

1) **BID INVITATION AND GENERAL CONDITIONS**

- A. Sealed bid responses for furnishing the items and quantities listed in the attached specifications are hereby being requested from your company. You are asked to return the bid form page(s) with your response.
- B. All bids or proposals are sealed and delivered to:

Buchanan Community Schools
ATTN DEANNA RUSSELL/JORDAN LYNCH
401 W Chicago St.
Buchanan Mi, 49107

on or before **3/17/2023**, and will be opened and read in an open session at said place, hour and date. The envelope containing the bid should be marked on the outside "SEALED BID – BAND UNIFORMS". All bids received after the hour and/or date established above will be returned to the sender unopened.

2) **DEVIATIONS FROM SPECIFICATIONS**

- A. Any deviation from these specifications must be documented on the enclosed deviation form. It is the intent of the school for the uniform to be manufactured strictly adhering to these construction and design specifications and deviations are not expected. If deviations are not documented fully, the bidder may be disqualified.
- B. It is the intention of the buyer to offer equal opportunity to all bidders. The use of company names when referring to styles are for descriptive purposes only and are not intended to be restrictive. Materials and items referred to in these specifications are available to all firms.

3) **BUYER'S RIGHTS**

The buyer reserves the right to award the contract to the Bidder offering the best value, and not necessarily to the firm bidding the lowest price. The reputation of the manufacturer and representative, over-all appearance, style and fit of the uniform, quality of trims and accessories, plus special features a particular manufacturer may have that make the uniform more practical or serviceable will be major factors in awarding the contract. Right is reserved by the Buyer to accept or reject any or all proposals, and waive informalities.

4) **SAMPLE REQUIREMENTS**

- A. All bidders must submit a sample uniform together with their proposals. The sample submitted must show basic construction, style and fabric. Any differences must be listed and explained on the Deviation Form enclosed for your convenience. Where special construction features are specified, these must be furnished with the bid showing the manufacturer's version of the feature. All major items being proposed must have a sample presented for comparison.

- B. All bidders must submit liberal sized swatches of the materials to be used in the final product in the color and mill-weight as listed in the Uniform Specifications.

5) **AREA REPRESENTATIVE**

Bidder must agree to provide a factory-trained 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. Bidders must list name, address and telephone number of the representative in their response.

6) **CUSTOMER INSTRUCTION MANUAL**

The successful bidder will supply a booklet containing a printout showing each uniform in sequence from smallest size to largest. The printout will indicate wearer identification number, original wearer and key measurements of uniform, i.e. height, weight, hat, chest, waist and outseam. The successful bidder will 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.

7) **SHIPPING**

Each uniform is to be thoroughly inspected before shipment. Imperfections shall be corrected before the uniforms are shipped. Uniforms are to be shipped complete with hangers (plastic) in containers. Each wardrobe container shall be marked on the exterior to indicate the wearer number of each uniform enclosed. The uniforms will be ready to wear without cleaning or pressing. In the case of damaged shipment, it shall be the responsibility of the receiver to make an appropriate written notice when signing the carrier documents. The receiver shall inventory the damage and advise the uniform manufacturer in detail. Accessories such as sashes, drops, etc., as well as trousers, will be bulk packed unless otherwise specified.

8) **FABRIC SPECIFICATIONS**

Dacron/Wool blend fabrics must be cold water and alcohol sponged, dedicated and inspected. The Certification of Proof of Sponging provided with this proposal should be completed and returned with your bid. Since this process is critical in the avoidance of excessive shrinkage, failure to submit this certification in writing will be cause for disqualification of the bidder.

Examine all specifications carefully. It is the intent of the buyer to audit each sample for strict compliance to the specifications. These specifications encompass methods and materials yielding only the highest quality garment, through specifying only the highest quality materials, components, accouterments and designate only time-proven tailoring of the highest standard. Make note that some methods and materials have been judged inferior and unacceptable and are so noted herein. These standards are so stated to insure a garment having a functional lifetime retention period of at least 8 to 10 years, with normal care and maintenance being exercised.

- A. **WOOLEN MATERIALS:** Mill and Mill-Weight are listed in the Uniform Specifications with required shades. When specified, this refers to Premium Quality 100% all wool fine wale whipcord:

1. Having been specially treated with the exclusive double dyeing process using CHROME BOTTOM DYES, applied in the most effective manner known, ensuring color consistency in lot after lot.
 2. London cold-water sponged and live steam shrunk, meeting United States Standard Shrinkage Specifications of not more than 1%.
 3. Treated with water-repellent finish by the immersion method, thus imparting water repellency by yielding to not less than a 100-spray rating, and insuring additional resistance to wear by abrasion. Spraying treatment is not acceptable.
 4. Treated with nationally known and recognized process ensuring COMPLETE GUARANTEE against moth or silverfish damage. This process must be applied by the immersion method and no spray-on treatments will be acceptable.
- B. DACRON-WOOL MATERIALS: Mill, Mill-Weight and specific shades are found in the Uniform Specifications. This material, when specified, refers to material containing 55% Dacron Polyester and 45% Wool. As with all woolen materials, this will be first quality with no flaws or imperfections allowed. This material must be finished with S.E.T. or Zepel scientifically engineered Crease Retention and Stain Resistant treatments, thus protecting the material against both oil and water-based stains, as well as assuring the best possible crease retention. The material is to be permanently moth-proofed and guaranteed in the same manner as the all-wool material above. Water repellency to be insured by proper treatment.
- C. POLYESTER MATERIALS: Mill, Mill-Weight and specific shades are found in the Uniform Specifications and as with all-wool and dacron wool materials, will be first quality with no flaws or imperfections. The material is, by its nature, a water and stain repellent fabric, thus eliminating the need for a special treatment. Because there is no wool content, moth-proofing this fabric is not necessary.

IMPORTANT: ALL BIDDERS are to submit, along with their bids, a certificate stating that the fabrics used in the manufacture of the uniforms will be exact materials called for in the specifications and will be FIRST QUALITY. This certificate must be signed by an official of the Company. BIDDERS NOT FURNISHING THIS CERTIFICATE WILL BE DISQUALIFIED. NO FABRIC DEVIATIONS ACCEPTABLE.

DEVIATION FORM

NOTE: The Buyer will not accept the general statement:

“ALL UNIFORMS WILL BE CONSTRUCTED USING OUR STANDARD MANUFACTURING PROCEDURES WHICH ARE EQUAL TO, IF NOT BETTER THAN THOSE CALLED FOR IN THE SPECIFICATIONS.”

Any, and all, deviations in construction MUST be documented below. Any bid submitted without the detailed deviation documentation will be rejected.

Does your uniform deviate from attached specifications?

_____ YES

_____ NO

If yes, indicate below any and all deviations from the specifications:

AUTHORIZED SIGNATURE

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

- A. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor;
- B. This bid or proposal has not be knowingly disclosed and will not be knowingly disclosed, prior to the opening of the bids, or proposals for this project, to any other bidder, competitor or potential competitor;
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- D. The person signing this bid or proposal certifies that he has full informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.

COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

TITLE

BID FORM

TO: Buchanan Community Schools

ATTN: Deanna Russell/Jordan Lynch

We have reviewed the attached specifications and unless deviations are listed, will supply uniforms and accessories, as specified.

Quantity	Item	Unit Price	Extended Price
100	Shakos		
100	Coats		
100	Jumpsuits		
6	Drum Major Shakos		
6	Drum Major Plumes		
6	Drum Major Coats		
6	Drum Major Jumpsuits		
106	Garment Bags		
106	Shako Boxes		

TOTAL

_____ % Prepayment Discount

F.O.B. Destination

Freight Included

Net After Discount

(To receive prepayment discount, **payment MUST be submitted with order**)

TERMS:

If awarded the contract, we agree to ship a sample uniform within 30 days and to ship the entire order within approximately 150 calendar days after approval of sample and receipt of necessary details and measurements.

Company:

DATE:

Address:

Telephone:

Signed By/Title

