



FORT HAYS STATE UNIVERSITY

Forward thinking. World ready.

REQUEST FOR QUOTE #: 12019

DATE FAXED/MAILED: January 20, 2012

REPLY BY 4:30 P.M.: February 20, 2012

RETURNED SIGNED QUOTE TO:

Fort Hays State University (FHSU)

Purchasing Office

601 Park Street Sheridan Hall Room 318

Hays, KS 67601

It shall be the bidder's responsibility to monitor this website on a regular basis for any changes/addenda, <http://www.fhsu.edu/purchasing/bids>.

Purchasing Office Contact Information:

Telephone: 785-628-4251

Fax: 785-628-4046

Email: purchasing@fhsu.edu

INSTRUCTIONS TO BIDDERS:

1. The FHSU Purchasing Office is the only point of contact for this RFQ. When communicating, always refer to the quotation number.
2. To be considered, one copy of this quotation, with your bid properly filled in, must be signed and returned to the FHSU Purchasing Office by the specified closing date. E-mail and late bids cannot be considered.
3. **Bids must be mailed in separate, marked envelopes.**
4. Bid must be in U.S. Dollars (\$US) excluding Federal Excise/State Sales Taxes.
5. All prices and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
6. Bid for comparable merchandise will be considered, unless the specifications indicate "no substitution".
7. Bidder must specify exceptions to any requirement or specification in the bid.
8. Bid must include complete specifications and/or descriptive literature to facilitate consideration.
9. Please browse our web-site for similar pending requests.
10. **THIS IS NOT AN ORDER.**

Item No.	Qty.	Unit	Description of Item(s)	Unit Price	Total Amount
1	140	ea	Coats - Band		
2	140	ea	Bib Trousers - Band		
3	140	ea	Laredo Hats - Band		
4	140	ea	Hangers		
5	1	doz	36/Gilt Rough Rib Buttons		
6	1	lot	Uniform Management System		
			Total		
TOTAL DELIVERED PRICE (FOB Destination Prepaid & Allowed)					

TO BE CONSIDERED, THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE BIDDER:

DATE _____
TERMS _____
DELIVERY WILL BE MADE _____ DAYS A.R.O.

F.O.B. DEST. Fort Hays State University, Hays, KS 67601
F.E.I.N. OR S.S.N. _____
NAME _____
ADDRESS _____
CITY _____ ST _____ ZIP _____

SIGNED BY _____
PRINT OR TYPE NAME _____
TITLE _____
TELEPHONE # _____
FAX # _____
E-MAIL ADDRESS _____
CHECK IF APPLICABLE
Small Business _____ Woman-Owned _____ Minority-Owned _____

State Credit Card: Presently, FHSU uses a State of Kansas Procurement Card (Visa) in lieu of a state warrant to pay for some of its purchases. No additional charges will be allowed for using the card. Will the credit card be allowed for purchases?
Yes _____ No _____ (*Refusal will not be a determining factor in the award.*)

TERMS AND CONDITIONS

1. It is the intent of Fort Hays State University (FHSU) to permit competitive bidding. It is the bidder's responsibility to advise the FHSU Purchasing Office, in writing, no later than three (3) business days before the bid closing date, if any specification or requirement described herein limits bidding to a single source.
2. Unless otherwise specified, Fort Hays State University reserves the right to accept or reject all or any part of your quotation, and to waive technicalities.
3. Offered payment discounts will NOT be considered in determining the low bid. The discount period begins on the date of delivery, or acceptance, or receipt of a correct invoice by the receiving agency, whichever is later.
4. Except as otherwise indicated, the merchandise quoted is in new condition.
5. Fort Hays State University reserves the right to award purchases by item, by group, or by lot, whichever is deemed to be in the university's best interest.
6. In the event of a tie for the low bid, the award will be made to the Kansas bidder.
7. Unit price will prevail in the event of extension error(s).
8. If awarded a purchase order, the bidder agrees to furnish the item(s) or provide the service(s) enumerated hereon at the price(s) quoted and in accordance with the conditions indicated.
9. If a bid indicates that an item quoted is functionally equivalent and it is purchased and found not to be comparable, Fort Hays State University reserves the right to return that item at the bidder's expense, and the bidder will be billed for the difference in cost between this bid and the successful bid.
10. If any portion of this bid is provided by a vendor other than the bidder, the bidder remains the prime contractor responsible for fulfilling all requirements of this bid.
11. Contracts or purchase orders resulting from this quotation may not be assigned without prior written consent of the FHSU Director of Purchasing.
12. The seller agrees to protect Fort Hays State University from all damages arising out of alleged patent infringement.
13. Partial payments will not be made, unless otherwise specified.
14. Bid results are available by written request with a check payable to Fort Hays State University for three dollars (\$3.00) per request, tax included, with a stamped, self-addressed envelope. Unless otherwise requested, your canceled check will serve as your receipt.
15. Any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a state contractor must be disclosed. This is to include (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or action in concert with one or more individuals or entities, owns or controls twenty-five percent (25%) or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.
16. If any part of this contract (including any required installation) is fulfilled by any other contractor, the successful bidder remains responsible for completing all aspects of the work described herein.
17. Vendors who are new to the university should complete a vendor registration form found at: <http://www.fhsu.edu/purchasing/Vendor-Registration-Form>. A copy of the vendor's W-9 should also be submitted with your bid: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>.

TAX CLEARANCE

Fort Hays State University strongly supports the State of Kansas Tax Clearance Process. Vendors submitting bids or proposals which exceed \$25,000 over the term of the contract shall include a copy of a Tax Clearance Certification Form with their submittal. Failure to provide this information may be cause for rejection of vendor's bid or proposal.

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

To obtain a Tax Clearance Certificate, you must:

- Go to <https://www.kdor.org/TaxClearance/Self/Default.aspx> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

***Please Note:** Individual and business applications are available. For applications entered prior to 5:00 PM Monday through Friday, results typically will be available the following business day. Tax clearance requests may be denied if the request includes incomplete or incorrect information.*

***Please Note:** You will need to sign back into the KDOR website to view and print the official tax clearance certificate.*

A copy of the Certification of Tax Clearance form received from the Kansas Department of Revenue should be sent along with the bid response(s) to:

Fort Hays State University
Purchasing Office
601 Park Street, Sheridan Hall 318
Hays, KS 67601

Failure to provide this information may be cause for rejection of vendor's bid or proposal.

Information about Tax Registration can be found at the following website:

<http://www.ksrevenue.org/busregistration.htm>

The FHSU Purchasing Office reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, the FHSU Purchasing Office reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or FHSU may proceed with an award to the next lowest responsive bidder, whichever is determined by the Purchasing Director to be in the best interest of FHSU and the State.

**CERTIFICATION REGARDING
IMMIGRATION REFORM & CONTROL**

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State's request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor's compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

Signature, Title of Contractor

Date

GENERAL SPECIFICATIONS

Questions/Addenda: Questions and requests for clarification of the RFQ must be submitted by email to the attention of the FHSU Purchasing Director at purchasing@fhsu.edu by Friday, January 27, 2012, at 2 p.m. Each question or clarification should reference the appropriate RFQ section. Answers to questions will be available in the form of an addendum on the FHSU Purchasing website. It shall be the responsibility of all participating vendors to acquire any and all addenda and additional information as it is made available from the web site cited above. Vendors are required to check the website periodically for any additional information or instructions.

Failure to notify the FHSU Purchasing Director of any conflicts or ambiguities in this RFQ may result in items being resolved in the best interest of FHSU. Any modification to this RFQ shall be made in writing by addendum and posted on the Purchasing website, <http://www.fhsu.edu/purchasing/>. Only written communications are binding.

Bid response submittals: The following items are provided to assist bidders in ensuring all requirements are met and all required submissions are included with the bid. Vendors are instructed to utilize this list and include it with their bid submission.

	Page
_____ Cost	1
_____ Tax Clearance	3
_____ Sample: The sample uniform provided is to be a male size 38 regular.	5
_____ Deviation Form	17
_____ Provide Uniform Management System	18
_____ Bidders Evaluation Form	19
_____ Certification of Fabric	20
_____ Certification of Proof of Fabric Stabilization	21

Samples: Your bid, to be considered, is to be accompanied by a completed sample uniform in accordance to the exact specifications. Each bidder's interest in meeting these specifications is to be reflected in their willingness to manufacture this pilot sample and to make it available at the school prior to the time and date of the official bid opening. Exact samples are also required to insure that the district can expedite this purchase soon after the award. The sample uniform provided is to be a male size 38 regular.

The buyer reserves the right to inspect the workmanship of the sample, its inner construction in particular, and for this purpose will open the lining if necessary.

Delivery: Delivery of the items requested shall be delivered no later than August 1, 2012.

General Information: Your company is hereby invited to submit a bid per the following specifications.

Whereas considerable time and expense has gone into the preparation of the enclosed specifications, deviations are NOT anticipated. DEVIATIONS MUST BE DOCUMENTED. Unless fully documented, such deviations may DISQUALIFY a bidder at the discretion of the BUYER.

In setting forth these specifications it is the intention of the buyer to offer equal opportunity to all bidders. Styles referred to by number and the company name are for descriptive purposes only and are not restrictive. The buyer feels that specified styles, material, linings and sundry items are equally available to all reputable manufacturers.

Bidder is to furnish itemized quotations showing the cost of each item, the total price per uniform, and the total price of the entire order. Any allowance or cash discount for payment within a certain period before or after delivery is to be indicated on the bid; otherwise, it is presumed that payment is to be made on the basis of net 30 days.

The buyer reserves the right to accept or reject any or all bids in the best interest of the buyer. Factors to be considered when determining the best value for the buyer are to be quality of the garment, service and responsibility of the company and their representative, as well as price. Low bid is not necessarily to be awarded the contract.

Bidder is to furnish a full time sales representative to handle all details of the order. This includes measuring and servicing, "after the sale". Bidder is to provide name, address and phone number of representative or representatives who are to be responsible for handling the order.

In submitting your bid, specify the time required for delivery of the complete order after receipt of all details.

CONSTRUCTION AND MANUFACTURING SPECIFICATIONS

A. GENERAL

Coats, trousers, blouses and all major parts of the uniform are made to fit the nearest stock size from the information supplied by the company representative. This is done for a better year-to-year fitting program and allows more fitting flexibility. Exceptions are made on unusual sizes wherein the garment is cut and produced to the measurements taken by the company representative.

B. LABOR

All garments must be UNION made and shall include the union label. This is to insure consistency and uniform of the manufactured goods. Uniforms made otherwise may have a tendency toward sloppiness and unprofessional tailoring, due to the unskilled cutting and sewing operations.

C. SHIPPING

Uniforms are to be shipped on wishbone style hangers. Hangers are to be hard plastic, not wood. Wooden hangers have a tendency to pick and pull the basic fabric, and they are not 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 uniform must be delivered in its own clear polyethylene bag to prevent soiling. 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 will be properly marked on the outside, with identification numbers of the uniforms contained in that specific carton.

D. 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.

E. INSPECTION

All garments are to be carefully inspected before final packing and shipment. All thread ends to be picked and cut and specifications, trim and details to be critically checked for each individual garment before shipment. Buttons to be applied and sewn at that time.

F. FABRIC VERIFICATION

Fabric swatches must accompany each bid invitation, unless an exact sample uniform has been provided. Swatches shall be properly labeled to include weight, composition, lot number, and shade number. When using wool or dacron/wool materials, a "Kaumagraph" MUST appear on the back of the fabrics (except white) insuring a first quality fabric. The "Kaumagraph" used on sample uniforms made of dacron/wool and 100% wool fabric is found on the inside of the garment. NOTE: "Kaumagraphs" need not appear on fabric swatches.

G. VERIFICATION OF FABRIC PROCESSING AND STABILIZATION

Any dacron/wool blend fabric from any vendor must be professional cold water and alcohol sponged, decated, and inspected. Bidder must submit in writing, certification that dacron/wool blend fabric will have undergone this fabric stabilization prior to manufacture of the uniforms. Also, an officer of the bidding company should submit such certification in writing. The company actually performing the stabilizing process must be indicated, with an individual or officer of said company to contact for verification of processing. As dacron/wool garments having not undergone such processing can experience significant and excessive shrinkage, bidders not providing such a sponging treatment and certification in this bid will be disqualified.

COAT SPECIFICATIONS

1. PATTERNS

- a. Patterns are to be marked, graded, and cut using a computerized system to insure accuracy.
- b. 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 is the foundation of the coat and is to carry with it a complete limited lifetime warranty.
- b. The innerlining is to consist of 4 layers.
- c. The principle layer of the coat front is formed of preshrunk highly resilient natural hair canvas of 7.5 ounce per square yard. The hair content is 32% with 36% rayon, 29% cotton, and 3% polyester. The weft and filling yarns are spun from 45% hair, 50% rayon, and 5% polyester to provide superior shaping resilience and bounce. The Hymo canvas is cut and individually shaped to fit each coat, both the left and right coat fronts.
- d. The second layer is an additional chest piece of 4.53 ounces per square yard Monoflex. It is to be 6 " x 7 1/2" in dimension and darted in armhole area. This piece is specifically designed as shoulder reinforcement in finely tailored garments to maintain the shape of the shoulder and chest area of the coat.
- e. The third layer is unique, being of the same natural hair canvas as the coat front, deeply darted in the upper armhole area to provide natural shape. It is wider than the Monoflex and extends deep into the coat front for resiliency in this area.
- f. The fourth layer, or felt chest piece area, is a heavy 4.2 ounces per square yard needle punched, supported felt. It extends 14" or more from the shoulder seam. Its shrink proof, non-woven characteristics add more resilience to the chest and area below the armhole.
- g. The entire four-layered innerlining is sewn together with 18-21 rows of zigzag stitching.
- h. For white and translucent light colors of shell fabric, the innerlining is to be constructed as above with an additional top layer of white Poly-sil. This layer is used to prevent shadowing of the natural canvas through the outer shell fabric. It is to be 2.9 oz./sq. yd. and a construction count of 78 warp x 54 fill with a fiber content of 50% poly/50% preshrunk cotton.
- i. Under no circumstances is the Hymo and sewing operation to be substituted with a fusing or gluing operation.
- j. Under no circumstances is a white synthetic coat canvas to be used as an innerlining, in lieu of the specified Hymo/Monoflex layers.

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.

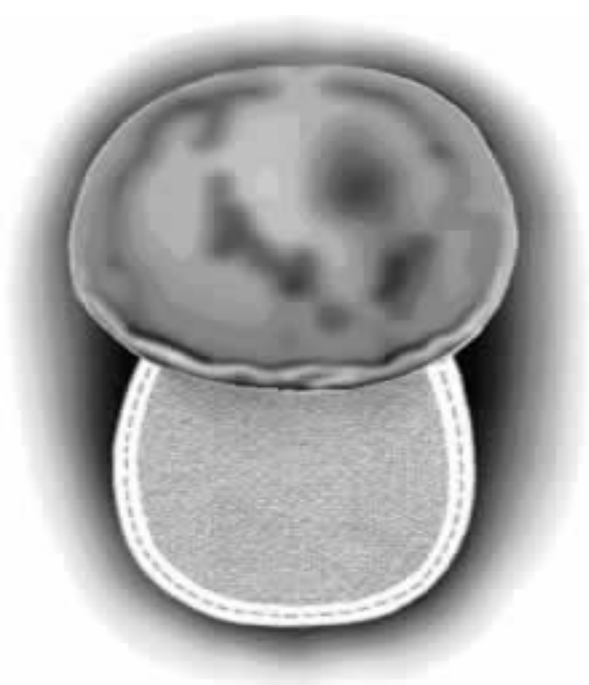
- b. It is reinforced with soft white percalaine and two sections of cotton fill.
- c. Strips of coat canvas are unacceptable for use as sleeve-head padding.

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. Its 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.
- e. The lining is COMPLETELY sewn around the armhole, NOT just tacked.

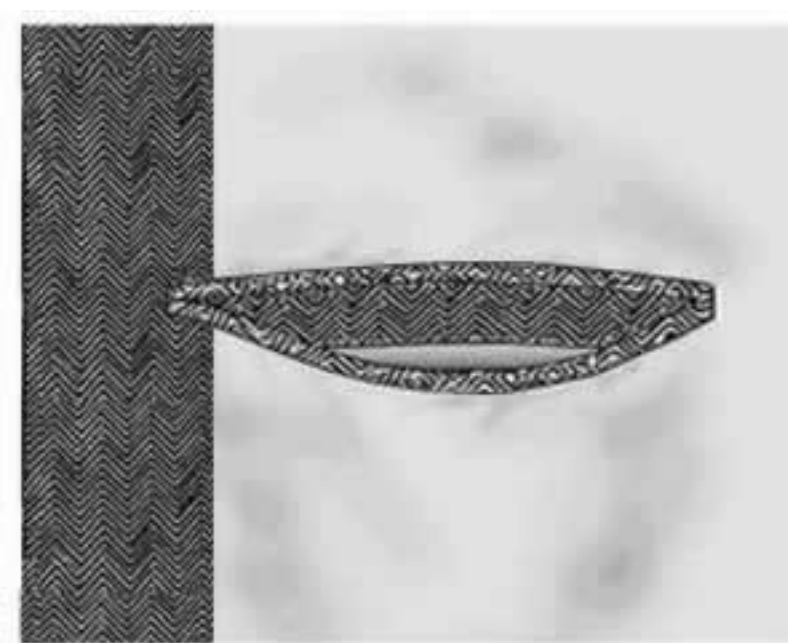
6. PERSPIRATION SHIELD

- 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.
- e. All shields must have "Fresh Guard" anti-odor tags sewn into the center top to absorber the odor that accompanies perspiration. "Fresh Guard" uses Nano technology to harness and store molecules with a 3D mesh of activated carbon material using Van Der Waals Forces. This odor-absorbing pad is machine washable and dry cleanable. It lasts for the life of the garment and is chemical free. It is odorless, Inert, non-Allergenic and Environmentally friendly. This technology is available to all vendors therefore substitutes will NOT be accepted.



7. POCKETS

- a. All inside pockets are to be cut, sewn, and turned automatically with a double piped lock-stitch machine and reinforced with a non-woven fabric.
- b. Pockets are to be constructed with hidden inside bartacks with welts of the same outer fabric as the coat.
- c. There is a 1 1/2" whipcord fabric extension down into the pocket, from the opening edges.
- d. Pocketing material is to be 70/30 poly/cotton, 50/50 in the warp and 100% poly in the fill.
- e. Pocket is to be "bagged" with no open seams at the bottom.
- f. Pockets made of lining or lightweight material are not acceptable.



8. TAPING

- a. Seams, which are subject to usual stress, 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.

9. SLEEVES

- a. The sleeve is to be "felled" into the top of the armhole, using a special felling stitch that allows fullness, evenness, flexibility and strength.
- b. The bottom half of the armhole is machine lock-stitched to give the greatest strength in this high stress area.
- 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.

10. SHOULDER LOOPS

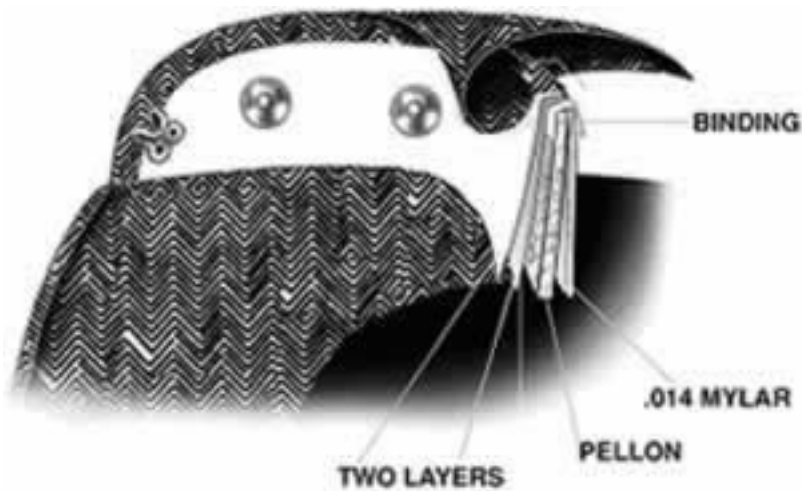
- a. Shoulder loops are to be die-cut to insure uniformity and are cut in two pieces.
- b. Shoulder loops are to be reinforced on each layer with heavy Pellon.
- c. They are sewn together on the inside, turned, and topstitched all around the edge for body and durability.
- d. All buttons for attachment of shoulder loop and accessory items will be reinforced with backing buttons.

11. TRIM

- a. Coat front trim (braid, welts, appliqués, embroidery, etc.) is to be applied only through the outer fabric. That is, it is NOT to be sewn through the chest piece four-layer innerlining, or the polyester twill coat lining. 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.

12. 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 laminated non-woven Pellon that also serves as a protective layer between the Mylar and the snaps supports the snaps on the inside. 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 top edge of the Mylar base is bound with Cramerton fabric and has a finished welted seam on each side. 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 5-layer construction results in a "beaded" edge and serves as a protection all along the top edge of the liner. This is accomplished with a SINGLE row of locked stitching through the Mylar base.
- i. A single layer of fusing tape or bridle-tape is not sufficient protection in this area and 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. Construction of the collar in this manner provides the most dimensionally stable garment, without the additional rows of needle holes.
- l. 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.



13. 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.



14. SOFT COLLAR

- a. Soft collars, lapels, and outer pocket flaps are to be hand shaped and cut according to fine quality tailoring practices.
- b. Bridle tape is to be placed at the lapel roll, to retain smooth lines and afford a permanent shape.
- c. Under-collar felt is to be pre-biased 50% wool/50% Rayon composite.
- d. All edges are to be topstitched (with the exception of satin lapels) through and through, from the facing edge through coat front lapels and collar to the opposite edge. Topstitching is to be 1/8" from edge.

15. 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, if needed, to facilitate insertion of contrasting color panels, trim, etc.

16. 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.

17. 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.

18. ZIPPERS

- a. Zipper is to be heavy-duty brass 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.

19. FUSING

- a. Certain trim designs call for added reinforcement. This is to be done with Pellon 8557 engineered dot fusible. It is guaranteed against delaminating and dry-cleaning. It is 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.

20. WASHABLE OPTION

- a. Buyer may opt to change the coat specifications to be a washable item. The coat will have washable shoulder pads and will be fully lined. Front inner foundation, sleeve heads, and underarm shields may be omitted.

BIBBER TROUSER SPECIFICATIONS

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 with 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 durable polyester cotton material. It is to extend beyond the four-way crotch assembly.
- b. The left fly is to be reinforced with Pellon SF134W to provide permanent shape retention and durability. It is to be bound with a preshrunk, bias cut, tape for appearance and durability.
- c. There are to be three bartacks at the base of the fly for additional reinforcement; 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 for strength.
- 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. Trousers 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, and then blind stitched for appearance and ease of alterations. Taping all around provides a clean finished edge for full-length use, as well as protecting the fabric edge completely. 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. This type of seam is much stronger than the traditional "busted" seam and adds strength and stability to the "stripe side" of the leg. 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.

HEADWEAR SPECIFICATIONS

Shell 30 FLAT TOP

- * Fractional melt high-density polyethylene. Minimum normal wall thickness .050"
- * Preformed plume socket hole, and plume socket anchor
- * Contoured top edge for a better shape and fit
- * Blow molded for a consistent dimension

Cover Side Bodies

- * 1 piece #985 expanded support PVC marshmallow vinyl
- * Computer graded, marked and cut
- * Double reinforced back seam from top to bottom
- * All seams single needle lock stitch (301 lock stitch)
- * 0.011" Ht-38 monofilament and Tkt. 70 threads at 5-7 S.P.I.
- * Sewn construction to attach outer cover to inner shell
- * No brads or staples in shell to avoid cracking, sharp edges or wearers discomfort

Cover Top

- * 1 piece #985 vinyl
- * Computer graded, marked and cut
- * All seams single needle lock stitch (301 lock stitch)
- * 0.011" Ht.-38 monofilament thread 8-10 S.P.I.

Top Band Straight

- * All seams single needle lock stitch (301 lock stitch)
- * 0.011" Ht-38 monofilament or Tkt. 70 thread at 5-7 S.P.I.
- * .75" back seam for added strength
- * #985 expanded support PVC marshmallow vinyl
- * Strip cut to 1.75" to finish 1.125"

Bottom band straight

- * #985 expanded support PVC marshmallow vinyl
- * Strip cut to 1.75" to finish 1.125"
- * .375" turn under on bottom edge
- * All seam single needle lock stitch (301 lock stitch)
- * 0.011" Ht-38 monofilament or Tkt. 70 thread
- * Attach bottom band to inner shell 5-7 S.P.I.
- * Finished edge turns under 8-10 S.P.I.
- * Attach to inner shell at bottom to cover all attach visor stitching, sweatband stitching and outer cover stitching

Suspension Standard Vinyl Sweatband

- * One Piece #985 expanded support PVC marshmallow vinyl – white or black
- * Computer graded, marked and cut
- * Finished hat sizes: X-Small, thru X-Large
- * Metal grommet reinforced, lace drawstring holes for long lasting wear ability
- * Polypropylene tipped extra long 32" polyester .09375" round drawstrings, white/black depending on suspension vinyl color

Standard Visors

- * High-density polyethylene, ultraviolet inhibitor, pigment stabilized color matched. Minimum normal wall thickness .060"
- * White, navy, red, black, green and royal
- * Sewn to the inner shell using single needle lock stitch (301 lock stitch)
- * Tek 70 thread at 5-7 S.P.I.

Visor Trim

- * Visor is bound with an 8 ga. 1% metallic polyester film 99% PVC film vinyl edge guard in gold or silver
- * Sewn with a single needle lock stitch (301 lock stitch)
- * 0.011" Ht-38 monofilament thread at 5-7 S.P.I.
- * Cut size 1.125" to finish as .5" binding

Hardware Button

- * Two (2)
- * Metal, lyre, or stipple 45 ligne, prong back shako button, nickel or gilt

Chin Strap

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

Front Strap

- * REFLECTS Band
- * High Density Polyethylene
- * Vacuum metalized aluminum or gilt
- * Clear topcoat for protection and shine
- * Pre formed holes for attaching to shell

Emblem

- * Hi impact polystyrene
- * Vacuum metalized aluminum or gilt
- * Clear topcoat for protection and shine
- * Two (2) .1875" molded back posts with metal snap fasteners for a secure attachment to the inner shell

Plume Socket

- * High density polyethylene, minimum normal wall thickness .040"
- * 3.75 long x .625" wide attached with a .375 brass grommet and a steel washer to the inner shell

Plume

- * 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
- * Silver or gold cup with shako wire mount
- * Plastic plumes, high quality foil and Mylar composite, machine cut, water proof and wrinkle resistant.

Standard Plastic-Pak

- * Molded, calcium filled polypropylene homopolymer, black minimum normal wall thickness .110"
- * Two (2) molded replaceable latches, built in hand grip, continuous hinges, 6-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

Bag

- * Poly shako bag 10" x 8" x 24" x .001"

DEVIATION FORM

In the event that the undersigned Bidder intends to deviate from the specifications by utilizing any materials, items, treatments, finishes, inner construction, tailoring details, etc., contrary to those listed as standards in the specifications, the bidder is to fully document and list each deviation in complete detail including reasons for the deviation. General statements are not acceptable. Furthermore, these deviations are to be approved in writing.

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.

If deviations are found on said sample, and not listed, the bidder is to be disqualified!

Company

Signed

Title

Date

UNIFORM MANAGEMENT SYSTEM

The band uniform order is to be accompanied by a Uniform Management System program with the following features.

Customer information is 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 that automatically assigns uniform pieces to the students based on their entered measurements. This feature, after assignation, will generate a list for the uniform manager of items that are not contained in current inventory. In addition, the student database will include full contact information and address label generation. The system will also generate student uniform rental/usage agreements as per needed. 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 packet.

BIDDERS EVALUATION FORM

All bidders are to complete this form in order to complete the evaluation of the bids.

In conjunction with price, the award of the bid is to be based on the quality of the uniform sample, experience of the manufacturer, the reputation of the manufacturer, and ability to provide necessary service.

Manufacturer Bidding: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Experience

Number of years company has been in business: _____

References

a. List (5) five accounts presently wearing band uniforms manufactured by company. Uniforms should be 3 or more years old.

b. Bidder shall submit copy of written warranty.

Local Representative

Name: _____

Address: _____

Telephone: _____

CERTIFICATION OF FABRIC

This is to confirm that bidder is to use first quality goods. The material supplied, depending upon specifications, is to be 14 - 14 1/2 oz., 55% Dacron/45% Wool and/or 15 1/2 - 16 oz., 100% Wool.

All materials are to be supplied directly from the manufacturer, and are not to be, in any way, seconds or rejected goods. A certified Kaumagraph label is to be on the inside of all garments.

Company

Signed

Title

Date

CERTIFICATION OF PROOF OF FABRIC STABILIZATION

This is to confirm that bidder is to have any and all Dacron/Wool blend fabric stabilized, pre-shrunk, and decated. This treatment is necessary to prevent excess shrinkage and to improve the lustre, hand, and finish of the fabric. Upon completing such a process, shrinkage is to be well within industry tolerance.

All firms used for fabric stabilization of Dacron/Wool or all wool fabrics shall be named below and identified by name, address, phone number, and contact person.

Company

Signed

Title

Date

STYLE SPECIFICATIONS

Coats - Band

Quantity: 140

Band Type: Band

Style: Waist Length

Fabric: 55% Dacron/45% Wool - 14-14 1/2 oz.

Shade: 6607 Black

Closure: Upside down concealed back zipper with (3) snaps to secure flap.

Front: Double pointed front. Wide shoulders. (5) 36/Gilt Rough Rib buttons evenly spaced down each side of front. Across each shoulder extending down front and back, 2-1/2" long x 1-1/4" wide appliqué of 4604 Gold Polyester. Row of 1/8" Black 7296 braid superimposed on appliqué set in 1/8" from edges.

Back/Tails: Cut straight across bottom. Simulate back seams with 1/8" V480 Gold 7296 braid.

Collar: Square Collar of 6605 Gray Dac/Wool. Collar trimmed with two rows of 1/8" V480 gold 7296 braid forming a trefoil on each side.

Sh. Trim: In an arc on both shoulders, 1/2" direct embroidered block style letters "FT. HAYS STATE" with "UNIVERSITY" in a straight line below. All letters in V480 Gold.

Slv. Trim: Lower sleeves trimmed with two diagonal rows of 1/8" V480 Gold 7296 braid forming a trefoil at upper end.

Bib Trousers - Band

Quantity: 140

Band Type: Band

Style: Bib Trousers

Fabric: 55% Dacron/45% Wool - 14-14 1/2 oz.

Shade: 6605 Gray

Lining: Unlined

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

4-Way Reinforced Crotch

French Fly

Woven ID Numeral

Description: Survivor locks.

Stripes - 3/4" welt of 212-8 Gold Polyester.

Laredo Hats - Band

Quantity: 140

Band Type: Band

Style: 40-1 Laredo Hat

Fabric: Black Flocked

Ornament: Gilt Crossed Sabres centered on front.

Chinstrap: Black Chin Cord

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:
"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 10-11), which is attached hereto, are hereby incorporated in this contract and made a part thereof."
The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges-hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.