



**RIO RANCHO PUBLIC SCHOOLS
PURCHASING DEPARTMENT
500 Laser Road NE.
Rio Rancho, New Mexico 87124**

Invitation for Bid Number: ITB#2016-011-FA

Bid Due Date: Monday, April 4, 2016 Time: 2:30 PM

TITLE: Marching Band Uniforms

Rio Rancho Public Schools (“RRPS”) wishes to establish “price agreements” for the purchase of Marching Band uniforms and invites you to submit a bid for the material(s) and/or service(s) identified within this Invitation to Bid (ITB). Please carefully read all instructions, specifications, terms and conditions. Failure to comply with the instructions, specifications, terms and conditions of this ITB may result in your bid submittal being classified as unresponsive and disqualified. New Mexico criminal law prohibits bribes, gratuities and kickbacks §13-1-191 NMSA 1978.

This ITB is issued under, and all bids submitted in response to this solicitation shall be subject to, the State of New Mexico Procurement Code, Section 13-1-21 through 13-1-199, NMSA 1978. It is anticipated that the initial term of any resultant agreement for stated services shall be period of one (1) year, with the option to renew for seven (7) additional one (1) year terms, for a maximum term of eight (8) years (ref: 13-1-150, NMSA 1978).

BID SUBMITTAL SUBMITTALS

Bid submittals must be submitted to the submittal address identified below no later than the Bid Due Date and Time shown above. All information must be entered in ink or typed and corrections must be initialed. Bid submittals must be in a sealed envelope and must be clearly marked with the ITB Number and Opening Date (see Bid Due Date above) in the lower left hand corner. Failure to mark the sealed envelope may result in the Bid submittal being opened early or the Bid submittal being declared non-responsive.

SUBMITTAL LOCATION:

Rio Rancho Public Schools
Purchasing Department, Room 206
500 Laser Road NE
Rio Rancho, New Mexico 87124

TABLE OF CONTENTS

Section I: Instructions to Bidders
Section II: Invitation to Bid (ITB) Terms and Conditions
Section III: RRPS Purchase Order General Terms and Conditions

Section IV.	Scope of Work
Section V:	Response Form
Exhibit A:	Small & Small Disadvantaged Business Certification
Exhibit B:	Conflict of Interest Certificate Form
Exhibit C:	Resident Veterans Preference Certification Form
Appendix A:	ITB Question Submittal Form
Appendix B:	FJM spec sheet for model #CC149 uniform & Raincoat

RRPS PURCHASING CONTACT INFORMATION

Name: Tom Weeks

Telephone: 505-962-1143

E-mail: tom.weeks@rrps.net

OTHER INFORMATION

Number of submittals required: One (1) original and two (2) copies

Terms: F.O.B. Destination

Net 30

TERMS AND CONDITIONS

The purchase of any material(s) and/or service(s) awarded under this ITB are subject to the scope of work, specifications, requirements, terms and conditions contained within this Invitation For Bid. Bidders may submit alternate terms and conditions; however, RRPS reserves the right to reject any proposed alternate language if the proposed language is determined by RRPS not be in its' best interest.

SECTION I

INSTRUCTIONS TO BIDDERS

1. **ACKNOWLEDGEMENT OF ADDENDA.** Bidders shall acknowledge receipt of any addenda to this Invitation for Bid by identifying the addenda number and date in the space provided on the bid response form.
2. **AWARD INFORMATION.** Award information will be posted in the reception area of the Purchasing Department and on the Purchasing Department Home Page.
3. **AWARDS – MULTIPLE.** The District reserves the right to make multiple awards or to otherwise split the award of the items, projects and/or sections of this Invitation.
4. **CANCELLATION.** The District reserves the right to cancel without penalty, this Invitation, any resultant purchase order or any portion thereof for unsatisfactory performance or unavailability of funds.
5. **CLARIFICATIONS.** Any clarification of instructions, terms and conditions, insurance, bonds, or bid preparation shall be made only by the Buyer shown on the cover sheet of this Invitation. Technical clarifications should be addressed to the individual identified on the cover sheet. Clarifications must be in provided and distributed by RRPS as written addenda to be considered as part of this Invitation.
6. **LATE SUBMISSIONS.** Late submissions of bids will not be considered unless it is determined by the District that the late receipt was due solely to mishandling by the District or the bid is the only bid received. All other late submissions will be returned unopened.
7. **MODIFICATIONS.** Only modifications received prior to the date and time specified for the bid closing will be accepted. No modifications will be accepted following the opening. Technical clarifications of the bid submittal may be requested by the Buyer following the opening.
8. **NUMBER FOR BID CLARIFICATION.** The Bidder should include a local or toll-free number for bid clarifications. Failure to do so may result in the bid being classified as non-responsive.
9. **NUMBER OF COPIES OF BID.** Please submit the number of copies of your bid and all supporting documents stated on the cover sheet. Failure to submit the required number of copies may result in your bid being considered non-responsive.
10. **PERIOD FOR OFFER ACCEPTANCE.** The Bidder agrees, if his bid is accepted within 90 calendar days of the closing date, to furnish any and all item(s) and/or services at the prices set forth in hi/hers bid, delivered to the designated point(s) within the specified time in the delivery schedule. An additional time period may be requested elsewhere in this Invitation for Bid.
11. **PUBLIC INFORMATION.** All information, except that classified as confidential, will become public information at the time that the Bid is opened. Confidential information must be marked “CONFIDENTIAL” in red letters in the upper right hand corner of the sheets containing the confidential information. Price and information concerning the specifications cannot be considered confidential.
12. **REJECTION OF BIDS.** The District reserves the right to award bids based on price and any other evaluation criteria contained herein, to reject any and all bids or any part thereof, and to accept the bid that is in the best interest of the District.

13. **SUBMISSIONS OF DRAWINGS/LITERATURE.** The submission of samples, drawings and literature to be used in the evaluation of the bid, must be made by the closing date and time to be considered. All submissions shall be made at no expense to the District. Returns shall only be made at the Bidders request and expense.
14. **TELEGRAPHIC BIDS.** Telegraphic bids will not be considered unless specifically authorized by the Buyer listed on the cover sheet. However, bids may be modified by telegraphic notice, provided that the notice is received by the time and date specified for the closing.
15. **WITHDRAWAL OF BIDS.** Bids may be withdrawn by written notice, telegram or in person by a bidder or an authorized representative any time prior to the award. Bids requiring bid security will result in forfeiture of the security if the bid is withdrawn following the opening.
16. **RIGHT TO WAIVE MINOR IRREGULARITIES.** RRPS reserves the right to waive minor irregularities. RRPS also reserves the right to waive mandatory requirements provided that all of the otherwise responsive bids failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of RRPS.
17. **RESIDENT BUSINESS AND RESIDENT CONTRACTOR PREFERENCE CERTIFICATION**
To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 or a resident contractor preference pursuant to 13-4-2 NMSA 1978, a business or contractor is required to submit with its bid or proposal a copy of a valid resident contractor certificate issued by the taxation and revenue department.
18. **RESIDENT VETERAN PREFERENCE**
In addition, the attached “Resident Veteran Preference Certification” form (Exhibit D) must filled out, signed and accompany any Bid submittal from any business wishing to receive consideration for resident veteran’s preference.
19. **BIDDER DEFINED.** Reference to the terms bidder, seller, service provider, offeror, contractor are to be defined, viewed and interpreted to be interchangeable and to have the same meaning as one another, as referenced in this solicitation.

SECTION II

INVITATION TO BID (ITB) TERMS AND CONDITIONS

The General Terms and Conditions on the reverse side of RRPS's purchase order are an equal and integral part of this Invitation To Bid (ITB) and are identified within Section III. The terms, conditions and specifications contained in this ITB shall be incorporated into all purchase orders issued as a result of this ITB, including any addenda. RRPS reserves the right to negotiate with a successful Bidder (Contractor) provisions in addition to those stipulated in this ITB. The contents of the successful Bidder's bid submittal may be incorporated into an award agreement.

Should a Bidder object to any of the RRPS Terms and Conditions contained within this solicitation, that Bidder must propose specific alternative language for RRPS's review and consideration. General references to the Bidder's terms and conditions or attempts at complete substitutions are not acceptable to RRPS and may result in disqualification of the Bidder's bid submittal. Bidders must provide a brief statement of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording. Any proposed changes to the terms and conditions incorporated and/or attached to this ITB, must be stated in Bidder's bid submittal in a Section marked "PROPOSED ALTERNATIVE TERMS AND CONDITIONS." Bidders are cautioned that any changes to the terms and conditions that are NOT stated in the ITB response will not be entertained by RRPS at a later date. Any provisions in any bid submittal, quotation, acknowledgment or other forms or contract documents applicable to the services that are inconsistent, or in conflict, with any provisions of this ITB or the resultant contract, will be ineffective and inapplicable.

RRPS reserves the right to reject a bid submittal on the basis that the proposed compromising language cannot be accepted by RRPS. Any additional terms and conditions which may be the subject of negotiation will be discussed only between RRPS and the successful Bidder and shall not be deemed an opportunity to amend the Bidder's bid submittal.

NOTE: An Awardee of a Price Agreement established with RRPS has the opportunity to market a resultant Price Agreement to other New Mexico local public bodies and state agencies under the State of New Mexico Public Purchases and Property Act, NMSA 1978, Article 1, Procurement, Section 13-1-129, "Procurement under existing contracts."

1. **ACCEPTANCE AND REJECTION.** If prior to final acceptance, any goods or services are found to be defective or not as specified, or if the District is entitled to revoke acceptance of the goods and/or services the District may reject or revoke acceptance, require Seller to correct without charge within a reasonable time, or require delivery at an equitable reduction in price; at the District's option. Seller shall reimburse the District for all incidental and consequential costs related to unaccepted goods or services. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects, fraud, or such gross mistakes as amount to fraud. Acceptance of goods or services shall not waive the right to claim damages for breach of contract.

2. **ADDRESSES FOR NOTICES.** Any notice required to be given or which may be given under this ITB or a resultant contract shall be in writing and delivered in person or via first class mail.

Address if notice delivered by first class mail:

Rio Rancho Public Schools
Purchasing Department
500 Laser Road NE
Rio Rancho, New Mexico 87124

3. AGREEMENT. Any resultant Purchase Order shall be the sole and entire Agreement between the parties; any documents incorporated into a resultant Agreement shall be listed explicitly on the front side of the Purchase Order, or shall be incorporated by implication by the terms of this ITB. Any terms inconsistent with or in addition to the Purchase Order proposed by Seller are deemed rejected unless agreed to in writing by an appropriate District official.

4. ASSIGNMENT. A resultant Purchase Order may be assignable by the District. Except as to any payment due hereunder, the Purchase Order may not be assignable by Seller without the prior written approval from the District.

5. BID SECURITY. (INTENTIONALLY LEFT BLANK)

6. BRAND NAME OR EQUAL SPECIFICATIONS. The manufacturers part and model numbers identified within this invitation for bids are used solely to describe the items desired and to establish minimum specifications, quality and performance requirements. Offers of equal performance will be considered, provided that complete product descriptions, specifications and literature are provided with your response.

7. CANCELLATION. The District reserves the right to cancel, without penalty, this ITB, any resultant contract or any portion thereof for unsatisfactory performance, convenience, cancellation of the project or unavailability of funds.

8. CHANGES. The District may make changes within the general scope of a Purchase Order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of the Purchase Order, an appropriate equitable adjustment will be made. No change by Seller shall be recognized without the prior written approval of the District. Any claim of Seller for an adjustment under this Paragraph must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change. Nothing in this Paragraph shall excuse Seller from proceeding with the performance of the Purchase Order as changed hereunder.

9. CHANGES/ALTERATIONS AFTER AWARD. Changes or alterations after an award can only be made if agreed to in writing by the District.

10. CLEAN UP. (INTENTIONALLY LEFT BLANK)

11. CONFLICT OF INTEREST. Seller shall disclose to the District Purchasing Department the name(s) of any District employee or member of the RRPS Governing Board who has a direct or indirect financial interest in the Seller or in the proposed transaction. A District employee (or Board member) has a direct or indirect financial interest in the Seller or in the proposed transaction if presently or in the preceding twelve (12) months the employee/Regent or a close relative has an ownership interest in the Seller (other than as owner of less than 1% of the stock of a publicly traded corporation); works for the Seller, is a partner, officer, director, trustee or consultant to the Seller, has received grant, travel, honoraria or other similar support from the

Seller, or has a right to receive royalties from the Seller. Seller shall file a Conflict of interest Disclosure form with the District Purchasing Department.

12. DEBARMENT AND SUSPENSION CERTIFICATION FORM. Bidder is required to sign the attached SUPPLIER DEBARMENT AND SUSPENSION CERTIFICATION FORM. Failure to provide the District with a completed Conflict of Interest Form may result in the bid submittal being considered non-responsive.

13. PRICE ANALYSIS/BREAKDOWN REQUIRED. A price analysis or breakdown of the bid offer is required to be submitted with your response.

14. DAMAGE AND SECURITY OF RRPS PROPERTY: The Bidder shall be responsible for all damage to persons or property that occurs as a result of bidder's fault or negligence, or that of any of his employees, agents and/or subcontractors. The bidder shall save and keep harmless RRPS against any and all loss, cost, damage, claims, expense or liability in connection with the performance of any contract awarded in response to this solicitation. Any equipment or facilities damaged by the bidder's operations shall be repaired and/or restored to their original condition at the bidder's expense, including but not limited to cleaning and painting.

15. DISRUPTION OF NORMAL ACTIVITY. All work shall be performed so as not to interfere with normal District activities. When it is necessary to disrupt normal activities, the schedule of work, and the areas to be affected must be approved by RRPS's authorized representative prior to commencement of the work.

16. DISCLOSURE OF BID SUBMITTAL CONTENTS: The bid shall be publicly opened. After a contract award has been made all bid submittals and documents pertaining to the bid submittals will be open to the public, except for the material that is proprietary or confidential. The District will not disclose or make public any pages of a bid submittal on which the Seller has stamped or imprinted "proprietary" or "confidential" subject to the following requirements. Proprietary or confidential data shall be readily separable from the bid submittal in order to facilitate eventual public inspection of the non-confidential portion of the bid submittal. Confidential data is normally restricted to confidential financial information concerning the Seller's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products bid or the cost of services proposed shall not be designated as proprietary or confidential information. If a request is received for disclosure of data for which a Seller has made a written request for confidentiality, the District shall examine the Seller's request and make a written determination that specifies which portions of the bid submittal should be disclosed. Unless the Seller takes legal action to prevent the disclosure, the bid submittal will be disclosed. The bid submittal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

17. DISCOUNTS. If prompt payment discounts apply to this Purchase Order any discount time will not begin until the materials, supplies, or services have been received and accepted and a correct itemized invoice has been received by the District's Accounts Payable Department. In the event testing is required prior to acceptance, the discount time shall begin upon completion of the tests and acceptance.

18. **ELIGIBILITY FOR PARTICIPATION IN GOVERNMENT PROGRAMS.** Each party represents that neither it nor any of its management or any other employees or independent contractors who will have any involvement in the services or products supplied under this solicitation or any resultant agreement, have been excluded from participation in any government healthcare program, debarred from or under any other federal program (including but not limited to debarment under the Generic Drug Enforcement Act), or convicted of any offense defined in 42 U.S.C. Section 1320a-7, and that each party, its employees and independent contractors are not otherwise ineligible for participation in federal healthcare programs. Further, each party represents that it is not aware of any such pending action(s) (including criminal actions) against each party or its employees or independent contractors. Each party shall notify the other immediately upon becoming aware of any pending or final action in any of these areas.

19. **EMPLOYEE CERTIFICATION:** The Seller and all Seller's employees utilized on the work to be performed under this ITB must have the proper certification(s) and license(s) to comply with State and Local requirements in regard to the work to be performed under this ITB. The Seller shall use only fully qualified and approved service technicians to perform inspections, service and/or repairs covered under this ITB.

20. **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION.** In performing the services required under this Purchase Order, each party shall be an equal opportunity employer and shall conform to all affirmative action and other applicable requirements; accordingly, each party shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the basis of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap or medical condition, sexual preference, prior military involvement or any other manner prohibited by law.

21. **EQUIPMENT REQUIRED.** The Bidder shall be responsible for supplying and maintaining all equipment and materials necessary to complete the work to be performed under this ITB except as otherwise noted in the Specifications.

22. **FOREIGN PAYMENTS.** Payment for services performed by a foreign individual or a foreign corporation while in the US may be subject to 30% tax withholding per IRS Publication 515.

23. **FINANCIAL STATEMENT REQUIRED. (INTENTIONALLY LEFT BLANK)**

24. **F.O.B.** Unless stated otherwise, the price for goods offered shall be F.O.B. the place of destination, and the place of destination is the District's designated campus address.

25. **GOVERNING LAW.** This solicitation and any resultant Purchase Order/Agreement shall be construed in accordance with the laws of the State of New Mexico as they pertain to agreements executed and fully to be performed within New Mexico, or federal law where applicable, but in either case excluding that body of law relating to choice of law.

26. **GRAMM-LEACH-BLILEY ACT. (INTENTIONALLY LEFT BLANK)**

27. **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA). (INTENTIONALLY LEFT BLANK)**

28. **INDEPENDENT BUSINESS.** Neither Seller nor any of its agents shall be treated as an employee of the District for any purpose whatsoever. Seller declares that Seller is engaged in an independent business and has complied with all federal, state and local laws regarding business permits and licenses of any kind that may be required to carry out the said business and the tasks to be performed under this Purchase Order. Seller further declares that it is engaged in the same or similar activities for other clients and that the District is not Seller's sole or only client or customer.

29. **INSPECTION.** The District may inspect, at any reasonable time, any part of Seller's plant or place of business, which is related to performance of a resultant Purchase Order/Agreement. Final Inspection will be made at the destination upon completion of delivery of goods and services. Acceptance of delivery shall not be considered acceptance of the goods and/or services furnished. Final inspection shall include any testing or Inspection procedures required by the Specifications and/or terms of agreement.

30. **INSPECTIONS, SELLER.** The Seller shall be responsible for securing at Seller's expense, all required inspections to comply with Federal, State and/or Local regulations governing the work performed under this ITB.

31. **INSTRUMENTALITIES.** Seller shall supply all equipment, tools, materials and supplies to accomplish the designated tasks except as set forth in the Purchase Order/Agreement.

32. **INSURANCE REQUIREMENTS.** (INTENTIONALLY LEFT BLANK)

33. **LICENSES/PERMITS/EASEMENTS.** The seller shall be responsible for obtaining, at his Seller's expense, all easements, right-of-ways, accesses, licenses, permits, and utility locations required to perform the work under this ITB.

34. **MINIMUM WAGE RATES AND PAYROLL SUBMITTALS.** (INTENTIONALLY LEFT BLANK)

35. **NEW MATERIALS REQUIRED.** All materials and equipment delivered and/or installed under this ITB shall be new and be the standard products of a manufacturer regularly engaged in the production of the materials and equipment. Where two or more units of the same class of materials and/or equipment are required, the units shall be the products of the same manufacturer. Any manufacturer's data supplied with the item(s) shall be submitted to RRPS's authorized representative.

36. **OSHA REGULATIONS.** The Seller shall abide by Federal Occupational Safety and Health Administration (OSHA) regulations, the State of New Mexico Environmental Improvement Board's Occupational Health and Safety Regulations that apply to the work performed under this ITB. The Seller shall defend, indemnify, and hold RRPS free and harmless against any and all claims, loss, liability and expense resulting from any alleged violation(s) of said regulation(s) including but not limited to, fines or penalties, judgments, court costs and attorney's fees.

37. **OPTION TO RENEW.** The District reserves the option to renew any resultant Purchase Order/Agreement if such renewal is mutually agreed to and found to be in the best interest of the

District. These renewal options will be exercised in increments as indicated in the bid submittal specifications, or if not stated, in one-year terms. Renewals shall be in accordance with Section 13-1-150 NMSA.

38. OTHER APPLICABLE LAWS. Any provision required to be included in this solicitation or resultant Purchase Order/Agreement by any applicable and valid executive order, federal, state or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

39. OWNERSHIP. (INTENTIONALLY LEFT BLANK)

40. PATENT AND COPYRIGHT INDEMNITY. Seller shall indemnify, defend and hold harmless the District against all losses, liabilities, lawsuits, claims, expenses (including attorneys' fees), costs, and judgments incurred through third party claims of infringement of any copyright, patent, trademark or other intellectual property rights.

41. PAYMENT TERMS. Upon written request from Seller for payment, the District shall, within 30 days, issue a written certification of complete or partial acceptance or rejection, with payment to follow within 30 days after certificate of acceptance. Late payment charges shall be ½ of 1% per month.

42. PAYROLL OR EMPLOYMENT TAXES. No federal, state, or local income, payroll or employment taxes of any kind shall be withheld or paid by the District with respect to payments to Seller or on behalf of Seller its agents or employees. Seller shall withhold and pay any such taxes on behalf of its employees as required by law. The payroll or employment taxes that are the subject to this paragraph include but are not limited to FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax. If Seller is not a corporation, Seller further understands that Seller may be liable for self-employment (Social Security) tax, to be paid by Seller according to law.

43. PROTECTION OF CONFIDENTIAL DATA. (INTENTIONALLY LEFT BLANK)

44. PUBLIC WORKS PERFORMANCE AND PAYMENT BONDS: (INTENTIONALLY LEFT BLANK)

45. REFERENCES REQUIRED. The Bidder must furnish a minimum of three (3) references of organizations and/or businesses that Bidder has provided with similar goods and/or services. Preferably, RRPS references should not be given as one of the three (3) references. The organization's name, a contact, a telephone number and a brief description of the goods and/or services provided are required for each reference. Failure to submit the information may result in the Bidder's bid submittal being considered as non-responsive. RRPS may make such investigations as necessary to determine the ability of the Bidder to adhere to the requirements specified within this ITB. The RRPS Purchasing Department will reject the bid submittal of any Bidder who is not a responsible Bidder or fails to submit a responsive bid submittal as defined in Section 13-1-83, and Section 13-1-85 NMSA 1978.

46. RELEASE RRPS GOVERNING BOARD. The Contractor shall, upon final payment of the amount due under a resultant Purchase order/Agreement, release the Governing Board of Rio Rancho Public Schools, their officers and employees, and the State of New Mexico from

liabilities, claims and obligations whatsoever arising from the Purchase Order/Agreement. The Contractor agrees not to purport to bind Rio Rancho Public Schools or the State of New Mexico to any obligation not assumed in the Purchase Order/Agreement by the Governing Board of Rio Rancho Public Schools or the State of New Mexico unless the Contractor has express, written authority to do so, and then, only within the strict limits of that authority.

47. **RETENTION OF RECORDS.** Contractor will maintain detailed records indicating the date, time and nature of goods and/or services provided under the Agreement for a period of at least five years after termination of the Agreement, and will allow access for inspection by Rio Rancho Public Schools, the Secretary for Health and Human Services, the Comptroller General and the Inspector General to such records for the purpose of verifying costs associated with provisions of services under the Agreement.

48. **REIMBURSABLE TRAVEL AND LIVING EXPENSES.** Any pre-negotiated travel and living expenses that Bidder may incur in providing RRPS goods and/or services pursuant to an Agreement, are limited to reimbursement for the actual cost of commercial “coach” airline travel; per diem meal reimbursement limited to the rate established by the Internal Revenue Services (per diem reimbursement includes the cost of food, beverages, and gratuities); lodging at a hotel, and car rental as established with selected rental agencies as per RRPS’s web site: <http://www.RRPS.edu/~purch/priceagree.html> . RRPS will not reimburse for any other travel and/or living expenses.

49. **RIGHT TO PROTEST.** This solicitation or the award of an ITB may be protested as per RRPS Purchasing Department Protest Procedures.

50. **SCHEDULE DELAYS.** If after the award, the Seller becomes aware of possible problems that could result in delay in completion of the work on the agreed-to schedule, the Seller must immediately notify the Buyer or the designated representative. The initial notification of the delay may be verbal with a written confirmation, giving the probable cause and effect, with recommendations for alternate action. Nothing in this paragraph will be interpreted as relieving the Seller of its contractual obligations; however, failure to notify the District promptly will be a basis for determining the Seller responsibility in an otherwise excusable delay.

51. **SELLER’S EMPLOYEES AND AGENTS.** Seller shall have complete charge and responsibility for persons employed by Seller and engaged in the performance of the specified work. The Seller, its agents and employees state that they are independent contractors and not employees of the District. Seller, its agents and employees shall not accrue leave, retirement, insurance, bonding or any other benefit afforded to employees of the District as a result of this Purchase Order.

52. **SITE INSPECTION.** (INTENTIONALLY LEFT BLANK)

53. **SITE FAMILIARITY.** (INTENTIONALLY LEFT BLANK)

54. **STATE AND LOCAL ORDINANCES:** The Seller shall perform work under the resultant contract in strict accordance with the latest adopted version of all State and local codes, ordinances, and regulations governing the work involved. All materials and labor necessary to comply with the rules, regulations and ordinances shall be provided by the Seller. Where the

drawings and/or specifications indicate materials or construction in excess of the code requirements, the drawings and/or specifications shall govern. The Seller shall be responsible for the final execution of the work to meet these requirements. In the event of a conflict between various codes and standards, the more stringent shall apply.

55. TAX SEGREGATION (CONSTRUCTION RELATED PROJECTS): (INTENTIONALLY LEFT BLANK)

56. WAIVER. Any resultant Purchase Order/Agreement shall herein contain a provision that states that no waiver of any breach of the Contract or any terms or conditions thereof shall be held to be a waiver of any other or subsequent breach; nor shall any waiver be valid, alleged or binding unless the same shall be in writing and signed by the party to have granted the waiver.

57. WORKERS COMPENSATION. No workers compensation insurance has been or will be obtained by RRPS on account of Seller or its employees or agents. Seller shall comply with the workers compensation laws with respect to Seller and Seller's employees and agents.

SECTION III

Rio Rancho Public Schools (RRPS) Purchase Order STANDARD TERMS AND CONDITIONS

Effective: February 16, 2016

1. ACCEPTANCE AND REJECTION.

If prior to final acceptance, any goods or services are found to be defective or not as specified, or if RRPS is entitled to revoke acceptance of them RRPS may reject or revoke acceptance, require Seller to correct without charge within a reasonable time, or require delivery at an equitable reduction in price, at RRPS's option. Seller shall reimburse RRPS for all incidental and consequential costs related to unaccepted goods or services. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects, fraud, or such gross mistakes as amount to fraud. Acceptance of goods or services shall not waive the right to claim damages for breach of contract.

2. AGREEMENT

This Purchase Order is the sole and entire Agreement between the parties; any documents incorporated into this Agreement are listed explicitly on the front side of this Purchase Order, or are incorporated by implication by the terms of this Purchase Order. Any terms inconsistent with or in addition to this Purchase Order proposed by Seller are deemed rejected unless agreed to in writing by an appropriate RRPS official.

3. ASSIGNMENT

This Purchase Order is assignable by RRPS. Except as to any payment due hereunder, this Purchase Order is not assignable by Seller without written approval from RRPS.

4. CHANGES

RRPS may make changes within the general scope of this Purchase Order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of this Purchase Order, an appropriate equitable adjustment shall be made. No change by Seller shall be recognized without written approval of RRPS. Any claim of Seller for an adjustment under this Paragraph must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change. Nothing in this Paragraph shall excuse Seller from proceeding with the performance of the Purchase Order as changed hereunder.

5. CONFLICT OF INTEREST

Seller shall disclose to RRPS Finance Department the name(s) of any RRPS employee or member of the Governing Board who has a direct or indirect financial interest in the Seller or in the proposed transaction. An RRPS employee or member of the Governing Board that has a direct or indirect financial interest in the Seller or in the proposed transaction if presently or in the

preceding twelve (12) months the employee/member of the Governing Board or a close relative has an ownership interest in the Seller (other than as owner of less than 1% of the stock of a publicly traded corporation); works for the Seller, is a partner, officer, director, trustee or consultant to the Seller, has received grant, travel, honoraria or other similar support from the Seller, or has a right to receive royalties from the Seller. Seller shall file a Conflict of interest Disclosure form with RRPS Finance Department.

6. DISCOUNTS

If prompt payment discounts apply to this Purchase Order any discount time will not begin until the materials, supplies, or services have been received and accepted and a correct invoice received by RRPS's Accounts Payable Department. In the event testing is required prior to acceptance, the discount time shall begin upon completion of the tests and acceptance.

7. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

In performing the services required under this Purchase Order, each party shall be an equal opportunity employer and shall conform to all affirmative action and other applicable requirements; accordingly, each party shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the basis of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap or medical condition, sexual preference, prior military involvement or any other manner prohibited by law.

8. F.O.B

Unless stated otherwise, the price for goods is F.O.B. the place of destination, and the place of destination is RRPS's designated campus address.

9. INDEMNIFICATION AND INSURANCE

Seller assumes the entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any actual or alleged personal injury (including death) and/or damage or destruction to property sustained or alleged to have been sustained in connection with or arising out of the goods delivered by Seller or the performance of the work by Seller its agents, employees, subcontractors or consultants, except to the extent of liability arising out of the negligent performance of the work by or willful misconduct of RRPS. Seller shall indemnify, defend and hold harmless RRPS, its officers, agents, and employees from any and all liability for such losses, expenses, damages, demands, and claims and shall defend any suit or action brought against any or all of them based on any actual or alleged personal injury or damages and shall pay any damage costs and expenses including attorneys' fees, in connection with or resulting from such suit or action. Seller will also indemnify, defend and hold harmless RRPS against any joint and several liabilities imposed against RRPS with respect to strict products liability claims attributable to the fault of the Seller.

Seller agrees that it and its subcontractors will maintain general liability, product liability and property damage insurance in reasonable amounts (at least equal to the New Mexico Tort Claims Act limits) covering the above obligation and will maintain workers' compensation coverage covering all employees performing under this Purchase Order on premises occupied by or under the control of RRPS. The liability of RRPS will be subject in all cases to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1 et seq. NMSA 1978, as

amended.

10. INDEPENDENT BUSINESS

Neither Seller nor any of its agents shall be treated as an employee of RRPS for any purpose whatsoever. Seller declares that Seller is engaged in an independent business and has complied with all federal, state and local laws regarding business permits and licenses of any kind that may be required to carry out the said business and the tasks to be performed under this Purchase Order. Seller further declares that it is engaged in the same or similar activities for other clients and that RRPS is not Seller's sole or only client or customer.

11. INSPECTION

RRPS may inspect, at any reasonable time, any part of Seller's plant or place of business, which is related to performance of this Purchase Order. Final inspection will be made at the destination upon completion of delivery of goods and services. Acceptance of delivery shall not be considered acceptance of the goods and/or services furnished. Final inspection shall include any testing or inspection procedures required by the Specifications.

12. INSTRUMENTALITIES

Seller shall supply all equipment, tools, materials and supplies to accomplish the designated tasks except as set forth in this purchase order or its attachments.

13. OTHER APPLICABLE LAWS

Any provision required to be included in a purchase order of this type by any applicable and valid executive order, federal, state or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

14. OWNERSHIP

Ownership of Documents - All documents which are prepared by the Vendor/Contractor or any member of the consulting team that form a part of its services under this Agreement are the sole property of RRPS and such works may not be reproduced nor distributed without the express written consent of RRPS and shall be delivered to RRPS upon termination and or completion of this Agreement if RRPS so requests. The Vendor/Contractor shall be responsible for the protection and/or replacement of any original documents in its possession. RRPS shall receive all original drawings and the Vendor/Contractor shall retain a reproducible copy.

15. PATENT AND COPYRIGHT INDEMNITY

Seller shall indemnify, defend and hold harmless RRPS against all losses, liabilities, lawsuits, claims, expenses (including attorneys' fees), costs, and judgments incurred through third party claims of infringement of any copyright, patent, trademark or other intellectual property rights.

16. PAYMENT TERMS

Upon written request from Seller for payment, RRPS shall, within 30 days, issue a written certification of complete or partial acceptance or rejection, with payment to follow within 30

days after certificate of acceptance. Late payment charges shall be ½ of 1% per month.

17. PAYROLL OR EMPLOYMENT TAXES

No federal, state, or local income, payroll or employment taxes of any kind shall be withheld or paid by RRPS with respect to payments to Seller or on behalf of Seller its agents or employees. Seller shall withhold and pay any such taxes on behalf of its employees as required by law. The payroll or employment taxes that are the subject to this paragraph include but are not limited to FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax.

18. PENALTIES

The Procurement Code Section 13-1-28 at seq. NMSA 1978, as amended imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose criminal penalties for bribes, gratuities and kickbacks.

19. SELLER'S EMPLOYEES AND AGENTS

Seller shall have complete charge and responsibility for persons employed by Seller and engaged in the performance of the specified work. The Seller, its agents and employees state that they are independent contractors and not employees of RRPS. Seller, its agents and employees shall not accrue leave, retirement, insurance, bonding or any other benefit afforded to employees of RRPS as a result of this Purchase Order.

20. TERMINATION AND DELAYS

RRPS may by written notice stating the extent and effective date, terminate this Purchase Order for convenience in whole or in part, at any time. RRPS shall pay Seller as full compensation for performance until such termination: the unit or pro rata order price for the delivered and accepted portion: and (2) incidental damages, not otherwise recoverable from other sources by Seller, as approved by RRPS, with respect to the undelivered or unaccepted portion of this Purchase Order provided compensation hereunder shall in no event exceed the total Purchase Order price. Such amount will be limited to Seller's actual cost, and may not include anticipated profits. RRPS shall not be liable for consequential damages.

RRPS may by written notice terminate this Purchase Order in whole or in part for Seller's default if Seller refuses or fails to comply with the provisions of this Purchase Order or fails to make progress so as to endanger performance and does not cure such failure within a reasonable period of time. In such event, RRPS may otherwise secure the materials, supplies or services ordered, and Seller shall be liable for damages suffered by RRPS thereby, including incidental and consequential damages. If after notice of termination, RRPS determines Seller was not in default, or if Seller's default is due to failure of RRPS, termination shall be deemed for the convenience of RRPS. The rights and remedies of RRPS provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Purchase Order as used in this paragraph, the word "Seller" includes Seller and Seller's sub-suppliers at any tier.

21. TITLE AND DELIVERY

Title to the materials and supplies passed hereunder shall pass to RRPS upon acceptance at the

FOB point specified, subject to the right of RRPS to reject. For any exception to the delivery date specified, Seller shall give prior notification and obtain approval thereto from RRPS's Finance Department. Time is of the essence and the purchase order is subject to termination for failure to deliver on time.

22. WARRANTIES

Seller warrants the goods and/or services furnished to be exactly as specified in this Purchase Order, free from defects in Seller's design, labor, materials and manufacture, and to be in compliance with any drawings or specifications incorporated herein and with any samples furnished by Seller. All applicable UCC warranties express and implied are incorporated herein.

23. WORKERS COMPENSATION

No workers compensation insurance has been or will be obtained by RRPS on account of Seller or its employees or agents. Seller shall comply with the workers compensation laws with respect to Seller and Seller's employees and agents.

24. CAMPAIGN DISCLOSURE

a) The Seller will disclose all campaign contributions given by the Seller or a family member or representative of the Seller to any RRPS Governing Board member two years prior to the issuance of this purchase order, if the aggregate total of contributions given by the Seller or a family member or representative of the Seller to the RRPS Governing Board Member exceeds \$250 over the two-year period. The disclosure will indicate the date, amount, nature and purpose of the contribution. The disclosure statement will be on a form developed and made available electronically by RRPS's Purchasing Department.

b) A Seller submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official will make a statement that no contribution was made.

c) A Seller or a family member or representative of the Seller will not give a campaign contribution or other thing of value to an applicable public official during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

SECTION IV

SCOPE OF WORK

A. Rio Rancho Public Schools is seeking bids from qualified bidders to establish a Price Agreement for the purchase of Marching Band Uniforms on an as needed basis as described below. RRPS is requesting bid submittals based upon a guaranteed fixed discount rate off of the Manufacturers most current published price list (MSRP). RRPS plans to purchase uniform items over an eight (8) year period – jackets, bibs, accessories on an alternating basis. Bidders are requested to breakdown costs of items individually based upon a percentage discount off of the MSRP. The following is a listing of the uniform items to be purchased upon award of an agreement.

Initial order requirement:

RRPS Band Uniforms for Cleveland High School (CHS) and Rio Rancho High School (RRHS)

- 200 uniforms in stock sizes
- 2 Drum Major Uniforms - Design Varied/Coordinated with Main Band Uniform

B. GENERAL

All bidders must submit a full, accurate sample/model/uniform of RRPS Rio Rancho High / V. Sue Cleveland High Schools' designs or stock design that can be test washed, prior to awarding of bid.

Instructions for care must be included. No "chemical dry clean only" or "dry clean recommended" uniforms are acceptable.

EACH UNIFORM SET MUST INCLUDE: Garment Bag, Clothes hangers, and Plastic hat box

ALL GARMENTS MUST HAVE SEWN IN SIZE LABELS AND A LABEL FOR NUMBERING OR OTHER IDENTIFICATION USED FOR INVENTORY CONTROL.

ALL ORDERS MUST HAVE ACCURATE INVENTORY NOTEBOOK AND/OR COMPUTER DISC FILE CONTAINING COMPLETE CARE AND SIZING INFORMATION.

C. SHIPPING

Uniforms are to be shipped on wishbone style hangers. Hangers are to be hard plastic, not wood. Wooden hangers have a tendency to pick and pull the basic fabric, and they are not acceptable. The hangers must be bent and rounded at the top to allow the shoulder area of the garment to be spread and hung properly. Each uniform must be delivered in its own clear polyethylene bag to prevent soiling. Uniforms must be delivered in 200 lb. Test cardboard wardrobe containers, opening from the front, and having a metal bar reinforcement at the top with clasp to prevent hangers from disengaging from the metal structure. Each carton will be properly marked on the outside, with identification numbers of the uniforms contained in that specific carton.

D. IDENTIFICATION

Each major garment item is to have identification numbers sewn into the individual pieces to allow for quick and easy issuing. Coats, trousers, and blouses are to have woven numerals.

Trousers are to include inseam and waist information for future reference; coats shall have chest size and length indicated on a linen ticket. The original order is to include a bound booklet with the numbers of each uniform corresponding to the particular size of that uniform, arranged from the smallest to the largest. Size information shall include chest size, height, weight, and inseam for each uniform. Bound in the identification record shall be a size chart for use as reference for purchase of future uniforms.

E. INSPECTION

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

F. FABRIC VERIFICATION

Fabric swatches must accompany each bid invitation, unless an exact sample uniform has been provided. Swatches shall be properly labeled to include weight, composition, lot number, and shade number. When using wool or dacron/wool materials, a "Kaumagraph" MUST appear on the back of the fabrics (except white) insuring a first quality fabric. The "Kaumagraph" used on sample uniforms made of dacron/wool and 100% wool fabric is found on the inside of the garment.

NOTE: "Kaumagraphs" need not appear on fabric swatches.

G. VERIFICATION OF FABRIC PROCESSING AND STABILIZATION

Any dacron/wool blend fabric from any vendor must be professional cold water and alcohol sponged, decated, and inspected. Bidder must submit in writing, certification that dacron/wool blend fabric will have undergone this fabric stabilization prior to manufacture of the uniforms. Also, such certification should be submitted in writing by an officer of the bidding company.

The company actually performing the stabilizing process must be indicated, with an individual or officer of said company to contact for verification of processing.

As dacron/wool garments having not undergone such processing can experience significant and excessive shrinkage, bidders not providing such a sponging treatment and certification in this bid will be disqualified.

H. JACKETS / COATS / TUNICS:

COLORS:

For RRHS: Primary Color: Royal Blue; Accent colors: Silver and Kelly Green

For CHS: Primary Color: Carolina Blue; Accent colors: Silver

PATTERNS

Patterns are to be marked, graded, and cut using a computerized system to insure accuracy.

Patterns are to cover a full range of sizes, including male, female, short, regular, long, and extra long from size 26 to 60.

Jackets/coats/tunics must be available in an extended size range from chest/bust 26-66 (increasing in 2" increment additions). Custom sizing for jackets which exceed standard silhouette must be accommodated through custom pattern work and manufacture. No size multiple grouping is allowed (S, M, L, XL, etc.). All jacket/coat/tunic measurements must be proportional to chest/bust/size based on current size-ratio standards of athletic and sportswear industries.

Jacket/coats/tunics must be available in hem and sleeve lengths in a full size range of: Extra-short, short, regular, long, and extra-long (in increasing 1" increments) to accommodate variation in heights and arm length. This feature must be available in all custom-size work as well.

To allow maximum range of athletic movement, all standardized sleeves must be two-part construction which must include patterned-in gusset feature in underarm section. Common expansion pockets, flanges, or pieced-in patch at underarm are not allowed. Custom sleeves must meet the same standards. Sleeves with darts are not allowed. Military, European, (high-cut) arm-eyes, or stretch fabric gusset inserts are not allowed.

Sleeves must be constructed with 1/2" seam allowance, to provide ample fabric for alteration. Seam allowances of less than 1/2" in sleeves are not acceptable.

All sleeves must be set-in using straight stitch direct to armhole of jacket with 1/2" seam allowance, double-stitched and industrial back-stitch finish. Arm-hole tape is not an acceptable substitute since it does not allow wash ability or full range of expansion and flexibility.

Sleeves must be available with two optional finishes: (A) Fully-serged, over-lock edge left a full-pattern length for adjustment. (B) Adjustable cuff: incrementally placed closures along both interior seam allowances providing immediate alteration of cuff length without sewing. Closures must be industrial-grade fasteners.

In order to provide maximum opportunity for alteration, comfort and size adjustability, all jackets must feature 1/2" seam allowance at shoulder seams, arm holes, side-back seams, and center-front seams, as dictated by the design of the coat. All jackets must feature 1" seam allowances at center-back seams and side seams. These are plain, fully serged, over-lock edged and have a total outlet of 3". Ends of all seams are back stitched and all seam edges are serged. Seam allowances less than stated above are not acceptable and can lead to frayed fabric edge, stress-related damage, and the inability to fully alter and fit wearer.

All jacket fronts must be a minimum of two (2) exterior pieces, with fabric grain line parallel to the center-front line of the wearer's body. All center-front seams must be straight and perpendicular to neckline and straight hem edge. Any variance from above is unacceptable since distortion and torque of coat will result. All grain lines reflect the inherent woven properties of the fabric itself, with warp and weft "trued" to perpendicular. Fabric manipulation through colloiddally treated processes, steam, lining or belting is not allowed. Fabric surfaces, especially those of diagonally-ridged face (drills, twills, and gabardines) or horizontally-ridged face (failles, bengalines, and ottomans) are not acceptable as indication of fabric grain.

All jacket/coat/tunic backs must be a minimum of four (4) external pieces, with fabric grain line parallel to the center, back line of the wearer's body. All center back seams must be straight and perpendicular to the neckline and straight hem edge. Any variance from above is unacceptable since distortion and torque of coat will result. Where "princess back" or contoured fit is dictated

by the design, only the “fiddle-back” construction option is allowed. Inferior darts and /or tucks as a fitting-device are not acceptable anywhere on coat back since they limit potential alteration, and can create damaging holes in the fabric.

Zipper fastenings for closure must be placed directly center-back or center-front of jacket. Alternate zipper placement including diagonal placement or side-seam underarm placement is unacceptable due to cumbersome access and poor fit and fabric drape. Only the centered application of zipper is acceptable. Some styles require a closure with Velcro in order to maintain a smooth style with desired access.

All collars must be of a construction utilizing coat quality fabric in a quad-layer method of double interfacing. Flexible, heat-set materials are strengthened with straight stitch edge stitching, and center placed industrial bar tack, creating a standing extension collar containing no hard plastic or wire (which could cause injury to the coat and discomfort to the wearer). Plastic collar bases, plastic/vinyl welting or piping, coated wire, etc. is not allowed.

All collars must be attached to neckline of coat through all layers of the collar. No free-floating or enveloped plastic is acceptable.

All collars and jackets/coats/tunics must be straight stitched (sewn) together, serged (interlocked) together, then under-stitched on the neckline seam face in that sequence to ensure proper sizing, fit, comfort, washability. A bound finish must complete all collar interiors.

All collars must be free of restrictive closures center-front or center back, which could prevent proper physical contraction, expansion, breath intake, and head/neck motion. No metal closure is acceptable on collar of coat. All shape maintenance of collar contour must be achieved by sewn reinforcement only.

No collar liner or insert that is attached to jacket is acceptable or necessary since jacket is 100% washable. Additional liners are not acceptable.

All collars must accept alteration in one action with the center-back line of coat.

All external shoulder extensions (wings) must be of a construction utilizing coat quality fabric in a quad-layer method of double interfacing. Flexible, heat-set, multi-directional materials are strengthened with straight-stitch under-stitching, back-stitching, and center-placed reinforcement and backstitched to underside of wing for durability, crisp appearance and easy care.

All external shoulder-extensions (wings) must be double stitched and back-stitched to face of coat (butted to arm hole) and quad-stitched at stress points. Wings must not impose into armhole or impede arm motion in anyway. Wings must not begin below under-arm line of body or be sewn into coat front in order to avoid upper torso constriction. In addition, nylon horsehair braid, in corresponding color, is straight-stitched. Any variance to this is unacceptable.

Epaulets: When used in design, all edges must be serged together, seams both edge and back stitched, with any or all snap-fastener application being hidden from view by attachment of fastener prior to sewing. Corresponding snap-fastener on jacket must be applied to coat before shoulder pad is inserted for comfort, ease of fit, ease of alteration, (ease of shoulder pad removable).

All jackets/coats/tunics must be constructed from colorfast, fade-and heat resistant fabric. It is chosen for flexible weave textile properties, allowing ease of movement and accommodation of elbow, armhole stress. It has long-lifespan durability, allowing it to endure machine wash and dry. Wool, wool blend, etc. are unacceptable. They require chemical dry-clean care and are heat prohibitive, costly, and susceptible to gas fading, mildew and insect infestation.

Rayon/nylon/poly sheath lining fabrics may not be used anywhere in the construction of the jacket. Their delicate nature does not respond to athletic torque, perspiration build-up, chemical dry-cleaning solutions, or the ability to easily wash and dry. No sleeves will be lined. Where design dictates a lining on parts of the torso (waist points, etc.) lining must be poly/cotton drill/twill fabric.

Shoulder pads are high quality and washable. Shoulder pads are covered with poly gabardine. All shoulder pads are hand placed and stitched into each coat. Uncovered shoulder pads or those covered in stretch lining fabric or non-woven materials are unacceptable.

Thread must be PW Core ticket, size 70, 37/2 Polyester wrap core, heat resistant, colorfast and washable. Cotton mercerized thread is not acceptable for durability reasons and color fastness.

Velcro must be Velcro brand or equivalent to be used on closures and baldric attachments. Color of Velcro, where possible, should approximate surrounding color.

Zipper (generally in back) is a heavy-duty auto-locking Vislon (YKK Quality) separating zipper, easy to use and completely washable. Jacket zipper is double stitched the entire length of the zipper and bar-tacked at both bottom stress points of the zipper. Any metal, or small, dress-weight zippers are unacceptable for reasons of durability.

Buttons must be high quality buttons used where specified and attached by rivet-based tack back. Buttons must have brass base top and rust resistant back.

I. BIB PANTS / JUMPSUITS: Color: Black

Bib pant/jumpsuit patterns must offer separate male and female versions of design to ensure appropriate fit. NO unisex bib-pant patterns are acceptable. Female bib pant pattern utilizes darts in pant front and back, hip and seat shaping to accommodate current garment and athletic garment industry standards for female measurement, and proportion.

Patterns and style must be in keeping with the end use of marching to modern standards. They have ample room for movement, are non-restrictive, along with complete washability.

Bib pants/jumpsuits must be available in an extended size range from chest/bust 26-66 (increasing in 2" increment additions), custom sizing for bib pants which exceed standard silhouette must be accommodated through custom pattern work and manufacture. NO size multiple grouping is allowed (S, M, L, XL, etc.)

Bib pants/jumpsuits must be available in short, regular, or long lengths in every size to accommodate variation in height, and proportioned accordingly.

In order to provide maximum opportunity for alteration, comfort and size adjustability, all bib pants/jumpsuits must feature 1" seam allowance on side seams, 1/2 "seam allowance through crotch, and 1" seam allowance in center back. Seam allowance must smoothly graduate from crotch/seat through center-back 1/2" to 1" with no breaks or jogs.

Seam allowance on bib pants/jumpsuits must be plain and allow for total outlet of 3” expansion, placed for immediate access and easy alteration. Ends of seams are back stitched and all seam edges are serged. Seam allowances less than stated above are not acceptable and can lead to frayed fabric edge, stress-related damage, and the inability to fully alter and fit wearer.

All bib pants/jumpsuits must be constructed from colorfast, fade-out heat resistant 11 1/2 oz 100% polyester gabardine with a Visa finish. It is chosen for flexible weave textile properties, allowing ease of movement and accommodation of crotch, knee stress. It has long-lifespan durability, allowing it to endure machine wash and dry. Wool, wool blend, etc. are unacceptable. They are susceptible to gas fading, mildew and insect infestation.

All seat seams must be sewn with two rows of stitching. Crotch seam must be reinforced construction, triple seamed for durability and movement range.

All shoulder straps are adjustable for size and fit variance secured with high-impact, high-density, non-rust, washable polymer/plastic sliders. The straps MUST be attached to two ply elastic extensions which attach to the back strap seams of the bib pants. No excess strap length must be visible at any time, nor may excess hang loose from pant.

All bib pant/jumpsuit patterns must include ellipsoidal neck opening for smooth upper torso fit, cut high enough to eliminate any exposure of garments worn under jacket.

All bib pants/jumpsuits must include two (2) symmetrical pockets built into upper torso (not patch-pocket additions) on either side of center-front closure.

Zipper closures: Must be placed center-front, and be of a coat-grade, YKK Brass metal locking type, using industry standard fly zipper application.

Leg bottoms must be left serged and allow ample length for alteration. It is preferred that there be two options of finish on bib pant hems: (A) Bib pants are sent to buyer unhemmed to be custom hemmed to wearer by purchaser, or (B) ASnap tape fasteners 12” in length are sewn into the interior seams of the inseam and outseam of the bib pants and the hem length is chosen by the wearer, using the corresponding appropriate closures.

J. BALDRICS / SASHES:

Fabrication based on design specifications and fabric choices.

Sizing must be determined according to jacket specification, as well as coordinated to size and length.

Fabrics 11 ½ oz. Poly gabardine, top quality close-woven sequin cloth, sequin trims, and matching colorfast satin binding. (Other decorative fabrics are used if requested). Fusible woven interfacing is used on back side. Hook Velcro is attached if needed. Corresponding loop Velcro will be attached to jacket.

K. GAUNTLETS / INDEPENDENT CUFFS (2 per set):

All gauntlets must be made to design specifications and must be available in extended size/fit and range (extra-small, small, medium, large, and x-large and xx-large).

All gauntlets must be of construction, utilizing coat quality fabric in a quad-layer method of double facing. Flexible, heat-set materials are strengthened with straight stitch, top stitching, and center placed reinforcement stitching creating a cuff containing no hard plastic or wire.

L. BAND SHAKOS: Color: Black

Scope: This purchase description covers the specifications required for construction of Band Shakos (marching band hats).

Sizing: The hat sizes are to follow national standard men's hat sizes as follows, or varying has size chart to be provided:

Hat Size: Hat Size: Actual Head size in Inches:

XXS	6-3/8 to 6-1/2	20" through 20-1/2"
XS	6-5/8 to 6-3/4	20-5/8" through 21-3/8"
S	6-7/8 to 7	21-1/2" through 22-1/8"
M	7-1/8 to 7-1/4	22-1/4 through 22-7/8"
L	7-3/8 to 7-1/2	23" through 23-5/8"
XL	7-5/8 to 7-3/4	23-3/4" through 24-3/8"
XXL	7-7/8 to 8	24-1/2" through 25-1/8"

Uniformity of Production: Shall be as in this purchase description. The materials, component items and the finished hat shall meet or exceed the minimum requirements for the items as specified in the purchase description.

Visor: Shall be molded of non-breakable plastic, solid one piece construction cross-hatched on underside. The color shall be molded onto the entire visor. Visor shall be certified for Military use. Composition multi-ply visors are not acceptable.

Chinstrap: Shall be one piece, molded plastic chinstrap with reinforcing rib completely around the bottom end of the strap. The strap closure shall be with snaps, which will provide the most secure closure.

Hook: Chinstrap hook shall be brass, painted black.

Buttons: 40-ligne molded nylon screw-back button with hex nut. Post shall be 1/4" x 20 thread diameter. The nut and Bolt style buttons provide a secure attachment.

Plume socket: Shall be one-piece molded part. Color shall be translucent to blend in with material used on hat cover.

Sweatband: Sweatband shall be sewn on outside of body of hat and turned inside for cushioned comfort. Entire sweatband shall be perforated with flow-through ventilation holes for built-in cool comfort. Sweatband will accommodate up to (3) head sizes. Sweatband shall have reinforcing metal grommets at lace holes.

Hidden ventilation system: Each Shako shall have a hidden ventilation system providing holes (1) on each side, allowing flow-through ventilation.

Sewing construction: (a) Sweatband shall be double-stitched, (b) Cover shall be all lock-stitched seam construction. All seam ends shall be back-stitched to secure them. Thread weight to sew covers shall be super-strong nylon thread, at least .007 diameter. (c) Material shall be turned up on the inside of Shako side, to provide a cushioning effect for the head rest.

Finish and trim: All trim shall be centered in relation to the center of the visor and plume socket. All cover seams shall be sewn straight and even.

M. PACKAGING: Each hat is to be individually packed in its own plastic box with a dust cover before shipping.

N. WARRANTY: Shakos should be warrantied against any defect in materials or workmanship. Instructions for return of a defective shako will be included with the product.

SECTION V

RESPONSE FORM

Bid as follows:

Total Bid Amount to furnish and provide the labor, equipment, supplies, materials, license, permits, freight, etc. required to supply Marching Band Uniforms in accordance with the bid specifications. Note the following manufacturers and identified product lines have been determined to meet bid specifications and are being referenced only to describe the products desired and to establish basic quality requirements. Possible Vendors: Fred J. Miller, Fruhauf, and Band Shoppe. Offers of equal performance will be considered provide that complete product literature and specifications are included with your submittal response.

Discounted rates listed below includes all parts, labor, material, equipment, supplies, insurance, freight, delivery, set up, etc. Note, the discounts below are to remain firm throughout the term of any resultant price agreement awarded in response to this ITB.

NOTE: BIDDERS ARE REQUIRED TO PROVIDE A COPY OF THEIR MOST CURRENT PUBLISHED PRICE LIST WITH THEIR BID SUBMITTAL.

DESCRIPTION	% DISC/MSRP	2016 MSRP	NET Unit Price
1. Uniform Mgt. Software Prgm	_____ %	\$ _____	\$ _____
2. Jackets/Coats/Tunics	_____ %	\$ _____	\$ _____
3. Bib Pants/Jumpsuits	_____ %	\$ _____	\$ _____
4. Baldrics/Sashes	_____ %	\$ _____	\$ _____
5. Gauntlets/Independent Cuffs	_____ %	\$ _____	\$ _____
6. Band Shakos	_____ %	\$ _____	\$ _____
6. Headgear Marching	_____ %	\$ _____	\$ _____
5. Plume Marching	_____ %	\$ _____	\$ _____
6. Shoes Marching	_____ %	\$ _____	\$ _____
7. Shako Bags-Drum Major/CG	_____ %	\$ _____	\$ _____
8. Vinyl Raincoat	_____ %	\$ _____	\$ _____

Bid amounts – less applicable New Mexico Gross Receipts Tax (NMGRT):

INITIAL ORDER: In response to this solicitation, RRPS will be placing an order for the following items to the bidder whose bid submittal is determined to be most favorable based upon discounting structure identified above and based upon 2016 MSRP for the items to be purchased. Please bid as follows:

UNIFORM STYLE SPECIFICATIONS

JACKET - Fred J. Miller #CC149, or equal performance:

Fabric: 11 ½ ounce Polyester Gabardine - Milliken Mills, Metallic Lumina

Color: Regatta & White, Silver; or equal performance

Yoke design jacket with lapped collar in all black. Yoke is white in front & back. White sleeve caps go into the top of each sleeve to complete yoke. No epaulets. Below yoke is Regatta Blue segment that flows down middle to bottom right hem. Bottom of right sleeve is also Regatta Blue. Beneath Regatta Blue segment is Black segment follow by Silver Metallic lumina at middle to left front hem. The Black segment that separates the Regatta and Lumina is cut with jagged edges (3 on top, 2 on bottom) to resemble a lightning bolt. School logo on right chest. The adjust-a-cuff sleeve is added for easy alteration.

<u>Price</u>	<u>Discounted Unit Price</u>	<u>Extended</u>
Qty: (200) Fred J. Miller Model#CC149 uniforms, or equal performance, in stock sizes.	\$ _____/ea	\$ _____
Qty: (2) Fred J. Miller Model #CC149 Drum Major Uniforms, or equal performance. (Design Coordinated with Main Band Uniform)	\$ _____/ea	\$ _____
TOTAL BID AMOUNT INCLUDES ALL FREIGHT, HANDLING, SHIPPING, MATERIALS, ETC.		\$ _____

Authorized Signatory

I hereby certify that I fully understand and accept all terms, conditions, requirements and specifications of the ITB.

Company Name	

Address	

City	State and Zip Code
_____	_____
Authorized Signature	Name (typed or printed)
_____	_____
Title	Date
_____	_____
Telephone Number	Fax Number
_____	_____
Email Address: _____	

EXHIBIT A

**Conflict of Interest-Debarment/Suspension Certification Form
RIO RANCHO PUBLIC SCHOOLS SUPPLIER CONFLICT OF INTEREST AND
DEBARMENT/SUSPENSION CERTIFICATION FORM**

**THE FOLLOWING MUST BE CERTIFIED IF ANY RESULTANT PURCHASE ORDER/AGREEMENT IS \$20,000 OR GREATER
CONFLICT OF INTEREST**

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:

No employee or Governing Member of Rio Rancho Public Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any District of New Mexico employee, Regent or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the bid or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: _____ List below the name(s) of any District or New Mexico employee, Regent or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the Vendor.

DEBARMENT/SUSPENSION STATUS:

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice or proposed debarment from any Agency. The vendor agrees to provide immediate notice to Rio Rancho Public Schools Purchasing Department Buyer in the event of being suspended, debarred or declared ineligible by any department or federal agency, or upon receipt of a notice of proposed debarment that is received after the submission of the bid or offer but prior to the award of the /Purchase Order/Agreement or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

Signature: _____ Title: _____ Date: _____

Name Typed: _____ Company Name: _____

Address _____ City/State/zip: _____

**THE FOLLOWING MUST BE CERTIFIED IF ANY RESULTANT PURCHASE ORDER/AGREEMENT IS \$100,000 OR GREATER:
CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
(September, 2005)**

- (a) In accordance with FAR 52.203-11, the definitions and prohibitions contained in the clause at FAR 52.203-12, Limitation on Payments to influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- (b) The Bidder, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after; December 23, 1989
- 1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract.
- 2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal Transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Bidder shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
- 3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

The undersigned company agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.)

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTION (APR 1991) and CLEAN AIR ACT AND FEDERAL WATER POLLUTION

CONTROL ACT requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named below.

Signature: _____ Title: _____ Date: _____

Name Typed: _____

Company: _____

Address: _____ City/State/zip: _____

**EXHIBIT B
OFFER SIGNATORY FORM**

THE FOLLOWING BIDDER INFORMATION MUST BE COMPLETED AND RETURNED WITH THE ITB.

SMALL & SMALL DISADVANTAGED BUSINESS CERTIFICATION FORM (INCLUDED). Please note that the information requested on the certification form is for reporting purposes only and will not be used in evaluating or awarding a Purchase Order/Agreement.

ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

Addenda No. _____ Dated _____ Addenda No. _____ Dated _____

RESIDENT BUSINESS, RESIDENT CONTRACTOR AND RESIDENT VETERAN PREFERENCE CERTIFICATION

To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 or a resident contractor preference pursuant to 13-4-2 NMSA 1978, a business or contractor is required to submit with its bid or proposal a copy of a valid resident contractor certificate issued by the taxation and revenue department. *In addition, the attached "Resident Veteran Preference Certification" form (Exhibit D) must filled out, signed and accompany any ITB from any business wishing to receive a resident veteran's preference.*

RESIDENT PRFERENCE NUMBER: _____

The undersigned, as an authorized representative for the Company named below, acknowledges that the Bidder has examined this ITB with its related documents and is familiar with all of the conditions surrounding the described materials, labor and/or services. Bidder hereby agrees to furnish all labor, materials and supplies necessary to comply with the specifications in accordance with the Terms and Conditions set forth in this ITB and at the prices stated within the ITB.

The undersigned further states that the company submitting this ITB is not in violation of any applicable Conflict of Interest laws or regulations or any other related clauses included in this ITB.

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE: _____ **FAX:** _____ **EMAIL:** _____

NEW MEXICO GROSS RECEIPTS TAX NO _____

FEDERAL EMPLOYER ID NUMBER (FEIN) _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____

PRINTED OR TYPED NAME _____

TITLE _____

DATE _____

EXHIBIT C

RESIDENT VETERANS PREFERENCE CERTIFICATION

_____(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

__I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

__I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

__I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference /Resident Veteran Contractor Preference under section 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the Business that is subject to protest and may result in denial of an award or un-award of the procurement involved if the statements are proven incorrect.

APPENDIX A

ITB Question Submittal Form
ITB#2016-011-FA

All written questions must be addressed to the Buyer for this ITB. Bidders are to submit written questions using the format below. Written responses to the questions received will be distributed by RRPS's Purchasing Department as addenda to this ITB solicitation.

Question #	Reference Page/Paragraph/Section	Question