Ladies and Gentlemen:

The Savannah-Chatham County Public Schools would like to take this opportunity to announce that we are requesting proposals for **Band Uniforms (Annual Contract)**. All proposals should be delivered to the Savannah-Chatham County Public Schools Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. Proposals will be accepted prior to **1/12/2016 3:00:00 PM**, at which time they will be publicly opened and a list of offerors registered. If offeror is unable to submit a response at this time, and wish to remain on our list of potential suppliers, please complete and return the Certification Form and the No Bid Statement Form included in this package. Offerors are to clearly mark the outside of your envelope with "No Response".

Time is of the essence and any proposal received after the announced time and date for submittal whether by mail or otherwise, will be not be accepted. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline indicated. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. **Late proposals received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late proposals will not be considered and will be returned unopened to the offeror.**

All bidders are encouraged to attend a pre-proposal conference on **Tuesday, January 5, 2016, at 10:00 A.M. In Room 303 of the SCESPCCS Central Offices Building, located at 208 Bull Street, Savannah, Georgia, 31401.**

Enclosed is a proposal packet, which outlines the items being solicited and instructions which describe the submission of the proposal.

All proposals must be submitted in a sealed envelope with the proposal name, and the closing date and time clearly marked on the outside. If proposal materials require additional envelopes, then all mailing articles must be combined together and marked as described above. If you wish to receive a copy of the proposal register, enclose a self-addressed stamped envelope and a copy of the register will be returned to you.

Please include in the proposal package a copy of firm's current business license and certificate of insurance. Offerors shall file all documents necessary to support their proposal and include them with their submission.

If you have any questions concerning this proposal, please submit them in writing to Margaret Disher, CPPB, Purchasing Agent, at the address above or fax them to (912) 201-7648. In addition, all communication relating to this bid solicitation, either before or after the bid opens, must be coordinated through the Purchasing Department. Your interest and participation in submitting a proposal will be appreciated.

Sincerely,

[Signed]

Savannah Scales, CPPB
Purchasing Director

Mission - To ignite a passion for learning and teaching at high levels.
Vision - From school to the world: All students prepared for productive futures

"AN EQUAL OPPORTUNITY EMPLOYER"
REQUEST FOR PROPOSAL #16-38

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the Board") is soliciting sealed proposals for Band Uniforms (Annual Contract) as specified in this Request for Proposal (RFP). The successful offeror(s) (hereinafter referred to as "the offeror") shall meet the terms and conditions set forth in this document and all attachments.

I. Standard Terms and Conditions of Proposal

A. Definition

Competitive sealed proposals are being solicited in response to this RFP. The competitive sealed proposal process differs from competitive sealed bidding in two important ways:

1. It permits discussions with competing offerors and changes in their proposal including price; and
2. It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

B. Pricing

No charge will be allowed for those federal, state or local sales and excise taxes where the Board is exempt by state and Federal law. A tax exemption certificate will be furnished by the Board to the successful offeror upon request.

The Board will factor any rebates offered for total dollar volume or quantities ordered over the performance period of this contract in the award of this proposal.

In the event the offeror wishes to provide additional services above and beyond the stated requirements of this proposal at "no cost" to the Board, these services should be identified and included in the proposal response.

C. Shipping, Delivery, Terms of Payment & Invoicing

All orders shall be shipped F.O.B. Destination to the designated site after receipt of the purchase order. Since the successful offeror(s) will be responsible for all freight expenses, the selection of carrier shall be determined by the offeror.

Offerors shall guarantee delivery of supplies and services in accordance with such delivery schedule as may be provided in the specifications. The Board's Purchasing Director reserves the right to charge the vendor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Board's Purchasing Director and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

The successful offeror agrees to reference the following on all shipping documents and invoices:

1.) Purchase Order Number
2.) RFP Number
3.) Serial Number (as applicable)
4.) Part Number/Description/Nomenclature
5.) Quantity Ordered
6.) Quantity Shipped
7.) Site Destination

Failure to ship order in its entirety will prevent payment of your invoices. Per Board policy, backorders will not be accepted. Accordingly, successful offeror(s) should not invoice until one shipment has been made for all items on order.

All invoices should be mailed to:

Savannah-Chatham Co. Board of Public Education
Attention: ACCOUNTS PAYABLE
208 Bull Street, Room 119
Savannah, GA 31401

Terms of payment will be 2% 10th Net 40 Days.
D. General Specifications/Scope of Work

Specifications/Scope of Work for items/services to be purchased are detailed in the attached Specifications Sheet "Attachment A" following Section III.

When reference is made in the specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event an offeror is proposing another manufacturer and/or model number other than stated in the specification, the offeror must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the offeror. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

Any obvious error or omission in specifications shall not inure to the benefit of the offeror but shall put the offeror on notice to inquire of or identify the same from the Board.

E. Discontinuation of Equipment

In the event items requested are discontinued by the manufacturer, offeror shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Offeror shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

F. Submittal of Objections

Objections from offerors to this Request for Proposal and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The offeror should submit any objections in writing not less than (5) days prior to the opening of the proposal. The objections contemplated may pertain to form and/or substance of the RFP documents and specifications. Failure to object in accordance with this procedure will constitute a waiver on the part of the offeror to protest this Request for Proposal.

G. RFP Interpretations/Addenda

If any questions should arise pertaining to the RFP documents, the offeror may mail or fax a written request for interpretation to:

Savannah-Chatham Board of Public Education
Attn.: Margaret Disher, CPPB, Purchasing Agent
208 Bull Street, Room 213
Savannah, GA 31401
Fax No.: (912) 201-7648

Any interpretation of documents shall be made by addendum to the RFP. Copy of such addenda will be mailed or faxed to each offeror receiving a set of documents. All requests for interpretation must be submitted on or before the close of business, on January 6, 2016. The Board shall not be responsible for any other explanation of questions submitted after this date. The Board shall mail, fax, or contact offeror for pickup of any addenda before the seventy-two (72) hours prior to the date and time set for opening proposals.

Any addenda issued during the time of the RFP shall be covered in submitted proposals, and in closing the contract shall become a part thereof.

H. Failure to Respond

If a proposal is not to be submitted but the offeror wishes to remain on the Board's list of offerors, please complete and return the Certification Form and the No Bid Statement Form included in this package. Offerors are to clearly mark the outside of your envelope with "No Response".
I. Receipt & Registration of Proposals

Proposals and modifications shall be time-stamped upon receipt. Proposals shall not be opened publicly but shall be opened in the presence of two or more Purchasing officials. Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

J. Errors In Proposals

Offerors or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the offeror’s own risk. The offeror may withdraw a proposal prior to the proposal opening date and time by requesting to do so in writing.

K. Standards of Acceptance of Proposal for Contract Award

The Board reserves the right to reject any and all proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a proposal of any offeror as being unresponsive when such offeror cannot document its ability to deliver requested services or when investigation show it is not in a position to perform the contract.

L. Compliance With Laws

The offeror shall obtain and maintain all licenses, permits, liability insurance, workman’s compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the offeror. Any such requirement specifically set forth in any contract document between the offeror and the Board shall be supplementary to this section and not in substitution thereof.

M. Indemnity Provisions

Where offeror is required to enter or go onto property to provide services or gather information, the offeror shall be liable for any injury (including death), damage or loss occasioned by negligence of the offeror, his agent, or any person the offeror has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy DJE provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

N. Cancellation/Default of Contract

In the event the successful offeror, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

O. Certification of Independent Price Determination

By submission of this proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this Request for Proposal:

1. The pricing structure in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;

2. The pricing structure which has been quoted in this proposal has not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and

3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
Local and/or Minority/Women Business Enterprise (LMWBE)

It is the policy of the Board of Education to maximize the utilization of qualified local, minority, and women owned business enterprises (LMWBE’s) who provide professional services or who serve as prime contractors, subcontractors or suppliers as a part of the District’s facilities construction, maintenance and repair programs.

The Board expects that prime contractors on district construction projects make and document good faith efforts to maximize the utilization of qualified LMWBEs as subcontractors and suppliers. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their businesses.

All bidders must read and complete all documents included in Attachment “C” with all pertinent Exhibits.

Responsive Offeror Criteria

- Availability of Products/ Services
- Warranties/Guarantees
- Ability to Meet Equipment Specifications/Proposal Conditions
- Documented Quality of Product and Manufacturer
- Service and Support Capability

Qualification of Offeror

A responsible offeror is defined as one who meets, or by the date of the proposal acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposal. The Board has the right to require any or all offerors to submit documentation of the ability to perform, provide, or carry out the service requested.

Proposal Discussion with Individual Offerors

Discussion may be held with offerors submitting proposals acceptable or potentially acceptable. The purpose of the discussions are to:

1. Promote understanding of the Board’s requirements and the offeror’s proposals; and
2. Facilitate arriving at a contract most advantageous to the Board taking into consideration price and other evaluation factors set forth in the RFP.

Compliance with Specification/Terms and Conditions

The Request for Proposal, Legal Advertisement, General Terms and Conditions, Proposal Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Vendor’s Response, any addenda, and/or any other pertinent documents form a part of the offeror's proposal and by reference are made a part hereof.

Award of Contract

The contract, if awarded, will be awarded by means of a two-step process as described in Attachment "A" Specifications.

Product quality, service issues and other factors stipulated above in Condition "C" must be met to the satisfaction of the Board for a proposal to be considered responsive. Moreover, the Board will award the contract to the next most qualified offeror if the selected offeror is unable to execute a contract and provide delivery within the time parameters specified in this RFP.

In the case of a tie of more than three offerors at the conclusion of the first step, the top three offerors will be determined by the following criteria:

1. Savannah-Chatham County LMWBE
2. Savannah-Chatham County Vendor
3. Metropolitan Statistical Area Vendor
4. Georgia Vendor

If proposals remained tied, then award will be made by means of a public coin flip performed by the Purchasing Agent and witnessed by one other Board employee and all interested parties.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal.
At its option, the Board may take either of the following actions in order to form an agreement between the Board and the selected offeror:

1. Accept a proposal by issuing a written "Notice of Award" to the selected offeror, which incorporates the proposal documents by reference and accepts all or selected portions of the offeror's proposal. This "Notice of Award" will represent a contractual obligation, and will be executed by both the Board and the selected offeror.

2. Enter into negotiations in an effort to reach a mutually satisfactory agreement entitled "Memorandum of Agreement for Band Uniforms (Annual Contract)", which represents a contractual obligation and will be executed by both the Board and the selected offeror. This agreement will be based on proposal documents, the submitted proposal and the associated negotiations.

V. Vendor Performance

The successful offeror(s) will be evaluated by the Board over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future proposals.

W. Signed Proposal Considered Offer

The signed proposal shall be considered an offer on the part of the offeror, and shall be deemed accepted upon approval by the Board. In case of a default on the part of the offeror after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

X. Public Information

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

II. Proposal Submittal Instructions

All proposals must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item must be noted and fully explained.

A. Completion of Certification Form & LMWBE Program Information Form

1. Complete the attached Certification Form. Include a contact person for this proposal with a phone number where that person may be reached. Include this form as the first page of the submittal.

   The offeror is required to provide references, including phone number and contact person, of at least three firms for whom similar items or services have been supplied.

2. Complete the LMWBE Information Form with pertinent information for minority/women/majority designation.

3. Complete the "Where Did You Hear About This Proposal" section. This information is for statistical use only.

4. Complete all pertinent documents within Attachment "C".

B. Completion of Proposal Submittal Form

For each item listed on the Proposal Submittal Form, complete with the requested information.

C. Proposal Preparation and Submittal

All proposals shall be:

* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

* Submitted in a sealed envelope, which is plainly marked with the RFP number and title, and date and time of proposal closing. If proposal materials require additional envelopes, then all mailing articles must be combined together and marked as described above.
* Submitted on proposal forms as included in this RFP and in accordance with instructions stated above.

* Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Proposal Opening date and time. Whether sent by mail or by means of personal delivery, the offeror assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. Late proposals will be returned unopened to the offeror.

* Proposals submitted by facsimile transmission will not be accepted.

* Considered an irrevocable offer for a period of one hundred twenty (120) days from the date of public proposal opening.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

Offerors shall provide copies of submitted proposal containing all pertinent documentation. The number of copies required shall be as stated in Attachment "A". The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

III. Special Terms and Conditions

The offeror agrees that the Board shall have the right to place purchase orders referencing RFP #16-38 for quantities of listed items as the Board may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The Board will award this contract on an "all or nothing" basis or an item by item basis based on the best interest of the Board.

A. Pricing

The offerors shall provide a unit price for each item on this RFP which will remain valid throughout the stipulated performance period or until delivery is completed. Price shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

OR

The bidder shall provide a lump sum price totalling all items on this RFP.

B. Samples/Demonstrations

The Board reserves the right to request samples after proposals are opened and before the award is made. Samples, when requested must be submitted in accordance with instructions. Samples must be furnished free of charge and if not destroyed during testing will, upon request be returned at the offeror’s expense. A call tag must be furnished and all shipping costs shall be at the offeror’s expense. Each individual sample must be labeled with the offeror’s name and manufacturer’s brand name and part/model number.

C. Warranty

The offeror shall guarantee the products to be free of defects of material and/or workmanship for a period of at least One-Hundred Twenty (120) months from the date of delivery. Any additional warranty offered by the offeror should be so stipulated in the proposal documents. If, during the warranty period, such faults develop, the successful offeror agrees to replace the unit or part affected without cost to the Board.
The undersigned offeror certifies that he/she has carefully read the preceding list of instructions to offerors and all other data applicable hereto and made a part of this Request for Proposal; and further certifies that the proposal submitted is in accordance with all documents contained in this request for Proposal package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This __________ day of ___________________, 20 ___. 

By ________________________________

_______________________________  
Name (printed)  

_______________________________  
Title  

_______________________________  
Signature  

_______________________________  
Company  

Address (Street, City, State, Zip)

________________________________  
Phone No.  

________________________________  
Fax No.  

________________________________  
Federal Taxpayer I.D. No.  

________________________________  
e-Verify No.  

Contact Person for This Bid  

________________________________  
Phone Number  

Acknowledge Receipt of Addendum(s) #  

Local and/or Minority/Woman Business Enterprise Development Information

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

☐ Local
☐ Woman
☐ African-American
☐ Hispanic
☐ Majority
☐ Non-Local

HOW DID YOU HEAR ABOUT THIS ITB? (This information is for statistical use only.)

☐ City of Savannah, Dept. of Economic Development
☐ The Herald Legal Ad
☐ Received Request by Mail
☐ The Savannah Tribune Legal Ad
☐ Visiting the Purchasing Office
☐ Savannah News Press Legal Ad
☐ Other: ________________________________

________________________________  
Name, Title  

________________________________  
Authorized Signature  

______________________________  
Date  

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE______________________DAY OF __________________, 20____

________________________________  
Notary Public; My Commission Expires: ________________________________

FORM 1
Specifications- Restrictive, too "tight", unclear, specially item, geared toward one (1) brand or manufacturer only. (Please explain in detail below).
Manufacturing- Unique item, production time for model has expired, etc.
End Time- Insufficient time to properly respond to bid or proposal.
Delivery Time- Specified delivery time cannot be met.
Payment - Payment terms unacceptable. (Please be specific)
Bonding - We are unable to meet bonding requirements.
Insurance - We are unable to meet insurance requirements.
Removal - Remove our firm from your bidders list for the particular commodity or service.
Keep - Please keep our company on your bidders list for future reference.
Project is: _________/ Too Large _________/ Too Small _________/ Site or Location is Too Distant
Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract causes are unacceptable, etc. (Please be specific)

VENDOR STATEMENT:


CONSTRUCTION PROJECTS ONLY: Our Company is interested in this project as a:

☐ Prime Contractor    ☐ Sub-Contractor    ☐ Supplier/Distributor

Bid/RFP Number: ______________________ Title: ________________________________

Signature/Title ______________________

Company Name ______________________

Telephone Number ____________________

SAVANNAH-CHATHAM COUNTY PUBLIC SCHOOL SYSTEM - PURCHASING DEPARTMENT
Telephone (912) 395-5572    Fax (912) 201-7648

FORM 2
REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. **Company Name:**
   Contact Person: __________________________________________
   Phone Number: __________________ FAX Number: ________________
   E-Mail Address: ____________________________________________

2. **Company Name:**
   Contact Person: __________________________________________
   Phone Number: __________________ FAX Number: ________________
   E-Mail Address: ____________________________________________

3. **Company Name:**
   Contact Person: __________________________________________
   Phone Number: __________________ FAX Number: ________________
   E-Mail Address: ____________________________________________

4. **Company Name:**
   Contact Person: __________________________________________
   Phone Number: __________________ FAX Number: ________________
   E-Mail Address: ____________________________________________

5. **Company Name:**
   Contact Person: __________________________________________
   Phone Number: __________________ FAX Number: ________________
   E-Mail Address: ____________________________________________

6. **Company Name:**
   Contact Person: __________________________________________
   Phone Number: __________________ FAX Number: ________________
   E-Mail Address: ____________________________________________

7. **Company Name:**
   Contact Person: __________________________________________
   Phone Number: __________________ FAX Number: ________________
   E-Mail Address: ____________________________________________

FORM 3
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on

Date

in__________________________________________________________ , 201________________

City_________________________________________________________, and ______________________State______________________________

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE ___________ DAY OF _________________________, 201________

__________________________________________________________

NOTARY REPUBLIC

__________________________________________________________

My Commission Expires

FORM 4
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with __________________ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on

Date

in ______________________, and ______________________

City State

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE _______ DAY OF ______________________, 201____

________________________

NOTARY REPUBLIC

________________________

My Commission Expires

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUBCONSULTANT/SUPPLIERS

FORM 5

RFP #16-38 | Page 12
By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with ______________________ and ______________________ on behalf of Savannah-Chatham County Public School Systems ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on

___________________________________________, 201________

Date

in ____________________________, and __________________________, State

City

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON

THIS THE ___________ DAY OF ________________________, 201________

___________________________________________

NOTARY REPUBLIC

My Commission Expires: ____________________________

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS

FORM 6
DISCLOSURE OF RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.

3. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

4. List any prior suspensions or debarments by any government agency.

5. List any contracts not completed on time.

6. List any penalties imposed for time delays and/or quality of material and workmanship.

7. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.

8. List any pending civil actions against company for nonperformance of contract.

I, ______________________________, of ______________________________

Name of Individual Title & Authority Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

____________________________
Signature

State of ____________________________ County of ____________________________

Subscribed and sworn to before me on this __________ day of ____________________________ 20____ by representing him/herself to be of the company named herein.

FORM 7
PROPOSER SUBMITTAL FORM

RFP# 16-38

Please Note: The Fse Proposal Form and Attachment "A" supersede any information stated in the General Terms and Conditions of this solicitation document.

1.0 CONE OF SILENCE REQUIREMENTS:

A "Cone of Silence" is imposed upon this invitation to RFP after advertising, and terminates at the time the Board of Education awards a contract. The Cone of Silence prohibits any communications by written, oral, or electronic form by; or on behalf of; a prospective Offeror for this solicitation, including any persons affiliated with or in any way related to a prospective Offeror, and any member of the Board of Education, the superintendent or his staff, any persons involved in evaluating the RFP, program managers, or members of any selection committee. The Cone of Silence is intended to prohibit lobbying for, or against, a particular vendor or vendors and to prevent prospective Offerors from circumventing the process for selection set forth in this RFP.

The Cone of Silence does not apply to oral communications with the Director of Purchasing, or the Director of Purchasing’s designees, at pre-proposal conferences, site visits (as applicable), presentations before selection committees, or contract negotiations with Offerors selected for award. Written communications expressly authorized by this solicitation, such as (1) the submission of the RFP packet itself, (2) requests for interpretation, requests for material substitutions, protests, or similar inquiries to the purchasing department, (3) documents circulated at oral presentations before selection committees, or (4) documents circulated in connection with contract negotiations with the Offeror(s) selected for award are also permitted in communication with the Director of Purchasing or the Director of Purchasing’s designees. The Cone of Silence does not apply to presentations allowed by Board policy or to the Board of Education at a duly called public meeting.

In addition to any other penalties provided by law, violation of the Cone of Silence by any prospective Offeror may result in the rejection of the prospective Offeror's RFP response and disqualify the prospective Offeror from being awarded any contract as a result of this solicitation. Any person having personal knowledge of a violation of these provisions shall immediately report such violations to the District’s Purchasing Department.

2.0 SOURCE SELECTION METHOD:

The competitive sealed proposal procurement process described in Attachment "A" will be conducted in a two (2) step process. Step 1 (Total Possible Points 65) – Submission of Technical Proposals, Pre-Qualification of Service Providers, Establishment of "Short List" of finalist firms, and Interviews/Presentations (if requested by the selection committee), and Step 2. Submission of Sealed Fee Proposals and "Best and Final Offers" (Total Possible Points 35). All proposals submitted will be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by a Technical Evaluation Review Committee. The District will not consider proposals from any firm that lacks accreditation or authorization to provide the services requested or who fails to meet the minimum qualification requirements. The terms “Offeror”, “Firm”, “Proposer”, “Service Provider”, “Company”, “Uniform Manufacturer”, and “Vendor” may be used interchangeably herein.

3.0 FORMAT OF RESPONSES:

To be considered, proposers must submit a complete response to the RFP. The format provided below is not negotiable. To assure a uniform review process and obtain a maximum degree of comparability, each proposal shall include the following content and be presented in tabbed sections in the following order:

A. Executive Summary/Cover Letter
B. Business Profile
C. Experience and Capability
D. Project Understanding & Methodology
E. Other relevant Facts/Information
F. Schedules and Attachments

Fee Proposal- One (1) original to be submitted with technical proposal, in the format request on and on the form provided, sealed in a separate #10 envelope, and marked with RFP number and title. Fee proposals not submitted in the format requested and on the form provided herein will be considered non-responsive. After initial review of all fee proposals, the District may request “Best and Final Offers”.

RFP #16-38 | Page 15
****EACH TECHNICAL PROPOSAL MUST BE SUBMITTED IN ONE (1) ORIGINAL, FIVE (5) COPIES, AND ONE (1) CD-ROM****

to:

Savannah-Chatham County Public School System  
Attn: Sabrina L. Scales, CPPB, Purchasing Director  
208 Bull Street, Room 213  
Savannah, GA 31401

STEP 1- TECHNICAL PROPOSALS (Total Possible Points 85):

Executive Summary (SECTION A): The Executive Summary of the Proposal shall be limited to three (3) single spaced typewritten pages. The purpose of the Executive Summary is to provide a high level description of the offerer's ability to meet the requirements of the RFP.

Business Profile (SECTION B): Describe in this Section, the business organization, who will serve as major project participants, and their respective roles:

A. Business Organization: Provide a brief description of the Company, its history, and a statement which describes the Company's experience in manufacturing (if applicable) and providing Band Uniforms. State the full name, address, telephone number, fax number, and email address for the Company. State if the Company has operated under a different name within the past ten (10) years. If so, state the name that the Company previously operated under.

B. Structure: Discuss the ownership and organizational structure of your company, its staff qualifications and its customer service agents.

C. Customer Service: Identify who will serve as the District's primary account representative and the name, address and phone number for whom all contract related correspondence will be forwarded.

D. Service Center Location: State the name, location, address, phone number, fax number, and email address of the Service Center that will be handling all Band Uniform orders.

E. Manufacturing Plant Location: Identify the name, location, address, phone number, fax number, and email address of the plant location where all band uniform items will be manufactured.

F. Organizational Changes: State what changes have occurred in the firm over the past six (6) months in regard to staff, organizational structure, capital, etc., and any reason for the changes. Also state any additional changes that the firm will implement over the next six (6) months.

G. MWBE Commitment: Describe your firm's commitment to MWBE and local businesses.

H. Agreement Terminations: Describe complete details of any contract that has not been renewed or has been terminated with your firm within the past five (5) years. State the reason(s) for the termination or non-renewal.

Experience and Capability (SECTION C): In this section, describe the company's experience in manufacturing and providing Band Uniforms and its capability to meet the District's goals. State the number of years that the company has provided Band Uniforms to organizations or entities of similar size, scope and type. Include:

A. Experience: Describe your company's specialized experience in designing, manufacturing, and providing Band Uniforms to educational, governmental or municipal agencies (preferably within the Southeast region of the State of Georgia) or to private organizations with Scope of Service requirements that are similar to or the same as that requested by the District.

B. Financial Capability: Provide documentation that will allow the District to determine that your company has sufficient resources and the financial stability to perform the services requested. Approved documentation includes copies of the firm's Annual (audited) Financial Reports and/or irrevocable letters of credit. This information shall remain confidential and will not be made part of the public record.

C. Client References: Provide a list of five (5) current or past clients that your firm has provided Band Uniforms to within the past five (5) years. Include a brief description of the type of services provided to each, the number and types of uniforms provided, date(s) of services, how long reference has been a client, the clients name, and the name, address, phone number, fax number, and email address (if known) of the agency representative. The District reserves the right to contact any reference provided.

D. Litigation History: Provide details of any federal, state or local government regulatory investigations, findings, actions, or complaints that your firm and/or any organization affiliated with your firm has received within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.

Project Understanding and Methodology (SECTION D): In this section, discuss (in summary form) the firm's understanding of the Scope of Services requested; any special techniques, procedures, software, or equipment that will be used or applied; expectations regarding the District's responsibilities and contributions; limitation in delivering the required product and services; etc. Describe how your firm will comply with specifications and the Scope of Service requirements; Include:

A. Compliance with Specifications/Scope of Service Requirements: Describe how your firm will comply with the specifications and Scope of Service requirements emphasizing your firm's experience in manufacturing and providing Band Uniforms to educational, municipal or governmental agencies.
B. **Dedicated Account Representative/District's Contract Liaison:** Identify the name, address, phone number, fax number, and email address for the person who will be assigned to a resulting contract that will be responsible for handling all details of a school order. State the number of years that the representative has been employed by the company and their experience in coordinating various services requirements to multiple Marching Band Uniform clients. Identify their territory (if applicable), their current workload, the number of clients that are currently assigned with "active" orders, and the number of years that the representative has been factory trained.

C. **Scheduled Vacations and Absences:** Describe the process that will be utilized by your company to assure that its staffing levels will be maintained so that scheduled vacations or unexpected illnesses do not interfere with the services provided under a resulting contract. Identify the name, address, phone number, fax number, and email address for the representative that will be responsible for providing services in the absence of the District's assigned account representative.

D. **Manufacturing Plant Closure:** Identify the known dates (if any) that the band uniform manufacturing plant is closed for routine and/or preventative maintenance services, holidays, and/or vacations. Identify the number of days involved in each closure period and the impact that the plant closure(s) may have on any Marching Band Uniform Order during the term of a resulting contract.

E. **Deliverable Schedule:** For the purpose of evaluating all proposal submittals, provide a detailed delivery schedule based on a "standard" uniform order for a high school with one-hundred (100) Marching Band Students, Two (2) Drum Majors, and an Inventory Management System. Include the time required for each phase (e.g. design phase, manufacture of pilot uniform, delivery of pilot uniform, revisions if required) to pilot uniform, final design, measurement of students, manufacturing of all uniform items, delivery, acceptance of all uniforms, and implementation of and staff training on inventory management program.

F. **Exceptions:** If there are any exceptions to the specifications, please explain what they are and why they exist. Please note: it is the District's intent to offer equal opportunity to all Band Uniform Manufacturers. Uniform styles referred to by number, manufacturer and/or company name are for descriptive purposes only and are not intended to be restrictive. Deviations will be documented by the offeror and identified in their proposal submittal.

G. **District Responsibilities:** Describe in detail, what assistance will be required by District staff for your Company to comply with the Scope of Service requirements described herein.

H. **Limitations to Services:** Describe any limitations that your Company may have in providing the uniform items or services requested herein.

I. **Additional Services:** Describe any additional services that will be provided to the Savannah-Chatham County Public Schools System, at no additional cost, upon the award of a contract.

J. **"Best Practices":** Describe your firm’s service standards and guidelines and your interpretation of "Best Practices".

K. **"Quality Assurance Program":** Briefly describe how your firm will assure that all Band Uniforms provided will meet or exceed the District’s expected quality standard requirements.

**Other Relevant Facts/Information (SECTION E.):**

In this section, provide the key reasons why you believe that your firm should be selected by the District to provide Marching Band Uniforms for Various High Schools (Annual Contract). Emphasize the qualities and traits that make your company unique, or gives it special advantages over other proposing Band Uniform Companies. Attach any supplemental documentation that you believe is relevant.

**Schedules and Attachments (SECTION F.):**

In addition to the instructions set forth in Section II, Item A of the RFP document, a provision for the following forms, certifications and licenses is required. **FAILURE TO ADDRESS ANY AREA ADEQUATELY MAY CAUSE THE PROPOSAL TO BE DEEMED UNRESPONSIVE AND THEREFORE, BE EXCLUDED FROM CONSIDERATION.**

A. Forms 1-7.
B. Five (5) References- preferably of educational, municipal or similar facilities located with the Southeast Region of Georgia.
C. Certificate of Insurance (The District shall be listed as a Certificate Holder).
D. Copy of 2016 Business License/Tax Certificate.
E. Copy of proposed standard deliverable schedule for a single (1) high school, with an initial Notice to Proceed date of February 4, 2016.
F. One (1) Complete Uniform Sample- Sample will be used for evaluation purposes and will demonstrate the minimum quality of materials and design that will be provided by the Offeror if awarded a contract under this RFP.
G. Uniform Catalog with Design and Uniform Item Options Available at Unit cost identified in Sealed Fee Proposal.
H. Material Data Sheets/Specifications.
I. Fabric Sample Swatches.
J. Sample CD-Rom and/or "On line" Demonstration of the Uniform Management System offered.
K. W-9 Form.
L. Copy of Manufacturer's Warranty.
STEP 2- INTERVIEWS/FIRM PRESENTATIONS (IF CONDUCTED):

The technical review panel may decide to conduct interviews with the finalist band uniform companies. If interviews are conducted, each of the finalist will be scheduled an interview/presentation. The interviews/presentations will last approximately one (1) hour. There will be no separate evaluation points awarded for the interviews/presentations; However, technical evaluation points may be revised based on the information that is presented and/or clarified during the interviews/presentations. It will be the sole discretion of the technical review panel to decide if interviews/presentations are required.

STEP 3- FEE PROPOSAL (Total Possible Points 35):

The fees proposals will be opened and evaluated. Finalist will be requested to submit their “Best and Final” fee proposal. Proposers will state the basis for their fee on the fee proposal form provided herein. Please Note: All fees must be submitted in the format of and on the fee proposal form included herein. The District reserves the right to accept or reject the fee proposal for any item and/or any fee proposal if it is deemed in its best interest to do so.

Only one (1) copy of the fee proposal is required. All fee proposals will be submitted on the form provided by and in the format requested by the District, sealed in a #10 envelope, clearly marked with RFP number and title, sub-titled “FEE PROPOSAL” and submitted with Technical Proposal (Step 1.). Fee Proposals will only be considered from companies that comply with this process. All fees to perform the Scope of Service requirements state herein will be "all inclusive" and will include all design, manufacturing, on site consultation with each School, on site measuring of students, service requirements, delivery costs, freight, taxes, etc., required to handle the order, all reports, and all other services requested.

BAND UNIFORMS ("ALL INCLUSIVE" COST PER ITEM):

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coat</td>
<td>100 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bibber</td>
<td>100 Each</td>
<td></td>
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</tr>
<tr>
<td>Gauntlet</td>
<td>100 Pair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shako</td>
<td>100 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plume</td>
<td>100 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuf-Tote</td>
<td>100 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garment Bag</td>
<td>100 Each</td>
<td></td>
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</tr>
<tr>
<td>Care Packet</td>
<td>100 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drum Major Uniforms (Completes)</td>
<td>2 Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Management Software</td>
<td>1 Each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Total is "all inclusive" and includes all materials, labor, overhead, insurance, taxes, warranty requirements, per diem, travel time, mileage, fuel surcharges, freight F.O.B. destination with inside delivery, measurements, design services, proofs and approval thereof, etc. The District will absolutely not honor any price increases, added costs or added fees for the duration of the contract.

The undersigned, having read and examined the Documents and Attachment “A” specifications entitled RFP 16-38 “Band Uniforms for Various High Schools (Annual Contract)” for the Savannah-Chatham County Public School System, understands the requirements of this proposal and agrees to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. and further understands that the Savannah-Chatham County Public School System will not be responsible for any cost not specifically set forth in this proposal.

BY:______________________________

SIGNATURE/TITLE

DATE:__________________________

COMPANY NAME:____________________

ADDRESS:________________________

CITY/STATE/ZIP:__________________

TELEPHONE NUMBER:________________

FAX NUMBER:______________________

EMAIL:__________________________

FEDERAL/TAX ID:__________________
4.0 MINIMUM QUALIFICATIONS:

All Companies submitting proposals must meet, at a minimum, the following qualification requirements. Failure to meet these qualifications will result in proposal being deemed as "non-responsive".

A. Proposer must be an organization existing for the primary purpose of manufacturing and supplying Band Uniforms and related Services.
B. Proposer must have a minimum of five (5) continuous years prior experience in manufacturing and supplying Band Uniforms to educational, governmental or municipal agencies (preferably located within the Southeast Region of the State of Georgia) or to private entities with scope of service requirements that are similar to or the same as that requested by the District.
C. Proposer must be authorized and licensed by the State in which it is located, to manufacture and supply Band Uniforms.
D. Proposer must have an office that is staffed with a minimum of one (1) full-time representative during the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.
E. Propponent must demonstrate its ability to commence services within thirty (30) days of contract award and that it has sufficient technical, support, and plant staff to comply with the District's requirements upon the award of a resulting contract.
F. Proposer must demonstrate its ability to meet all insurance requirements identified herein in Attachment "B".
G. Proposer must demonstrate its financial stability to perform the services requested.
H. Proposer must provide with their Technical Proposal submittal the required schedules, attachments, catalogs, design options, fabric swatches and samples identified herein.

5.0 ACCEPTANCE AND EVALUATION OF PROPOSALS:

The following factors will be considered by the Technical Evaluation Committee in the evaluation of this proposal. The factors to be evaluated will not necessarily be in the order presented:

Company Experience and Capability- Total Possible Points: 5
Appropriateness of Uniform Design, Design Options and Uniform Item Options Offered- Total Possible Points: 10
Demonstrated ability to meet the District's Goals, Objectives, and Scope of Service Requirements- Total Possible Points: 15
Garment Construction, Quality of Materials Used and Manufacturer Warranty Period- Total Possible Points: 15
Manufacturer and Delivery Schedule- Total Possible Points: 10
Compatibility of the Uniform Management System and Report Capabilities- Total Possible Points: 5
Reputation of firm based on References- Total Possible Points: 5
Uniform Cost (Fee Proposal) for the four (4) year term of the contract - Total Possible Points: 35

6.0 ACCEPTANCE PERIOD:

A one-hundred twenty-day (120) period from the RFP closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed during this time frame. If the Board envisions that the process will not be completed by the end of the one-hundred twenty-day (120) period, an extension will be requested. In the event that no extension is requested, the solicitation shall be deemed cancelled if the process is inactive.

7.0 BASIS FOR AWARD:

In order to be awarded a contract, the proposed Service Provider must be able to demonstrate its ability to perform the work outlined in these specifications, meet all qualification requirements, meet all insurance requirements, provide all documentation and samples required within the proposal document, and provide the best combination of technical proposal and fee. It must be understood that the firm providing the lowest fee may not necessarily be awarded a contract. The Board reserves the right to award this contract as deemed to be in the best interest of the District. PLEASE NOTE: COPIES OF ALL TECHNICAL AND FEE PROPOSALS RECEIVED AND EVALUATION COMMITTEE SCORES WILL REMAIN CONFIDENTIAL AND WILL NOT BE PUBLICLY DISCLOSED UNTIL AFTER THE BOARD APPROVES THE AWARD OF A CONTRACT. THE EVALUATION COMMITTEE MEMBERS ARE NOT PERMITTED TO DISCUSS COMMITTEE PROCEEDINGS WITH ANY FIRM THAT SUBMITS A PROPOSAL.

8.0 RIGHTS OF REJECTION:

The District reserves the right to reject all proposals or any proposal that is nonresponsive or not responsible and to waive technicalities and informalities. The District reserves the right to re-advertise or terminate this RFP at any time before the Board of Education awards a contract for any reason.

9.0 CONTRACT REQUIREMENTS:

In the execution of this contract, the Successful Service Provider will be responsible for complying with the following work requirements in accordance with these specifications:
A. The Service Provider will comply with all pertinent Federal, State and Local ordinances and regulations.
B. The Service Provider will procure and maintain for the duration of the contract, the insurance coverage identified on Attachment "A".

10.0 SERVICE ENHANCEMENTS:

Offeror’s may propose, based on the information presented in this RFP and their company’s knowledge of the public educational system sector, any enhancements, technology, service or otherwise, that will be provided to the District (at no additional cost) which may improve District operations, specifically public high school music and fine arts related programs. Any service/product enhancements or vendor value added services proposed by the Offeror shall be submitted with fee proposal in a separate sealed #10 envelope, with the title “Service Enhancements/Value Added Services" clearly marked on the outside. Service enhancements/Vendor value added service provisions are not a requirement of this RFP and will not be considered as evaluation criteria or used as a basis for contract award.

11.0 TRANSITION PERIOD:

Due to the nature of the procurement process, often there are times when a transition period is required during the evaluation period, final contract negotiations, and/or contract award and execution. The successful Service Provider will agree to maintain the same terms, conditions and prices of the original contractual agreement for a period not to exceed ninety (90) days, if necessary, for a transition period. In addition, if the incumbent Service Provider is not the successful offerer, he or she will agree to provide the same level of services for a period not to exceed ninety (90) days, to allow for an orderly transition.

12.0 GRATUITY PROHIBITION:

The Offeror shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District for the purpose of influencing consideration of this proposal.

13.0 E-VERIFY REGISTRATION REQUIREMENTS AND INFORMATION:

Vendors are required to complete the Contractor Affidavit Form verifying its compliance with Georgia state law. The State law requires that every public employer and every private employer that contracts for the physical performance of services for all contracts with a county must be registered with and use the E-Verify program.

Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed $2,499.00; provided, however and an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual.

Please note that all E-Verify numbers must be four-six digit numbers. All forms must be notarized and all affidavits are subject to open records.

14.0 LITIGATION HISTORY:

Provide details of any federal, state or local government regulatory investigations, findings, actions, or complaints that your firm and/or any organization affiliated with your firm has received within the past three (3) years. This includes any lawsuits filed by current or former clients or customers within the past three (3) years. If the issue(s) has been resolved, state the corrective action taken.

15.0 TAXES:

The Service Provider will timely pay all taxes lawfully imposed upon service provider with respect to a resulting Contract. The Service Provider makes no representation whatsoever regarding any tax liability, nor regarding any exemption from tax liability related to a Contract resulting from this RFP.

16.0 AUTHORITY:

Each party warrants that such party has full power and authority to enter into and perform this contract. The person signing on behalf of each party represents that such person is duly authorized to enter into a Contract on behalf of such party.

17.0 INDEMNIFICATION:

The Service Provider hereby agrees to indemnify and hold harmless the Board of Education for the City of Savannah and the County of Chatham (the "Board"), the Savannah-Chatham County Public School District, and all of their respective board members, officers, and employees (hereinafter collectively referred to as the "Indemnitees") from and against any and all claims, demands, liabilities, losses, costs, or expenses, including attorneys' fees, made by a third party or parties, for any loss due to bodily injury (including death).
personal injury, and property damage to the extent arising out of or resulting from the performance of any contract awarded as a result of this solicitation or any act or omission on the part of the Service Provider, its agents, employees or others working at the direction of the Service Provider or on its behalf, or due to any breach of this Contract by the Service Provider, or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification extends to the successors and assigns of the Service Provider. This indemnification obligation will survive the termination of the contract with the Service Provider and the dissolution or, to the extent allowed by law, the bankruptcy of the Contractor. The parties do not intend for this indemnification provision to extend to claims for loses or injuries or damages caused solely by the negligence of the Indemnitees.

This indemnification does not extend beyond the scope of this contract awarded to the Service Provider and the work undertaken thereunder. Nor does this indemnification extend to claims for loses or injuries or damages incurred due to the sole negligence of the Indemnitees.

This indemnification does not extend to claims for loses or injuries or damages incurred by the Indemnitees due to any negligent act, error, or omission of a design professional in the performance of professional services that fails to meet the applicable professional standard of care, skill and ability as employed by others in their profession.

Service Provider shall indemnify and hold the Indemnitees harmless from any suits or claims of infringement of any patent rights or copyrights arising out of any patented or copyrighted materials, methods, or systems used by the Service Provider.

18.0 CONTRACT CHANGES:

By written notice to the Service Provider, the District may make changes, within the general scope of the contract.

19.0 ASSIGNMENT OF CONTRACT:

The resulting contract shall not be assignable by the Service Provider in whole or in part without the written consent of the Savannah-Chatham County Public School System.

20.0 CONTROLLING LAW AND VENUE:

The contract, which will be issued upon award, shall be construed under the laws of the State of Georgia, and venue arising out of this agreement is in Chatham County, Georgia, regardless of the place of execution or performance.

21.0 CANCELLATION/DEFAULT OF CONTRACT:

In the event the Service Provider, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the Service Provider. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the Service Provider. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting Service Provider responsible for any excess cost incurred.

22.0 TERMINATION FOR CAUSE/DEFAULT:

In case of failure to deliver the material or services in accordance with the contract terms and conditions, the Board, after due oral and written notice, may procure them from other sources and hold the Service Provider responsible for any resulting additional purchase and administrative costs. The remedy shall be in addition to any other remedies which the Board may have. Specifically, if, through any cause, the Service Provider shall fail to fulfill in a timely and proper manner their obligations under this contract, or if the Service Provider violates any of the covenants, agreements, or stipulations of this contract, the Board shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination. Notwithstanding the above, the Service Provider shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of contract by the Service Provider. The Board may withhold any payments to the Service Provider for the purpose of set off until such time as the exact amount of damages due to the Board from the Service Provider is determined.

23.0 TERMINATION FOR CONVENIENCE:

The District reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Purchasing determines that such a termination is in the best interest of the Board. Any such termination shall be effected by delivery to the Service Provider, at least ten (10) working days prior to the termination date, the Notice of Termination specifying to the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the Service Provider will cease all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the Service Providers obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. All equitable adjustment in the contract price shall be made for complete service, but no amount shall be allowed for anticipated profit on unperformed services.
24.0 **TERMINATION FOR LACK OF FUNDING:**

Notwithstanding any other provision of the agreement resulting from this solicitation, the parties thereto agrees that the charges thereunder that will be payable to the Successful Service Provider by the Savannah-Chatham County Public School System (SCCPSS) is solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable thereunder, the agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereinafter referred to as "Event"). In such Event, the Purchasing Director of SCCPSS shall certify to the Service Provider the occurrence thereof.
ATTACHMENT “A” SPECIFICATIONS

RFP# 16-38

Band Uniforms for Various High Schools (Annual Contract)

1.0 GENERAL DESCRIPTION:

The Savannah-Chatham County Public School System, herein after referred to as the “District” is seeking proposals from qualified marching band uniform companies, herein after referred to as “Proposer” or “Service Provider”, interested in providing Band Uniforms for Various High Schools. It is the District’s intention to award an annual contract to one (1) qualified Service Provider.

2.0 PERFORMANCE PERIOD:

The RFP will establish an annual contract that will be in effect for a period of one (1) year, with the option to renew for three (3) additional one (1) year terms. Each renewal will be contingent upon the Service Provider’s performance during the contract period. The District will review the Service Provider’s performance every six (6) months. All prices, terms and conditions of the original contract will remain firm for the contract duration and no price increases will be honored. Proposer shall state the date that they will be available to commence services (upon the receipt of a purchase order or a Notice to Proceed) in fee proposal. It is the District’s intention that the successful Service Provider will commence services on 4 February 2016.

3.0 BACKGROUND AND OBJECTIVES:

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified uniform companies and/or manufacturers interested in providing Band Uniforms to various District High Schools that have been budgeted, scheduled and prioritized for the replacement of their Band Uniforms over the next four (4) year period. Student Activity Funds, including fundraiser money, may also be utilized by any associated school organization or sponsor, for the purchase and replacement of any uniform(s), for the purchase of additional uniform(s), and/or for the purchase of additional or new uniform item(s). The successful Service Provider is expected to extend the services under a resulting contract to any of these associations and will honor the contract uniform cost (per uniform) and/or uniform item cost (per item) for the term of the contract.

The District has budgeted and scheduled each of the high schools identified below for Marching Band Uniform Replacement. Additional High Schools may be added, solely at the District’s discretion, at any time during the term of the contract. The Service Provider is not permitted to contact any school and/or school band director unless a resulting contract is executed and the is in receipt of a valid school specific purchase order issued by the District’s Purchasing Department. “Vendors providing services and/or vendors purchasing equipment and supplies prior to the execution of a contract and the issuance of a purchase order do so at their own risk and the School District shall not be held liable”.

The name, address, prioritization of the High Schools that are currently scheduled for Marching Band Uniform replacement are as follows:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Date</th>
<th>High School Name/Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SY2016</td>
<td>Jenkins High School&lt;br&gt;1800 Derenne Avenue&lt;br&gt;Savannah, GA 31406</td>
</tr>
<tr>
<td>2.</td>
<td>SY2017</td>
<td>Savannah High School&lt;br&gt;400 Pennsylvania Avenue&lt;br&gt;Savannah, GA 31404</td>
</tr>
<tr>
<td>3.</td>
<td>SY2018</td>
<td>Groves High School&lt;br&gt;100 Priscilla Thomas Way&lt;br&gt;Garden City, GA 31408</td>
</tr>
<tr>
<td>4.</td>
<td>SY2019</td>
<td>Windsor Forest High School&lt;br&gt;12419 Largo Drive&lt;br&gt;Savannah, GA 31419</td>
</tr>
</tbody>
</table>

4.0 DELIVERY OF EACH UNIFORM ORDER:

This contract will remain in effect until all open purchase orders for uniforms have been delivered and accepted by representatives at each high school. A Pilot Uniform will be delivered within the time frame stated in contract document, as “days from the receipt of a purchase order. Delivery of all uniforms will also be within the time frame stated in the contract document, as “days from the acceptance of final pilot uniform”.

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5.0 UNIT PRICE SCHEDULE:

The unit price for each uniform item, the extended total for each item, and the total cost for the entire school order stated by Service Provider in their fee proposal will be “firm fixed” prices. Service Provider is also required to provide a “firm fixed” total unit cost for a complete Drum Major Uniform. Service Provider will submit to each High School Band Director Drum Major Uniform design options. The High School Band Director must pre-approve and accept all “final” Marching Band and Drum Major Uniform Designs. All uniforms will be made to fit the nearest stock size from the information supplied by the Representative and will provide for a better year to year fitting program and will allow for more fitting flexibility. Exceptions will be made on unusual sizes wherein the garment is cut and produced to the measurements taken by the company representative. All unit prices will be “all inclusive” and include all applicable freight charges F.O.B. Destination with “Inside Delivery” to each school site. Please note: Each High School is generally located within a 10 mile radius of those identified herein. The District’s payment terms are 2%-10, Net 40 from the date of the receipt of a correct Invoice and all support documentation.

6.0 QUANTITIES:

The quantities listed herein are the District’s best estimate, and does not obligate the District to order or accept more than the District’s actual requirements during the period of the agreement, and will solely be determined by actual needs and availability of appropriated funds. However, the District’s requirements may exceed the quantities stated and Service Provider will be obligated to fulfill all requirements shown on purchase orders whose mailing dates fall within the performance period of the resulting contract.

7.0 DELIVERY AND SHIPPING:

All uniforms will be delivered to the High School at the address identified on each purchase order. Service Provider is required to comply with the delivery timeline stated in his proposal submittal and contract document. Each uniform will be thoroughly inspected before shipment. Imperfections will be corrected before the uniforms are shipped. Uniforms will be shipped complete with hangers (plastic) in containers. Each wardrobe container shall be marked on exterior to indicate the wearer number of each uniform enclosed. The uniforms will be ready to wear without cleaning or pressing. The area representative should be available to assist with the receiving and inspecting of the uniforms at no additional charge to the District. No bulk packaging will be allowed.

8.0 SAMPLE REQUIREMENTS:

The sample uniform and material swatches submitted by Service Provider with their proposal is not required to meet the color and style specifications for each high school, but it must conform to the details of workmanship and component parts. Samples submitted will be used by the District in their evaluation and for comparison purposes. Service Provider will also submit with their proposal, liberal sized swatches of the actual fabrics used, with the weight, shade, dye lot and the mill that is supplying the materials that will be used for a District uniform order identified on each swatch. If Service Provider wishes for their samples to be returned, Service Provider recognizes that they are responsible for all associated return cost, must submit a haul tag, and will be responsible for making all courier pickup arrangements once an order is complete and accepted by the District. Failure to request the return of any uniform sample or swatches will result in the disposal of the items in a manner that is solely determined by the District.

9.0 PILOT UNIFORM REQUIREMENT:

Upon the execution of a contract, Service Provider, upon the receipt of a site specific purchase order, will prepare a pilot uniform in the actual design and construction designated by each High School Band Director. Service Provider will acknowledge that minor changes in each design may result once the pilot uniform is inspected by the respective High School Band Director. The pilot uniform must be furnished to High School Band Director within the delivery period stated in proposal submittal and in the resulting contract. Pilot Uniform will be subject to the approval of each High School Band Director in all aspects of the design, construction, tailoring, workmanship, etc.

Service Provider will not commence or undertake the construction of any order until a contract is executed, he is in receipt of a valid purchase order, and written approval is received from the High School Band Director. The pilot uniform will be returned to Service Provider by the High School Band Director and the contracted production delivery time will begin upon receipt of sample, sample approval, purchase order, and measurements of students at the High School identified on the purchase order.

10.0 CONSTRUCTION/SIZING/PATTERNS:

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 will 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 thin, 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.
11.0 IDENTIFICATION/CARE & MAINTENANCE INSTRUCTIONS:

Large black woven permanent numbers on white background will be sewn to each major component of the uniform. These numbers will reflect the progressive sizes of the uniforms. In addition, there will be a “name and number” list furnished by the manufacturer at the time of the shipment in order to facilitate the issuing of uniforms when first received by the High School Band Director. Service Provider will supply a booklet containing a printout showing each uniform in sequence from smallest size to largest. The printout will indicate wearer identification number, original wearer and key measurements of uniform, i.e. height, weight, hat, chest, waist and out seam. The Services Provider will also supply recommended dry cleaning instructions for the uniforms and all accessory items; specifying precise details on care and cleaning that are to be utilized in future upkeep and maintenance of the items provided under the RFP and resulting contract thereof.

12.0 ACCOUNT REPRESENTATIVE:

Service Provider will provide a factory-trained account representative to handle all details of each High School Order. Said representative will be responsible for designing, measuring and servicing the order throughout the initial purchase and on a continuing basis. The account representative must visit the school identified on each purchase order, to meet with the band director a minimum of twice per year for the first two (2) years after purchase of the uniforms. The account representative will be available within seven (7) business days after any notification in the event of an emergency. Service Provider will immediately notify the District if there is a change in account representative. The Account Representative initially assigned to the contract must be identified in proposal submittal.

13.0 UNIFORM MANAGEMENT SOFTWARE:

Service Provider will provide software that is 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:

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.

Sex: Uniforms are produced using separate male and female patterns. 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.

Height/Weight: Height and weight are used to determine frame and body proportions. The software must consider height and weight when determining size.

Deltoid/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 is needed to insure coat is full enough for the student to have full mobility.

Waist/Inseam: 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.

Body Proportions: The software must be capable of matching the student with the proper coat, trousers, and headgear using sizes entered by the user. The software shall be designed in such a way to insure priority is given to maintaining numeric continuity within the 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 be capable of recalling uniform assignments by searching for individual parts. Inventory only programs are not acceptable. An example of this program shall be included with bid package submittal.

System Compatibility: The software provided shall be compatible with Windows 7 operating systems. The software shall also be made available on a CD and have the capability of loading onto the user’s hard drive system.

14.0 BAR CODES:

Bar codes shall be an IPC 8-digit, interleaved 2 of 5 symbology. They shall be a heat transfer silk screen product printed in reverse image. Once applied they shall transfer to right reading. IPC bar codes will be applied by use of a Texas Automation ES or DES-32 & 42 Model machine.

15.0 WARRANTY:

Service Provider will guarantee all products to be free of defects of material and/or workmanship for a minimum period of at least 10 years from the date of acceptance. If, during the warranty period, such faults develop, Service Provider will replace the unit or part affected without any additional cost to the District. Warranty Period must be clearly stated in proposal submittal.
16.0 UNIFORM SPECIFICATIONS:

Each Complete Band Uniform will consist of:

One (1) Coat.
One (1) Bibbers.
One (1) Pair Gauntlets.
One (1) Shako.
One (1) Plume.
One (1) Shako Box.
One (1) Garment Bag.
One (1) Care and Maintenance Booklet/Manual.
One (1) Uniform Management Assignment Center Software.

Service Provider will also supply:

Two (2) Complete Drum Major Uniforms(s): Drum Major uniform cost will not exceed the total unit cost of one complete Regular Band Uniform. Drum Major Uniform Design will be determined by the Band Director. Service Provider is required to provide design options for consideration and acceptance.

17.0 GENERAL MATERIAL SPECIFICATIONS:

The Material Specifications provided herein are based on a previous bid solicitation and school order from Fraauf Uniform Manufacturing Company and are not intended by the District to be restrictive to any Band Uniform Manufacturer. Offeror shall state in their proposal submittal any known deviations in materials, construction and/or District Scope of Service Requirement. The District reserves the right to award a contract as deemed to be in its best interest. All uniforms provided will be custom designed at the “fixed unit” price stated in sealed bid proposal.

Offerors will also submit a catalog with their proposal, which identifies various design options and the alternate uniform styles available (i.e. more than one (1) style coat, various style hats or shakos, multiple color options, etc.) that will be provided to the District at the “fixed” unit price identified in sealed bid proposal. The District will evaluate each proposal based on the criteria identified in Section 5.0.

All methods and materials used by the manufacturer are expected to yield only the highest quality garments. Each garment will have a minimum functional lifetime retention period of at least 10 years, with normal care and maintenance. Offeror shall state their functional lifetime retention period and warranty period for the uniform items proposed.

Materials: Fabric identification Number 4030 Range, Raeford Uniform Fabrics Company- A division of Burlington Indest and Fabric Identification Number 1933 Range, M.J. Cahn Co., Inc. or Material deemed acceptable by the District Equal, 100% Polyester. Material must be thoroughly tested, proven to meet the highest industry standards, be abrasion and pilling resistant, and have crease retention and wrinkle recovery.

18.0 GENERAL UNIFORM CONSTRUCTION REQUIREMENTS:

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

Braid: A.H. rice quality or acceptable alternate deemed acceptable by the District, color fast under proper dry-cleaning procedures. Most braid designs with very tight tucks 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.

Zippers: Solid brass YKK or alternate deemed acceptable by the District, center-butted zippers when required, sandwiched in, rather than sewn on the outside of the inside facing for added strength.

Buttons: Metal buttons will be of Watersury quality or alternate deemed acceptable by the District. Buttons will be secured using two methods. 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 alternate machine deemed acceptable by the District, to ensure consistent quality on every uniform from year to year. Bonaz type embroidery made with a Cornelli, I, embroidery machine, or alternate machine deemed acceptable by the District.

19.0 JACKET SPECIFICATION CONSTRUCTION:

Patterns: The 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 system deemed acceptable by the District. 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. In sleeve and side body seams must be 1" double, to allow for proper alterations.

**Shoulder Pads:** Pre-formed, having an additional support of coat canvas material sandwiched between the padding and then "needle punch" constructed to retain its shape and form. Pad will not break-down or deteriorate with normal wear abrasion and repeated dry-cleaning process.

**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, or fabric deemed acceptable by the District. Fabric will prevent wear of the outer fabric. The hook and eye closure shall be threaded with non-bias tape, and then stitched through the Mylar frame or alternate deemed acceptable by the District. 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.

**Collar Liners:** The removable liners will be numbered, made of absorbent webbing and will be bound or piped all around with a washable cotton binding. It will have four (4) heavy duty metal non-rusting or tarnishing snaps. Snaps will be positioned to avoid any of the numerous pressure points in the wearer's neck. The liner will meet or slightly overlap in the front to offer complete protection to the outer material and the wearers Adams Apple from the hook and eye attachment. Liner is to be washable. Fabric; other than absorbent is not acceptable.

**Jacket and Sleeve Lining:** Shall be made of 100% Polyester twill with a Satin Sheen finish in the sleeves and back, with 65% Polyester/35% Cotton “trigger” fabric lining the entire front. 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 lightness or sagging. This lining shall be properly cut and fitted to correspond with the style jacket selected. The lining at the armholes must be securely fastened to the jacket by machine ‘zig-zag’ stitching for strength.

**Perspiration Shields:** Shall be made of a colorfast Athletic Felt comprised of 70% wool, 30% rayon and 7.5 ounces per yard, the highest wool content available in felt, and will have the highest absorbency. Shields will be bound with 15/16" rayon binding, machine stitched all around securely.

**Wing Construction:** Wings of all sizes are constructed using a “Mylar” bound with a fabric-backed vinyl binding to prevent the Mylar from wearing through the shell fabric. The bound Mylar is sandwiched between two layers of shell fabric with the outer edge bound with ½” fabric of choice sewn through and through all layers. The finished wing can be stitched into the fitting seams of the coat, front and back, or into the armhole itself.

**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 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 used will allow for quick and easy sleeve length alteration.

**Button Holes:** All button holes are to be "cut-first", whether they have a horizontal bar-tack or a fly-tack at the ends. Buttonhole stitches will completely cover the raw edge of the material and canvas interfacing. There will be no edges and exposes the interfacing. Thread to be used is Filo #50 for strength and color match.

**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 insure proper shape retention and prevent curling at the edges. This interfacing will not sag and pucker. Flaps will be lined with the same fabric as the shell of the coat.

**Under pressing and Final Pressing:** After each major sewing operation, the garment will be under pressed and shaped to insure permanency of contour and style. A final pressing will be provided to enhance the 'uniforms' overall appearance and style.

### 20.0 JACKET DESIGN AND CONSTRUCTION:

**Style:** Euro-length front and back or other options available and accepted by the District. Front bottom off-set extreme point to the left of the center front, back off-set bottom point to the left of center back, center back zipper closure, "O'lay" style back, stitched in shoulder wings, narrow side bodies, abstract shaped split center front panels, contoured diagonal split back, split sleeves, 2" tapered waist fit, Bar code.

**Right side front and back; Right Sleeve Lining:** INDESTRUCT.

**Left side front and back; Left Sleeve:** 4030R.

**Collar:** 1 ¾" “LAPPED” style in front of 4030R with rounded front and center back closure.

**Shoulder Straps:** None

**Front Trim:** Abstract pieced together "Beak" shape split with 1933 to the right and 4030R To the left. Set to the right of split on back side to be four abstract shapes using three shapes of special luster maize and on of 4030R, Each with matching satin stitch outlines. Set on the left chest, approximately 2 1/2” special Direction Swiss emblem Logo on black/white or color specified with gift met. Outline. School logo.

**Closure:** Center back ply zipper with three (3) snaps; to zip up.

**Sleeves Trim:** Adjust a length hems. Right Sleeve is 1933 with 4030 on the left.

**Upper Sleeves:** Set on the right side, approximately 2 ¼” special fully filled Director Swiss Emblem School Logo of Gilt Met., WHITE, BLACK, & 3RD COLOR. No Trim on Left.
**Wings:** One piece under wrapped style with right side 1933 double faced and left side 4030R double faced, interlined with plastic Mylar, 2" wide at top and 8 ½" long in front and back, stitched into fitting seams.

**Back Trim:** Contoured diagonal, split from upper right to lower left out of the bottom point with 4030R to the left and 1933 to the right.

**Pocket Lining:**

21.0 **BIBBERS CONSTRUCTION:**

**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 wearer’s 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.

**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.

**Front Zipper:** Shall be of solid Brass YKK or alternate deemed acceptable by the District 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.

**Spandex Side Inserts:** All bibbers will 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 insida.

**Darts:** All full bibbers will include a 10" dart each side of the back with center at waistline to create proper waist suppression ad insure a tailored fit.

**Bar tacking:** All areas of stress on the bibbers shall contain a heavy duty 39 stitch bar tack. The bibbers will be bar tacked in a minimum of 4 stress points.

**Stripes:** All trouser stripes shall be sewn over the center of the out seam 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. Stripes must not appear to be off-center and will not come loose through wear and abrasion.

**Hems:** When hemmed, bibber 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.

**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, and top stitched to ensure that it will withstand above normal tension. The adjusters will be made of cast nickel metal that will not rust.

22.0 **BIBBERS DESIGN AND CONSTRUCTION:**

**Style:** Euro-fit, web suspenders, doubled Spandex gusset under arm, center front non-separating zipper with separate fly facing and two (2) enamel snaps at top, 3" double outlet in back, Right inside chest welted pocket on front facing, bar tacked each end, back waist darts, Barcode.

**Material:** 1933

**Hem:** 3" Adjust-A-Length

**Trim:** Set on left chest, approximately 2 ½" special director Swiss emblem, "School" logo of color with gilt metal. Outline.

23.0 **GAUNTLET 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.

24.0 **GAUNTLET DESIGN AND CONSTRUCTION:**

**Style:** Squared corners; Velcro closure, inner lined with pellon, top and sides bagged, bottom bound with 1933 Barcode.

**Material:** 1933

**Lining:** Indest.

**Trim:** ½" Stripe of Special Lustre Maize, Set ½" down from top edge, running out each end. 30L Gilt flat button set at top front outboard end below stripe, with wing and washer.

25.0 **SHAKO SPECIFICATIONS:**

**Shako Frames:** The frame shall be molded in one solid piece of high impact ABS material not less than 16 ounces, before molding process. This will ensure the frame will not split, crack, melt or disintegrate for the lifetime of the shako under normal usage.

**Plume Socket:** The one piece nylon plume socket will be attached with a stove bolt and nut attachment, coated with "Loclilite" so it will not vibrate or come loose, not riveted, which could split and damage the frame.
**Shako Headrest:** The Shako Headrest shall be constructed with expanded, knit-backed marshmallow vinyl, using the "cushion-aired" method of application, stitched completely on the inboard side of the frame. This will prevent the thread to come in contact with the wearers head, eliminating perspiration or hair oil to be absorbed into the thread, thus adding years of life and wear. The identification label, stitched to the headrest itself, must list order number, shako number, correct size, city, state and school, must be covered by clear plastic.

**Visor:** The Visor will be constructed using a three layer design, consisting of a plastic top, duroboard and a green under ply to shade the eyes of the wearer. A 3/4" back tacking is required, using monofilament thread sewn through the frame to prevent the visor from tearing loose.

**Chin Straps:** Chin Straps will be 3/4" pliable plastic material to conform to the shape of the chin and will be reinforced with metal eyelets at each end. Chin strap will have an adjustable metal buckle of either nickel or gilt and supported by a center back hook on the shako when not in use.

**Buttons:** Buttons will be 40 ligne with prongs no less than 1 1/2" in length. Buttons will pass through a brass eyelet to firmly attach chin strap, front chain and go through the outer shell fabric, plastic frame and the headrest. In order for the buttons to lie perfectly flat, the front chain will have a special clip and eyelet attachment at each end.

**Emblems:** Emblems will be heavy gauge plastic with extra-long prongs for attachment through the outer fabric, shako frame and will be secured with "lock-washers". Emblems will be embroidered.

**Top and Bottom Straps:** Straps will always be turned and top-stitched. All thread used in shako manufacturing must be monofilament.

### 26.0 SHAKO DESIGN AND CONSTRUCTION (GENERAL):

**Style:** HR-1 Flat Top; Barcode.

**Trim:** HRT-11.

**Top Fabric:** 4030R

**Side Fabric:** 4030R

**Top Band Fabric:** 4030R

**Bottom Band Fabric:** 4030R

**Hat Trim Description:** Three (3) 24L Gilt flat buttons with rings and washers set vertically to the left of the center front.

**Front Strap:** Gilt aluminum chain.

**Chin Strap:** Black with gilt buckle.

**Visor:** Black with gilt edge.

**Plume Holder:** Top; Center Front.

**Front Emblem:** None.

**Buttons:** 45L Gilt shiny dome with prong.

### 27.0 PLUME SPECIFICATIONS:

14" French upright with gilt mylar fleck.

### 28.0 “TUF-TOTE” SHAKO BOX SPECIFICATIONS:

“Tuf-tote" shako will be constructed of black, hi-density, 100% polyethylene with a tensile strength of no less than 4800 P.S.I. and will carry a minimum 2 year warranty with normal use and care or alternate shako box that is deemed acceptable by the District.

### 29.0 GARMENT BAG SPECIFICATIONS:

Garment Bag will be 200 Denier Nylon with accessory pocket, I.D. window, and on color screen printed logo.

### 30.0 SITE SECURITY:

Service Provider will meet with school staff on a "by appointment" pre-scheduled basis. Representative(s) and all Service personnel must coordinate with the school's front office or security personnel prior to entering District property. Service Provider's employees must present an i.d. and must sign in and out when working and/or making deliveries to the school site during operational hours. All personnel must remain in assigned area. It shall be the sole responsibility of Service Provider to safeguard his personal property, materials, tools, supplies and equipment while on District property. The District will not assume any responsibility for vandalism and/or theft of personal property, materials, tools, supplies and/or equipment.

### 31.0 PERSONNEL:

All Service Provider personnel and/or staff are to present a professional appearance. Personnel shall be neat, clean, well groomed, properly uniformed in industry standard uniforms and are expected to conduct themselves in a respectable and courteous manner while performing any work under a resulting contract and/or whenever they are on Savannah Chatham County Public School System property. The following code of conduct will be adhered to by Service Provider, his agents, and/or his employees:
32.0 **PERSONNEL CODE OF CONDUCT:**

A. The qualifications of any "new employee" providing services under a resulting contract must be submitted (in writing) to the District prior to entering District property to provide services.

B. Service Provider will submit a list of all employees, including back-up personnel that will be providing services under this contract.

C. All employees of Service Provider shall wear a recognizable uniform. No hats will be worn inside the building. All service personnel performing work must carry a picture ID that is issued by the State of Georgia. Service personnel will present ID to District Staff upon request. This provision will be strictly enforced.

D. The use of tobacco or tobacco products on District property is prohibited.

E. Service Provider will not be permitted to utilize Day Labor or Temporary Workers to provide any services at any District facility. This includes any service personnel that are hired prior to and/or after contract award. Failure to comply with this requirement could result in immediate termination of contract with Service Provider liable for any liquidated damages and/or forfeiture of Performance Bond.

F. Service Provider or employees of Service Provider are not permitted to play loud music, to make unnecessary noises, or to use vulgar or inappropriate language that causes offense to others.

G. The employment of unauthorized or illegal aliens by Service Provider is considered a violation of Section 247A (e) of the Immigration and Naturalization Act. If Service Provider knowingly employs unauthorized aliens, such a violation shall also be cause for termination of contract.

H. Possession of firearms will not be tolerated on District property; nor will violations of Federal and State laws and any applicable District policy regarding Drug Free Workplace be accepted. Violations will be subject to immediate termination of any contract resulting from this solicitation. No person who has a firearm in their vehicle will be permitted to park on District property.

33.0 **BACKGROUND CHECKS:**

Service Provider shall not utilize, in the performance of a resulting contract, any employee who has been convicted of a felony and/or crimes against children. Should there be a reasonable doubt regarding a particular person's suitability, the District reserves the right to request a security/background check. All requests for background checks will be made through the District's Purchasing Department. Service Provider shall submit copies of all security/background checks requested within twenty-four (24) hours of a request by the District for such information. Failure to complete and/or to submit any security/background check requested by the District may result in immediate cancellation of the contract. Service Provider will also ensure that all employees adhere to the District's Drug Free Workplace policy.

34.0 **DEBRIS/TRASH REMOVAL AND DISPOSAL (AS APPLICABLE):**

Service Provider will be responsible for the removal of all debris (as applicable) from the site and all areas of work shall be left in a clean and safe condition. Service Provider shall keep the premises free of debris and unusable materials resulting from their work. As work progresses and upon request from the District, Service Provider will remove all debris and materials from District property. Any damage done by Service Provider personnel to any part of the building, equipment, furniture, fixtures, landscaping or any other items owned by the District shall be repaired or replaced in an acceptable manner and at no cost to the District. All project related debris, trash and drainage will removed at the expense of Service Provider. All debris must be disposed of in accordance with Federal and State Laws.

35.0 **BUSINESS LICENSE/TAX CERTIFICATE:**

Service Provider shall submit to the District a current Chatham County, City of Savannah, or other Municipal license, unless otherwise specified.

36.0 **INSURANCE:**

Service Provider will procure and maintain during the life of this contract, Insurance coverage listed on Attachment "B" Insurance Requirements. The policies of insurance shall be primary and written on forms acceptable to the District and placed with insurance department in the State of Georgia and meet minimum financial A.M. Best and Company rating of no less than A:8. Further, Service Provider will provide copies of the polices required. The District will be named as a Certificate Holder.

37.0 **LIQUIDATED DAMAGES:**

Delivery of the entire order shall be completed within three (3) months after receipt of an authorized purchase order. All orders not completed within the stated timeline will be liable for liquidated damages in the amount of Five Hundred ($500) per consecutive calendar day until said purchase order has been delivered and accepted by the District.
38.0 ASSIGNMENT OF CONTRACT:

Contract will not be assignable by Service Provider in whole or in part without the written consent of the Savannah-Chatham County Public School System.

39.0 INVOICES:

Copies of all invoices, along with required acceptance documents and required reports, will be submitted to:

Savannah-Chatham County Public School System
Attn: Accounts Payable
208 Bull Street, Room 119
Savannah, Georgia 31404

The District's payment terms are 2%/10 Net 40.

40.0 LICENSES AND TAXES:

Service Provider will, at its own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, and comply with all applicable local, State and Federal Laws, ordinances, rules and regulations. Service Provider will agree that in the performance of a contract resulting from this solicitation, that he/she will comply with all laws, regulations, rules and policies which may apply to public education in general and the operation of the Savannah-Chatham County Public School System in particular.

41.0 CONTRACT CLOSE-OUT:

Final monthly payment will be issued to the Service Provider when the Service Provider has complied with all contract transition terms and conditions and all records have been returned to the District.

END OF ATTACHMENT A
Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

1. Worker's Compensation Insurance. Statutory in accordance with OGGA 34-9.

2. Commercial General Liability. Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than $100,000 combined single limit per occurrence, $500,000 per project aggregate covering all work performed under this contract.

3. Automobile liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than $1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of $1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.

4. Umbrella Liability. With limits of not less than $1,000,000 per occurrence covering all work performed under this contract.

5. The Board, its officers and/or officials, employees and volunteers shall be named as additional insured under awarded bidder's insurance policy for the duration of this contract.
ATTACHMENT “C” LMWBE BUSINESS PARTICIPATION PROGRAM
RFP# 16-38

It is the policy of the Board of Public Education ("owner") that LMWBE’s shall have the maximum opportunity to participate in school board projects. The bidder who may receive contract award shall take all necessary and reasonable steps in accordance with this solicitation to insure that LMWBE’s have that maximum opportunity to participate in the resulting contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the bidder shall take affirmative action and otherwise make good faith efforts as described in the section below entitled “Good Faith Efforts” to select contractors, vendors, and suppliers from certified LMWBEs. The Board also promotes capacity building within the local construction community and encourages the use of partnerships, teaming and mentorships to provide LMWBEs with relevant and necessary experiences to grow their businesses.

The following completed documents are to be submitted with all bids:

1. Proposed schedule of LMWBE participation (Exhibit #1)
2. Documentation of Good Faith Efforts (Exhibit #2)

The following completed documents are to be submitted with all bids if applicable:

1. Joint Venture disclosure requirement form (Exhibit #3)

The successful bidder will be required to submit in duplicate and one copy submitted with contractor's request for monthly and final payments and the second copy directly to the cooperative minority and women business development program.

1. LMWBE monthly payment form (Exhibit #4)

DEFINITIONS OF LMWBE

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African-American - A person having origins in any of the Black racial groups of Africa;
2. Hispanic - American - A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race;
3. Local - A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.
4. Women Business Enterprise - WBE - A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The School District’s Program Management Firm is available to identify and facilitate qualified Local and/or Minority and/or Women Owned Businesses through its community outreach division. The contact person for this assistance is Sylvester Formey, Phone: (912) 236-1766 and email sylvesterf@vandis1.com.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
Phone: (912) 652-3582

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.
ATTACHMENT "C" – Exhibit #1
PROPOSED SCHEDULE OF LMWBE PARTICIPATION

NAME OF BIDDER/PROPOSER: ________________________________ BID #: 16-38

PROJECT TITLE: ________________________________ TOTAL BID AMOUNT: $ ________________

<table>
<thead>
<tr>
<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>SUBCONTRACT VALUE</th>
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AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: __________% $ ________________

WOMEN PARTICIPATION TOTAL VALUE: __________% $ ________________

OTHER MINORITY PARTICIPATION TOTAL VALUE: __________% $ ________________

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Proposers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

Signature  
Title

Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date  
Signature  
Title

NOTE: The School District's Program Management Firm is available to identify qualified LMWBE's. Please contact the Office at (912) 236-1766.
Vendors are required to submit with bidding documents evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

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<th>Requirement</th>
<th>Yes or No</th>
<th>If no, please explain:</th>
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<tr>
<td>Attendance at pre-bid meetings, if any scheduled to inform LMWBE’s of subcontracting opportunities.</td>
<td>![Yes or No]</td>
<td>If no, please explain:</td>
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<tr>
<td>Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.</td>
<td>![Yes or No]</td>
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<tr>
<td>Communicating with the School District’s Program Management Firm to identify available qualified LMWBEs.</td>
<td>![Yes or No]</td>
<td>If no, which agencies were used to identify potential LMWBE Subcontractors?</td>
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<tr>
<td>Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.</td>
<td>![Yes or No]</td>
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<tr>
<td>Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.</td>
<td>![Yes or No]</td>
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<tr>
<td>Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.</td>
<td>Please explain efforts:</td>
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NAME OF BIDDER/PROPOSER: _________________________________________ BID #: 16-38

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

<table>
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<tr>
<th>Joint venture firms</th>
<th>Level of work</th>
<th>Financial participation</th>
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NAME OF CONTRACTOR/CONSULTANT: ____________________________  BID #: 16-38

PROJECT TITLE: ____________________________________________

DATE: __________________________ PROJECT LOCATION: ____________________________

CONTRACT AMOUNT: $ __________________________

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<th>NAME OF LMWBE PARTICIPANT</th>
<th>ADDRESS</th>
<th>TYPE OF WORK SUB-CONTRACTED</th>
<th>MONTHLY PAYMENTS</th>
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CUMULATIVE LMWBE MONTHLY REPORT:  $ __________________________

PERCENTAGE OF TOTAL CONTRACT:  _________ %

PERCENTAGE OF OVERALL CONTRACT COMPLETION:  _________ %

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: __________________________ Signature: ____________________________ Title: ____________________________

NOTES:

1. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Exhibit 1, including an accounting for any changes in LMWBE firms employed.

2. This report must be completed in duplicate and one copy submitted with CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS and the second copy directly to the district’s program management firm.