



# COUNTY OF ROANOKE

## FINANCE DEPARTMENT

### PURCHASING DIVISION

Kate Hoyt  
Buyer

P.O. Box 29800  
5204 Bernard Drive SW, Suite 300F  
Roanoke, VA 24018  
Phone: (540) 283-8149  
[khoyt@roanokecountyva.gov](mailto:khoyt@roanokecountyva.gov)

February 21, 2019

## INVITATION TO BID #2019-098

Band Uniforms  
for  
Northside High School

Sealed Bids Due:  
March 12, 2019  
2:00 PM  
(Local Prevailing Time)  
One (1) Original  
Three (3) Complete Copies  
One (1) Electronic Copy

## **INVITATION TO BID #2019-098 BAND UNIFORMS FOR NORTHSIDE HIGH SCHOOL**

### **GENERAL INFORMATION**

The County of Roanoke, Virginia, on behalf of Roanoke County Public Schools, is requesting sealed bids for band uniforms for Northside High School.

### **SAMPLE REQUIREMENTS**

- A. All bidders must submit a sample uniform together with their proposals. This sample uniform must be in the same fabric as the uniform proposed. It should reflect the exact style and trims as outlined in the styling specifications that are included in this package. The sample should reflect the tailoring details as would be found in the uniform being proposed, and of the uniform which would be furnished if awarded the Contract by the Buyer. Where additional special construction features are specified, these must be furnished with the bid showing the manufacturer's version of the feature. All major items being proposed must have a sample presented for comparison. It is to be completely understood that it is the intent of the Buyer to have all items examined carefully and compared by persons conversant with quality for evaluation of internal components.
  
- B. All bidders must submit swatches of the materials to be used in the final product in the color and mill-weight as listed in the Uniform Specifications. Exact requirements for these swatches are described in the first paragraph of the "Fabric Specifications" detailed later in this document. It is the user's intent to use a special "XtremeDri" fabric. Each bidder must submit samples of this fabric or what they would substitute. Submission of fabric with characteristics different than the "XtremeDri" fabric may be grounds for disqualification.

### **DEVIATIONS FROM SPECIFICATIONS**

Any deviation from these specifications must be documented on the enclosed deviation form (pg. 29). It is the intent of the school for the uniform to be manufactured strictly adhering to these construction, design and fabric specifications and deviations are not expected. If deviations are not documented fully, the bidder may be disqualified.

### **AREA REPRESENTATIVE**

Bidder must agree to provide a factory-trained representative to handle all details of the order. Said representative will be responsible for designing, measuring and servicing the order throughout the initial purchase and on a continuing basis. Bidders must list name, address and telephone number of the representative in their response.

### **CUSTOMER INSTRUCTION MANUAL**

Upon award, the successful bidder 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 outseam. The successful bidder must also submit the size roster in EXCEL spreadsheet format. The successful bidder will also supply recommended dry cleaning instructions for the uniforms and all accessory items, specifying precise details on care and cleaning that are to be utilized in future upkeep and maintenance of the items in this bid.

### **SHIPPING**

Each uniform is to be thoroughly inspected before shipment. Imperfections shall be corrected

before the uniforms are shipped. Uniforms are to be shipped complete with hangers (plastic) in containers. Each wardrobe container shall be marked on exterior to indicate the wearer number of each uniform enclosed. The uniforms must be ready to wear without cleaning or pressing. In the case of damaged shipment, it shall be the responsibility of the receiver to make an appropriate written notice when signing the carrier documents. The receiver shall inventory the damage and advise the uniform manufacturer in detail. Accessories such as sashes, drops, etc., as well as trousers, will be bulk packed unless otherwise specified.

## **SOFTWARE**

It is the desire of the band program to have a software system available, per the specifications listed on the attached Uniform Software Information Sheet (pg. 30). This form must be completed and returned with the bid submission.

## **SUBMISSION OF THE BID**

One (1) Original, three (3) complete copies and, one (1) electronic copy (USB preferred), of the sealed bid will be accepted at and until **2:00 PM (local prevailing time) on March 12, 2019**, at the Department of Finance, Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. As this is a sealed formal Invitation to Bid, faxed bids will NOT be accepted. Bids not received by the date and time listed above will be returned to the Offeror unopened. The bid package must be clearly marked with **"IFB #2019-098 NHS BAND UNIFORMS."**

It is not the intent of the specifications to be proprietary, nor to exclude any manufacturer or dealer. Deviations will be given consideration if they are considered to be suitable and acceptable for comparison. Any deviations must be submitted, in writing, with your bid. Deviations discovered after bid award or material receipt, not stated in your bid, shall be grounds for disqualification and nullification of order. It is the responsibility of the Offeror to prove that the deviation is equal to the product/service specified. The County of Roanoke will make the final determination as to whether the product is equivalent.

## **EVALUATION OF THE BID**

The County of Roanoke shall provide the mechanism for the evaluation of all information received, the final determination of responsible Offerors, and reserves the right to waive informalities and irregularities and to accept or reject any or all bids. Roanoke County reserves the right to procure from State Contracts when it is in our opinion that the State Contract is in the best interest of Roanoke County. Roanoke County retains the right to split items to multiple suppliers.

Individuals with disabilities, who require assistance or special arrangements in order to participate in bidding, please contact us. We require that you provide at least 48 hours notice so that reasonable efforts may be made to provide the proper arrangements. You may be requested to specify the nature of any accommodation or assistance, which may be required for your participation.

## **FOR QUESTIONS REGARDING THE BID, PLEASE CONTACT:**

Kate Hoyt, Buyer  
5204 Bernard Dr., SW, Suite 300F  
Roanoke, VA 24018  
Telephone: 540-283-8149  
Email: khoyt@roanokecountyva.gov

Any inquiries or questions concerning specifications or bid submission should be submitted in writing. Written responses will be provided on our Purchasing Website in the form of an Addendum. It is the responsibility of the Offeror to periodically check our website for any addendum or sign up for email or text notification using the 'Notify Me' module.

## **NO CONTACT POLICY**

Any contact initiated by any Offeror with any County representative, other than the purchasing representative listed herein, concerning this Invitation for Bids is prohibited. Any such unauthorized contact may cause disqualification of the Offeror from this procurement transaction.

## **SPECIFICATIONS**

Bid submissions must be based on the following uniform specifications and images. Any deviations from these specifications must be noted in detail using the Deviation Form included (pg. 29)

## **FULLY CONSTRUCTED/LINED COAT MADE TO WASHABLE SPECIFICATIONS**

### **1. GENERAL**

Due to the unique requirements of a band coat (relative to the number of different wearers, minimum care received, wearing conditions and life expectancy), special patterns, materials, design and construction methods must be applied. These specifications speak directly to the requirements of "FUSION" construction, which allow for professional washing OR dry cleaning of the garment.

### **2. PATTERNS**

- A. Coat patterns are special band uniform patterns with additional "ease" to allow for freedom of movement, wearing of clothing underneath and the convenient re-issue from year-to-year. Fashion or standard patterns do not allow enough room. Merely up-grading to oversized patterns will result in an unsightly and cumbersome fit.
- B. Computer generated patterns will provide proper fit for all male and female band members, with no restrictions or limitations as to chest size. Likewise, sizes will be assigned in needed "lengths" from XXS through XXXL. Coats will be patterned for EACH even numbered chest size (ex. 38, 40, 42, etc.), rather than just generic S, M, L, etc.
- C. Patterns are to be marked and graded using a computerized system to insure accuracy and updated patterns.

### **3. SIZING**

- A. Measurements will be taken under the direction of a factory-trained representative.

- B. Sizes are analyzed by a sizing computer system assigning the closest standard proportion size to each wearer in order to permit re-issuing in subsequent years and to provide a reasonable fit for the initial wearer.

#### 4. FABRIC

- A. The shell fabric is Xtreme Dri polyester/synthetic, providing enhanced air permeability that differentiates it from generic polyester fabrics.
- B. Xtreme Dri lifts moisture away from the wearer, which keeps the body cooler in warm weather and warmer in cold weather. It is **stain resistant, tear resistant, odor resistant, quick drying, colorfast**, and **will not pill**. Xtreme Dri is different than the standard polyesters that have been available to the band uniform industry, including, but not limited to 1933 (a.k.a. 4892), 420, 960, 6248, 4030 and 460. Standard polyester fabrics are not acceptable substitutes for Xtreme Dri.
- C. Since Xtreme Dri is a proprietary exclusive fabric, any vendor may bid on what they consider their best available polyester for the project. However, any and all deviations must be thoroughly documented.

#### 5. LINING

- A. Coat linings are cut from a separate set of patterns designed to fit each specific coat size and style. Linings are not cut from coat shell patterns then cut down to try and fit.
- B. Linings are “FIRST” quality Aerocool polyester/taffeta 97GR/Yd, woven to absorb and evaporate moisture rapidly by capillary effect. The absorption, diffusion and evaporation system of this lining is designed to maintain cool body temperature and excellent comfort for the wearer.
- C. In coat styles that do not utilize a back zipper, the coat lining has a vertical pleat running up the center back. This allows fullness, fit and comfort to the overall performance of the coat.
- D. In the armhole area, the coat lining is machine stitched to an ensemble including the outer coat fabric, shoulder pad and sleevehead. Hand sewing or felling does not provide the durability required for armhole construction.
- E. Linings are sewn to the coat bottom edge, and reinforced with pre-shrunk tailoring tape. Straight cut long coats will have an additional  $\frac{1}{2}$ ” lining pleat all around the coat bottom.

## **6. BUTTONS**

High-quality, rust resistant metal buttons shall be used where specified and they shall be attached by sewing, ring and washer or toggle and washer or tack-back. The buttons shall not alter the washable capabilities of the garment.

## **7. BUTTONHOLES**

All coat buttonholes are made with a CUT-FIRST automatic buttonhole machine. The hole is cut first, the edges covered with gimp, then completely sewn to "close" the buttonhole. The buttonhole back is secured and closed with bartack reinforcement.

## **8. ZIPPERS**

- A. The style is YKK, heavy duty of color matching VISLON. The zipper is auto-locking and has a "separating" feature for maintenance and durability.
- B. Zipper tapes are standard 9/16" width, sewn down with locked safety stitching and bar tacked at each end.

## **9. INTERLINING**

- A. The interlining has optimum four-layer construction. More than four layers create stiffness in the coat fronts, resulting in difficult and uncomfortable arm lift maneuvers in marching bands. Less than four layers results in flimsy construction and therefore a rumpled appearance and reduced durability. In keeping with individual patterns for coat shell fabrics and the linings, higher quality control and an elevated level of haircloth quality is obtained by these multi-layered interlinings being patterned, cut and assembled "IN HOUSE" at the uniform manufacturer's facility. This basic construction practice enhances the fit and comfort of the individual uniform (as opposed to "making do" by purchasing these multilayered ensembles and cutting them down to fit the "hundreds" of patterns required for each coat style and chest size).
- B. The main layer of the interlining is a Hymo haircloth. This "hair canvas" is a blend of polyester, viscose rayon and genuine natural hair, which gives it soft resilience. This canvas is 100% washable with no shrinkage or loss of rigidity. The layer extends the complete length of the coat front, from shoulder seam down to the coat bottom.
- C. The second layer is a resilient 27.6% rayon/72.4% polyester canvas "MONO-FLEX" chest piece 4.2 oz in weight. Its dimensions are 6" wide x 6 ¾" long and extends downward from the upper chest area.
- D. The third layer is another piece of hair canvas (as per "B" above) 8" wide and 12" long, extending downward from the upper chest area, and completely covering the MONO-FLEX.

- E. The fourth layer is a  $\frac{1}{4}$ " thick padding of 3.6 ounce 100% polyester non-woven material that is soakable and non-shrinkable. This white chestpiece pad extends approximately 6" below the armhole.

**NOTE:** In white coats and other light color fabric shades, a piece of thin Poly-sil white curtain is added to prevent "shadowing" of the haircloth interlining through the outer coat fabric.

- F. This entire multilayered interliner shall be sewn together with a series of eight to ten rows (depending on chest size) of zig zag stitching spaced approximately 1" apart. This is the optimum number of rows as recommended by the garment industry standards. Too many rows will reduce the flexibility, comfort and fit. Too few rows will limit durability and lifetime.
- G. The interliner is then secured to the coat shell fabric and coat lining, in the neckhole, armhole, bottom front and along the coat closure edge. A tailoring tape of 100% PIMA cotton, triple cold water shrunk, is included in these seams for added durability. The interlining is NOT sewn into the shoulder seam, nor the side of the coat. This allows flexibility and "give" to the entire coat front construction.

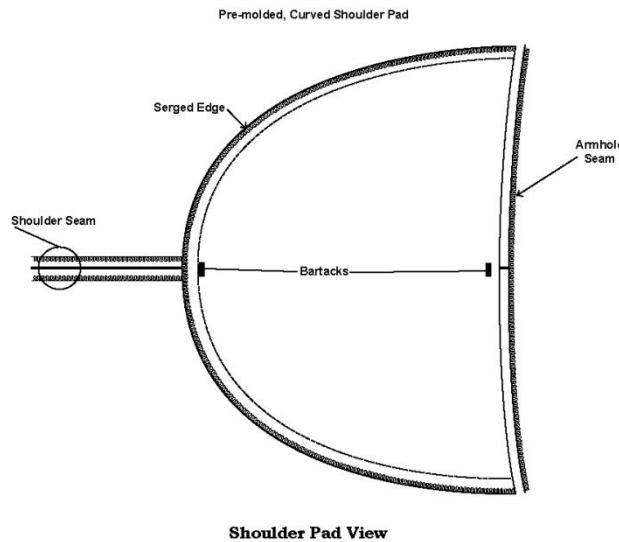
**NOTE:** The above construction is a time proven procedure. Under no circumstances are the haircloth and sewing operations to be substituted with a fusing or gluing operation.

## **10. ARMHOLES**

- A. Armholes shall be oval shaped and allow sleeve to be pitched forward 3-4 degrees to maximize comfort and ease of movement with minimum distortion to the coat.
- B. The armhole shall be reinforced with  $\frac{1}{4}$ " pre-shrunk cotton tape all around to prevent stretching in the armhole.
- C. The entire armhole shall employ machine lock stitching. Hand or machine "felling" will not be accepted.
- D. The underarm portion of the armhole will have a bi-swing gusset allowance that allows freedom of movement.

## **11. SHOULDER PADS**

- A. Shoulder pads shall be high quality foam, covered all around with a lightweight polyester lining, serge stitched around the curvature of the pad and are washable or dry cleanable.
- B. Shoulder pad size shall be minimum of 5" x 9" on regular width coat styles.



## **12. SLEEVE HEADS**

The sleevehead provides fullness and shape to the top of the sleeve as it is sewn to the coat body. It consists of a separate strip of material used for the white chest piece pad in the interlining (10E). The sleeve head has a length of 14" and is equally positioned over the shoulder, to the front and back of the upper sleeve seam. The finished width is 2 1/4" at lower front, and tapers to a 1 3/4" width at lower back. The construction consists of a 3/4" turnback on the armhole edge, and has a seam spaced 1/2" from the edge. Sewn into the lower front portion of the white pad strip, is a 2 1/2" x 4 1/2" piece of "haircloth" as described in the Interlining section (10B). The result of this "IN HOUSE" manufactured sleeve head is a substantially improved "body" in the entire sleeve/shoulder area, particularly when lettering or other embroidery trim is specified.

## **13. SLEEVE STITCHING**

- A. Sleeves shall be set with machine lock stitch to insure proper distribution of fullness and durability.
- B. Fullness shall be sheered in by top-feed sewing machines.

## **14. ARMHOLE LINING FINISH**

- A. The bottom of the sleeve armhole shall be lock-stitched through two layers of lining, two layers of fabric and armshield.
- B. The top shall be sewn through the coat lining, sleeve fabric, sleeve head, shoulder pad and shoulder strap with lock stitching.
- C. The entire armhole has tailoring tape all around.

D. "Felling" by hand or machine is not acceptable when closing the armhole.

## **15. TAPING**

- A. All seams in high stress areas are reinforced with tailoring tape to prevent stretching, and add durability to the seam. These tapes are pre-shrunk.
- B. Areas of this taping procedure include the following:
  1. All around the neck opening where collar joins the coat.
  2. Coat closure edges and completely around the bottom.
  3. Complete circumference of the armhole.
  4. Shoulder seams from collar (neck opening) to sleeve seam - except canopy coats.

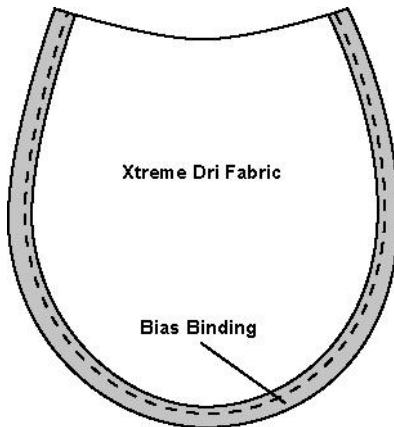
## **16. SLEEVES**

- A. Sleeves cuffs will have an approximate 4" turn up, which incorporates both the coat sleeve fabric and lining. This turn back includes a 3/8" binding at lower cuff edge.
- B. The forward and trailing sleeve seams in the 50/50 sleeve pattern are equipped with a series of gripper snap rings and post hardware. Two posts, spaced 1" apart, are applied to the lower sleeve cuff edge, at both seams in each sleeve. Six ring style fasteners are positioned starting 2 1/2" up from the cuff edge and are spaced 1" apart. Coats are shipped fully steam pressed, but without a crease at sleeve cuff bottoms.
- C. Sleeve cuffs with extensive cuff trim (appliques, inserts, looped braid designs, embroidery) are reinforced with non-woven material, bonded permanently to the inside of the coat fabric extending up toward the elbow area. This addition prevents puckering tendencies created by use of fabrics, braids, etc. which each have a different coefficient of stretching.
- D. Shoulder lettering and embroidered logo trim have a reinforced backing layer on the inside of the sleeve.

## **17. ARMSHIELDS**

- A. The armshield is engineered to minimize the long-term effects of perspiration over the lifetime of the garment. Perspiration consists of moisture, salts, weak organic acids and body oils. Xtreme Dri fabric having WICKING properties is specified for use as the armshield. ("Felt-like" fabrics that retain perspiration are not in the best interest of the garment). In addition to the wicking property, this Xtreme Dri shield has soil release, high permeability for airflow, and exhibits rapid evaporation.

- B. The armshield is approximately 4" x 4" in dimension, bound with double folded bias rayon on both sides and the bottom, then machine sewn into the armhole.
- C. Tensile strength and resistance to abrasion are additional advantages of Xtreme Dri armshields as compared to a "felt-like" material. The minimum abrasion quality is 10,000 on the STROLL FLAT test.

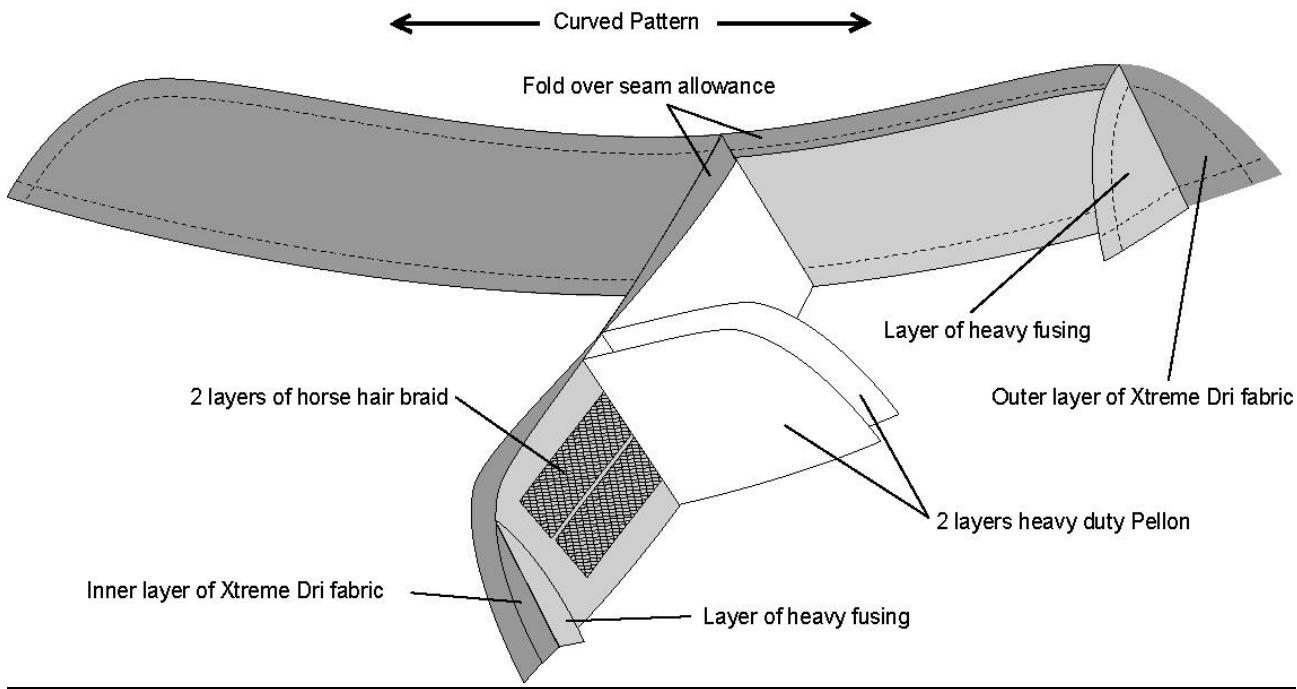


## **18. STANDING COMFORT COLLAR**

- A. The collar is one of the highest stress areas in the coat. The collar is cut from a curved pattern. This allows a front "drop" to fit the downward front slope of the natural human body configuration. This item is NOT to be cut in a straight pattern.
- B. There are a total of eight layers in this comfort collar construction.
  1. The collar lining of Xtreme Dri fabric, as described in the fabric section (item 4), has a non-woven material, permanently sewn and bonded to the inside.
  2. Sewn directly to the inboard surface of this tandem collar lining construction, centered on the lining and running the circumference of the collar are two layers of 3/8" horse hair braid reinforcement.
  3. The outer collar shell, also made of Xtreme Dri, has a non-woven material permanently sewn and bonded to the inside.
  4. Both the collar lining construction and the outer collar shell construction are sewn to two base layers of heavy duty Pellon forming the finished comfort collar.

**NOTE:** The entire sewing operation in the construction of the collar is "machine-sewn". Hand sewing simply cannot insure the required durability.

## Comfort Collar



### 19. "WRAP" COAT COLLAR

There is no wrap collar on this uniform.

### 20. COAT TRIM

- A. All trim must be sewn to the outer coat fabric before the lining and interlining are joined to the coat. Trim sewn through the interlining and lining is not acceptable.
- B. Washable braid trim of  $\frac{1}{4}$ " or wider is sewn down with two rows of stitching. This includes looped trims as well as straight line. In addition, looped trim is reinforced with a layer of non-woven fabric, permanently bonded to the inside coat fabric surface, to inhibit puckering tendencies.

### 21. SEAMS

The center back seam and side body seams shall be  $\frac{5}{8}$ ". Seams are to be plain with a minimum of  $1\frac{1}{4}$ " -  $1\frac{1}{2}$ " total outlet in the side body seams and  $\frac{3}{4}$ " in the back seams. Coat is to be completely machine stitched except in areas where tailoring or appearance necessitates other methods. The ends of all seams and stitching shall be back-stitched not less than  $\frac{1}{4}$ ". Thread breaks of all stitch types must be secured by stitching back from break  $\frac{1}{2}$ " to 1". Coat is to be tailored with a four-piece back, comprised of a center back seam and two additional back body seams curving from sleeve seam downward and running out the coat bottom.

## **22. THREAD**

Threads used throughout the garment will be TEX 40 size, 29/2 gauge and 4.56 lb. tensile strength. All threads used are to be heat resistant, vat dyed, sunfast, dry cleanable pre-shrunk and moisture proof. In areas of multiple color trim panels, a monofilament thread may be indicated. This thread is a 330 denier and has a .008 diameter rating. The manufacturer's warranty includes all threads used throughout the uniform construction.

## **BIB TROUSERS SPECIFICATIONS**

### **1. GENERAL**

Bib trousers are special marching band construction and design. They shall not employ fashion tailoring techniques, materials and patterns that will not withstand the rigorous end use of band uniforms. Fashion pocketing, waistband material and construction, lightweight snaps and hooks are not acceptable. The overall fit of the uniforms should be "slimming". Uniforms should not have a baggy or oversized fit in any way.

### **2. PATTERNS**

The patterns and style must be "contest ready" with a trim look pattern. They must have ample room for movement and be nonrestrictive for marching, in the seat, thigh and ankle area. The cuff circumference of a Bib Trouser for a 38 regular male must be 16".

### **3. FRONT CLOSURE**

The fly zipper is brass "Y.K.K." with a double locking slide. There is a metal stop at the base of the fly zipper. The fly teeth will extend completely up to the top of the waistband. The outside fly consists of the outer shell fabric and an inner layer of shell fabric. The inside fly is constructed with the zipper tape sewn flush to the edge

### **4. CROTCH REINFORCEMENT**

There is a "four-way" crotch reinforcement consisting of 80/20 poly cotton, 10% poly fill, 3.5 yard per pound, pre-cured finish fabric. There are four, two ply sections, one on each side of the intersection of the fly, seat seam and inseams. Crotch area is clean finished with no pieces extending from top of inseams.

### **5. POCKETS**

Pockets are made of heavy duty pocketing material. The pocket is an outside "welt" style pocket located on the front upper outside of each bib trouser. Each pocket is to be 4 1/2" wide at the opening and no less than 6 1/2" deep.

## 6. **INSEAM**

The trouser is unhemmed, with the bottom edge finished all around in a serge stitch. The inseam will allow ample length for a cuff hem, and is constructed with a flat seam having a 1" outlet.

## 7. **SEAMS**

The center back (seat) seam is finished using two rows of locked chain stitching for seam strength and durability. It is a flat seam with a 2" outlet. The outseam is secured with a safety double seam stitch.

## 8. **PERMANENT SUSPENDERS**

Suspenders are made of whipcord fabric. Color shall match bib trousers. Nylon webbing shall not be used because the adjusting slide will not remain in set position under tension from movement. Suspenders are two-ply, topstitched, and have interlining for body. This will insure the adjustable slide remaining in set position; suspenders will launder or dry clean as well as the bib trousers. All hardware is unbreakable nylon as used in parachutes and life vests; unbreakable, unbendable and not subject to tarnishing or rusting. It will not cause undue abrasion during dry clean tumbling. Suspenders are self-faced and interlined with pellon. Lining of belting or pocketing is not acceptable.

## 9. **PERIMETER SERGING**

All exposed "raw" edges are finished with a serging stitch of no less than 10 per inch, tight to edge, to prevent fraying. Serging thread is polyester.

## 10. **CUFF ADJUSTMENT**

Cuffs are to be made adjustable with no less than two gripper post snaps and eight receiver snaps on both seam sides of each trousers leg. This is a total of eight gripper post snaps and thirty two receiver snaps on each pair.



# Fabric Specifications

The fabric "Xtreme Dri" employs today's most innovative fabric technology. This fabric is designed for high performance wear and no substitutions are permitted unless approved by the purchaser. If the company has not provided a sample uniform that has been preapproved by the purchaser, the company is required to supply swatches of the fabric that the company proposes to use on the order if they should be awarded the bid. These swatches must be 36" x 36" and must be in the exact colors and fabric content to be used by the company. Along with these swatches, the company must submit specifications showing the characteristics of the fabric along with information identifying the manufacturer of the fabric.

Performance wear fabrics are available to all manufacturers. The fabric for this order must allow fabric breathability, thermal insulation, moisture management and odor neutralization. The fabric must also have the ability to wick moisture away from the wearer so that it can quickly evaporate, which allows the wearer to stay comfortable through climate control in any temperature. Wicking properties move moisture away from the body and result in quick evaporation time, enabling the garment to dry faster. Performance apparel fabrics are different than the standard polyesters that have been available to the band uniform industry, including, but not limited to 1933, 420, 960, 6248, 4030 and 460. Performance apparel is not just a generic term and should not be a "catch all" name for any and all polyesters normally used in the band uniform industry.

Using Xtreme Dri means that the garment will be dryer, lighter, cooler and/or warmer, more comfortable and perform better over the lifetime of the garment. Xtreme Dri is temperature moderating, therefore keeping the body cooler in hot weather and warmer in cool weather. It is important to realize that all performance wear products are not the same. It is difficult to know the differences because the performance features cannot necessarily be seen or felt. Many fabric mills use topically applied chemicals to enhance wicking that washes out after five to ten washings. This is unacceptable and not true of Xtreme Dri fabric.

These specifications encompass methods and materials yielding only the highest quality garment, through specifying only the highest quality materials, components, accouterments and designating only time-proven tailoring of the highest standard. Make note that some methods and materials have been judged inferior and unacceptable and are so noted herein. These standards are so stated to insure a garment having a functional lifetime retention period of at least eight to ten years, with normal care and maintenance being exercised.

Specific fabric colors/shades (for example-Raven Black) are found in the Uniform Specifications and will be first quality with no flaws or imperfections. The material is a water and stain repellent fabric, thus eliminating the need for a special treatment.

Fabrics must have the following characteristics:

- **Performance for the Life of the Garment** - The qualities in Xtreme Dri fabric are inherent in the fiber structure itself; there are no treatments or additions of other materials, thereby providing consistent performance wash after wash.

- **Evaporative Cooling by Lifting Moisture Away from Wearer** - Moisture is lifted away from the wearer, keeping the body cooler in warm weather and warmer in cold weather.
- **Stain Resistant** – No chemical treatment of fabric to prevent stains is acceptable. Once again, this is a natural occurrence with Xtreme Dri fabric. Most stains come as liquids and Xtreme Dri resists those stains through the special weave and type of monofilament used in its construction. By keeping the liquid from being sucked up, you prevent the stain from happening. Hydrophobic polymers are pressed into the fabric and then baked to make tiny whiskers, of which about 1,000 can fit across a thread of fabric (about 1,000 nanometers across). These whiskers make the fabric hydrophobic, so it is part of the fabric and makes the fabric stain repellent.
- **Wrinkle Resistant** – Xtreme Dri does not use a finishing agent to enhance its wrinkle resistance. It is a natural characteristic of this particular fabric. Problems are associated with wrinkle resistant finishes such as attracting grease and oil stains, fabric degradation and environmental concerns. Fabrics with wrinkle resistant finishes are not acceptable.
- **Quick Drying** - Xtreme Dri fabric doesn't absorb moisture into the fiber, so drying time is minimal. It is HYDROPHOBIC – which means “water hating”.
- **Mechanical Stretch** - Xtreme Dri fabric has more expandability without the use of chemicals and additives, such as spandex filament yarns, commonly known as Lycra. Therefore, the stretch factor is inherent in the fabric and permanent for the life of the fabric. Spandex yarn fabrics cannot be submitted to high temperatures because it will melt and, therefore, will not be acceptable.
- **Odor Management** - Bacteria, mold and mildew cannot grow on Xtreme Dri fabric, and will not damage the fiber. A garment that is washed regularly under supervised guidelines will not retain body odors because the moisture is drawn to the top of the fabric, where it will then evaporate without residual odor.
- **Washable and Dry Cleanable** – Xtreme Dri offers significant savings in dry cleaning expense, and is environmentally friendly.
- **Color Fast** - Xtreme Dri fabric has the color introduced into the fiber itself in the liquid stage. Xtreme Dri fabric will hold its color indefinitely.
- **Durable** – Xtreme Dri has superior “tear strength” to all other fabrics available for band uniform applications. There is virtually no pilling, and it is resistant to snagging.

**Styling Specifications for**  
**Northside High School - Roanoke, VA**

**Plumes:** 12" French upright. Black with gold mylar.

**Shako Hats:** West Point style C-114+1". The shako top is Xtreme Dri Raven Black. The shako bottom band is Xtreme Dri Raven Black. Split sides –Vertical split at the center front that is curved. Set on the trim line a gold metallic curving applique that tapers to bottom of side. The front left split portion is XD Paradise Green. The right front side and back side of shako is of XD Raven Black. Front strap to be a  $\frac{3}{4}$ " stripe of Xtreme Dri Raven Black with a  $\frac{1}{2}$ " stripe of Black stan twill centered on top with grommets each end. Side buttons are gold metal dome with heavy prongs. Visor is Black. Chinstrap is clear with nickel buckle and must have metal grommets where they attach to the side shako buttons. All shakos must have an ID pouch inside with removable name tags. Shakos must have chinstrap hook on the back of the shako. Plume socket is center front

**Coats:** "Fully constructed" that allows the coat to be fully machine-washable. The coat has performance-wear "Aerocool" lining for maximum breathability and comfort for the wearer. "Aerocool" lining is woven to absorb and evaporate moisture rapidly by capillary effect. The absorption, diffusion and evaporation system of this lining is designed to maintain cool body temperature and excellent comfort for the wearer. The coat also utilizes performance-wear canvas that is fully machine-washable. The coat has snap tape at the cuffs to allow for adjustable hems without the necessity of sewing. The sleeves are a special pattern that allows freedom of movement for the wearer. The coat also has extended shoulders to allow more comfort for the wearer. There are special pre-molded (3/4" thick) firm foam shoulder pads with nylon tricot covering measuring 5" wide x 9" long at each shoulder. Comfort collar style with no mylar, no collar liner, and no hook and eye. Each coat has an identification number, as well as a barcode.

Coat to be waist length canopy coat style with 50/50 pattern sleeves. Coat to have a center front point and a curved diagonal split from just below the right armhole curving up to end at the left arm hole. The front of the coat is split into two sections with left front section sublimated with main color XD Paradise Green with special "Viking" head logo sublimated on top. Logo is black and light green and front changes from Green to Black at left side. The left side split curves from the bottom of the collar down to the front point. The right front of coat is XD Black material. Set down the curve split line is an applique of gold metallic. At the armhole area of the coat, the sleeve and body lining must be stitched all around the armhole. Set on the upper left sleeve, embroidered "N" of black stitching. Simply tacking the lining to the top of the armhole will not be accepted. Coat back is Xtreme Dri Raven Black. Collar is made of Xtreme Dri Raven all around. Shoulder straps to be Xtreme Dri Raven Black. 24L Gold Dome long shank buttons attached with disc and ring to close straps. Right sleeve to be Xtreme Dri Paradise Green. Left sleeve is Xtreme Dri Raven Black. Sleeves to be 50/50 and have "FREEDOM OF MOVEMENT" and are adjustable using snap tape. No upper sleeve trim. No cuff trim.

**Bib Trousers:** Bib trousers to be Fusion style with snap up legs. The bib material is Xtreme Dri Raven Black. The bib cuffs to be 16". Bib trousers are constructed with a 4-way reinforced crotch. Bibs have welted right front outside pocket. Bibs must have "easy alter" full length "Browne Outlet", back seam altering system with minimum 3" let out in center back. Snap adjustment in both cuffs. Shoulder strap slides to be nylon. Shoulder straps must be of

same material as trousers and must have pellon lining and must have a 4" strip of heavy duty elastic for stretch and comfort. Must have stitched permanent crease. No side stripes.

**Garment Bag:** 200 Denier Nylon with IAP and one-color logo. Bags to be 40" long with a front full-length zipper.

**Drum Major Shoulder Drapes:** Dropping from right shoulder of XD Paradise Green with NORTHSIDE set vertical of gold embroidery. Word should cover most of the length of the drape. The drapes should be approximately 2/3's down the back of the coat.. Drape is cut slanted at the bottom and is approximately 5" wide.

Roanoke County shall provide the mechanism for the evaluation of all information received, the final determination of responsible bidders, and reserves the right to waive informalities and/or irregularities and to accept or reject any or all proposals. The County reserves the right to split awards if it is in the best interest of the County.

### **COOPERATIVE PROCUREMENT**

The procurement of goods and/or services provided for in this Invitation for Bid is being conducted pursuant to Virginia Code, Section 2.2-4304.

Therefore, the Offeror or Bidder is advised, and by submitting a response to this procurement, such Offeror or Bidder agrees that any resulting contract from this procurement may in addition to the County of Roanoke, may also be extended to other public agencies or bodies in the Commonwealth of Virginia to permit those public agencies or bodies to purchase such goods and/or services at contract prices, in accordance with the terms, conditions, and specifications of this procurement. The successful Offeror or Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to any contract that may result from this procurement and in accordance with Virginia Code, Section 2.2-4304.

The County of Roanoke shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the successful Offeror or Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

### **GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS –IFB (Revised 04/2013)**

**READ CAREFULLY - FAILURE TO COMPLY WITH EACH AND EVERY PROVISION OF THIS INVITATION AND THE SPECIFICATIONS ARE GROUNDS TO DISQUALIFY A BIDDER**

Wherever the term Roanoke County, County or Roanoke County Board of Supervisors is used it is understood to include the Roanoke County School Board, in addition, any contract awarded from this solicitation may be used by Roanoke County Public Schools and any other public entity for which the County of Roanoke acts as a fiscal or purchasing agent.

Individuals with disabilities, who require assistance or special arrangements in order to participate in bidding, please contact (540) 772-2061. We require that you provide at least 48 hours' notice so that reasonable efforts may be made to provide the proper arrangements. You may be requested to specify the nature of any accommodations or assistance, which may be required for your participation.

## SUBMISSION AND RECEIPT OF BIDS:

- (a) To be considered, all bids must be delivered in a sealed envelope, clearly marked with the words "BID DOCUMENTS", bid number and the name of the item being bid and received in the Roanoke County Finance Department/Purchasing Division no later than the specified date and time for the bid opening. Failure to timely submit such bid shall disqualify the bidder and such bid will be returned to the bidder unopened. NO FAXED BIDS WILL BE ACCEPTED.
- (b) Unless otherwise specified, bidders must use the invitation to bid form furnished by the County. Failure to do so shall be grounds for rejection of the bid.
- (c) Bids having any erasures or corrections must be initialed in ink by the bidder. An authorized officer of the company must sign bids in ink. Such authorization shall be a part of the bid document. All bids must either be typewritten or printed in ink.
- (d) The original copy of the bid must not be permanently bound and one (1) electronic copy is preferred.

## **IMPORTANT NOTICE EFFECTIVE 3/14/2011 - ADDENDUMS, BIDS, RFPs, TABULATIONS AND NOTICES OF AWARD:**

Vendors may visit <http://roanokecountyva.gov/list.aspx> to sign up to receive emails or text message notices about bids, proposals, addendums, bid tabulation and awards. Vendors can sign up to receive notification in selected commodity/service categories. It is the vendor's responsibility to keep information current in the system in order to receive the notifications. The sign up only requires an email address and/or a cell phone number for receiving text messages (if your phone is capable) and your choice of categories.

Although 'Notify Me' will be the only way to receive automatic notification, all BIDS/RFP Information will continue to be posted on our website, , and can be picked up at the Purchasing Division, 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018. Phone # (540) 772-2061.

## PRICES TO BE FIRM:

The bidder warrants, by virtue of bidding, that the prices, terms and conditions quoted in his bid will be firm for a period of 60 days from the date of the bid opening.

NET 30 after receipt of invoice. Price should include shipping.

## INVOICES:

The contractor must send all invoices directly to the payment address shown on the purchase order/contract and must submit invoices for items ordered, delivered and accepted by Roanoke County. All invoices must show the purchase order/contract number. All contractors need to be properly registered as a payment vendor for the County in order to receive payment. All vendors previously registered are still in the system as a payment vendor. This system will no longer be used for notification of bids/RFPs.

## PERFORMANCE BOND:

At the time of or prior to the execution of the contract, the County reserves the right to require the bidder or contractor to furnish a performance and/or labor and material payment bond with corporate surety, satisfactory to the County of Roanoke, in the amount of the contract price.

**DELIVERY POINT:**

Unless otherwise indicated, all items shall be delivered F.O.B. with destination and delivery charges included in the bid price. F.O.B. destination is interpreted to mean unloading and placing in the building or area as directed by the County.

**CASH DISCOUNTS:**

In determining the award of a bid, cash discounts for prompt payment will be considered. Discount time period computation shall commence from and after complete delivery, in satisfactory condition, and receipt of a properly documented invoice.

**BRAND NAMES:**

When a brand name appears in the specifications, it is solely for the purpose of establishing a grade or quality of material. The County does not wish to rule out other brands or manufacturers; therefore, the words "EQUIVALENT TO" are automatically included. However, if a product other than that specified is bid, it is the vendor's responsibility to prove to the County that said product is equivalent to that specified in the bid.

**QUALITY:**

All materials used for the manufacture or construction of any supplies, materials, or equipment covered by this bid shall be of the best quality available.

**ACCEPTANCE OF MATERIAL:**

Until such time as all the conditions in the contract are fulfilled, the County reserves the right to refuse and return material, at the seller's expense.

**WARRANTY/RETURNS:**

Clearly specify your warranty of product and handling of returns, including turnaround time on faulty equipment. Warranties and other technical data are to be included.

**DELIVERY:**

Time is of the essence for delivery of any items, products or service procured as a result of this bid. If delivery is not made at the time specified on the Invitation to Bid form, the County reserves the right to call in any and all bonds or other security given for performance, to cancel the order, or any part thereof, without obligation, to declare the seller in default, and to disqualify the seller from bidding on future County contracts.

**DEFAULT PROVISION:**

In case of default by the contractor, the County shall have the sole discretion to procure the articles or services from other sources. The defaulting contractor shall be liable for any and all costs in excess of the contract price occasioned by or resulting from such default whether directly or indirectly, which sums may be paid or credited from any forfeited bond or other security.

**PRICING:**

In the event of discrepancy between the total pricing and unit prices, the County in its sole discretion, shall determine the bid price.

**Negotiation with lowest responsible Bidder:** The County of Roanoke reserves the right to negotiate with the lowest responsible bidder if the low bid exceeds available funds. This

provision will be used in accordance with County Code Chapter 17 (Ord. No. 3350, S2-30, 12-14-82). State Code 2.2.4318.

**COPYRIGHTS OR PATENT RIGHTS:**

The bidder warrants that there have been no violations of copyrights or patent rights in the manufacture, production or sale of the goods shipped or ordered as a result of this bid. The bidder agrees that the County of Roanoke shall be indemnified and held harmless from any and all liability or expense occasioned by any such violations.

**FEES INCLUDED IN BID PRICE:**

Submitted bids shall include in the price, the cost of any Business and/or Professional licenses, permits or fees as required by law.

**TAX EXEMPTION:**

The County of Roanoke is exempt from any taxes imposed by State and/or Federal Government. Upon notification, the County will furnish a certificate of tax exemption.

**CERTIFICATION AND ABILITY:**

The County of Roanoke reserves the right to request from the bidder, a separate manufacturer's certification of all statements made in the bid. The County may request any or all bidders to furnish proof of experience, ability and financial standing.

**SIGNED BID CONSIDERED AN OFFER:**

**THIS INVITATION TO BID MUST BE SIGNED AS HEREIN PROVIDED.** Submission of this signed invitation shall be considered an offer by the bidder or contractor to sell the items or services as required in the specifications. All bids are subject to approval by the County Board of Supervisors. In the case of default by the bidder or contractor after acceptance of a bid, the County of Roanoke may take such action, as it deems appropriate, including forfeiture of any and all bonds or other security and legal action for damages or specific performance.

**NO BID:**

To insure that your name remains on our bid listing, should you desire not to bid on a particular project, return the completed bid package marked with the words "NO BID". Failure to return to the County a bid or "NO BID" may cause your name to be removed from our listing.

**COMPLIANCE WITH LAWS:**

The bidder is responsible for compliance with all Local, State and/or Federal laws and regulations. The County of Roanoke shall be held harmless from any liability.

**AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA:**

A Contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into a Contract with the County pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Contract. The County may void any Contract with a business entity if the business

entity fails to remain in compliance with the provisions of this section. All corporations, LLC's and LLP's shall be registered with the State Corporation Commission. To determine whether your firm should register, please contact the SCC.

By my signature on this solicitation, I certify compliance with federal, state, and local laws and regulations applicable to the performance of the services described herein.

**ACCEPTANCE OR REJECTION OF BIDS:**

The County of Roanoke reserves the right to accept or reject any or all bids/offers. The County also reserves the right to award the contract for any such materials, goods or services the County deems will best serve its interests. It further reserves the right to award the contract on a split order basis, lump sum or individual basis, or such combinations as shall best serve the interest of the County. Roanoke County reserves the right to make a site visit to the facility prior to bid award.

**RULING LAW:**

This invitation to bid and any contract executed pursuant hereto of which this invitation shall be an internal part shall be governed, controlled and interpreted in accordance with the laws of the Commonwealth of Virginia without reference to its conflict of law principles. Each party to such contract shall thereby submit to the exclusive jurisdiction of the Circuit Court of the County of Roanoke or, in the event that jurisdiction is authorized, to the United States District Court for the Western District of Virginia, sitting at Roanoke, Virginia.

**NONDISCRIMINATION PROVISIONS:**

During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

**INSURANCE**

The CONTRACTOR shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by himself or by any SUBCONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Claims under workmen's compensation, disability benefit and other similar employee benefit acts; and

Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees; and

Claims for damages because of bodily injury, sickness liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR, or (2) by any other person; and

Claims for damages because of bodily injury, sickness, or disease, or death of any person other than his employees; and

Claims for damages because of injury in or destruction of tangible property, including loss of use resulting there from.

Certificates of insurance acceptable to the OWNER shall be filed with the OWNER prior to coverage's afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to the OWNER.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified:

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damages sustained by two or more persons in any one accident. Insurance shall be written with a limit of liability of not less than \$1,000,000 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than \$1,000,000 aggregate for any such damage sustained by two or more persons in any one accident.

The CONTRACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the WORK is performed. Workmen's Compensation Insurance, including occupational disease provisions, for all of his employees at the site of the PROJECT and in case any WORK is sublet, the CONTRACTOR shall require each SUBCONTRACTOR similarly to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous WORK under this CONTRACT at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

#### QUESTIONS REGARDING THE BID:

##### **Questions should be directed to:**

Kate Hoyt, Buyer

5204 Bernard Dr., SW, Suite 300F

Roanoke VA 24018

Telephone: 540-283-8149

Email: khoyt@roanokecountyva.gov

**SPECIAL INSTRUCTIONS:****ANTITRUST:**

By entering into a contract, the bidder conveys, sells, assigns, and transfers to Roanoke County all rights, title, and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by Roanoke County under said contract.

**ASSIGNMENT OF CONTRACT:**

A contract shall not be assignable by the contractor in whole or in part without the written consent of Roanoke County.

**AVAILABILITY OF FUNDS:**

It is understood and agreed between the parties herein that Roanoke County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

By signing this bid, the bidder certifies that the firm does not and will not during the performance of this contract employ illegal alien workers or otherwise violate the Federal Immigration Reform and Control Act of 1986.

**ANTI-COLLUSION CERTIFICATION:**

By my signature on the face of this bid, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

**KICKBACKS:**

I certify and warrant that by my signature on this solicitation, neither I nor the bidder for whom I am authorized to act has offered or received any kickback from any other bidder, supplier, manufacturer, or subcontractor in connection with bid on this contract, subcontractor in order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

**DEBARMENT:**

By my signature on this solicitation, I certify that this person/firm/corporation is not currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America, nor is this person/firm/corporation a part of any firm/corporation that is currently barred from bidding on contracts by any agency of the Commonwealth of Virginia or the federal government of the United States of America. I have attached an explanation of the previous debarment(s) and copies of notice(s) of reinstatement(s).

**INDEMNIFICATION:**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the County of Roanoke and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph.

The County cannot legally agree to any clause indemnifying the contractor from any damages arising out of the contract or holding the contractor harmless. The submission of a bid or proposal means that the contractor agrees not to request such language in the resulting contract.

**CONTRACT:**

Any contract resulting from his bid shall consist of the following documents: the General Terms and Conditions and the Specifications, both of which are contained in the Invitation for Bid, together with the bidders response, which consists of this document, the Price Schedule and other bid documents attached hereto or submitted with this document.

**DRUG-FREE WORKPLACE:**

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**DATA ON CONVICTIONS FOR CERTAIN CRIMES AND CHILD ABUSE AND NEGLECT:**

The contractor certifies that none of the persons who will provide services on school property or requiring direct contact with students has been convicted of any of the following felony or misdemeanor offenses: felony sex or violence offenses, other felony offenses or misdemeanor sex offenses within the past ten years.

The contractor further understands and acknowledges (1) that if he makes a materially false statement regarding any of the above offenses, he will be guilty of a Class 1 misdemeanor and

may forfeit profits derived from the contract. Further, the contractor understands and acknowledges that before any person is permitted to provide such services subsequent to this certification, he must complete a new certification regarding such person in a form satisfactory to the School Board. The required certification form is attached hereto.

**PROPRIETARY INFORMATION:**

Ownership of all data, materials, and documentation originated and prepared for the County of Roanoke pursuant to the INVITAITON FOR BID shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a bidder shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.

The bidder must specifically identify the data or materials to be protected and state the reasons why protection is necessary on the "Notice of Proprietary Information Form" below. In addition, the proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining in the Bid and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

The classification of an entire bid document, line item prices, and/or total bid prices as proprietary or trade secrets is not acceptable and may result in rejection of the bid.

## **DATA ON CONVICTIONS FOR CERTAIN CRIMES AND CHILD ABUSE AND NEGLECT**

### **CERTIFICATION OF CONTRACTOR**

Full Name of Contractor: \_\_\_\_\_

Description of Contract: \_\_\_\_\_

As required by Section 22.1-296.1 of the Code of Virginia, the undersigned hereby certifies that none of the persons who will provide services requiring direct contact with students on school property during school hours or during school-sponsored activities has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

I further understand and acknowledge (1) that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor and (2) that before any person is permitted to provide such services subsequent to this certification, I must complete a new certification regarding such person.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_

\_\_\_\_\_  
TITLE

**NOTICE OF PROPRIETARY INFORMATION FORM  
INVITATION TO BID #2019-098 BAND UNIFORMS FOR NORTHSIDE HIGH SCHOOL**

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342

**INSTRUCTIONS:** Identify the data or other materials to be protected and state the reasons by using the codes listed below. Indicate the specific words, figures, or paragraphs that constitute trade secrets or proprietary materials. The classification of an entire bid or proposal document, line item prices, and/or total bid or proposal prices as proprietary or trade secret is not acceptable and will result in rejection of the bid or proposal.

- A) This page contains information relating to "trade secrets", and "proprietary information" including processes. Operations, style of work, or apparatus. Identify confidential statistical data. Amount or source of any income...of any person (or) partnership. See Virginia Public Procurement Act. Section 2.2-4342. Unauthorized disclosure of such information would violate the Trade Secrets Act 18 U.S.C. 1905.
- B) This page contains proprietary information including confidential, commercial or financial information, which was provided to the Government on a voluntary basis and is of the type that would not customarily release to the public. See Virginia Public Procurement Act, Section 2.2-4342; 5 U.S.C. 552 (b) (4); 12 C.F.R. 309.5(c) (4).
- C) This page contains proprietary information including confidential, commercial or financial information. The disclosure of such information would cause substantial harm to competitive position and impair the Government's ability to obtain necessary information from contractors in the future. 5 U.S.C. See Virginia Public Procurement Act. Section 2.2-4342; 552 (b) (4)12 C.F.R. 309.5(c) (4).

**PRICE FORM AND SIGNATURE PAGE**  
**INVITATION TO BID #2019-098 BAND UNIFORMS FOR NORTHSIDE HIGH SCHOOL**

| Quantity | Item                       | Unit Price | Extended Price |
|----------|----------------------------|------------|----------------|
| 100      | Plumes                     |            |                |
| 100      | Shako Hats                 |            |                |
| 100      | Coats                      |            |                |
| 100      | Bib Trousers               |            |                |
| 100      | Garment Bags               |            |                |
| 2        | Drum Major Shoulder Drapes |            |                |
|          | <b>TOTAL</b>               | -          |                |

Shipping terms: F.O.B. Destination; all freight costs to be included in unit pricing.

If awarded the contract, a sample uniform will be shipped within \_\_\_\_ days.

The entire order as specified herein will be shipped within approximately \_\_\_\_ calendar days after approval of sample and receipt of necessary details and measurements.

**BIDDERS SIGNING THE BID FORM AGREE THAT THE PRODUCT BEING BID CONFORMS TO ALL SPECIFICATIONS LISTED IN THE BID. BIDDER CERTIFIES THAT BY SUBMISSION OF THIS BID, HE HAS READ AND AGREES TO THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID.**

DATE \_\_\_\_\_

PAYMENT TERMS NET 30

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

\_\_\_\_\_

FAX # \_\_\_\_\_

\_\_\_\_\_

EMAIL \_\_\_\_\_

FEIN \_\_\_\_\_ VA BUSINESS LICENSE NO. \_\_\_\_\_

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO AUTHORIZED PER VA CODE §2.2-4311.2 \_\_\_\_\_

SIGNATURE / TITLE \_\_\_\_\_

NAME / TITLE (please print) \_\_\_\_\_

To receive consideration for award, this signature sheet must be returned to the Purchasing Division, as it shall be a part of your response.

## **IFB 2019-098 DEVIATION FORM**

**NOTE:** The Buyer will not accept the general statement:

**"ALL UNIFORMS WILL BE CONSTRUCTED USING OUR STANDARD  
MANUFACTURING PROCEDURES WHICH ARE EQUAL TO, IF NOT  
BETTER THAN THOSE CALLED FOR IN THE SPECIFICATIONS."**

Any, and all, deviations in construction MUST be documented below. Any proposal submitted without the detailed deviation documentation will be rejected.

1. Does your uniform deviate from attached specifications?

YES  NO

If YES, indicate below any and all deviations from the construction specifications:

2. Will your uniform be manufactured using "Xtreme Dri" fabrics?

YES  NO

If NO, indicate what type fabric will be used along with manufacturer and specifications:

3. List any other deviations from the specifications outlined in IFB 2019-098, as necessary:

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AUTHORIZED SIGNATURE

## **UNIFORM SOFTWARE INFORMATION SHEET**

It is the desire of our band program to have a software system available with the following features:

- A uniform management system (UMS) that is “cloud” or “web” based.
- UMS that easily assigns uniforms based on just a few measurements or pieces of information.
- UMS that is accessible with any desktop or laptop computer or any handheld device wherever an internet connection is available.
- UMS that is accessible with login and password that can be adjusted and changed by the user.
- UMS that is free of the need for “upgrades” performed by the customer. All upgrades will be performed by the program administrator.
- UMS that is available for examination prior to actual purchase of uniforms.
- UMS that is provided at no charge and is free of any yearly charges or fees.

**Please fill out the questions below and return this signed page with your proposal.**

1. Do you provide a UMS program at no additional cost?  Yes  No
2. If yes, is your program “cloud” or “web” based?  Yes  No  
If No, how is your program delivered? \_\_\_\_\_
3. Can your UMS program be accessed by any computer or hand held device that has a web/internet connection?  Yes  No
4. Will your UMS program be available prior to order?  Yes  No
5. Are there any yearly fees for the use of your UMS program?  Yes  No

I hereby confirm that the above answers are correct to the best of my knowledge.

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Signed

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Title

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Date