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# THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

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75 N. PACE BLVD.  
PENSACOLA, FL 32505  
PHONE (850) 432-6121, FAX (850) 469-6379  
<http://www.escambia.k12.fl.us>  
Malcolm Thomas, Superintendent  
August 31, 2011

## PRE-BID CONFERENCE

Bid #120903  
Band Uniforms – Washington High School

The Escambia County School District will hold a pre-bid conference to review requirements for the purchase of band uniforms for Washington High School. Other District schools may have uniform requirements shortly and may participate in the pre-bid conference for information gathering/sharing. All schools are located in the Pensacola, Florida area.

**PRE-BID CONFERENCE DATE:** Wednesday, September 7, 2011

**PLACE:** Washington High School  
6000 College Pkwy.  
Pensacola, FL 32504  
Check in at Administrative Office for directions to meeting room.

**TIME:** 9:00 a.m., Central Standard Time

This conference will be used to provide vendors with information on the needs and wishes of the specific band regarding the uniforms, with rough sketches and information on the uniform desired. After the meeting, a Request for Information will be issued to vendors, detailing the desired uniform. To respond, vendors will then submit detailed specifications and a colored drawing of the proposed uniform. These specifications and drawings will then be used to prepare the official bid document. All vendors must provide a waiver indicating that information/drawing is not copyrighted and that the School District has permission to use both the specifications and color drawings in the bid. At this point, the selected drawing and specifications become part of the District bid and any vendor may submit a sample and bid on the uniforms. A formal bid (RFP) will be issued, open to full competitive bidding, using the selected uniform drawing.

This pre-bid conference is “Step I” of the attached time line included in this document.

Final award will be based on the following point system:

Quality of Garment	40 points maximum
Cost of the Garment	25 points maximum
Delivery Time	10 points maximum
Company References	5 points maximum
Bonus Points for Vendor that presented selected design	20 points

**CONTACT:** All inquiries concerning this process shall be submitted in writing via email or hand delivery to the ESCD Purchasing Office to:

Marguerite Van Nostrand  
Purchasing Department  
The School District of Escambia County

Email: [mvannostrand@escambia.k12.fl.us](mailto:mvannostrand@escambia.k12.fl.us)  
Phone: (850) 469-6209

For Escambia County School District to ensure equal treatment of all participating vendors, the above named individual is Escambia County School District's only designated representative for this RFP. Vendors are expected to utilize this representative for ALL information regarding this process. Vendors who contact any other District employee regarding the subject of this procurement are subject to disqualification from participating in this bid.

The attached photograph and sketch of a prior Washington High School Band uniform provides a beginning point for review.

Uniform Bid Process - Washington High School		
Step	Date	
1	September 7, 2011 9:00 AM	Pre-Bidders Conference - all bidders meet with School and Purchasing representatives to hear School's presentation of needs.
2	September 21, 2011	Vendor's design/uniform style drawings & Specifications due back to Purchasing. All Bidders to sign a waiver allowing ESCD to use drawing and detailed specifications in bid process.
3	September 27, 2011	School to select drawing & specifications to be used
4	September 30, 2011	Bid advertised
5	November 10, 2011	Bid due in Purchasing
6	November 16, 2011	Samples reviewed and bid evaluated by Committee.
7	November 25, 2011	Purchasing to submit Agenda Summary for ECSD Board Review.
8	December 13, 2011 or January 17, 2012	Purchase approved by School Board
9	January 25, 2012	Purchase Order and required deposit mailed to Board approved vendor
10	February 1, 2012 to April 30, 2012	Successful vendor to work with school on sizing and vendor production time on uniforms.
11	April 30, 2012	Deadline for delivery to School
Date for Step 8 will be determined by December Scheduled Board Meeting.		





MILDCATS