

**MONROE CITY SCHOOL BOARD
POST OFFICE BOX 4180 - 2006 TOWER DR.
MONROE, LOUISIANA 71211-4180**

TELEPHONE: (318) 325-0601

FAX: (318) 812-3605

BID NO. MC26-03

**BID TITLE: BAND UNIFORMS
NEVILLE HIGH**

BIDS WILL BE ACCEPTED UNTIL 10:00 A.M., CST, TUESDAY, DECEMBER 2, 2025

NAME OF VENDOR SUBMITTING THIS BID:_____

INSTRUCTION TO BIDDER

I. PREPARING OF BIDS

- A. **BIDDER QUALIFICATION FORM.** This appears at the end of the BID PROPOSAL and must be completed and made a part of the bid in order to qualify the bidder. The information that follows is required.
1. **BIDDER'S FORM OF BUSINESS ORGANIZATION.** Required solely for preparation of any contract documents for successful bidder.
 2. **BIDDER CERTIFICATION AND IDENTIFICATION.** Failure to indicate the bidder's exact legal name may rule the bid irregular. **An unsigned bid is considered a "no bid."**
 3. **ASSIGNMENT.** The submission of a bid under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/We hereby convey, sell, assign and transfer to the State of Louisiana all rights title and interest in and all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the State of Louisiana pursuant to this purchase made by its agency, The Monroe City School Board.
- B. **INSTRUCTION TO BIDDERS.** These instructions define the condition of the bid solicitation and specification of the goods or services desired.
- C. **SPECIAL CONDITIONS,** found on succeeding pages, always supersede the INSTRUCTIONS TO BIDDERS when the two are in conflict.
- D. **BID PROPOSAL FORM.** Defines requirements of items to be purchased or work to be done and must be completed and submitted as a part of this bid. The **BIDDER** shall sign the **BIDDER QUALIFICATION FORM** and the **SPECIAL CONDITIONS FORM** in the spaces in accordance with LRS 38:2212.0 and return both the Bid Proposal Form and Bidder's Qualification Form.
1. **ITEM SPECIFICATIONS.** Specifying a certain brand, make or manufacturer is to denote the quality, type and standard of the article desired. Articles offered must be new merchandise (unless specifically expected) and must be of equal or superior grade.
 - a. **It is recognized there may be other brands that could serve the needs of the school system. However, it should be understood by the bidder that the use of brand names and numbers in the specifications is to establish standards and styles of products that have been judged to meet the need of the school system. Such use of brand names is in no way designed or intended to restrict the bidding, but contrarily, to invite bids of comparable product that would equally satisfy the requirements stated herein. It is permissible to bid another brand, make and model product for evaluation as an approved equal to the specified brand. Equivalent brands that meet the approval of the Board will be accepted.**
 2. **ALTERNATIVES.** Bidders shall bid only one product per item. Bidder shall not bid a primary item and then also include a second alternate product item bid. The ONE product that is closest to meeting the specifications is sufficient.
 3. **BIDDER'S IDENTIFICATION OF PRODUCT BID.** On blank lines provided, the bidder must insert the manufacturer's brand name and identifying numbers along with any other information necessary to identify sufficiently and complete the articles offered. Failure to do so may prevent consideration of the item bid.
 4. **REQUIRED LITERATURE.** When the bid invitation is soliciting a bid for a product (as opposed to a service), each bidder is to enclose complete descriptive information to fully identify the product quoted. This may be in the form of a manufacturer's brochure with specification sheet, cut sheet, schematic, or other brand or product information. Failure to do so may prevent consideration of the item bid.
 5. **CORRECTION OF BIDDING DOCUMENTS.** Upon examination of the bidding documents, bidders shall promptly notify the Purchasing Manager of any ambiguity, inconsistency or error which

they may discover. Interpretations, corrections and changes to the bidding documents will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

6. ADDENDA are written instruments issued by the Monroe City Schools prior to the date for receipt of bids which modify or interpret the bidding document by additions, deletions, clarification or corrections. All addenda issued by the Monroe City Schools shall become a part of the specifications and will be made part of the contract.
 - 1) Addenda will be mailed, delivered or faxed to all who are known by the Purchasing Manager to have received a complete set of bidding documents.
 - 2) Copies of addenda will be made available for inspection wherever bidding documents are on file.
 - 3) No addenda will be issued within 72 hours prior to the date and time for receipt of bids except an addendum withdrawing the request for bids or one which includes postponement of the date of receipt of bids.
 - 4) Each bidder shall ascertain prior to submitting a bid that it has received all addenda issued, and the bidder shall acknowledge their receipt in its bid.

II. SUBMITTING THE BID

- A. **BID FORMS.** Bid must be submitted on the forms furnished by the board. **A complete Bid Packet, which consist of the Bid Proposal Form, Bidder's Qualification Form, Preference Form sheet (if applicable), Deviations Form and Non-Collusive Bidding Certificate, must be submitted.**
- B. **BID ENVELOPE.** The bid shall be submitted in a **sealed envelope addressed to James Kelley, Purchasing Manager with the name and number of the bid and date of opening plainly shown on the face of the envelope. FAX and email bids will not be accepted.**
- C. **PRICES.** All prices must be fixed prices. All prices and notations must be in ink or typewritten. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the crossed out error. Any correction shall be initialed in ink by the person signing the bid. The bidder shall quote only a net unit price for each item specified. The unit of purchase will be indicated on the BID PROPOSAL FORM. Where directed to do so ON THE BID PROPOSAL FORM, the bidder shall extend the unit price times the quantity to obtain and show a TOTAL NET BID.
- D. **FREIGHT.** All prices bid shall include PLATFORM DELIVERY F.O.B. DESTINATION. Platform delivery means that the bidder shall deliver and unload the purchased items to the dock of the designated point of receipt. Title passes at the point of delivery with receipt and acceptance of all items in good order. Claims for damaged freight are the responsibility of the successful bidder. Shipment must be received and accepted by the designated agent of the Monroe City School Board. All cartage, drayage, packing, handling, pelletizing, etc. shall be included in the bid price. Separate allowances for freight, shipping and handling will not be permitted.
- E. **DISCOUNT.** Discount for prompt payment as may be offered on the bid or on the invoice will be accepted. These discounts will not be considered in evaluating bids for purposes of determining a low bidder unless all other factors are equal.
- F. **PLACE, DATE AND HOUR.** All bids shall be submitted to the Monroe City School Board, Purchasing Department, 2006 Tower Dr, or mailed to Post Office Box 4180, Monroe, Louisiana 71211-4180.
 1. The first page of the bid invitation and the BID PROPOSAL FORM designate the name and number of the bid and the date and hour of the bid opening. Bids will be received until the stated date and time. Irrespective of the reason, bids arriving after the stated date and time will not be accepted.
 2. **All bids shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or bids may be sent by registered or certified mail with a return receipt requested or by regular mail.**
 3. **IMPORTANT.** The responsibility for timely presentation (delivery) of bids rest solely with the

bidder. Bids delayed through the mail and arriving after the stated date and hour cannot be accepted.

III. BID SAMPLES

- A. CONDITIONS FOR REQUIREMENT. Bidder shall submit samples only when directed as follows:
1. Unless otherwise directed or agreed, all samples shall be submitted to the Monroe School Board, 2006 Tower Drive, Monroe, Louisiana, **no later than the date and hour of the bid opening when specified on Bid Proposal Form or...**
 2. By specific instructions found in the specifications or on the BID PROPOSAL FORM OR...
 3. By special notification authorized by the Monroe City School Board made within seven (7) days after bid opening date, with samples to be submitted as directed within (7) days after notification.
- B. IDENTIFICATION. **Each sample shall be identified with bidder's name, bid proposal number, bid item number, product trade name and identification (catalog number, model number, etc.) and/or as otherwise indicated on the BID PROPOSAL FORMS.**
- C. PAYMENT/RETURN OF SAMPLES. Samples requested by the Monroe City School Board must be furnished free of charge. If not destroyed or consumed in testing or evaluation, or required to be retained in connection with the award, same will be returned upon request, at Bidder's expense. The Monroe City School Board reserves the right to damage, destroy or consume supplies if it is considered reasonably necessary to do so for the purpose of testing, inspection or evaluation.
- D. The MCSB shall govern as to what product is equal to that named, but the burden of proof and costs of any tests shall be the responsibility of the Bidder.
- E. In the event of any claim by any unsuccessful bidder concerning or relating to the issue of "equal or better," "or equal," or non-specified alternate, the unsuccessful bidder agrees, at his or her own cost and expense, to defend such claim or claims and agrees to hold the School System free and harmless from any loss or damage arising out of this transaction.

IV. CHANGE OR WITHDRAWAL OF BIDS

- A. CHANGE OR WITHDRAWAL PRIOR TO BID OPENING. Should any bidder desire to change or withdraw his bid, he shall do so in writing to the Purchasing Department. This communication shall be received prior to the date an hour of the Bid Opening.
- B. CHANGE AFTER BID OPENING, BUT PRIOR TO BID AWARD. After bids are opened, they may not be changed except to correct patently obvious mathematical or clerical mistakes. Verification of the correct bid actually intended shall be submitted by the bidder to the Purchasing Department prior to the final award by the Board.
- C. WITHDRAWAL AFTER BID OPENING BUT PRIOR TO AWARD. After bids are opened, a bidder may request that his bid be withdrawn for good cause. Such request must be submitted, in writing, to the Purchasing Department prior to the final award by the Board.

V. REJECTION OF BID

The Monroe City School Board reserves the right to reject any or all bids and to waive any informalities.

VI. AWARDS

- A. BASIS FOR AWARD. The recommendation for a bid award is based on an evaluation of the bids submitted, and a contract (purchase order) will be awarded by the Board to the responsible and responsive bidder with the lowest bid and who has complied with all requirements.
- B. AVAILABILITY OF BID INFORMATION. At a public opening within the School Board Offices, bids will be read aloud and then complied in tabular form, a copy of which will be available for examination in the Purchasing Department. Recommendations for the award(s) will also be available for examination.
- C. INCREASE OR DECREASE IN BID QUANTITY. At the time of award and with mutual consent of the

Purchasing Department and the vendor, the quantity of any item(s) included in the bid may be increased by twenty percent (20%) or decrease by ten percent (10%) without Board approval. Any greater increase or decrease shall require Board approval.

- D. **OFFICIAL AWARD DATE.** Awards become official at the time bids are accepted by the Board during their regular session.
- E. **FILING OF OBJECTION.** Any objection to an award by the Board must be filed in writing and must be received by the Purchasing Department no later than 9:00 A.M. on the first Monday following the official award.
- F. **NOTIFICATION OF AWARD.** The purchase order and/or contract mailed or delivered to successful bidder(s) is/are official authorization to delivery material described therein; and the time allowed for delivery begins with the date of the bid acceptance and approval by the Board whether or not a purchase order number has been issued.
- G. **LOUISIANA PREFERENCE.** In accordance with LRS 38:2252, "Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state."
- H. **PREFERENCE BIDDERS, PLEASE NOTE:** LRS 38:2251, Section A and (H) detail the conditions and requirements by which preference claims may be made for materials, supplies or equipment products manufactured, processed, produced, or assembled in Louisiana. To claim preference the bidder **MUST** fully comply with all requirements and conditions of the law. The bidder shall do the following:
 - 1. Identify the specific Louisiana product by bid item number on the BID PROPOSAL FORM. If not so stated on the BID PROPOSAL FORM, preference will not be given.
 - 2. Show the full name and complete address (location) of the manufacturer, processor, producer or assembler on the BID PROPOSAL FORM. If not so stated on the BID PROPOSAL FORM, preference will not be given.
- I. **HOLD HARMLESS CLAUSE.** It is understood and agreed that Bidder, if awarded the subject contract, will protect, defend and hold harmless the MCSB, its members agents and employees, from any claims, suits or demands for payment that maybe brought for the use of any patented or copyrighted material, device, article or process, or any material that is a trade secret, that may enter into the design, manufacture, or use of which is substantially important to the proper and most effective use of the items or services contracted for. Bidder further agrees to indemnify in full the MCSB, its members, employees and agents for any amounts which they may be required to expand in the defense of such claims, suits or demands, or in settlement thereof, or in satisfaction of any judgement, award or decree resulting therefrom.

Bidder agrees, if awarded the subject contract, to protect, defend and hold harmless the MCSB, its members, agents and employees, from any claims, demands or suits of any nature arising from or in any way connected with injury or damage to person, business or reputation, sustained by reason of any of the acts of Bidder, his agent, employees, or assigns, or of anyone for whom the Bidder is legally responsible.

VII. FAILURE TO PERFORM

(For bid purchases where bid security and performance bond has not been required as a condition of bid.) In the event a successful bidder fails to perform (deliver) on an awarded bid where no bid security and performance security have been required, the Board shall declare the bidder in default. The Board then has the option of excusing the bidder if it determines good cause exists.

VIII. DELIVERY AND BILLING

- A. **SHIPPING:** Uniforms are to be shipped on wishbone style hangers. Hangers are to be hard plastic, not wood. 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.

- B. RECEIVING, INSPECTION AND TESTING. Delivered items which do not fulfil all requirements will be rejected and refused. Rejected merchandise shall be removed and promptly replaced by the successful bidder at no cost to the School Board.
- C. INVOICES: Invoices must be those of the successful bidder and must show the purchase order number, bid number, complete unit description, quantity, price and total. All invoices shall be submitted in duplicate to Monroe City Schools.
- D. PAYMENT. Unless otherwise specified payment will be made within thirty (30) days after delivery, authorized inspection and acceptance. Payment will be made only to the successful bidder.
- E. DISCOUNTS. Discounts offered for prompt payment will be accepted, but these discounts will not be considered in evaluation bids unless all other factors are equal.
- F. FEDERAL TAX EXEMPTION. If applicable to this purchase, federal tax exemption certificates will be signed by the Monroe City School Board. FEDERAL TAX EXEMPTION NUMBER - 72-6011796.

IX. DETERMINATION OF BIDS

- A. Bidders are requested to bid all items.
- B. Each bidder is to be responsible for the accuracy of his bid, and the school board will assume that the total net bid for each item is a correct and legitimate quotation.
- C. If all other factors are equal, tie bids will be decided on the basis of an equal split or drawing of lots, unless only one local bidder is involved. In the case, preference will be given to the local bidder.

X. SPECIFICATION GENERAL INSTRUCTION

- A. All bidders must submit separate prices on each item being bid upon with the total amount shown at the bottom of the Bid Proposal Form. **NOTE:** Each items will be combined and bid out as one group. Each item bided will be added together and totaled at the bottom of the Bid Proposal Form.
- B. The use of a name of an item, material, product, special brand or make, in describing any item herein, does not restrict bidders to that particular item, unless otherwise stipulated. This means being used simply to indicate the quality, cost, tailoring and workmanship of the article desired or acceptable; however, the goods and processes on which proposals are submitted must, in all cases, be equal or better in quality.
- C. To obviate the constant repetition of the phrase, "or equal, or higher quality, or of higher cost," it is hereby stipulated that such phrase is to be completely understood to be applicable to all stipulated particulars, except in those cases wherein it is specified that certain items, processes, etc., are not desired or acceptable to the Buyer. When comparing vendors' samples with these specifications, we intend to use the construction features contained herein. When there are no notations on the Deviations Form, it will be understood that the Bidder is offering to furnish any items, processes, etc., and all item, processes, etc., in strict compliance with the Specifications and General Conditions
- D. All garments must be produced in the U.S.A. and UNION made, carrying a union label.
- E. Each and every deviation from the Specifications must be itemized on the Deviation Form. In the event there are no deviations from the Specification, an entry must be made on the Deviation Form stating "no deviations." The Deviations Form is an integral and required part of the official bid of each company.
- F. All bidders must submit a sample uniform the day and hour of bid opening. The sample uniform is not required to meet color and style specifications but it must conform to the details of workmanship and component parts. Any differences must be listed and explained on the Deviations Form enclosed for your convenience. All major items and separate items being proposed must have a sample present for comparison. It is to be completely understood that it is the intent of the buyer to have all items examined carefully and compared by persons conversant with the quality of materials, tailoring and workmanship. All bidders must submit liberal sized swatches of basic fabrics, reflecting the weight, shade, and indicating the mill supplying the material which would be used.
- G. Upon being awarded the Contract, the Contractor must prepare a pilot uniform, in the actual design and construction designed by the Buyer herein. It is to be understood that minor changes in the design may result

when the pilot uniform is inspected by the Buyer. The pilot uniform must be furnished to the Buyer by the date designated on the bid, and shall be subject to the approval of the Buyer from all aspects of the design, construction, tailoring, workmanship, etc., and written approval thereof will be furnished to the Contractor before any construction of the order is undertaken by the Contractor. The pilot uniform will be returned to the Contractor by the Buyer and the quoted product delivery time will begin upon receipt of sample, sample approval, purchase order, and measurements at the vendor's place of business.

- H. All uniforms will be constructed with the realization of the hard usage to which they will be subjected, the year-to-year fitting problems inherent with students and shall feature construction which will assure a long lasting garment. Measurements, will be individually taken, and will be converted to adjusted stock sizes: extra short, short, regular, long and extra-long, with proper adjustments for portly and then, as required, in order to minimize the alteration charges each year. Patterns for the garments must be both male and female in children, adolescent and adult patterns as required, and will not be "cut-down" adult patterns
- I. 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.
- J. CARE AND MAINTENANCE BOOKLETS are to be submitted with each complete order, including a separate booklet on dry-cleaning instructions.
- K. UNIFORM MANAGEMENT SOFTWARE: The software shall be designed to calculate the proper stock uniform size required by a student, based on established sizing criteria used in the uniform industry. The software must consider the following attributes when determining sizes:
 - a) TYPE OF UNIFORM - The software shall be capable of storing and assigning uniforms of different types (i.e., regular band, front line, drum major, etc.) and to make the correct assignment to the respective student based upon that classification.
 - b) SEX - Uniforms produced without using separate male and female patterns result in inferior fit. All uniforms constructed by quality manufacturers are based on separate male and female patterns and as a result, the software must take gender into consideration, which will insure the user of a superior fit while outfitting students of dynamically different proportions.
 - c) HEIGHT AND WEIGHT - Height and weight are used to determine frame and body proportions. Simply relying on measurements of circumference and length will not assure a proper fit. The software must consider height and weight when determining size.
 - d) DELTOID AND CHEST - In order to insure that the coat fits the student properly consideration must be given not only to chest size but also the deltoid measurement. Consideration by the software of both the deltoid and chest measurement will assure the coat is full enough for the student to allow for full mobility.
 - e) WAIST AND INSEAM - To make certain trousers of the correct balance are issued, consideration must be given to waist and inseam. Failure to consider the required length can result in trousers proportioned for a different size student being issued.

The software will match the student with the proper coat, trousers, and headgear using sizes entered by the user. The software will be designed in such a way to insure priority is given to maintaining numeric continuity within an individual student's assignment in the assigning process, however the software shall be able to "mix" the numeric assignment when necessitated by the student's sizes and available inventory. The software shall be able to generate lists of the uniform inventory, student sizes, assigned uniforms, needed sizes, and remaining inventory. The software shall also have the capability of recalling uniform assignments by searching for individual parts.

- L. 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.
- M. The sample uniform you submit does not need to be an exact sample meeting these detail specification, however if your construction differs from the specifications we ask that you use the Deviation Form and list

these changes for the purpose of evaluation. Samples shall be submitted with the bid and meet the same deadlines as the Bid.

- N. Please submit a list of at least five (5) schools in our immediate area that are wearing your garments so that we may contact them for references if needed.
- O. SHIPPING: Uniforms are to be shipped on wishbone style hangers. Hangers are to be hard plastic, not wood. 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.

XI. GENERAL CONSTRUCTION SPECIFICATIONS

These specifications are intended to offer equal opportunity to all bidders. Manufacturers' names, brands, part numbers, styles, etc. are for descriptive purposes only and are not restrictive. Bidders may bid other brands, etc. if they document with their bid that the brands they bid are equal to those cited in these specifications. MCSB shall be the final authority on whether the items bid are indeed equal to the specifications.

Customer Sales Representative: Bidder shall include in its bid the name, address, phone, fax and E-mail address of a single Customer Sales Representative who will be responsible for all details of the order including measuring and after sale service.

Read these specifications most carefully before submitting a proposal. It is the intent of the buyer to audit and inspect each sample for strict compliance to the specification. They encompass methods and materials yielding only the highest quality garments. These standards are so stated to insure a garment will have a functional lifetime retention period of at least 10-12 years, with normal care and maintenance.

MATERIALS

____ Fabric identification number: 8145*

Supplier: Raeford Uniform Fabrics Company

Attributes: 100% Worsted Wool. Fine wale whip cord, weight is 15 to 16 ounces. Water repellent and mothproof treated. Guaranteed colorfast against light, perspiration, dry-cleaning, wet pressing, dry pressing, wet crocking and dry crocking.

____ Fabric identification number: 7744*

Supplier: Raeford Uniform Fabrics Company

Attributes: 45% Worsted Wool/55% Dacron Polyester. Fine wale whip cord, weight is 14 to 14 1/2 ounces. Water repellent and mothproof treated. Guaranteed colorfast against light, perspiration, dry-cleaning, wet pressing, dry pressing, wet crocking and dry crocking.

*All 100% Wool and 55% Dacron/45% Wool fabrics (except 11-11 1/2 oz. tropical weave) are to be subjected to a cold water shrinking process. The method to be used includes measuring the goods, passing the material through a mixture of cold water and a wetting agent, drying the material in a tension free state, rolling the material onto wooden rollers where it is allowed to relax for 12 hours, decating the material, remeasuring the cloth and shipping the material to the manufacturer for cutting.

The material has been thoroughly tested and has proven to meet the highest industry standards: Abrasion and pilling resistant, crease retention and wrinkle recovery. It shall be understood, that once defined in the style specifications, NO SUBSTITUTIONS are allowed.

__X__ Fabric identification number: FLX

Supplier: Fruhauf

Content: 100% Polyester w/smart wick tech

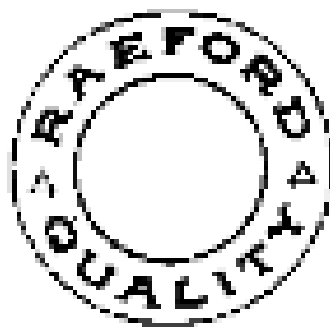
____ Fabric identification number: _____

Supplier: _____
Content: _____

____ Fabric identification number: _____
Supplier: _____
Content: _____

____ Fabric identification number: _____
Supplier: _____
Content: _____

Sample fabric swatches shall accompany each bid invitation. They shall be properly labeled to include: weight, composition and shade (color). When using Raeford Uniform Fabrics Company's 8145 or 7744 materials, a "kaumagraph" must appear on the back of the fabrics (except white) insuring a first quality fabric. The "kaumagraph" used on sample uniforms of 8145 and 7744 materials is found on the inside of the uniforms and will look like the illustration below. NOTE: KAUMAGRAPHS NEED NOT APPEAR ON FABRIC SWATCHES.



EXACT SIZE OF KAUMAGRAPH

THREAD: All seams, blind-stitching, top-stitching, padding and buttonholes, shall be sewn with FILCO #50 polyester core, cotton wrap, soft left twist thread. It must have a tensile strength of 4.7 to 4.9 pounds and a melting point for heat resistance of 480 degrees. It must be vat non-subliming dyed, boil fast and be dry-cleanable.

BRAID: Shall be of A.H. rice quality or equal, color fast under proper dry-cleaning procedures. Most braid designs with very tight turns or curves using 1/4" or wider will be applied with a double needle machine, using two threads for a more secure attachment and to prevent curling of the edges.

ZIPPER: Shall be solid brass YKK or equal quality, unless specified otherwise, center-butt zippers when required, shall be sandwiched in, rather than sewn on the outside of the inside facing for added strength.

BUTTONS: Metal buttons will be of Waterbury quality or equal. All will be secured using two methods only. The use of a two-hole stay button, machine lock-stitched through the metal shank, coat material and two hole stay button, and or, the use of a washer and ring.

DIRECT EMBROIDERY: Swiss embroidery shall be applied with the use of a "Barudan" computerized embroidery machine or equal quality, to ensure consistent quality on every uniform from year to year. Bonaz type embroidery shall be made with a Cornelli, or equal, embroidery machine.

JACKETS

FABRIC: All "Unconst." Jackets shall be made of 100% Polyester Fabrics.

PATTERNS: Patterns for coats shall be made separately for male and female utilizing a computerized system of Gerber, Micro dynamics, Lectra, Mark-A-Matic, or a similarly approved system. They will be designed specifically for Children, Adolescent and Adult age group reflecting up to date body proportions with ample side body outlets, allowing for simple alterations year to year. All Hard Collar Coats shall have a Four (4) piece front construction, allowing for proper chest, bust and waist suppression in all size ranges, thus eliminating unsightly bust darts. Insleeve and side body seams must be 1" double, to allow for proper alterations.

SHOULDER PADS: Must be pre-formed, 3/4" thick in center on the inside near the neck and graduating out to nothing on the outboard sides. This pad is constructed of foam and completely covered with 100% Polyester lining.

COLLAR CONSTRUCTION: Standard military hard collar; constructed using a washable 'Mylar', bound with a fabric-backed vinyl binding to prevent the mylar from wearing through the shell fabric. The use of cotton or self-fabric to bind the mylar frame will be deemed unacceptable, for it will not prevent wear of the outer fabric. The hook and eye closure shall be threaded with non-bias tape, then stitched through the mylar frame. All ornamentation on the outer collar shell must be stitched through and through the mylar frame to ensure strength and shape retention. This construction will allow for a self-conforming collar so it will fit several neck sizes without binding or causing discomfort to the wearer. Riveting the hook and eye to the frame could possibly cause the frame to 'crack' under normal use and is not an acceptable procedure.

JACKET AND SLEEVE LINING: When requested shall be made of 100% Polyester twill with a Satin Sheen finish. The lining quality will have a yarn count of 120 X 76. The jacket lining will have a generous 1" pleat running vertically down the center back for more freedom of movement and eliminate tightness or sagging. This lining shall be properly cut and fitted to correspond with the style jacket selected. The lining at the 'armhole' must be securely fastened to the jacket by machine 'zig-zag' stitching for strength. Hand sewing or felling, will not provide the needed strength and is not an accepted method.

SHOULDER STRAPS: Shoulder straps will be reinforced with a Pellon interfacing for added shape and body retention.

SLEEVE CUFFS: A generous 2 1/2" sleeve cuff is to be provided, having the fabric and the lining continue to the bottom, turned back up and blind stitched to the lining to permit sleeve length alteration without disengaging the lining from the sleeve fabric. Positioned on the seam allowance of both the inner and outer sleeve seams and running 4" up from bottom, when requested, a single row of female snap tape with a single male dressmaker snap at the bottom. This method is used for quick and easy sleeve length alteration.

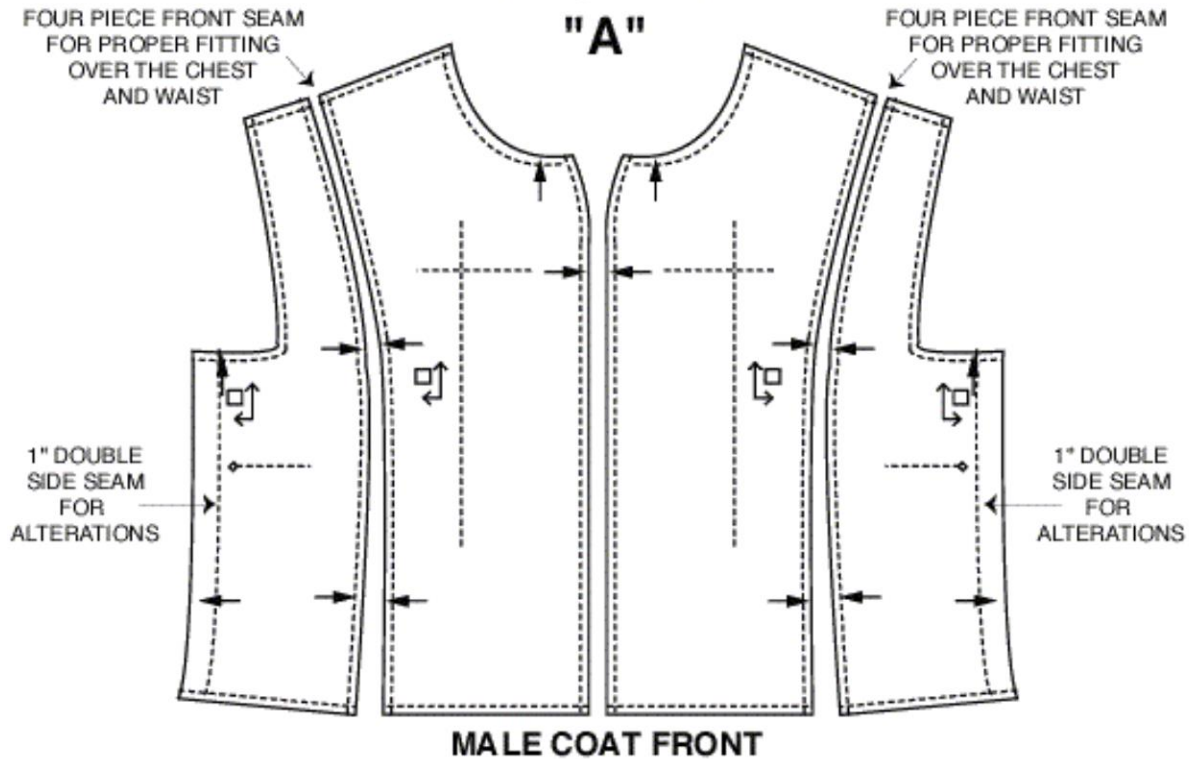
BUTTONHOLES: All buttonholes are to be "cut-first", whether they have a horizontal bar-tack or a fly-tack at the ends. Buttonhole stitches are to completely cover the raw edge of the material and canvas interfacing. A cut-after buttonhole leaves raw edges and exposes the interfacing, which is unsightly and not acceptable. Thread to be used is Filco #50 for strength and color match. (See Diagram "E").

POCKETS: Shall be made with fine quality, color fast sized polyester/rayon material and the facing will be reinforced with the shell fabric.

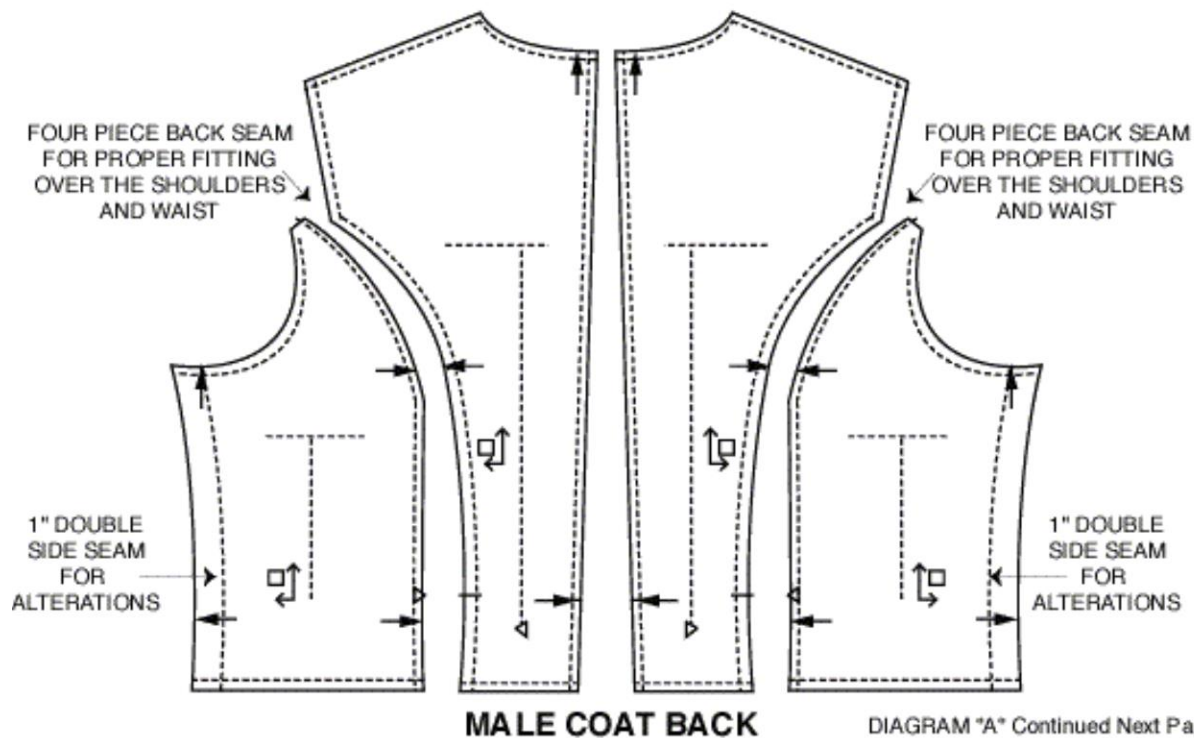
POCKET FLAPS: Flaps are to be cut and styled in accordance with the basic style of the coat and will have Pellon interfacing to ensure proper shape retention and prevent curling at the edges. This interfacing also prevents sagging and puckering. Flaps are to be lined with the same fabric as the shell of the coat.

UNDERPRESSING AND FINAL PRESSING: After each major sewing operation, the garment will be underpressed and shaped, which insures permanency of contour and style. The final pressing enhances the 'uniforms' overall appearance and style.

DIAGRAM "A"



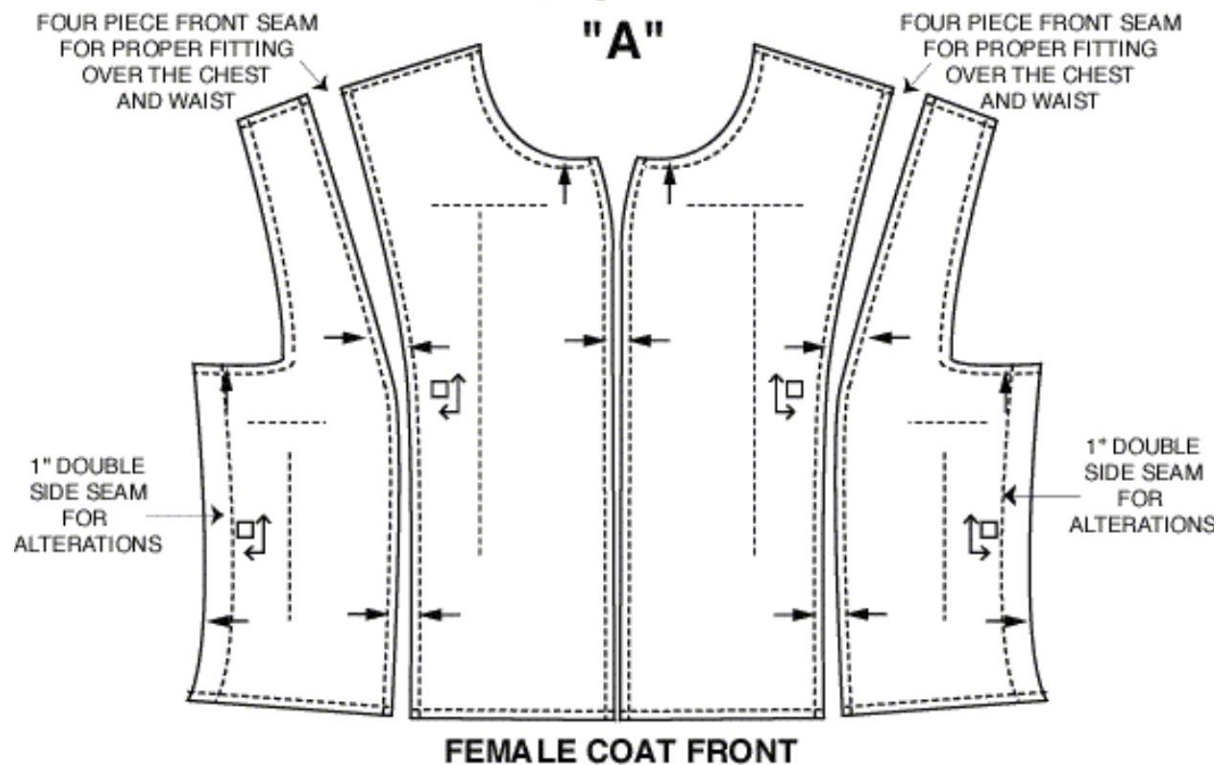
MALE COAT FRONT



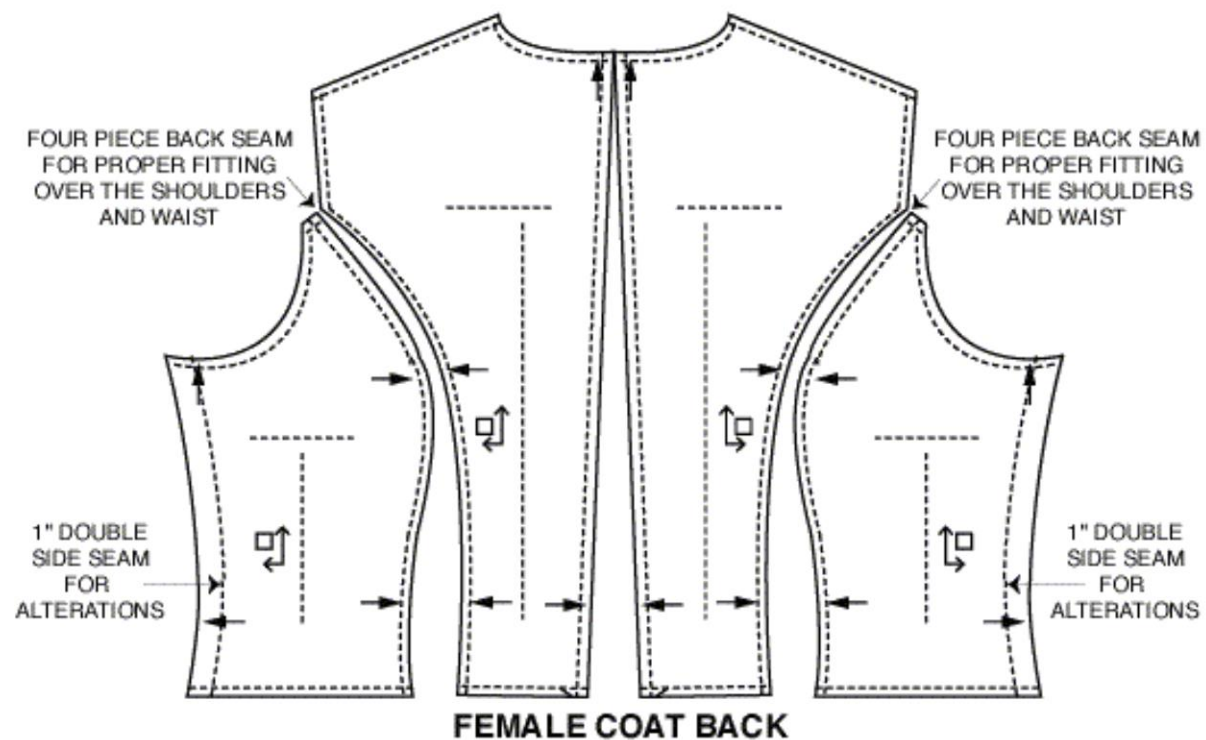
MALE COAT BACK

DIAGRAM "A" Continued Next Page

DIAGRAM "A"



FEMALE COAT FRONT



FEMALE COAT BACK

DIAGRAM "D"

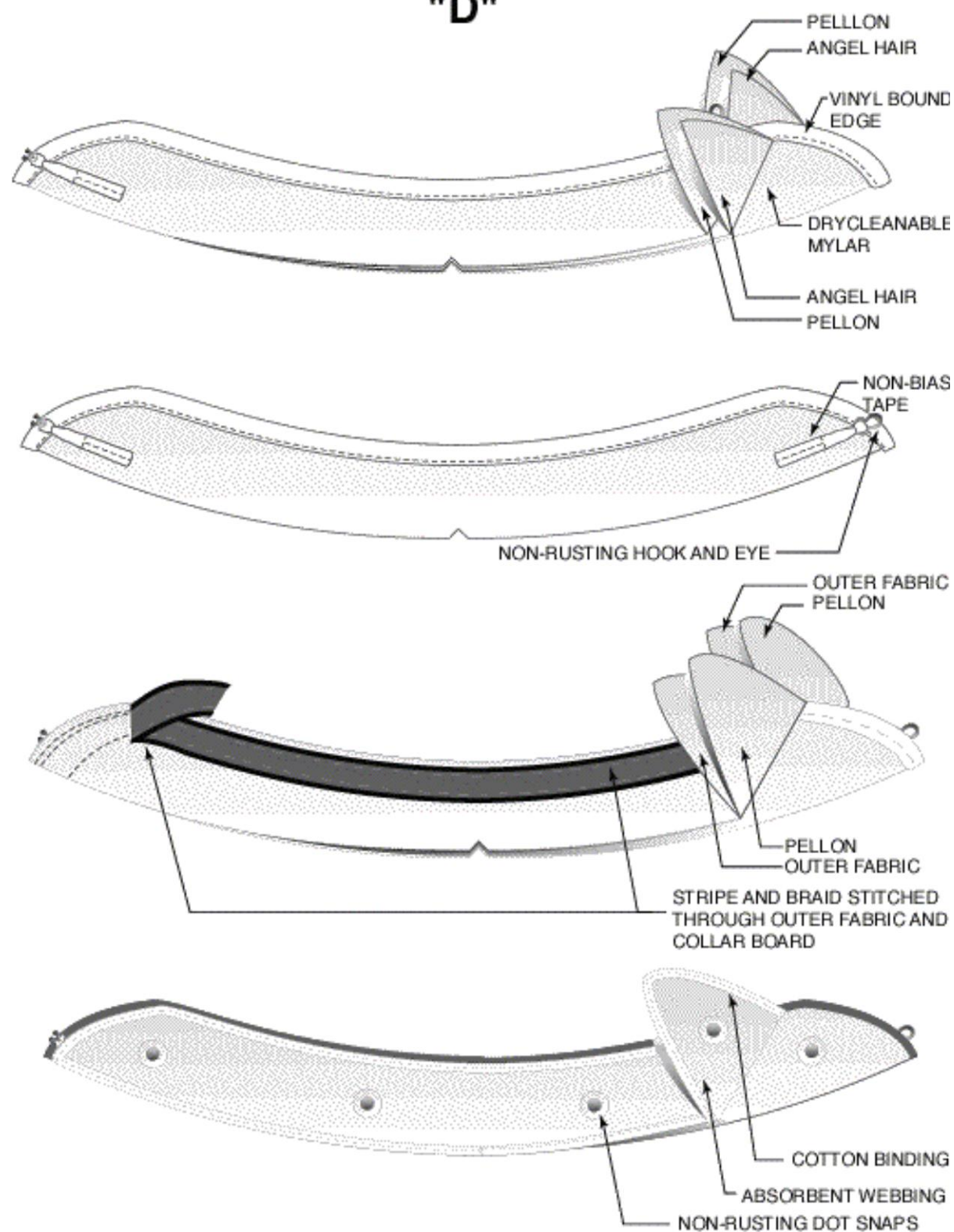
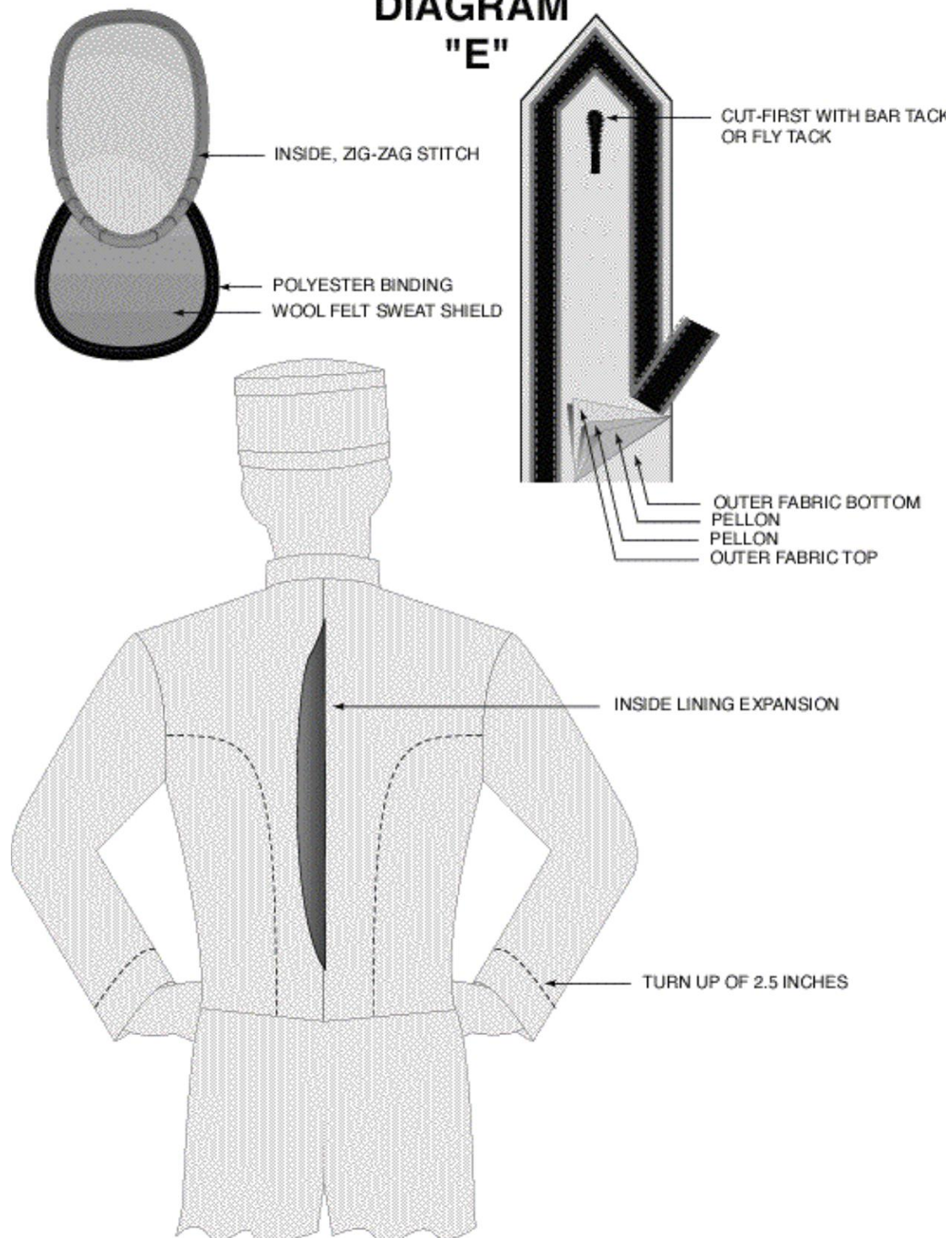


DIAGRAM "E"



BIBBERS

PATTERNS: Shall be made separately for Male and Female and designed specifically for children, adolescent and adult age groups reflecting up to date body proportions and designed to eliminate peg legs and baggy seats. These patterns must take into consideration the wearers chest size in addition to the normal trouser requirements. They shall be straight leg and plain front with no cuffs, and designed to permit a high knee-lift, having the extension in the back seat seam area to eliminate any pulling or binding with a full 1 1/2" double in the center back seam to allow for alterations. Facings shall be long enough to cover the bottom of the side spandex gussets. Seams shall be pressed open. (See Diagram "G").

CROTCH: There shall be a set of four (4) double crotch pieces, serged and stitched. The crotch linings must be placed on both sides of the reinforced seams. The seat seam shall be constructed using a two (2) needle tandem machine, utilizing four (4) Filco #50 threads. (See Diagram "G").

FRONT ZIPPER: Shall be of solid Brass YKK or equal quality and must be guaranteed for the life of the trouser. The fly facing must be serged on all four (4) sides and cut on the bias to prevent twisting of the fly. The zipper will be bar-tacked at the bottom(horizontally) to properly anchor the zipper. This bar-tack shall consist of no less than 39 stitches per tack. Set above zipper will be 2 enamel snaps of complementary color. (See Diagram "G").

SPANDEX SIDE INSERTS: All bibbers shall have 7" long spandex elongated pie shaped wedges folded in half, stitched in the upper sides to allow for flexibility in movement. These wedges shall be of the closest color match possible to the garment fabric and stitched with no serging showing on the inside. (See Diagram "G").

DARTS: All full bibbers will include a 10" dart each side of the back with center at waistline to create proper waist suppression and insure a tailored fit. (See Diagram "G").

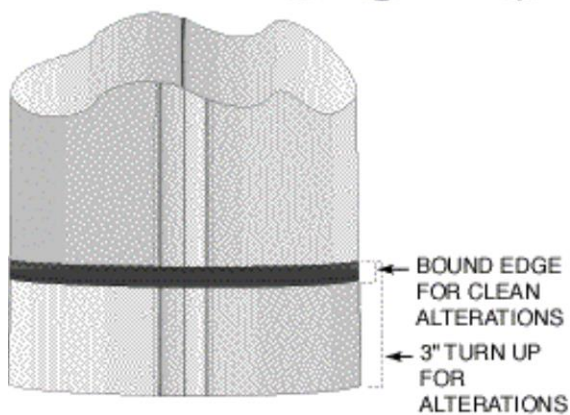
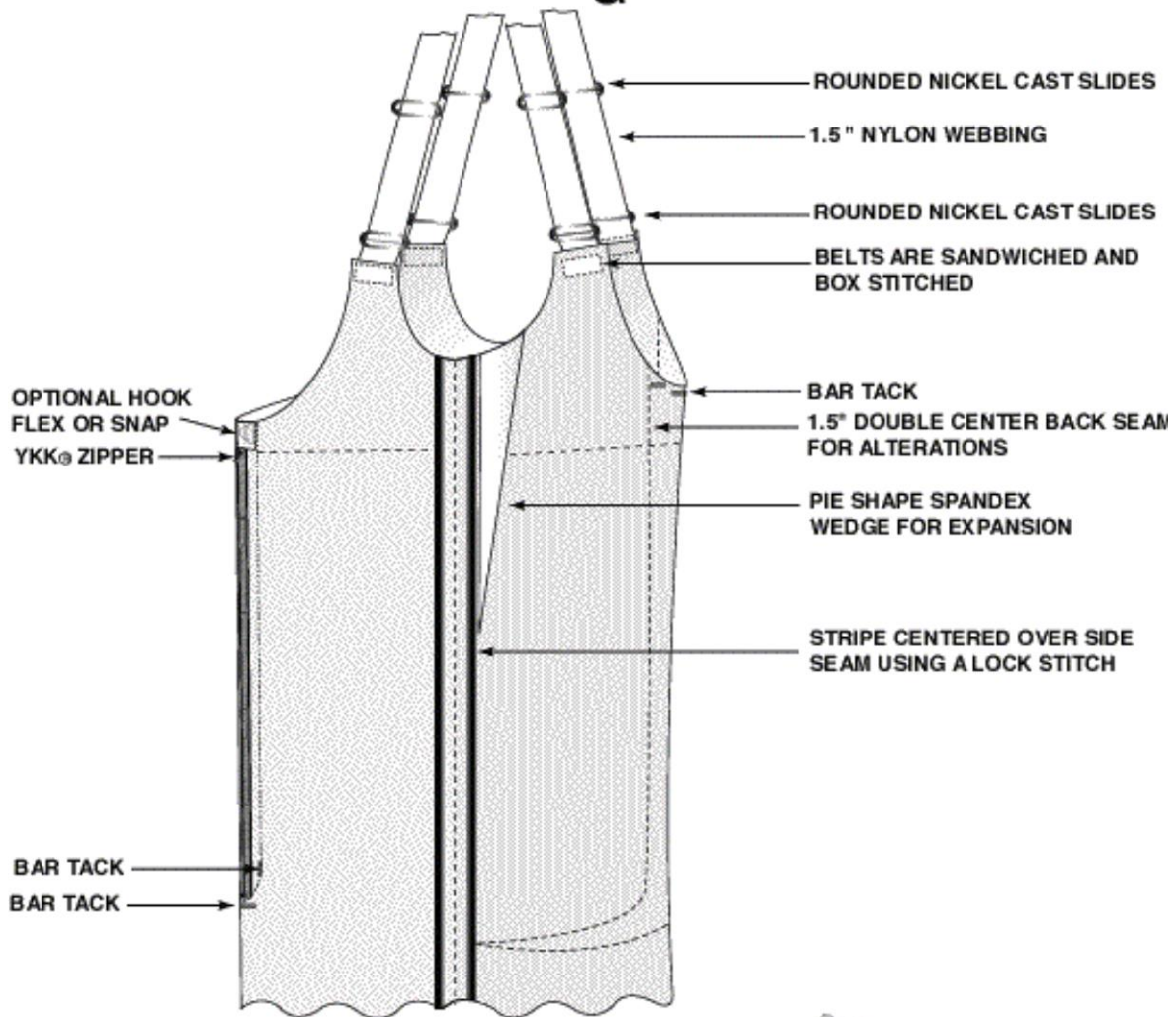
BARTACKING: All areas of stress on the bibbers shall contain a heavy duty 39 stitch bar tack. The bibbers will be bartacked in a minimum of 4 stress points. (See Diagram "G").

STRIPES: All trouser stripes shall be sewn over the center of the outseam and will be applied with a Lock-Stitch machine. The stripe shall run the full length of the trouser including the turn-up, which shall be a minimum of 3". This type of application will afford a neat, straight stripe appearance. Serged stripes that are set forward or back of the outseam will appear off-center and stripes that applied with a chain-stitch can come loose through wear and abrasion and should not be accepted. (See Diagram "G").

HEMS: When hemmed, must have a generous 3" turn-up, bound with 1/2" rayon binding so as to allow for easy alterations and alleviate 'bulkiness' in the cuff. (See Diagram "G").

PERMANENT SUSPENDERS: A built-in suspender will be included in all bibbers. It shall be made of a durable, white or black 1 1/2" nylon webbing material, the same fabric as auto seat belts. It will be sandwiched between the outer shell fabric and the facing, top stitched, ensuring that it will withstand above normal tension. The adjusters will be made of cast nickel metal, that will not rust. (See Diagram "G").

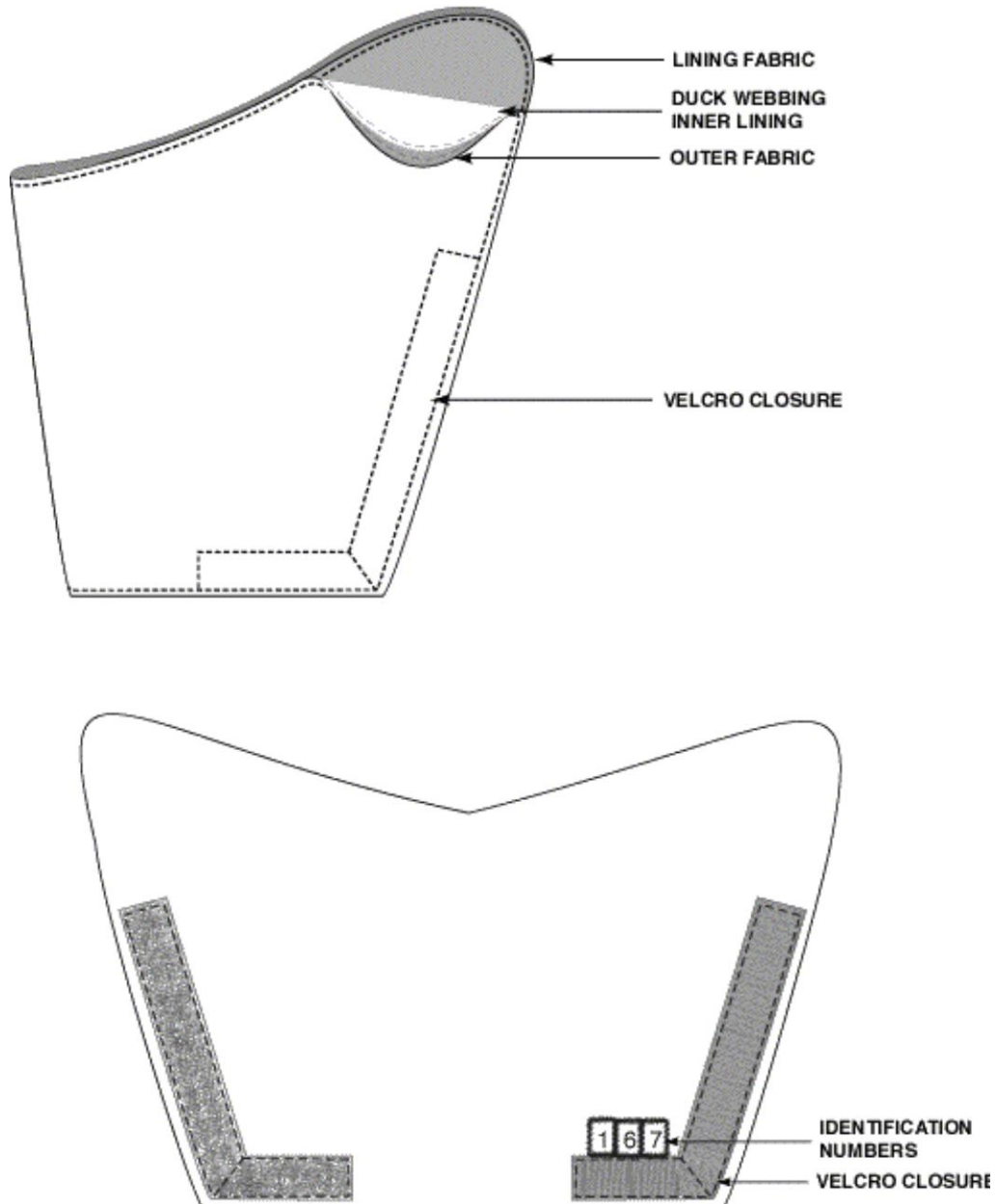
DIAGRAM "G"



GAUNTLETS SPECIFICATIONS

GAUNTLETS: Will be double faced and bound for uniformity and comfort. All seams to be turned and clean finished, so that no raw edges are exposed. Trim will be applied before gauntlets are lined. Standard closure will consist of velcro for easy size adjustment. (See Diagram "M").

**DIAGRAM
"M"**



DETAILED SPECIFICATIONS FOR MARCHING BAND UNIFORMS

COAT

STYLE: EURO-LENGTH FRONT & BACK, 18" LONG ON 38R MALE, FRONT BOTTOM POINT, STRAIGHT BOTTOM BACK, CENTER BACK ZIPPER CLOSURE, SPLIT COLORED FRONT, BLACK PRE-COVERED FOAM SHOULDER PADS, SPLIT SLEEVES, FRONT OPENING IN LINING FOR BUTTON REMOVAL, BLACK FLX SWEAT SHIELDS, 2" TAPERED WAIST FIT, BARCODE

MATERIAL: 15 GUNMETAL GREY FLX
BLACK FLX

LINING: FRONT: BLACK INDEST.
BACK & SLVS: BLACK HERRINGBONE

COLLAR: 1 3/4" TALL W/STRAIGHT TOP EDGE & CENTER BACK CLOSURE OF BLACK FLX. SET ON LEFT FRONT IS A BLACK FLX DOUBLE FACED LAY DOWN COLLAR (4 1/2" POINT) W/3 – 24L GILT LIVERY BUTTONS W/RINGS & WASHERS SPACED EVENLY ALONG FRONT EDGE. COLLAR LINED W/BLACK FLX W/NO COLLAR LINER.

SHOULDER STRAPS: NONE

FRONT TRIM: ABSTRACT SHAPED SPLIT W/BLACK FLX TO THE RT. & TO THE LEFT IS 15 GUNMETAL GREY FLX W/BLACK FADE. SET INTO COLOR SPLIT IS A CONTOURED INVERTED "V" SHAPE OF GOLD LUSTER GLO W/A 1 1/2" STRIPE OF BLACK POLY PRO SET VERT. BELOW EVEN W/THE BOTTOM LEFT END OF THE GOLD METALLIC PIECE. SET VERT. ON TOP OF THE LEFT EDGE OF THE BLACK POLY PRO STRIPE IS A 1/2" STRIPE OF GOLD LUSTRE GLO & A GROUP OF 3 – 30L GILT LIVERY BUTTONS W/RINGS & WASHERS CENTERED VERT. NEAR THE BOTTOM ON THE 1" BLACK POLY PRO SHOWING. ROW OF 533 BLACK SET FLUSH TO THE TOP & LEFT EDGE OF GOLD MET. TRIM RUNNING OUT THE BOTTOM. SET ON THE LEFT CHEST, APPROX. 3 1/4" FULL BLOCK GILT MET. DIR. SWISS EMB. "N" W/BLACK OUTLINE.

CLOSURE: CENTER BACK FLY ZIPPER W/3 SNAPS, TO ZIP UP.

SLEEVES TRIM: ADJUST-A-LENGTH HEMS. RT. SLEEVE IS BLACK FLX W/LEFT SLEEVE 15 GUNMETAL GREY FLX W/BLACK FADE – NO TRIM.

BACK TRIM: ENTIRE BACK IS BLACK FLX

LINING POCKET: NONE

SPECIAL FEATURES: 2 – 30L BLACK BONE BUTTONS ON BOTTON LEFT FRONT LINING SIDE, FOR DET. TAIL.

BIBBERS

STYLE: GEN5 EXTREME EURO-FIT, BLACK WEB SUSPENDERS W/BLACK PLAST. SLIDES, BLACK DOUBLED SPANDEX GUSSET UNDER ARM, CENTER FRONT NON-SEPARATING ZIPPER W/SPECIAL SHAPED SEP. FLY FACING TURNED BACK & TOP STITCHED DOWN FORMING LINING POCKET EACH SIDE FRONT (NO SNAPS), 3" OUTLET IN BACK, BACK WAIST DARTS, 16" BOTTOMS ON 38R MALE, BARCODE

MATERIAL: BLACK FLX

3" HEM: ADJUST-A-LENGTH

TRIM: NONE

DETAILED SPECIFICATIONS FOR MARCHING BAND UNIFORMS

DET. TAIL

STYLE: WORN ON LEFT FRONT 2" UP & UNDERNEATH COAT BOTTOM, FRONT VERT. EDGE LINES UP W/COAT TRIM WRAPPING OVER TO LEFT SIDESEAM, KNEE LENGTH W/STRAIGHT BOTTOM EDGE, TWO BUTTONHOLES W/PELLON REINFORCEMENT ACROSS TOP FOR COAT ATTACHMENT, BARCODE

MATERIAL: 15 GUNMETAL GREY FLX W/BLACK FADE

LINING: BLACK INDEST.

TRIM: SET FLUSH ALONG THE FRONT EDGE IS A 1 1/2" STRIPE OF BLACK POLY PRO W/1/2" STRIPE OF GOLD LUSTRE GLO SET FLUSH ON TOP OF LEFT EDGE LEAVING 1" BLACK SHOWING, MATCHING UP W/COAT TRIM OF THE SAME. SET ON THE LOWER END OF THE BLACK POLY PRO STRIPE IS A GROUP OF 3 – 30L GILT LIVERY BUTTONS W/RINGS & WASHERS.

PR. GAUNTLETS

STYLE: SQUARED CORNERS, VELCRO CLOSURE, INNERLINED W/PELLON, TOP & SIDES BAGGED, BOTTOM BOUND W/WHITE FLX, BARCODE

MATERIAL: WHITE FLX

LINING: WHITE INDEST.

TRIM: SET 1/2" DOWN FROM TOP EDGE IS A 1" STRIPE OF GOLD LUSTRE GLO EDGED BOTH SIDES W/533 BLACK. SET ON FRONT OUTBOARD END ON STRIPE IS A 30L GILT LIVERY BUTTON W/RING & WASHER.

SHAKO

STYLE NO: FLAT TOP
NAUGAHYDE

MATERIAL: ENTIRE SHAKO IS BLACK

HAT TRIM DESCRIPTION: NONE

FRONT STRAP: GOLD MIRROR REFLECTIVE STRAP

CHINSTRAP: BLACK W/GILT BKL.

VISOR: BLACK W/GILT EDGE

PLUMEHOLDER: TOP CENTER FRONT

FRONT EMBLEM: NONE

BUTTONS: 45L GILT SHINY DOME

HAT WRAP

STYLE: SINGLE SIDED COMPLETE WRAP AROUND PULL ON STYLE TO MATCH HEIGHT OF SHAKO FROM SIDE BUTTONS & AROUND THE BACK. CONTRASTING SPLIT COLORED FRONT HALF FROM SIDE BUTTONS W/RT. SHORT SECTION HAT HEIGHT & LEFT SECTION EXTENDING 3 1/2" ABOVE TOP EDGE OF HAT FROM CONTOURED SPLIT RT. OF CENTER FRONT & TAPERING TO HAT HEIGHT ON THE LEFT W/CONTOURED TOP EDGE, FRONT HALF OF WOOL SIDE & LINING BOTH FUSED & INNERLINED W/PLAST. MYLAR, BARCODE

MATERIAL: **FRONT HALF:** REFER TO TRIM DESCRIPTION
FACED

BACK HALF: BLACK SPANDEX, DOUBLE

FRONT HALF LINING: BLACK INDEST.

FRONT TRIM: SPLIT COLORED W/RT. SHORT PANEL BLACK FLX & LEFT PANEL W/EXTENDED POINT 15 GUNMETAL GREY FLX W/BLACK FADE. SET ON FRONT COLOR SPLIT & RUNNING OUT TOP EXTENDED POINT IS A CONTOURED INVERTED "V" SHAPED STRIPE OF GOLD LUSTRE GLO FLANKED FLUSH LEFT EDGE W/533 BLACK.

DETAILED SPECIFICATIONS FOR MARCHING BAND UNIFORMS

ACCESSORIES

PLUME: 14" WHITE FRENCH UPRIGHT WITH GILT MYLAR FLECK

HAT BOX: SOLID BLACK PLASTIC

GARMENT BAG: 44", 210 DENIER, BLACK WITH ID WINDOW, SHOE POUCH, & ONE COLOR SCREEN PRINTED LOGO

RAINCOAT: STYLE PLUS STANDARD PERFORMER WITH LOGO. BLACK W/GREY FLAP

**6 – DRUM MAJOR UNIFORMS TO BE INCLUDED NOT TO EXCEED THE UNIT COST OF ONE REGULAR
BAND UNIFORM, WITH EXACT DETAILS TO BE WORKED OUT W/SUCCESSFUL BIDDER**

3 – UNIFORM RACKS – "Z" RACK, HOLDS 40 UNIFORMS

**1 - PLUME TOTE WITH 102 PLUME CAPACITY 20" DEEP, CONSTRUCTED OF 1000 DENIER CORDURA NYLON
WITH WATER REPELLENT FINISH, DOUBLE ACCESS DOORS WITH #10 HEAVY YKK ZIPPER COVER,
PADDED HAND STRAP, WATER PROOFED INNERLINER, BOUND EDGES WITH VINYL, WITH OR WITHOUT
OPTIONAL LUGGAGE CARRIER**

**A COMPUTERIZED UNIFORM MANAGEMENT ASSIGNMENT CENTER PROGRAM WILL BE INCLUDED TO
COMPLETE THIS ORDER**

IMPORTANT

The sample uniform you submit does not need to be an exact sample meeting these detail specifications, however if your construction differs from the specifications we ask that you use the deviation form and list these changes for our evaluation committee.

Please submit a list of at least five schools in our immediate area that are wearing your garments so that we may contact them for references if needed.

XIII. RESERVATIONS BY BOARD

- A. Limited funds are budgeted for the purchase of these items. Should the bid price be more than anticipated, the Board reserves the right to reduce the quantity as appropriate to remain within the budgeted allocation for the purchase.
- B. The Monroe City School Board may reject any bid for failure by the bidder to comply with any requirement stated herein or as appearing in the BID PROPOSAL FORM or in the general bid conditions or in any attachment thereto which becomes part of the bid.

**MONROE CITY SCHOOL BOARD
JAMES KELLEY
PURCHASING MANAGER**

**MONROE CITY SCHOOL BOARD
MONROE, LOUISIANA
BID PROPOSAL FORM**

**BID TITLE: BAND UNIFORMS
NEVILLE HIGH**

DATE: 10:00 A.M., CST, TUESDAY, DECEMBER 2, 2025

BID FORM: This proposal shall be executed and submitted in accordance with the specifications, and all articles and requirements contained herein shall remain and become a part of the contract for this material. All appropriate blanks shall be filled in.

**MONROE CITY SCHOOL BOARD
POST OFFICE BOX 4180
MONROE, LOUISIANA 71211-4180**

Ladies and Gentlemen:

In compliance with your invitation for bids on **Band Uniforms** and after having examined the specification and conditions, we hereby propose to furnish, deliver and install in accordance with the specifications and conditions for the amount shown herein.

QUANTITY	ITEM		UNIT PRICE	EXTENSION	
	REGULAR				
135	Coats				
135	Bibbers				
135	Det. Tails				
135	Pr. Gauntlets				
135	Shakos				
135	Hat Wraps				
135	Garment Bags				
135	Raincoats				
135	Garment Bags				
	DRUM MAJORS				
6	Coats				
6	Bibbers				
6	Det. Tails				
6	Pr. Gauntlets				
6	Shakos				
6	Hat Wraps				
6	Garment Bags				
6	Raincoats				
6	Garment Bags				
3	Uniform Racks				
1	Plume Tote				
1	Uniform Management System				
			TOTAL BID:		

Delivery of a "pilot uniform is assured within _____ days after the contract has been awarded. Shipment of complete order will be made within _____ days or sooner after receipt of sample, sample approval, complete measurements, and signed purchase order and/or deposit.

We have followed the instructions and included the bid sample.

We have completed the following forms and attached to this bid:

**Bid Proposal
Preference
Deviations Forms
Non-Collusive Bidding Certificate
Reference Form
Bidder Qualification**

CUSTOMER SALES REPRESENTATIVE

Name:

Address:

TelephoneNumber/AreaCode:

FaxNumber/AreaCode:

E-mailAddress:

SUPPLEMENTARY STATEMENTS. We understand that supplementary statements dealing with the price quotation as attached to the bid form will be ignored.

BIDDER CERTIFICATION AND IDENTIFICATION. I/We certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same material, supplies or equipment, and is in all respects fair and without the firm or business submitting this bid are at the same time connected with or employed by the Monroe City School Board.

ASSIGNMENT: The submission of a bid under the terms of these specifications constitute agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract. I/we hereby convey, sell, assign and transfer to the State of Louisiana all rights title and interest in and all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the State of Louisiana pursuant to this purchase made by its agency, The Monroe City School Board.

LOUISIANA PREFERENCE: For any material, supplies, or equipment manufactured, processed produced or assembled in Louisiana as defined by LRS 38:2251 (A) and (H) and for which I/We have claimed preference, I/We have identified the items by bid item number on the BID PROPOSAL FORM, shown the full name and complete address (location) of the manufacturer, process, producer or assembler, and the percent of the preference being claimed. I/We further agree to sell the products at the same price as the lowest bid offered on such products provided this bid is within five percent (5%) of the lowest acceptable bid

meeting specifications.

PUBLIC BID LAW (R.S. 338:2211-2221) requires that each bid shall either be hand delivered by the bidder or his agent to the Purchasing Manager, Monroe City Schools, 2006 Tower Drive, Monroe, Louisiana 71201 in which instance the delivery shall be handed a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. If mailed, send to: Purchasing Manager, Monroe City School Board, Post Office Box 4180, Monroe, Louisiana 71211-4180 prior to bid date and opening time.

IMPORTANT--OUR QUOTATIONS HAVE BEEN CHECKED FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS BEFORE SUBMITTING, AND THE BIDDER QUALIFICATION FORM has been complete, signed and is attached and made a part of this BID PROPOSAL FORM.

SPECIAL CONDITION

LOUISIANA R.S. 38:2251 AS AMENDED

Louisiana R.S. 38.2251 as amended provides that a preference shall be given for food or paper products produced, manufactured, grown or processed in Louisiana, quality being equal to articles offered by competitors outside of the state.

PREFERENCE

- (1) Produce shall be grown, canned or frozen in Louisiana.
- (2) Eggs shall be laid in Louisiana.
- (3) Meat and meat products shall be processed in Louisiana from animals which are alive at the time they enter the processing plant.
- (4) Meat and meat products which are further processed in Louisiana under the grading and certification service of Louisiana Department of Agriculture
- (5) Seafood and seafood products shall be produced from seafood which is:
 - (a) Harvested in Louisiana seas or other Louisiana waters: or
 - (b) Harvested by a person who holds a valid appropriate commercial fishing license issued under R.S. 56:1 et. seq.
- (6) Domesticated catfish shall be processed in Louisiana from animals which were grown in Louisiana.
- (7) Domestic catfish which are processed in Louisiana but grown outside of Louisiana.
- (8) All other products shall be produced, manufactured, or assembled in Louisiana.
- (9) Milk and dairy products produced or processed in Louisiana.

To qualify for a preference, the bidder must complete and sign the attached special conditions form and return with the bid.

SPECIAL CONDITIONS CONTINUED ON THE NEXT PAGE

SPECIAL CONDITIONS
RETURN THIS PAGE WITH BID

If you qualify for any of these preferences by the standards set forth in these statutes, please indicate on the form provided below.

Specify percent of preference claimed, contract item number(s) to which preference applies, the name of the producer or supplier to you, and location within Louisiana where the product(s) is (are) grown, produced, or manufactured as appropriate to the item.

PERCENT OF PREFERENCE CLAIMED	ITEM NUMBER	PRODUCER/ MANUFACTURER/PROCESSOR	LOUISIANA LOCATION

I certify that the above information is true and accurate and that the bidder is entitled to the preference claimed.

SIGNATURE

IN ORDER TO QUALIFY FOR A PREFERENCE THE BIDDER MUST SUPPLY THE ABOVE INFORMATION AND THE ABOVE CERTIFICATION MUST BE SIGNED.

DEVIATIONS FORM

If the undersigned Bidder intends to deviate from the specifications set forth by utilizing any different materials, items, treatments, finishes, tailoring details, under construction, etc., contrary to those listed as standards in the specifications, then the Bidder must list all deviations on this form. In the event that there are no deviations, then the Bidder shall enter "NO DEVIATIONS" on this form. The Bidder then assures the Buyer of their full compliance with the specifications and conditions set forth.

FAILURE TO LIST SUCH DEVIATIONS, IN DETAIL, WILL RESULT IN DISQUALIFICATION OF THE BIDDER.

Approved _____

Disapproved _____

Submitted-for-Consideration

Buyer

(Print Name)

Buyer's Signature _____

Bidder _____

(Print Name)

Bidder's Signature _____

NON-COLLUSIVE BIDDING CERTIFICATE

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

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

(Authorized Signature)

(Title)

REFERENCE FORM

SCHOOLNAME:

PARISH:

SCHOOLPHYSICALADDRESS:

CITY/STATE/ZIP CODE:

CONTACTPERSON/AREACODE/TELEPHONENO.:

SCHOOLNAME:

PARISH:

SCHOOLPHYSICALADDRESS:

CITY/STATE/ZIP CODE:

CONTACTPERSON/AREACODE/TELEPHONENO.:

SCHOOLNAME:

PARISH:

SCHOOLPHYSICALADDRESS:

CITY/STATE/ZIP CODE:

CONTACTPERSON/AREACODE/TELEPHONENO.:

SCHOOLNAME:

CONTACT PERSON/AREA CODE/TELEPHONE NO.:

PARISH:

SCHOOLPHYSICALADDRESS:

CITY/STATE/ZIP CODE:

CONTACT PERSON/AREA CODE/TELEPHONE NO.:

SCHOOLNAME:

PARISH:

SCHOOLPHYSICALADDRESS:

CITY/STATE/ZIP CODE:

CONTACT PERSON:

**BIDDER QUALIFICATION
(FORM OF BUSINESS ORGANIZATION).**

The form of business organization under which this bid is submitted is as follows:

A CORPORATION incorporated under the laws of the State of _____ and (is)
(is not) authorized to do business in the State of Louisiana.

A PARTNERSHIP. Names of Partners: _____.

AN INDIVIDUAL trading and doing business under a name and style other than his own. The
Owner's Name is: _____

I/WE HAVE CHECKED THIS BID FOR MATHEMATICAL AND TYPOGRAPHICAL
ERRORS, and the undersigned agrees.

(Please Type or Print Below)

LEGAL NAME OF BIDDER _____

MAILING ADDRESS _____

CITY, STATE, ZIP CODE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BY (SIGNATURE) _____

NAME (TYPED/PRINTED) _____

TITLE OR SIGNER _____

DATE BID SIGNED _____

ACKNOWLEDGMENT OF ANY ADDENDA RECEIVED:

ADDENDUM NO. _____ DATE: _____

ADDENDUM NO. _____ DATE: _____