



# Huntley Community School District 158

650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

## Notice

### BAND UNIFORMS – Bid #2017-71

Sealed bids will be received until 1:00 p.m. prevailing time on Monday, April 3, 2017 by the Board of Education of Huntley Community School District 158 of McHenry and Kane Counties, Illinois for Band Uniforms – Bid #2017-71 in the District 158 Administrative Center, 650 Academic Drive, Algonquin, Illinois 60102, at which time and place all bids will be publicly opened and read aloud.

Proposals complying with the bid documents will be received until the specified closing time. Bids shall be submitted on or before the specified closing time in an opaque sealed envelope marked “Band Uniforms - Bid #2017-71” on the outside and addressed to: Dr. John Burkey, Superintendent of Schools, Huntley Community School District 158, Administrative Office, 650 Academic Drive, Algonquin, Illinois 60102.

Bids shall be opened publicly and the contents announced at the specified opening time and at the location immediately above. Bids received after the stated time will not be accepted and will be returned unopened.

All bids submitted shall be valid for a period of at least sixty (60) days from the date of bid opening. The only alterations, which may be allowed, will be those approved by the Board of Education. No immediate decision shall be rendered concerning the bids submitted at time of opening.

In submitting a bid, it is understood that the School District reserves the right to reject any and all bids, or parts thereof, and it is agreed that this bid may not be withdrawn during the period of sixty (60) days from the time of the award of bid.

The bidder shall be actively engaged in procurement of the materials the School District is presently bidding here-in. All bidders shall have adequate resources to deliver the specified products on-time and per specifications. Each bidder shall submit with their proposal, a list of no less than five (5) clients, from five (5) different companies, for whom they have successfully conducted business within the last three (3) years. The client list shall contain: the name of company, contact name, and telephone number.

All bidders must comply with the Illinois Statutory requirements regarding labor and bidding, including Equal Opportunity Laws.

Bidding documents will be on file and may be obtained from the Huntley Community School District 158 website ([www.district158.org](http://www.district158.org)) or by calling the office of the Chief Financial Officer, 650 Academic, Algonquin, Illinois 60102, telephone (847) 659-6158.

Dr. John Burkey, Superintendent

# Huntley Community School District 158

Board of Education  
650 Academic Drive  
Algonquin, IL 60102

## REQUEST FOR BIDS BAND UNIFORMS FOR HUNTLEY HIGH SCHOOL

### BID INSTRUCTIONS AND SPECIFICATIONS

**Issuance Date:** March 3, 2017

**Bid Submission Deadline:** April 3, 2017 at 1:00 p.m.

**Bid Opening:** April 3, 2017 at 1:00 p.m.

**NOTICE TO BIDDERS**  
**Huntley Community School District 158**  
**Band Uniforms for Huntley High School**

**INFORMATION FOR BIDDERS**

**Description:**

- A. Sealed proposals for “Band Uniforms - Bid #2017-71” as outlined on the attached listing for Huntley Community School District 158, Algonquin, Illinois, shall be received on or before **1:00 p.m. on April 3, 2017** at the Huntley Community School District 158 Administrative Center, 650 Academic Drive, Algonquin, Illinois 60102.
- B. It is the intent that these specifications admit to adequate competition. Bidders are required to quote items as specified, but they may also submit equal or superior products (in which case, **samples or manufacturer’s specifications may be required**), provided such products are listed separately.
- C. The quantities indicated are a reasonable estimate at this time. The Board of Education reserves the right to revise any and all quantities at the proposed prices up to sixty (60) days after the date of bid opening.

The bidder shall be actively engaged in procurement of the materials the School District is presently bidding here-in. All bidders shall have adequate resources to deliver the specified products on-time and per specifications. Each bidder shall submit with their proposal, a list of no less than five (5) clients, from five (5) different companies, for whom they have successfully conducted business within the last three (3) years. The client list shall contain: the name of company, contact name, and telephone number.

Bidders must provide two (2) complete sets of all bid documents at time of submission of bid documents. Each bid must be wholly completed in the form prescribed in the bid documents and must be submitted in a sealed envelope marked “Band Uniforms - Bid #2017-71” and include the name and address of the bidder.

In submitting this bid, it is understood the Board of Education reserves the right to reject any and all bids, to accept bids in whole or in part and/or to waive any irregularities or defects in the proposal, when in its opinion, such action will serve the best interests of the Board of Education of Huntley Community School District 158.

Sealed bids must be delivered by hand or mail on or before 1:00 p.m. on April 3, 2017 in an opaque sealed envelope marked “Band Uniforms - Bid #2017-71” on the outside and addressed to: Dr. John Burkey, Superintendent of Schools, Huntley Community School District 158, Administrative Office, 650 Academic Drive, Algonquin, Illinois 60102.

Bids shall be opened publicly and the contents announced at a public bid opening at 1:00 p.m. on April 3, 2017 at the location indicated above. Bids received after the stated time will not be accepted and will be returned unopened.

## INSTRUCTIONS AND CONDITIONS

1. Products and Services. The School District is seeking to purchase band uniforms for Huntley High School that conform to the specifications provided in these bid documents.
2. Intent to Provide Bid. The School District requires all potential bidders receiving a bid packet to submit an Intent to Provide Bid form no later than 3:30 p.m., seven days prior to the bid due date in order to insure the bidder is notified of any addenda to the bid packet. (*See Attachment A – Intent to Provide Bid*).
3. Bid Submittal. Each bid must be wholly completed in the form prescribed in the bid documents and must be submitted in accordance with the provisions set forth in the Notice to Bidders. (*See Attachment B – Bid Submittal*).
4. Late Bids. Unsigned bids or bids received after 1:00 p.m. on April 3, 2017, will not be accepted. The method of transmittal of the bid proposal is at the Bidder's risk of untimely receipt by the School District.
5. Bids. The signing of the Bid Submittal Form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Oral explanations will not be binding. Unless the bidder so indicates, it is understood that the bidder has bid in strict accordance with the specification requirements. Bidder acknowledges that any variation from the specifications will be grounds for the School District to reject the bid, although the School District may accept the bid with the variation if, in its sole discretion, it determines that such bidder's bid is in the School District's best interest.

All bids shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions in writing to Mr. Mark Altmayer via email at [maltmayer@district158.org](mailto:maltmayer@district158.org), who will issue any necessary clarifications to all prospective bidders by means of addenda. Questions received within three (3) business days of the bid opening date will not be answered to assure fairness in the bidding process.

Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained.

6. Addendum. Any interpretation of the proposed documents will be made only by an addendum issued by the School District. A copy of any addenda will be posted on the School District's web site at: <http://www.district158.org/about/business-opportunities/>.
7. Failure to Enforce. The Board of Education's failure to enforce any of the terms, conditions, and specifications of the bid or any breach shall not in any way affect, limit, or waive the Board of Education's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

8. Production Timeline and Delivery Schedule. After the bid has been awarded, the successful bidder must submit a complete finished uniform, within 30 days, for the School District to inspect and approve.

After approval from the School District, the successful bidder will then produce the items with complete delivery made on or before **August 25, 2017**. Failure to meet delivery date may constitute a breach of contract, resulting in forfeiture of the work and cancellation of the contract. The entire order shall be sent at one time. Partial orders will not be accepted without prior written approval. Delivery shall be to the attention of: Mr. Philip Carter at Huntley High School, 13719 Harmony Road, Huntley, IL 60142.

9. Styling Specifications.

- A. Styling Specifications can be found in Exhibit A of this document. These specifications are expected to be closely adhered to in order for the exact design elements to be properly and consistently incorporated and reflected in each of the uniform components. Any proposed deviation from any Styling Specification must be disclosed and fully documented in the proposal submitted by each bidder and may be considered as grounds for rejection of a bid.

10. Product Samples Required. All bidders must submit liberal sized swatches of the materials to be used in the final product in the color and mill-weight as they propose to use in the final product.
11. No Assignment. The contract shall not be assigned, nor shall any part of the same be subcontracted, without the written consent of the School District, and in no case shall such consent relieve the successful bidder from its obligations, or change the terms of the contract.
12. Inclusive of All Costs. Prices quoted shall be F.O.B. destination (Huntley, Illinois), inclusive of all costs – shipping, handling, prep, insurance, etc.
13. Investigation of Bidders. The School District will make such investigations as are necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be required which will assist the School District in making such determination.
14. Contact Representative. Bidder must agree to provide an experienced 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, telephone number and email address of the representative in their response.
15. Bid Affidavit. The bidder hereby declares understanding, agreement and certification of compliance to provide the band uniforms to the School District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the bid specifications, and any issued addenda or amendments. The bidder further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the School District. The bidder shall, as a matter of clarity and assurance, also acknowledge all addenda, if any, issued by the School District. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the School District countersigns this document, a

binding contract shall exist between the bidder and the School District. This document combined with amendments, the bidder proposal, its required submittals, and the purchase order, if any, shall comprise the binding contract. (*See Attachment C – Bid Affidavit*).

16. Certificate of Eligibility to Bid. Bidders must certify that they are not barred from bidding as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the *Illinois Criminal Code of 1961*; have not been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or have not made an admission of guilt of any of the above conduct. The provided certification form must be signed by a duly authorized agent of the bidding company and returned with your proposal. Failure to do so shall disqualify your bid. (*See Attachment D – Certificate of Eligibility to Bid*).
17. Certificate of Compliance. Each bid must be accompanied by a Certificate of Compliance to the Illinois Department of Human Rights Regulations, as required by Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105). The provided certification form must be signed by a duly authorized agent of the bidding company and returned with your proposal. Failure to do so shall disqualify your bid. (*See Attachment E – Certificate of Compliance to Illinois Department of Human Rights Regulations*).
18. Certificate of Non Discrimination. Bidders must certify that they do not engage in discriminatory practices regarding employment or delivery of or access to services and programming, and that it fully complies with the requirements of federal and State civil rights laws, including but not limited to the *Illinois Human Rights Act of 2003*, P.A. 93-0425; *The Illinois Human Rights Act*, 775 ILCS 5/2-105 et seq.; the *Americans with Disabilities Act*, 42 U.S.C. 1201 et seq.; and the *Rehabilitation Act of 1973*, as amended, 29 U.S.C. 701 et seq., as well as the rules and regulations promulgated there under. The provided certification form must be signed by a duly authorized agent of the bidding company and returned with your proposal. Failure to do so shall disqualify your bid. (*See Attachment F – Certificate of Non Discrimination*).
19. References. Bidders must include recommendations from at least five (5) clients, from five (5) different companies, for whom they have successfully conducted business with in the last three (3) years. (*See Attachment G – References*).
20. Withdrawal. A bidder may withdraw or change a bid if written notice of the withdrawal or change is received by the School District before the latest time specified for submission of bids. Any change may be made only by substitution of another bid. The successful bidder may not withdraw, cancel, or modify its proposal after the bid has been opened.
21. Bid to Remain Open. No bids shall be withdrawn for a period of sixty (60) calendar days after the date of the bid opening without the consent of the School District.
22. Award of Contract. The School District reserves the right to (1) reject any and all bids or portions of bids; (2) select independently for specific bid items from any vendor bidding; (3) waive informalities or irregularities in any bid, and (4) award the contract in the best interest of the School District. The contract will be awarded, if at all, to the lowest responsible bidder meeting specifications as determined by the School District. While the financial responsibility of the bidder is a significant concern, the School District is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the band uniforms will be provided in accordance with these bid documents.

23. Compliance with Laws. Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety. It shall be mandatory that the successful bidder will not discriminate against members of the public, any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental impairment unrelated to ability, or unfavorable discharge from military service; and further that the successful bidder will comply with all the provisions of the Illinois Human Rights Commission as required by the rules and regulations for public contracts.
24. Governing Law. The contract shall be governed and construed in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in McHenry County, Illinois, or the federal district court for the Northern District of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.
25. Taxes. Per *Ill. Rev. Statute 1987*, ch. 120, par. 439.3, the Board of Education is exempt from paying Illinois Use Tax and per *Ill. Rev. Stat. 1987*, ch. 120, par. 441, sales to the Board are exempt from Illinois Retailer's Occupation Tax.
26. 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. The uniforms will be ready to wear without cleaning or pressing. In the case of damaged shipment, it shall be the responsibility of the successful bidder to provide a replacement in good condition to the School District. Accessories as well as trousers, will be bulk packed unless otherwise specified.
27. Warranty. Any and all goods supplied hereunder will be of merchantable quality; all goods will be fit for the particular use intended and will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained herein. Seller at its sole cost and expense will promptly repair or replace to the owners satisfaction all goods/services received for a period of one year from the date of delivery, unless the Specifications require a greater warranty period.  
  
The Board of Education reserves the right to reject any goods which contain defects in materials or workmanship or which fail to meet specifications contained herein, or seller's warranties (express or implied). Rejected goods shall be removed at the expense of the seller, including shipping, handling, insurance, etc.
28. Method of Payment. Invoice for payment should not be submitted by the successful bidder until satisfactory delivery of all items under this Request for Bid has occurred. The Board of Education approves payment of invoices one time per month at its regularly scheduled business meeting.
29. Payment. Payment by the Board of Education for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.

## **EXHIBIT A**

- General Specifications
- Styling Specifications
- Jacket/Coat Specifications
- Bib Pants/Trouser Specifications
- Gauntlets/Independent Cuffs
- Shakos/Marching Band Hat Construction Guidelines
- Garment Bag Specifications



## GENERAL SPECIFICATIONS

1. Fabric Specifications. Uniforms must be completely washable and dryable in standard commercial and residential machines, eliminating the need for dry cleaning chemicals and resultant residue. All jackets, bib pants, gauntlets, and shako hat wraps must meet exacting standards of wash ability. These standards are so stated to insure a functional lifetime retention period of at least 8 to 10 years, with normal care and maintenance being exercised. CHEMICAL DRY CLEAN ONLY OR CHEMICAL DRY-CLEAN RECOMMENDED fabrics are not acceptable.

Polyester materials must be first quality with no flaws or imperfections. Hair canvas, pre-shrunk wool, wool blend, felt, HYMO, or other traditionally available materials used to lend shape to a garment will not be allowed. Nor will sub-standard glue-based inner linings be permitted. Shape of jackets must be patterned into the garment, optimizing fabric grain and stability, not obtained through weighty layers of non-washable materials.

2. Care and Cleaning Instructions. The successful bidder will supply recommended cleaning instructions for the uniforms and all accessory items, specifying precise details on care and cleaning.

## STYLE SPECIFICATIONS

**Jacket** – Quantity: 180 in variety of sizes

Right side of jacket is red with 6 silver buttons. Left side of jacket is white with a fade to black.

Fabric: 11½ ounce Polyester Gabardine-Milliken Mills & Satin Lumina (or equivalent)

**Bib Pants/Trousers** – Quantity: 180 in variety of sizes

Bib pants are black with a red stripe down the right leg. Red stripe connects from jacket and fades to black.

Fabric: 11½ ounce Polyester Gabardine-Milliken Mills (or equivalent)

**Gauntlets** – Quantity: 180

Gauntlets are black with 3 silver buttons on each. Fabric: 11½ ounce Polyester Gabardine-Milliken Mills (or equivalent)

**Garment Bag** – Quantity: 180

40” suit size poly soft black garment bag, taffeta/polyester fabric with 15” by 15” zippered shoe/accessory pouch and ID window pocket.

**Shako Hat** – Quantity: 180 in variety of sizes

Black vinyl shako hat with silver visor and clear snap chin strap. Material: Vinyl

**Shako Hat Wrap** – Quantity: 180

Right side of shako hat wrap is red. Left side is black. Shako wrap attaches in the back with Velcro. Fabric: 11½ ounce Polyester Gabardine-Milliken Mills (or equivalent)

**Plume** – Quantity: 180

16” French upright plume with contrasting black feather.

**Shako Hat Carry Case** – Quantity: 180

Black shako hat carry case. Material: Plastic

*All garments are to be constructed according to the General Specifications*

## JACKET/COAT

1. Jacket/coat patterns must offer separate male and female versions of design to ensure appropriate fit. NO unisex jacket patterns are acceptable.
2. Jackets/coats must be available in an extended size range from chest/bust 26 - 66 (increasing in 2" increment additions). Custom sizing for jackets which exceed standard silhouette must be accommodated through custom pattern work and manufacture. NO size multiple grouping is allowed (S, M, L, XL, etc.). All jacket/coat measurements must be proportional to chest/bust size based on current size-ratio standards of athletic and sportswear industries.
3. Jackets/coats must be available in hem and sleeve lengths in a full size range of: Extra-short, short, regular, long, and extra-long (in increasing 1" increments) to accommodate variation in heights and arm length. This feature must be available in all custom-size work as well.
4. To allow maximum range of athletic movement, all standardized sleeves must be two-part construction which must include patterned-in gusset feature in underarm section. Common expansion pockets, flanges, or pieced-in patch at underarm are not allowed. This provides a smoother look and greater durability since extraneous seams and or bulk cause friction, chafing, and premature wear. Custom sleeves must meet the same standards. Sleeves with darts are not allowed since they restrict full movement range. Military, European, (high-cut) arms-eyes, or stretch fabric gusset inserts are not allowed.
5. Sleeves must be constructed with 1/2" seam allowance, to provide ample fabric for alteration. Seam allowances of less than 1/2" in sleeves are not acceptable.
6. All sleeves must be set-in using straight stitch direct to armhole of jacket with 1/2" seam allowance, double-stitched and industrial back-stitch finish. Arm-hole tape is not an acceptable substitute since it does not allow wash ability or full range of expansion and flexation.
7. Multiple ply bias fabric sleeve head construction is to be used in all coats which do not employ a "wing". Wadding, batting or other flimsy substitutions are not allowed. No pleated, ruffled, or gathered fabrics of any sort will be allowed to extend shoulder or substitute for this unique feature.
8. Sleeves must be available with two optional finishes:
  - A. Value Finish - Fully-serged, over-lock edge left at full-pattern length for customer adjustment.
  - B. Adjustable Cuffs - Incrementally placed closures along both interior seam allowances provide immediate alteration of cuff lengths without sewing. Closures must be industrial-grad
9. In order to provide maximum opportunity for alteration, comfort and size adjustability, all jackets must feature 1/2" seam allowance at shoulder seams, arm holes, side-back seams, and center-front seams, as dictated by the design of the coat. All jackets must feature 1" seam allowances at center-back seams and side seams. These are plain, fully surged, over-lock edged and have a total outlet of 3". Ends of all seams are back stitched and all seam

edges are serged. Seam allowances less than stated above are not acceptable and can lead to frayed fabric edge, stress-related damage, and the inability to fully alter and fit wearer.

10. All jacket fronts must be a minimum of two (2) exterior pieces, with fabric grain line parallel to the center-front line of the wearer's body. All center-front seams must be straight and perpendicular to neckline and straight hem edge. Any variance from above is unacceptable since distortion and torque of coat will result. All grain lines reflect the inherent woven properties of the fabric itself, with warp and weft "trued" to perpendicular. Fabric manipulation through colloiddally treated processes, steam, lining or belting is not allowed. Fabric surfaces, especially those of diagonally-ridged face (drills, twills, and gabardines) or horizontally-ridged face (failles, bengalines, and ottomans) are not acceptable as indication of fabric grain.
11. All jacket/coat backs must be a minimum of four (4) external pieces, with fabric grain line parallel to the center, back line of the wearer's body. All center back seams must be straight and perpendicular to the neckline and straight hem edge. Any variance from above is unacceptable since distortion and torque of coat will result. Where "princess back" or contoured fit is dictated by the design, only the "fiddle-back" construction option is allowed. Inferior darts and /or tucks as a fitting-device are not acceptable anywhere on coat back since they limit potential alteration, and can create damaging holes in the fabric.  
  
As dictated by each unique design, additional industrial strength bar tacks may be incorporated into coats at garment stress points to ensure the wear ability and longevity of the garment.
12. Zipper fastenings for closure must be placed directly center-back or center-front of jacket. Alternate zipper placement including diagonal placement or side-seam underarm placement is unacceptable due to cumbersome access and poor fit and fabric drape. Only the centered application of zipper is acceptable. Some styles require a closure with Velcro in order to maintain a smooth style with desired access.
13. All collars must be of Comfort Collar\* construction or equivalent, utilizing coat quality fabric in a quad-layer method of double interfacing. Flexible, heat-set materials are strengthened with straight stitch edge stitching, and center placed industrial bar tack, creating a standing extension collar containing no hard plastic or wire (which could cause injury to the coat and discomfort to the wearer). Plastic collar bases, plastic/vinyl welting or piping, coated wire, etc. is not allowed.
14. All collars must be attached to neckline of coat through all layers of the collar. No free-floating or enveloped plastic is acceptable.
15. All collars and jackets/coats must be straight stitched (sewn) together, serged (interlocked) together, then under-stitched on the neckline seam face in that sequence to ensure proper sizing, fit, comfort, wash ability. A bound finish must complete all collar interiors.
16. All collars must be free of restrictive closures center-front or center back, which could prevent proper physical contraction, expansion, breath intake, and head/neck motion. No metal closure is acceptable on collar of coat. All shape maintenance of collar contour must be achieved by sewn reinforcement only.

17. No collar liner or insert that is attached to jacket is acceptable or necessary since jacket is 100% washable. Additional liners are not acceptable as residual snaps or fasteners cause jacket/coat fabric damage during laundry.
18. All collars must accept alteration in one action with the center-back line of coat.
19. All external shoulder extensions (wings) must be of Comfort Collar\* construction or equivalent, utilizing coat quality fabric in a quad-layer method of double interfacing. Flexible, heat-set, multi-directional materials are strengthened with straight-stitch understitching, back-stitching, and center-placed reinforcement and backstitched to underside of wing for durability, crisp appearance and easy care.
20. All external shoulder-extensions (wings) must be double stitched and back-stitched to face of coat (butted to arm hole) and quad-stitched at stress points. Wings must not impose into armhole or impede arm motion in anyway. Wings must not begin below under-arm line of body or be sewn into coat front in order to avoid upper torso constriction. In addition, nylon horsehair braid, in corresponding color, is straight-stitched. Any variance to this is unacceptable.
21. All epaulets (when used in design) must be cut in one piece, sewn with grain line parallel to shoulder seam. All edges must be serged together, seams both edge and back stitched, with any or all snap-fastener application being hidden from view by attachment of fastener prior to sewing. Corresponding snap-fastener on jacket must be applied to coat before shoulder pad is inserted for comfort, ease of fit, ease of alteration, (ease of shoulder pad removable). Button holes and thread-sewn snaps and spring-ring buttons are unacceptable due to unfavorable comparison to required rivet-based snap hardware.
22. All jackets/coats must be constructed from colorfast, fade-and heat resistant Milliken 11 1/2 oz. 100% polyester gabardine/twill with a Visa finish (or equivalent). It is chosen for flexible weave textile properties, allowing ease of movement and accommodation of elbow, armhole stress. It has long-lifespan durability, allowing it to endure machine washing and drying. Wool, wool blend, etc. are not acceptable.
23. Rayon/nylon/poly sheath lining fabrics may not be used anywhere in the construction of the jacket. Their delicate nature does not respond to athletic torque, perspiration build-up, chemical dry-cleaning solutions, or the ability to easily wash and dry. No sleeves will be lined. Where design dictates a lining on parts of the torso (waist points, etc.) lining must be poly/cotton drill/twill fabric.
24. Shoulder pads are high quality and washable. Size (7 1/2" X 4 1/2"- 3/4" thick) Consists of washable foam. Shoulder pads are covered with Milliken 11 1/2 oz. poly gabardine (or equivalent), and custom cut. All shoulder pads are hand placed and stitched into each coat with an industrial strength bar-tack at two critical stress points. All coats, all styles are to include this necessary feature. Uncovered shoulder pads or those covered in stretch lining fabric or non-woven materials are unacceptable. Wool and cotton batting, or felt covered shoulder pads are not accepted as they restrict wash ability, and limit length of wear.
25. Thread must be PW Core ticket, size 70, 37/2 Polyester wrap core, heat resistant, colorfast and washable. Cotton mercerized thread is not acceptable for durability reasons and color fastness.

26. Velcro must be Velcro brand or equivalent to be used on closures and baldric attachments. Color of Velcro, where possible, should approximate surrounding color.
27. Zipper (generally in back) is a heavy-duty auto-locking Vislon (YKK Quality) separating zipper, 9/16" tape - strong, easy to use and completely washable. Jacket zipper is double stitched the entire length of the zipper and bar-tacked at both bottom stress points of the zipper. Any metal, or small, dress-weight zippers are unacceptable for reasons of durability.
28. Buttons must be high quality buttons used where specified and attached by rivet-based tack back. Buttons must have brass base top and rust resistant back. Thread-sewn or plastic buttons are unacceptable for durability reasons. Ring-attached, shank-back buttons, ring and washer buttons, and toggle and washer buttons require raw holes be punched into fabric and are unacceptable for that reason.
29. No buttonholes should be used; since any cut-first automatic buttonhole machine leaves damaged edges prone to wear and fraying over time.

### **BIB PANTS/TROUSERS**

1. Bib pant/trouser patterns must offer separate male and female versions of design to ensure appropriate fit. NO unisex bib pant patterns are acceptable. Female bib pant pattern utilizes darts in pant front and back, hip and seat shaping to accommodate current garment and athletic garment industry standards for female measurement, and proportion.
2. Patterns and style must be in keeping with the end use of marching to modern standards. They have ample room for movement, are non-restrictive, and must have a trim, fitted look, along with complete wash ability.
3. Bib pants/trousers must be available in an extended size range from chest/bust 26-66 (increasing in 2" increment additions), custom sizing for bib pants which exceed standard silhouette must be accommodated through custom pattern work and manufacture. NO size multiple grouping is allowed (S, M, L, XL, etc.)
4. Bib pants/trousers must be available in short, regular, or long lengths in every size to accommodate variation in height, and proportioned accordingly.
5. In order to provide maximum opportunity for alteration, comfort and size adjustability, all bib pants/trousers must feature 1" seam allowance on side seams, 1/2" seam allowance through crotch, and 1" seam allowance in center back. Seam allowance must smoothly graduate from crotch/seat through center-back 1/2" to 1" with no breaks or jogs.
6. Seam allowance on bib pants/trousers must be plain and allow for total outlet of 3" expansion, placed for immediate access and easy alteration. Ends of seams are back stitched and all seam edges are surged. Seam allowances less than stated above are not acceptable and can lead to frayed fabric edge, stress-related damage, and the inability to fully alter and fit wearer.
7. All bib pants/trousers must be constructed from colorfast, fade-out heat resistant Milliken 11 1/2 oz. 100% polyester gabardine with a Visa finish (or equivalent). It is chosen for flexible weave textile properties, allowing ease of movement and accommodation of crotch, knee stress. It has long-lifespan durability, allowing it to endure machine wash and dry. Wool, wool blend, etc. are not acceptable.

8. All seat seams must be sewn with two rows of stitching. Crotch seam must be reinforced construction, triple seamed for durability and movement range.
9. All shoulder straps are adjustable for size and fit variance secured with high-impact, high-density, non-rust, washable polymer/plastic sliders. The straps MUST attached to two ply elastic extensions which attach to the back strap seams of the bib pants. This allows for greater torso flexibility when the garment is worn and in motion. No excess strap length must be visible at any time, nor may excess hang loose from pant.
10. All bib pant/jumpsuit patterns must include ellipsoidal neck opening for smooth upper torso fit, cut high enough to eliminate any exposure of garments worn under jacket. NO pant pleats or waist seams are allowed, as they interfere with smooth fit and finish.
11. All bib pants/trousers must include two (2) symmetrical pockets built into upper torso (not patch-pocket additions) on either side of center-front closure.
12. All zipper closures (M & F) must be placed center-front, and be of a coat-grade, YKK Brass metal locking type, 18" length, 9/16 " tape, using industry standard fly zipper application. The zipper will be triple tacked on each end for stability and include an industrial bar tack at bottom overlap of fly.
13. Thread used is PW Core ticket size 50 29/2 (Polyester wrap core). Cotton mercerized thread is unacceptable.
14. Leg bottoms must be left serged and allow ample length for alteration. Two options of finish are to be available on bib pant hems:
  - A. OPTION 1 – Bib pants are sent to buyer unhemmed to be custom hemmed to wearer by purchaser.
  - B. ADJUSTABLE HEM OPTION – Snap tape fasteners 12" in length are sewn into the interior seams of the inseam and out seam of the bib pants and the hem length is chosen by the wearer, using the corresponding appropriate closures. This NO SEW method is particularly well suited to the needs of modern marching units. Individually sewn snaps into the bib pants interior seams are unacceptable.

### **GAUNTLETS/INDEPENDENT CUFFS**

1. All gauntlets must be made to design specifications and must be available in extended size/fit and range (extra small, small, medium, large, and x-large and xx-large).  
All gauntlet styles must be available in a percussion cuff version, in all size ranges. This adaptation of the original design is a lapped construction, trimmer version of the original, developed for maximum wrist flexibility and drumstick range of motion.
2. All gauntlets must be of Comfort Collar\* construction or equivalent, utilizing coat quality fabric in a quad-layer method of double facing. Flexible, heat-set materials are strengthened with straight stitch, top stitching, and center placed reinforcement stitching creating a cuff containing no hard plastic or wire (which could cause damage to coat or injury to wearer).
3. Custom fabric options such as specialty fabrics, sequin fabrics and trims are used if requested, but not recommended, as wash ability, durability and easy care are sacrificed.

4. Naugahyde-type vinyl gauntlets are not acceptable due to susceptibility to moisture, heat and mildew damage.
5. Edges must be bound in 100% polyester gabardine or satin washable binding.
6. All gauntlets must use 3/4" Velcro closure, hooking outside angle together in conical format.
  - A. All garments must have sewn in size labels and a label for numbering or other identification used for inventory control.
  - B. All orders must have accurate Inventory notebook and/or computer disc file containing complete care and sizing information.

**SHAKOS/MARCHING BAND HATS**

1. Scope – This purchase description covers the specifications required for construction of band shakos (marching band hats).
2. Sizing – Hat sizes are to follow national standard men’s hat sizes as follows:

<b>Hat Size</b>	<b>Hat Size</b>	<b>Actual Head Size in Inches</b>
XXS	6-3/8 to 6-1/2	20" through 20-1/2"
XS	6-5/8 to 6-3/4	20-5/8" through 21-3/8"
S	6-7/8 to 7	21-1/2" through 22-1/8"
M	7-1/8 to 7-1/4	22-1/4" through 22-7/8"
L	7-3/8 to 7-1/2	23" through 23-5/8"
XL	7-5/8 to 7-3/4	23-3/4" through 24-3/8"
XXL	7-7/8 to 8	24-1/2" through 25-1/8"

3. Uniformity of Production – Shall be as in this purchase description. The materials, component items, and the finished hat shall meet or exceed the minimum requirements for the items as specified in the purchase description.
4. Molded Body – Shall be made of ABS (Acrylonitrile Butadiene Styrene) material, G.S. Grade for Hi-Impact properties and maximum resistance to ultraviolet light. Rubber modified styrene is not a substitute. Properties of ABS are as follows:

	<b>Minimum</b>	<b>Maximum</b>
Compressive Strength (PSI)	4500	8000
Flexural Yield Strength	8000	11000
Notched Izod Impact Strength (ft. labs./in) 73°	4.2	5.11

ABS provides a lighter, stronger body for ease of wearing. It shall be gray finish, shall have smooth but not polished finish. Manufacturer shall mold into the inside top of the box his name for permanent control of original manufacturer. Stick-in /sticker names are not acceptable.

5. Visor – Shall be molded of non-breakable plastic, solid one piece construction cross-hatched on underside. The color shall be molded onto the entire visor. Visor shall be certified for Military use. Composition multi-ply visors are not acceptable.
6. Chinstrap – Shall be one piece, molded plastic chinstrap with reinforcing rib completely around the bottom end of the strap. The strap shall be with (15) snaps, which will provide the most secure closure and comes with a lifetime warranty. The chinstrap shall be made of EVA (Ethyl Vinyl Acetate) material.
7. Hook – Chinstrap hook shall be brass, painted black.
8. Buttons – 40-ligne molded nylon screwback button with hex nut. Post shall be 1/4" x 20 thread diameter. The nut and bolt style buttons provide a secure attachment.
9. Plume Socket – Shall be one-piece molded part. Color shall be translucent to blend in with material used on hat cover.
10. Sweatband – Soft Air – Made of 27 ounce anti-toxic and anti-migratory cloth backed vinyl. Sweatband shall be sewn on outside of body of hat and turned inside for cushioned comfort. Entire sweatband shall be perforated with flow-through ventilation holes for built-in cool comfort. Stitches shall not contact wearer's head. Sweatband will accommodate up to three (3) head sizes. In addition, sweatband shall have reinforcing metal grommets at lace holes.
11. Hidden Ventilation System – Each shako shall have a hidden ventilation system providing two (2) 1/4" diameter holes, one (1) on each side. This will allow flow-through ventilation.
12. Sewing Construction – Sweatband shall be double-stitched, 6-8 stitches per inch, with No. 12 cord. Cover shall be all lock-stitched seam construction. The back seam shall be pressed open for flat seam finish and not folded over. All seam ends shall be back-stitched to secure them. Thread weight to sew covers shall be super-strong nylon thread, at least .007 diameter. All parts are to be die cut to insure straight and even edges. Material shall be turned up on the inside of shako side to provide a cushioning effect for the head rest.
13. Finish and Trim – All holes for trim items shall be die cut to preserve the integrity of plastic body and material and prevent cracking of body shell. All trim shall be centered in relation to the center of the visor and plume socket. All cover seams shall be sewn straight and even.
14. Packaging – Each shako hat to be individually packed in its own box with a dust cover before shipping.
15. Warranty – Bidder warrants shakos against any defect in materials or workmanship. Any such confirmed defects will be corrected by bidder.

#### **GARMENT BAG**

1. 40" suit size poly soft garment bag, taffeta/polyester fabric with 15" by 15" zippered shoe/accessory pouch and ID window pocket. Black.

#### **SHAKO CARRY CASE**

1. Width: 10.5" x 11" Height: 7.5" Plastic. Black top and bottom.





# Huntley Community School District 158

650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • [www.district158.org](http://www.district158.org)

**Attachment A**

## Intent to Provide Bid

This form acknowledges receipt of this RFP (bid) and states whether the supplier intends to submit or not submit a bid. The District requires a response to this section from all potential bidders receiving this bid packet no later than 3:30 p.m., seven days prior to the bid due date in order to insure the bidder is notified of any addenda to this bid packet in a timely manner and to afford the bidder an opportunity to provide a complete bid response.

- We **do** plan to submit a proposal for this bid
- We **do not** intend to submit a proposal for this bid

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

*Bidders shall return this form to the attention of Mark Altmayer, CFO  
by email at [maltmayer@district158.org](mailto:maltmayer@district158.org) or by fax to (847) 659-6120.*



# Huntley Community School District 158

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Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

**Attachment B**

## Bid Submittal Form

By signing below, bidder agrees to provide the products and services at the prices set forth below and subject to the terms contained in the bid documents and specifications.

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

Quantity	Item	Unit Price	Extended Price
180	Coat/Jacket*		
180	Bib Pants*		
180	Gauntlets		
180	Shako Hat*		
180	Shako Hat Wrap		
180	Plume with Black Feather		
180	Plastic Shako Carry Case		
180	Garment Bag		
<b>TOTAL</b>			

\*Variety of Sizes

If awarded the contract, we agree to ship the entire order so that it is received at Huntley High School on or before **Friday, August 25, 2017**.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date



# Huntley Community School District 158

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Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

**Attachment C**

## Bid Affidavit

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within thirty (30) days of contract date or purchase order date, to provide the specified items and/or series of work as described in the specifications and instructions for the sum show in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

### Hold Harmless and Indemnity

The vendor shall assume the defense of and shall pay, indemnify and safe harmless, the District, its agents and employees, from all suits, actions, claims, damages, losses and costs of every kind and description to which they or their agents or employees may be subjected by reason of injury, including death, to persons, or damage to property resulting from or growing out of any act of commission or omission by the vendor, its agents or employees, or its subcontractors.

Said defense will be applicable in connection with any activity, including any removal, relocation, construction, installation or maintenance work, service or operation being undertaken or performed by or for the vendor whether on or off the site or any portion thereof, whether such suits, actions, claims, damages, or its agents and employees, or by other persons, corporations or legal entities to whom the District or its agents and employees, may be liable.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

Subscribed and Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2017  
  
\_\_\_\_\_  
NOTARY PUBLIC



# Huntley Community School District 158

650 Academic Drive  
Algonquin, Illinois 60102  
(847) 659-6158 • www.district158.org

**Attachment D**

## Certificate of Eligibility to Bid

For this bid to receive consideration by the Board of Education of Huntley Community School District 158, Huntley, Illinois, the following certificate must be signed by an official of your company and returned with your bid.

Pursuant to Section 5/10-20.21(b) of the *Illinois School Code*, the below named individual as officer of the below named company, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business:

1. Has been convicted in the past five (5) years of the offense of bid-rigging or bid rotating under Section 33E-4 of the *Illinois Criminal Code of 1961*, 720 ILCS 5/33E-1 et seq., as amended;
2. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
3. Have made an admission of guilt of any of the above conduct which is a matter of public record.

Furthermore, the below named individual as officer of the below named company, hereby certifies the company, partners, officers or owners and its affiliates have and will continue to collect and remit Illinois Use Tax, to the extent required under the *Illinois Use Tax Act*, 35 ILCS 105/1 et seq.

In certifying to the above, I hereby acknowledge the Board of Education may declare any contract awarded pursuant to this bid void if this certification is false.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

Subscribed and Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2017

\_\_\_\_\_  
NOTARY PUBLIC



# Huntley Community School District 158

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Algonquin, Illinois 60102  
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**Attachment E**

## Certificate of Compliance Illinois Department of Human Rights Regulations

For this bid to receive consideration by the Board of Education of Huntley Community School District 158, Huntley, Illinois, the following certificate must be signed by an official of your company and returned with your bid.

This is to certify that our company is in compliance with the provisions of Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105):

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date



# Huntley Community School District 158

650 Academic Drive  
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**Attachment F**

## Certificate of Non Discrimination

For this bid to receive consideration by the Board of Education of Huntley Community School District 158, Huntley, Illinois, the following certificate must be signed by an official of your company and returned with your bid.

As an authorized agent, the below named individual as officer of the below named company, hereby certifies that the below named company does not engage in discriminatory practices regarding employment or delivery of or access to services and programming, and that it fully complies with the requirements of federal and State civil rights laws, including but not limited to the *Illinois Civil Rights Act of 2003*, P.A. 93-0425; the *Illinois Human Rights Act*, 775 ILCS 5/1-101 et seq.; the *Americans with Disabilities Act*, 42 U.S.C. 1201 et seq.; and the *Rehabilitation Act of 1973*, as amended, 29 U.S.C. 701 et seq., as well as the rules and regulations promulgated there under.

In certifying to the above, I hereby acknowledge the Board of Education may declare any contract awarded pursuant to this bid void if this certification is false.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date

Subscribed and Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2017  
  
\_\_\_\_\_  
NOTARY PUBLIC



# Huntley Community School District 158

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Algonquin, Illinois 60102  
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**Attachment G**

## References

For this bid to receive consideration by the Board of Education of Huntley Community School District 158, Huntley, Illinois, bidders must include recommendations from at least five (5) clients, from five (5) different companies, for whom they have successfully conducted business with in the last three (3) years. The form must be signed by an official of your company and returned with your bid.

Name of School/Business	Contact Person	City, State	Phone Number

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address, City, State, Zip

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Date