will be made during the inspection to the overall workmanship of the sample and its inner construction. For this purpose, it will be necessary to open the lining.

D. **FABRIC SWATCHES:** Each bid, in order to be considered, is to be accompanied by sample fabric swatches. They shall be properly labeled to include: mill weight, lot number, composition and shade (color). Sample fabric swatches must be received in the Purchasing Department prior to the date and time deadline for receipt of sealed bids.

E. **SALES REPRESENTATIVE:** The successful bidder shall furnish a full-time sales representative to handle all details of the order. Said representative will be responsible for designing, measuring and servicing the order throughout the initial purchase and on a continuing basis.

F. **GENERAL:** The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

G. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct

figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.

H. **WARRANTY:** Each bidder shall submit a copy of their written warranty as part of their bid response.

CONSTRUCTION AND MANUFACTURING

I. **GENERAL:** All uniforms will be constructed with the realization of the hard usage to which they will be subjected, the year-to-year fitting problems inherent with students and shall feature construction which will assure a long lasting garment. Measurements, will be individually taken, and will be converted to adjusted stock sizes: extra short, short, regular, long and extra long, with proper adjustments for portly and thin, as required, in order to minimize the alteration charges each year. Patterns for the garments must be both male and female in children, adolescent and adult patterns as required, and will not be "cut-down" adult patterns.

J. **LABOR:** All garments must be union made and shall include the union label.

K. **SHIPPING:** Uniforms shall be shipped on black plastic hangers with separating pant bar. Wooden hangers will not be acceptable. The hangers must be bent and rounded at the top to allow the shoulder area of the garment to be spread and hung properly. Each complete uniform must be delivered in its own clear polyethylene bag. Uniforms must be delivered in 200 lb. test cardboard wardrobe containers, opening from the front and having a metal bar reinforcement at the top with clasp to prevent hangers from disengaging from the metal structure. Each carton shall be properly marked on the outside, with identification numbers of the uniforms contained in that specific carton. Accessories shall be packaged and shipped as noted in Item T; "Detailed Specifications For Band Uniforms".

L. **RETURNS:** The successful bidder shall agree to accept the return of any item received which is found to be defective in workmanship or quality.

M. **IDENTIFICATION** - Each major garment item is to have identification numbers sewn into the individual pieces to allow for quick and easy issuing. Coats, trousers, and blouses are to have woven numerals. Trousers are to include inseam and waist information for future reference; coats shall have chest size and length indicated on a linen ticket. The original order is to include a bound booklet with the numbers of each uniform corresponding to the particular size of that uniform, arranged from the smallest to the largest. Size information shall include chest size, height, weight, and inseam for each uniform. Bound in the identification record shall be a size chart for use as reference for purchase of future uniforms.

N. **INSPECTION:** All garments are to be carefully inspected before final packing and shipment. All thread ends are to be picked and cut and specifications, trim and details to be critically checked for each individual garment before shipment. Buttons shall be applied and sewn at that time. Imperfections shall be corrected before the uniforms are shipped. The uniforms shall be ready to wear without cleaning or pressing.

O. **UNIFORM CARE:** The successful bidder must also supply recommended dry cleaning instructions for the uniforms and all accessory items; specifying precise details on care and cleaning that are to be utilized in future upkeep and maintenance of the items in this bid.

GENERAL CONSTRUCTION SPECIFICATIONS

P. **BANDSMAN COAT**

1. PATTERNS - Patterns are to be marked, graded, and cut using a computerized system to insure accuracy. Patterns are to cover a full range of sizes, including male, female, short, regular, long, and extra long from size 26 to 60.
2. INNERLINING -
 - a. The innerlining shall carry a complete limited lifetime warranty.
 - b. The innerlining shall consist of heavy grade fusing similar to what is found in men's suits in fashion formal wear. The second layer shall consist of a layer of Milliken indestructible fabric.
3. SHOULDER PADS -
 - a. Shoulder Pads are to consist of heavy density, 100% PREMIUM grade preshrunk "Harsh" quality combed Indian cotton ("Harsh" quality being resilient, bouncy).
 - b. It is a large semi-oval shape, approximately 10" x 7" on extended shoulder patterns. Dimensions for regular shoulder patterns are to be approximately 4 1/2" x 7 1/2".
 - c. The entire pad is covered with a print cloth, and quilt stitched throughout to prevent wadding.
 - d. Shoulder Pads consisting of multiple layers of needle-punched preformed polyester are not acceptable.
 - e. Stay cloth is not acceptable for the shoulder pad, due to stiffness.
4. SLEEVEHEAD PAD -
 - a. There is a 1 3/4" sleeve head pad of preshrunk combed cotton sewn into the armhole of the coat assembly.
 - b. It is reinforced with soft white percalaine and two sections of cotton fill.
 - c. Strips of coat canvas are unacceptable for use as sleeve-head padding.
5. LINING
 - a. Coat linings are to be cut from a separate set of patterns designed specifically to fit the particular style of coat. Linings are not to be cut from coat patterns and then cut down.

b. Lining material is to be the highest quality polyester twill; non-toxic, perspiration resistant, color fast, and non-shrinkable. It is to be fully dry-cleanable.

c. Lining composition is to be 124 warp x 72 fill and it is to meet government specifications.

d. There is a pleat down the center back in the shoulder area to allow fullness.

6. PERSPIRATION SHIELD

a. The perspiration shield is secured in the lower part of the armhole and is approximately 4" square.

b. It is made of an absorbent wool flannel, consisting of 85% wool and 15% nylon material. It is to be double sponged to prevent shrinkage.

c. The shield is edged all around with a pre-shrunk bias poly/cotton finishing tape and completely sewn into the armhole area. Merely "tacking" the shield to the lining is not acceptable.

d. Shields made of scraps from cutting the outer coat whipcord fabric are not acceptable.

7. TAPING

a. Seams are to be taped with a preshrunk cross-wound cotton tailoring tape.

b. Areas to be taped are down the inside coat front, extending around bottom sides and back, and around the armhole. There must be a 3-4" area at the upper back shoulder area of each sleeve seam, where the cloth tape is omitted. This allows proper "Stretch" across the shoulders during arm lift maneuvers.

8. SLEEVES

a. The sleeve is to be "felled" into the top of the armhole, using a special felling stitch which allows fullness, evenness, flexibility and strength.

b. The bottom half of the armhole is machine lock-stitched.

c. Sleeves are to be cut utilizing a 60/40 pattern per fine tailoring. They will be pitched forward 3-4 degrees in the armhole to allow for the arm-lift associated with playing a musical instrument.

d. The cuff, or hem, is to have a generous 2-1/2" turn-under consisting of fabric and lining secured and constructed to allow easy altering of sleeve length. This is done utilizing an "easy alter" chain stitch.

9. SHOULDER LOOPS

a. Shoulder loops are to be die-cut to insure uniformity and are cut in two pieces.

b. Shoulder loops are to be reinforced on each layer with heavy Pellon.

c. They are sewn together on the inside, turned, and top-stitched all around the edge for body and durability.

d. All buttons for attachment of shoulder loop and accessory items will be reinforced with backing buttons.

10. TRIM

a. All trim is to be sewn before the lining is joined to the coat.

b. Any trim using 1/4" unfilled tubular braid is to be applied with a FB or FBN corn straight 2 needle machine, then it is applied in cloverleaves, turned edges or other circular designs. The benefits of such application provide that the trim (A) lays flat to the fabric surface, and that (B) the stitching is equidistant from each edge along the entire border of the trim. Using a single needle stitch sewn twice is not acceptable. Trim applied with only one single needle stitch in the center is not acceptable.

11. HARD COLLAR

a. The inner core foundation of the standing collar is .014 Mylar.

b. There is a laminated layer of non-woven Pellon P15 on the inboard side of the entire foundation.

c. A stainless steel riveted hook and eye is to be the front closure. The hook and eye are riveted through the Mylar, Pellon and two layers of collar lining material. It is to be placed at the optimum angle to insure proper tension and comfort.

d. A "sewn" hook and eye is not acceptable.

e. The collar lining consists of two layers of Burlington Mills Cramerton fabric, which is 65% polyester and 35% combed cotton, pre-shrunk and non-wicking.

f. Seven male gripper snaps are placed through both layers of the collar lining material. The snaps are supported on the inside by the laminated non-woven Pellon which also serves as a protective layer between the Mylar and the snaps. Female gripper snaps applied to the collar lining are unacceptable.

g. The outboard side of the standing collar is to be covered with a whipcord fabric, as specified by the design specifications.

h. The whipcord fabric is doubled over the top of mylar base, along with the two layers of collar lining, and stitched along the top edge. This 4-layer construction results in a "beaded" edge and serves as a protection all along the top edge of the liner.

i. A single layer of fusing tape or bridle-tape is not acceptable.

j. The bottom edge of the standing collar is to be sewn through and through, to attach the double layers of Cramerton lining to the outer

layer of whipcord. This row of stitching is immediately below the bottom edge of the Mylar foundation.

k. Braid trim, fabric welt, and embroidery are to be applied to the outer fabric of collar before assembly. This prevents sewing the trim "through" the Mylar core with additional rows of needle holes.

12. COLLAR LINER

a. The fabric used in the construction of the washable snap-in, replaceable liners is two layers of VISA treated polyester whipcord. The VISA treatment offers soil release properties in this washable part of the garment.

b. The liner is to be die-cut in a curve to allow it to lie properly against the neck of the wearer.

c. There are seven female gripper snaps evenly spaced and secured through both layers of liner fabric. These are to match up with male gripper snaps on collar lining.

d. The top, bottom and rounded side edges of collar liner is to be bound with a finished binding of non-absorbent Cramerton fabric.

e. There is to be a bartack at each end of the binding.

f. The liner is to be positioned to extend 1/8" above the whipcord collar fabric.

g. Each liner is to be sized to corresponding collar and numbered to match coat size.

13. SEAMS

a. Coat is to be completely machine stitched except in areas where specific tailoring requires other methods.

b. The ends of all seams are to be backstitched not less than 1/4".

c. Coat back is tailored with either a 2-piece back or 4-piece back, whichever is specified.

14. THREAD

a. Threads for seaming are to be 50/3 cotton wrap core thread, 70/2 poly wrap core thread, or 100/2 poly wrap core thread based on the strength requirements of the type of seam.

b. All threads are to be heat resistant, vat dyed, sun-fast, dry-cleanable and moisture proof.

15. BUTTONS/BUTTONHOLES

a. High-quality metal buttons are to be used where specified and are to be attached by sewing, ring and washer, or toggle and washer.

b. Buttonholes are to be manufactured using the cut-first method. The hole is to be cut-first, and the edge is to be covered with gimp and

twist to cover the fabric and inner canvas edge. The back of the buttonhole is to be closed with a bartack reinforcement.

16. ZIPPERS

a. Zipper is to be heavy-duty brass, of Y.K.K. quality with an auto-locking pull-slide. Tape is to be 9/16".

b. Zipper is to be bartacked top and bottom and sewn to facing surface, not sandwiched in between shell fabric and facing.

17. FUSING

a. Certain trim designs call for added reinforcement. This is to be done with Pellon 8857 engineered dot fusible. It is guaranteed against delamination and dry cleaning. It is also to "tear away" from areas not covered with braid or other trim.

b. Use of Pellon SF134 as reinforcement for trim is unacceptable.

c. The entire coat front outer fabric is to be reinforced, in addition to the "traditional" sewn innerlining, whenever looped braid designs are specified.

d. When sleeve cuff trim is utilized, the lower sleeve is to be reinforced from the cuff bottoms, up as needed.

Q. BANDSMAN BIBBER TROUSERS

1. PATTERNS

a. Bibber trousers are to be cut in a full-length pattern, allowing extra fullness at the waist area to accommodate a generous fit throughout the range of sizes.

b. They are to utilize both MALE and FEMALE patterns.

c. There are to be two darts in the seat and waist area, measuring approximately 10" on a 38R sample.

2. SHOULDER STRAPS

a. Bibber is to be adjustable at the shoulders by means of a one-piece molded indestructible polymer slider.

b. Slider is to be permanently fixed to the double-ply shoulder straps.

c. Straps are turned and finished with a lockstitch on each edge, set in 1/8".

d. Width of shoulder strap is to measure no less than 1 1/2" and be a minimum of 14" in length for maximum adjustability.

3. INNERFACING

a. The upper portion of the bibber is to have a generous innerfacing front and back will all exposed fabric edges tightly serged to prevent raveling.

4. FRONT CLOSURE

- a. The inside of the right fly is to be lined with a layer of polyester cotton material. It is to extend beyond the four-way crotch assembly.
- b. The left fly is to be reinforced with Pellon SF134W and bound with a preshrunk, bias cut tape.
- c. There are to be three bartacks at the base of the fly; two vertical bartacks on the lower front fly interior and one horizontal bartack at the bottom of the lower front fly exterior.
- d. The fly zipper is to be SOLID BRASS of Y.K.K. quality. There is to be a #3 hardened brass wire stop at the base of the zipper.
- e. The front fly is to be secured at the top of the waistband with two stainless gripper snaps; placed above the zipper terminal. "Hook flex" is also available, if requested.

5. CROTCH

- a. There is to be a "four-way" crotch reinforcement consisting of 50/50% polyester-cotton pocketing cut on the bias.
- b. There are to be four, two-ply sections, one on each side of the fly, seat seam and inseams.
- c. Crotch area is to be clean finished with no extra fabric extending from tops of inseams.
- d. Trousers having merely a two-way reinforcement or no reinforcement at all, are not acceptable.

6. LEGS

- a. Trouser legs are to be finished at the bottom with a 3" turn under to allow alteration for future growth.
- b. Legs are cut straight down from the knee, resulting in a circumference of 19" at the finished bottom edge (standard 38R size).
- c. The hem is to be taped all around with a pre-shrunk bias polycotton finishing tape, then blind stitched for appearance and ease of alterations. Simple flat taping with a rayon hem tape is unacceptable.
- d. Striping is centered over the outseam and NOT sewn into the seam. It is to run the full length of the leg, including the turn-up allowance at the bottom edge. It is to be finished "flat" at the cuff turn under edge, not folded under the edge.
- e. The outseam of each trouser leg is to be a triple safety serged seam, or "blue jean" stitch. Flat pressed or "busted" seams in this area are unacceptable.
- f. The inseam of each leg is to be a flat pressed or "busted" seam whereby both ends of the fabric are lockstitched together and pressed

back flat. This is necessary to facilitate alteration of the trouser within the seat and upper thigh area.

7. SERGING

a. All edges of seams and outlets are to be serged in a professional, high quality manner, eliminating the possibility of raveling.

8. THREADS

a. Threads for seaming are to be 50/3 cotton wrap core, 70/2 poly wrap core, or 100/2 poly wrap core, based on the strength requirements of the type of seams.

9. POCKETS

a. FOB watch pockets, when specified, are to be the same precreased pocket and are to be bartacked at the two upper corners.

b. Pocketing material is to be 70/30 poly cotton; 50/50 in the warp and 100% poly in the fill.

c. Pockets constructed in a "sandwiched" or "bagged" fashion are unacceptable.

R. HEADGEAR

1. SHELL - "REGIMENT"

a. Description - Injection molded, co-polymer Polypropylene. Minimum normal wall thickness .060". UV package to prevent hardening or cracking, pigment stabilizers to inhibit the colors from fading or changing. Class "A" finish. Chrome metal plated. Preformed holes for the suspension, buttons and plume socket anchor and hook.

2. HARDWARE BUTTON

a. Two (2) metal, lyre, or stipple 45 ligne, prong back shako button.

3. HELMET SUSPENSION

a. One-size fits most. Mylar mounted one piece #985 expanded support PVC marshmallow vinyl, white or black. Computer graded, marked and cut. Finish hat size: XS thru XL. Metal grommet reinforced lace drawstring holes. Polypropylene tipped, extra long 32" polyester .09375" round drawstrings, white or black. Secured with 2 - .375" brass grommets and steel washers to the helmet.

4. FRONT CHAIN

a. Soft aluminum, gold or silver plated .5" wide shako chain with lanyard spacers

5. CHIN STRAP

a. .75" PVC vinyl die cut size with 12 holes punched for adjustments and buckle. .75" steel roller bar buckle, gold or silver attached to strap with a .1875" brass grommet.

6. EMBLEM

a. Hi-impact polystyrene. Vacuum metalized. Clear top coat. Two (2) .1875" molded back posts with metal snap fasteners.

7. PLUME SOCKET
 - a. High density polyethylene, minimum normal wall thickness .040". 3.75" or 5.25" long x .625" wide attached with a .375 brass grommet and a steel washer to the inner shell.
8. HOOK
 - a. D175 brass small hook to hold chin strap. 7030 brass large hook for plume.
9. PLUME
 - a. Feathers are by products of foreign and domestic production, vat dyed utilizing the latest technology in water and mineral based non-toxic dye products, wired mounted on a plume wire. Metal cup with shako wire mount. Plastic plumes, high quality foil and Mylar composite, machine cut, water proof and wrinkle resistant.
10. BAG
 - a. Poly shako bag 10" x 8" x 24" x .001".

S. ACCESSORIES

1. **PLUME:** 22" Black French Phantom with double silver mylar flecks and hook on other end.
2. **SHAKO BOX:** Injection molded high density polyethylene.
 - a. Molded, calcium filled polypropylene homopolymer, black. Minimum normal wall thickness .110". Two (2) molded replaceable latches, built in hand grip, continuous hinges, added feet for stable standing, recessed bottom for stable stacking, inter-locking top and bottom for secure closing. Extra roomy to accommodate all hats plus space for plume.
3. **HANGER:** Black plastic w/separating pant bar.
4. **UNIFORM MANAGEMENT SYSTEM:** The band uniform order is to be accompanied by a Uniform Management System program with the following features:
 - Customer information available via Uniform Management System program - CD or Internet Download
 - Customer Data - Internet Download

The Uniform Management System will manage student information regarding the assignment of band uniforms and is alterable on a continuing basis as sizing needs change. The program will contain an AUTO-ASSIGN feature which automatically assigns uniform pieces to the students based on their entered measurements. In addition, the student database will include full contact information for student and guardian, and will possess the ability to generate address labels and garment bag identification tags. The system will also produce student

uniform rental/usage agreements as per needed. The software will be compatible with Microsoft Windows XP, Microsoft Windows Vista and Apple Mac OS X (PowerPC and Intel). The Uniform Management System must provide ONLINE/TELEPHONE technical support FREE OF CHARGE. Software

updates will be available 24 hours a day, 7 days a week via the internet site. An example of this program on CD MUST BE INCLUDED in your bid response.

T. DETAILED SPECIFICATIONS FOR BAND UNIFORMS

1. BANDSMAN COAT

a. Style: Waist length with standing hard collar and permanently attached shoulder caps.

b. Fabric: 100% Polyester 14-14-1/2 oz.

c. Shade: New Black

d. Closure: Concealed center zipper closure with (3) snaps to secure the flap.

e. Description: 100% Polyester twill lining. 85% Wool/15% Nylon, Wool flannel sweat shields. Zipper bar-tacked into coat top and bottom.

f. Front - Fabric: Polyester, Shade: New Black. Fused front and fully lined. Front lined with Black Indestructible but balance of coat lined with Black coat lining. Regular shoulder pads and sleeve heads. Add perspiration shields. Special: 3" shorter than standard at side seams with exaggerated Single point at bottom in center front. Concealed center zipper closure with (3) snaps. Shoulder caps of New Black Polyester that are fused with SP4007 and set on top of the sleeve seam. On left chest area, 4" special style full block direct embroidered letter "L" in Orange to match 5950 Orange Polyester with Silver Metallic outline. 24/Black Spat button under right loop and strip of velcro at left side seam for front baldric.

g. Back/Tails - Fabric: Polyester, Shade: New Black.

h. Collar - Fabric: Polyester. Shade: New Black

i. Shoulder Loops - Fabric: Polyester. Shade: New Black. Loops to fasten with 24/nickel half ball buttons

j. Shoulder Trim - Fabric: 6938. Shade: New Black. On the right shoulder, 3-1/2" direct embroidered "school logo" in orange to match 5950 Orange Polyester, Black and White.

k. Sleeve Trim - Fabric: Polyester. Shade: New Black.

3. BANDSMAN BIBBER TROUSERS

a. Fabric: 100% Polyester 14-14-1/2 oz.

b. Shade: New Black

c. Lining: Unlined

d. Pockets: Reece welted inserted FOB pocket on upper right side of front.

e. Adjustable Waist: No

f. Suspender Buttons: No

g. Belt Loops: No

h. 4-Way Reinforced Crotch: Yes

i. French Fly: Yes

j. Woven ID Numeral: Yes

k. Description: Full length front zipper closure, adjustable double ply shoulder straps with slider, separate fly, back darts, front and back facings, 3" hem, permacrease in trouser legs. Must have 5" facings and center back seam let-out feature.

4. **BALDRICS**

a. Style: Front baldric

b. Fabric: Kid vinyl

c. Shade: Silver

d. Description: Special: Front baldric to be 5" wide. Bound with 3/8" 5950 Orange Polyester. Front baldric to button under right shoulder with button tab of New Black Polyester and velcro at left side seam of coat.

5. **GAUNTLETS**

a. Style: B538

b. Fabric: 100% Polyester, 14-14-1/2 ounce.

c. Shade: New black

d. Description: Gauntlets bound across top with 3/8" 5950 Orange Polyester. Curved flared welt of Silver Kid Vinyl set flush to the inside edge of the binding that is 1-1/2" at outside edges to 1/2" in center. Gauntlets lined with Black Indestructible that is fused with SP4007.

5. **HEADGEAR (SHAKO)**

a. Style: Phantom Regiment Helmet

b. Fabric: Pleasure Black Vinyl covered.

c. Ornament: A2005 Nickel Triangle w/Silver Mirror



d. Chinstrap: Black with nickel buckle.

e. Trim: Black Mylar edge guard

f. Description: Nickel Lyre with prong side buttons. #200 Nickel front chain attached to side buttons with hangars. Plume socket behind the ornament and hook in back. Each shako shall be individually boxed in a modlded plastic carton with handles.

7. SHAKO BOXES

a. Description: Black Shako box is injection molded of high-density polyethylene. Box features include an integrated comfort grip handle, interlocking stackable design, feet for standing box upright and maximized volume for packing headwear and plume.

8. PLUMES

a. Style: B525

b. Description: 22" Black French Phantom with double silver mylar flecks and hook on other end. Plumes shall ship in protective tubes.

9. HANGERS

a. Style: Wishbone

b. Description: Black plastic wishbone hanger with pant bar.

VENDOR'S BID RESPONSE

Experience: Number of years company has been in business. _____

References: List (3) three schools presently wearing band uniforms
manufactured by company. Uniforms should be 3 or more years old.

School Name	Account Tenure (dates)	Contact Name	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Local Representative (responsible for handling orders; i.e. measurements,
etc.)

Name: _____

Address: _____

Telephone: _____

Email: _____

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	EXT. PRICE
<u>BID FORM</u>				
(1)	100 each	COATS	\$ _____ ea.	\$ _____
(2)	100 each	JUMPSUIT (BIBBERS)	\$ _____ ea.	\$ _____
(3)	100 each	BALDRICS	\$ _____ ea.	\$ _____
(4)	100 each	GAUNTLETS	\$ _____ ea.	\$ _____
(5)	2 dozen	HALF BALL BUTTONS - 24/Nickel	\$ _____ dz.	\$ _____
(4)	100 each	HEADGEAR (SHAKOS)	\$ _____ ea.	\$ _____
(5)	100 each	PLUMES	\$ _____ ea.	\$ _____
(6)	100 each	SHAKO BOXES	\$ _____ ea.	\$ _____
(7)	100 each	HANGERS	\$ _____ ea.	\$ _____
TOTAL				\$ _____

(9) 1 each UNIFORM MANAGEMENT SOFTWARE INCLUDED IN BID RESPONSE? YES NO

Delivery date for complete uniform order _____

NOTE: Sign the "Bidder's Acknowledgment" section on Page 1 of our "Invitation to Bid". Return the original of the Invitation to Bid and retain a photocopy for your files.

Please state company name and authorized signature _____

To help ensure that you include all the submittals necessary to complete a thorough evaluation of your bid response, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the "Verified" column indicating that the item is included in your bid response packet. Please include this checklist along with your bid response. Items checked "Required" must be submitted with your bid response or your bid will be declared non-responsive. Items checked "Requested" should be submitted with your bid response to facilitate the bid evaluation process, and must be on file prior to bid award.

Verified	Required	Requested	Description of Submittal	Page Number
	✓		Completed and signed Bidder Acknowledgement	1
	✓		Deviation Form	18
	✓		Vendor's Bid Response Form	19
	✓		Bid Form	20
	✓		Sample Uniform	As required on page 5.
	✓		Fabric swatches	As required on page 5
	✓		CD containing sample of Uniform Management System	As required on page 15