



INVITATION TO BID HIGH SCHOOL BAND UNIFORMS

Dansville Schools is accepting sealed bids for High School Band Uniforms as described in the attached specifications.

Sealed bids are to be returned no later than January 15, 2018 by 1:00 pm EST to Ingham Intermediate School District, Thorburn Education Center, Purchasing Department, 2630 West Howell Road, Mason, Michigan, 48854, at which time they will be publicly opened. Bids received after the specified date and time will not be accepted. Email, facsimiles, verbal or any other responses are not acceptable.

Please include the following information on the outside of your sealed envelope:

Name of submitting firm
SEALED BID: High School Band Uniforms- ITB
DUE: January 15, 2018 by 1:00 pm

No responsibility shall attach to Dansville Schools, Ingham Intermediate School District, or their representatives for premature opening of any bid which is not properly addressed, delivered and identified.

Please submit one (1) original and one (1) copies of the completed bid, as well as an electronic version via either CD or Flash Drive. Please note your company name on the flash drive or CD submitted. Incomplete bids may not be accepted. Please see below timeline.

ITB distributed to vendors	December 14, 2017
Questions due from vendors	January 4, 2018 by 5:00 pm EST
Answers due to vendors	January 8, 2018
Bids due from vendors	January 15, 2018 by 1:00 pm EST
Public Bid Opening	January 15, 2018 at 1:00 pm EST
Board of Education meeting for action	January 22, 2018
Bid Award	January 23, 2018

*Ingham Intermediate School District, Thorburn Education Center,
Purchasing Department, 2630 West Howell Road, Mason, MI 48854*

If there are any questions regarding the bid process or specifications required, please send them in writing via email to cjones@inghamisd.org by January 4, 2018. Answers will be submitted to vendors no later than January 8, 2018. Only written questions and corresponding answers shall be binding.

Sincerely,

Carolyn Jones
Purchasing Specialist

SPECIFICATIONS

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 will 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 or 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 specification shall be a basis for rejection of your bid.

Fabric Specifications

Dacron/Wool blend fabrics must be cold water and alcohol sponged, decated 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 Dansville Schools 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. 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% 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, insuring color consistency in lot after lot and is to be colorfast.
 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-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. The materials must be colorfast, London cold-water sponged and live-steam shrunk, after having been piece-dyed. 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 stain repellent fabric, thus eliminating the need for a special treatment. Because there is no wool content, moth-proofing this fabric is not necessary. The material must be colorfast.

ALL BIDDERS are to submit, along with their bids, a certificate stating that the fabrics used in the manufacture of the uniforms will be the 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 are acceptable.

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 garment parts including coats, trousers, overlays, shirts, sashes, etc., plus all components including headgear, plumes, and any other accessories, as applicable.

All bids, in order to be considered, must include an exact sample uniform with their proposal. This sample uniform must be in the same color as the uniform proposed and should reflect the exact style, and must reflect the tailoring details as would be found in the uniform proposed that would be furnished if awarded the contract. 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 manufacturer's 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. Thus, all bids must be submitted complete with 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 specification shall be final.

Swatches

Liberal size swatches of the material(s) you propose to furnish must be submitted in the color and mill-weight as listed in the specifications. Swatches should be properly labeled as to mill-weight and fiber content as required by Federal Law. State weight and

indicate if fabric samples are mothproofed or treated with a water repellent or any other process.

Pre-Production

The pre-production pilot sample and the specifications shall constitute the final basis for acceptance or rejection of bid. 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 is expected to be no later than August 1, 2018 and 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 content and percentage of content 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.

Instruction Manual

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

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 plastic hangers in containers. Each wardrobe container shall be marked on exterior to indicate the identification number of each uniform enclosed. The uniforms will be ready to wear without cleaning or pressing. Accessories such as sashes, drops, etc., will be bulk packed unless otherwise specified.

Deviations

Any deviation from these specifications must be documented on the enclosed deviation form. It is the intent of Dansville Schools 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.

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APPENDIX A

COAT SPECIFICATIONS

Style:	Fully constructed, waist length coat cut straight across the back and coming to a slight point in the center front.
Material:	14-14.5oz 100% Polyester, Lot 960
Closure:	Rear closure, center back brass zipper that zips down
Pockets:	None
Front Design:	Coat front of 960-19 Black. Each side of the coat to have five 36L gilt dome long shank buttons attached with discs and rings for attaching the plaque.
Back Design:	Coat back of 960-19 Black. No trim.
Sleeve Design:	Both sleeves of 960-19 Black. No trim.
Collar:	Collar of 960-19 Black. Collar will be a two-piece collar with hook and eye in the back. Collar liner will be of Xtreme-Dri Raven Black with eight caps and snaps.
Shoulder Straps:	Shoulder straps of 960-19 Black. No trim. Shoulder straps will button with a 24L gilt dome long shank disc and ring button.
Lining:	Black full coat lining. For plaque attachment one 24L gilt dome long shank button attached with a disc and ring to be set under each shoulder strap.
Cuff:	No trim. Hemmed.

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APPENDIX B

COAT CHEST PLAQUE

- Style:** Plaque will be reversible with two (2) button holes on each shoulder and five (5) button holes going down each side.
- Material:** 14-14.5oz 100% Polyester, Lot 960
- Side 1:** Side 1 will be of 960-40 Gold. A 3/8" stripe of 960-19 Black set in 1/4" all around. Set diagonally down the front 2" Athletic Regular style "AGGIES" of black direct swiss with a raised black outline. On left chest will be school logo horse head of black direct swiss outline and detail facing the center of the chest.
- Side 2:** Side 2 will be of 960-91 White. A 3/8" stripe of 960-19 Black set in 1/4" all around. Centered on upper front will be 6" Old English "D" of black direct swiss.

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APPENDIX C

JUMPSUIT SPECIFICATIONS

- Style:** Jumpsuit will have racerback straps. 18" legs with 1 and 1/4" suspenders of jumpsuit fabric and nylon slides. Four-way reinforced crotch. 3" hem taped. Inseam sewn with 5/8" seams for let out. 3" let out in center back. Browne outlet. Not sewn across the top.
- Material:** 14-14.5oz 100% Polyester, Lot 960 Black
- Zipper:** Front zipper.
- Pocket:** Two (2) wallet pockets as part of inside fly.

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APPENDIX D

HEADWEAR SPECIFICATIONS

Style:	Flat Top Shako
Plume Socket:	Center Front
Material:	Top and sides 960-19 Black
Bands:	Bottom only of 960-19 Black
Side Buttons:	45L gilt dome
Visor:	Black
Chinstrap:	Black with gilt buckle. Hook on back of shako to secure chinstrap upright when needed.
Front Strap:	3/4" stripe of 960-91 White with 1/4" stripe of white stan twill centered on top.
Ornament:	Centered on front will be approximately 3" tall "DHS" Old English font of white direct swiss.
Liner:	No sweatband head liner
Plume:	None

GENERAL TERMS AND CONDITIONS

1. It is the desire of Dansville Schools to select a vendor that can provide the best overall value rather than simply choosing the lowest cost bidder. All considered bids must meet or exceed all specifications herein.
2. Dansville Schools reserves the right to accept or reject any or all bids, or portions thereof, if it deems such action to be in its best interest. Furthermore, Dansville Schools reserves the right to split any ensuing award among multiple vendors or to award the bid in whole to one vendor.
3. Dansville Schools reserves the right to conduct discussions, request additional information and negotiate with selected vendors prior to award of the contract.
4. Dansville Schools reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether the bid is accepted or not.
5. Bid submission shall be firm for ninety (90) days from the date of bid opening.
6. A Purchase Order will be issued after approval from the Board of Education. Once a Vendor has been chosen, Vendor must work with Dansville Schools staff to establish an acceptable timeline for ordering and delivery.
7. Dansville Schools expects that the contract with the successful vendor will include a high level of customer service throughout the life of the contract.
8. Dansville Schools shall not be responsible for any cost or expense the Vendor incurs in implementing the requirements of this bid document. Any expenses necessary for proper execution of the contract are the responsibility of the vendor and are to be included and considered part of the bid price.
9. Dansville Schools shall issue the vendor a purchase order in connection with this bid. Invoice(s) for the items shall note the purchase order number and be sent by U.S. Mail to Dansville Schools, 2630 W Howell Rd, Mason, MI 48854, emailed to accountspayable@inghamisd.org or faxed to 517-676-8007. All payment terms will be a minimum of Net 30. Any early payment discounts should be noted on **Attachment B**.
10. The Vendor must know Dansville Schools is a governmental unit, and is thus exempt from the payment of all State and Federal taxes. The prices quoted by the Bidder must therefore not include taxes.
11. Submission of a bid indicates acceptance by the Vendor of the conditions contained in this invitation to bid, unless clearly and specifically noted by the Vendor in the applicable section of the Vendor Signature Page, **Attachment A**, of the bid submitted. Any Vendor exceptions will need to be confirmed in writing by Dansville Schools before they are accepted.
12. Negligence in preparation, improper preparation, error in and/or omissions from the bid shall not relieve the Vendor from fulfillment of any and all applicable obligations and requirements of this bid.

13. Vendor understands that in the course of performing services called for, that they may gain access to certain confidential information. In such event, it is agreed that Vendor will withhold such confidential information from any third party as long as it is allowed by law.
14. This contract and/or any part of this contract are not to be subcontracted out unless agreed to in writing by Dansville Schools. Any requests for subcontractors must be submitted with the bid.
15. Dansville Schools reserves the right to terminate the contract at any time due to the Vendor's failure to comply with the terms of the contract. A finding of noncompliance may result in the termination of the contract.
16. The Vendor will protect, defend and indemnify Dansville Schools, its officers, agents, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any person, including the Contractor's own employees, and for any loss or damage to any property, including property owned or in the care, custody or control of Dansville Schools in connection with or in any way incident or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of the Vendor, any subcontractor, or any employee, agent or representative of the Vendor or any subcontractor.
17. This solicitation/ITB, the bid submitted by the successful Vendor, attachments and mutually negotiated addenda constitute the entire contract between the Vendor and Dansville Schools. Additional documents and/or agreements, including non-negotiated provisions developed by the Vendor are not part of the executed contract.
18. The sizing, measuring, and ordering shall be done by trained and qualified personnel.
19. Use of tobacco products will not be allowed on Dansville Schools property by Contractor or any of contractor's employees. This includes in personal vehicles on Dansville Schools property.
20. Contractor is responsible for the protection and safekeeping of all of their own materials and equipment brought on Dansville Schools premises.
21. This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Ingham County, Michigan.
22. Each bid shall be accompanied by a bid security in an amount of not less than 5% of the total base bid sum, pledging that the Vendor will enter into a contract with the Owner under the terms stated in this ITB. This can be in the form of a bid bond or a certified check.
23. Proposals may be withdrawn and/or changed any time prior to the bid opening. Proposals may not be withdrawn or changed after the bid opening time; and shall be deemed a firm offer continuing for ninety (90) days.

24. Should Vendor's company be sold during the life of this agreement, Vendor maintains that the pricing, contract, and terms and conditions of this agreement shall be binding upon any successor or new ownership.
25. From the issue date of this RFP until a Contract has been awarded and announced, prospective Bidders are not allowed to communicate about the subject of the RFP or a Bidder's Proposal with the School District(s), its Board of Education, administration, staff, teachers, or students, except as provided in the pre-bid meeting and vendor questions and answers as noted in the timeline.
26. 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, throughout the initial purchase and on a continuing basis. The representative's name, address, email, and telephone number must be supplied on the bid form in the space provided.

SUBMISSION OF BIDS

- **Vendor Signature Page – Attachment A**
 - Complete Attachment A-Vendor Signature Page. A corporate official legally authorized to bind the company must sign the Vendor Signature Page in black or blue ink.
- **Additional Vendor Information – Attachment B**
 - Please complete Attachment B with additional vendor information.
- **Iran Affidavit – Attachment C**
 - Public Act 517 of 2012 defines an Iran Linked Business as: 1) a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or 2) a financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran. Please sign certifying that your company is not an Iran linked business.
- **Familial Disclosure – Attachment D**
 - Complete and submit with proposal
- **Pricing Form – Attachment E**
- **Deviation Form – Attachment F**



Attachment A - Vendor Signature Page High School Band Uniforms

Bids Will Be Returned To Ingham Intermediate School District
Thorburn Education Building, Purchasing Office
2630 West Howell Road Mason, MI 48854

Bid Due Date Wednesday, January 15, 2018
1:00 pm EST or before

By signing below, the undersigned certifies that he/she has read and understands the instructions and conditions to Vendors, the information provided is accurate and that a duly authorized agent of your firm has signed this proposal. The bidder certifies offers to furnish products and/or services in strict accordance with the requirements of the proposal including terms and conditions; bidder certifies that they understand the services to be provided; that prices quoted are correct; and that this proposal is valid ninety (90) days from the date submitted. Further, that he/she will abide by these terms and all applicable state, federal and local laws and regulations governing the services requested. The undersigned also certifies that the company has not been debarred or suspended from doing business with the federal government and does not appear on SAM (System for Award Management) as an Excluded Party.

Company Information

Company Name

Mailing Address

Contact Information

Name of Person Completing Bid

Email of Person Completing Bid

Telephone Number

Fax Number

Exceptions

Please list out any exceptions to the terms, conditions or specifications to the High School Band Uniforms.

Any exceptions need to be confirmed in writing before being accepted by Dansville Schools

Authorized Signature

Form to be signed by authorized company representative in either blue or black ink

Authorized Signature

Name of Signatory

Title of Signatory



Attachment B Additional Vendor Information

High School Band Uniforms

Payment Terms

Standard payment terms are a minimum net 30 days. Please note any early payment term discount and/or deferred payment programs.

Reference Information

Please provide a minimum of three references (K-12 institutions preferred) where similar program has been utilized within the past five years, or is being completed. This list must include names, addresses and phone numbers of the individuals at the place of business to be contacted.

1. School District/Company Name

Address

Phone Number

Contact Name

2. School District/Company Name

Address

Phone Number

Contact Name

3. School District/Company Name

Address

Phone Number

Contact Name

Additional Information

Please provide any additional information that you believe to be relevant to this ITB and your capabilities to provide the services required.

Vendor Information

- W-9 Form Attached **Yes**

- Does your company accept EFT Payments? **Yes** **No**

- Can your company invoice electronically? **Yes** **No**

- Has your firm been debarred or suspended from doing business with any agency of the Federal Government in the past five years? **Yes** **No**

- Has your firm been debarred or suspended from doing business with any State Government in the past five years? **Yes** **No**



AFFIDAVIT OF COMPLAINT - IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of (the "Bidder"), pursuant to the compliance certification requirement provided in the Dansville Schools High School Band Uniforms invitation to bid hereby certifies, represents, and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of Dansville Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Invitation To Bid for three (3) years from the date it is determined that the person has submitted the false certification.

Vendor Information

Name of Bidder

By

Date

State of

)

SS.

County of

)

Notarized Signature

This instrument was acknowledged before me on the _____ day of _____, _____ date month year

by

Bidder Signature Name

Notary Signature

Notary Name

County,

My Commission Expires

Acting in the County of



Attachment D Familial Disclosure
High School Band Uniforms

All bidders must complete the following disclosure form in compliance with MCL 380.1267 and attach this information to their proposal.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the owner or any employee of the Vendor and any member of the Districts' Board or the superintendent.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE).

<u>Owner/ Employee Name</u>	<u>Related To:</u>	<u>Relationship</u>
1.		
2.		
3.		

Vendor Information

Signature(s):

Title:

Name of Firm:

State of)
) SS
 County of)

Notarized Signature

On this _____ day of _____, _____ before me a Notary Public in and for said county, personally appeared _____ agent of the said firm and who acknowledged the same to be his free act and deed as such agent.

Notary Public

My Commission Expires

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ATTACHMENT E

PRICING FORM

The Bidder certifies he has familiarized himself with the specifications for the Dansville Schools High School Band Uniforms, has carefully read the specifications, Terms and Conditions, and bid requirements and understands the contents. Uniforms furnished by the bidder will be in the style and quality requested with deviations noted. The fabrics used in the manufacture of the uniforms will be the exact materials called for in the specifications and will be first quality.

<u>Quantity</u>	<u>Item</u>	<u>Unit Price</u>	<u>Total Price</u>
<u>70</u>	<u>Coat</u>	_____	_____
<u>70</u>	<u>Coat Chest Plaque</u>	_____	_____
<u>70</u>	<u>Jumpsuit</u>	_____	_____
<u>70</u>	<u>Headwear</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Sub Total	_____	_____
	Freight Charges		_____
	Other _____		_____
	Total Charges		_____

If awarded the contract, the undersigned agrees to ship a sample uniform within _____ days and to ship the entire order within _____ calendar days after approval of the sample and receipt of necessary details and all measurements.

Company

Date

Signature/Title

On-site Representative:	
Address:	
Phone:	Email:

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ATTACHMENT F

DEVIATION FORM

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 the attached specifications?

_____ Yes _____ No

If yes, indicate below in detail any and all deviations from the specifications.

Company

Date

Signature/Title