



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:**

**Transportation, Cleaning and Repair of the
Minutemen Marching Band Uniforms and Tuxedos
per the attached specifications**

**RFB# AA09-RH-2859
Bid Opening Date – July 22, 2008 @ 1:00 p.m.**

SERVICES REQUESTED:

Transportation, Cleaning and Repair of Four hundred (400) Uniforms and twenty (20) Tuxedos. Uniforms consist of a jacket with attached cape and separate jumpsuit. Tuxedos consist of jackets with cummerbund and bow-tie.

GENERAL CONDITIONS

Uniform and Tuxedo Materials:

Tuxedos - pants and jackets are manufactured in 100% polyester with satin lapels and pocket edging. Cummerbunds and bow-ties are of a poly-satin blend.

Uniforms – jacket with a cape and separate Jumpsuit: Dacron-wool blend. The uniforms have embroidered front sash and embroidered sleeves. Braiding is present on collar and on front sash. Jumpsuits have an appliqué pin-stripe along outer leg.

Estimated Volume:

The care and maintenance of the uniforms generally requires one to two cleanings per year. These cleanings are generally performed during the spring season in April. On average 330 uniforms are cleaned and 20 tuxedos per cleaning. (NB this number may vary.)

Services Must Include:

-Contractor must furnish all labor, equipment and materials necessary to clean press and repair the uniforms & tuxedos and to transport them to and from designated locations.

- In accordance with band administrative staff, the contractor must pick-up and deliver garments at a mutually agreed upon time, day and place.

-All Uniforms and Tuxedos must be cleaned, pressed, repaired, and stains satisfactorily removed.* Buttons require mending and brass uniform buttons require polishing. The fabric of the uniforms must be protected from oxidation due to contact with buttons during months of storage.

-Services must be completed within deadlines agreed upon with band administrative staff.

* Please see attached care guidelines.

Billing Requirements:

- *Prices should be quoted per unit:*

- *Jacket (accessories included)*
- *Jumpsuit*
- *Tuxedo jacket (accessories included)*
- *Tuxedo pants*
- *Care & Repair*

-The successful bidder will prepare and forward a *List of Prices per unit* and a *pre-invoice* after collecting uniforms which must include the number of uniforms received.

-Upon completion of service an *invoice* on company letterhead must be forwarded to:

University of Massachusetts
The Minuteman Marching Band
The Fine Arts Center
151 President's Drive - Office 1,
Amherst, MA 01003-9330

- The contract will be awarded to the bidder with the lowest cost per unit with regard to quality. A uniform is defined as one (1) jumpsuit and one (1) jacket (including a cape, front sash and buttons). A tuxedo is defined as one (1) pair of pants (buttons) and one (1) jacket (including cumber-bund, bow-tie and buttons).

Contract Period:

This contract shall be in effect from July 1, 2008 through June 30, 2009 with option to renew for one-additional year. Bid price shall remain firm throughout the term of the contract. The University reserves the right to reject any or all bids, wholly or in part, and to make the awards in a manner deemed to be in the University's best interest.

CARE DETAILS AND GUIDELINES

Care details:

Cleaning and repair should include buttons:

- Uniforms' brass buttons on jacket require mending and polishing.
- Tuxedo jacket and pants buttons require mending.
- Uniform jackets must be protected from oxidation of fabric in contact with buttons during summer months in storage.

Care guidelines for uniforms as specified by uniform manufacturer (excerpts):

“As garments are sorted and inspected, soiled areas should be misted and a light stain stick should be used on the underarm, crotch, etc. Next the soiled areas should be sprayed lightly with a spray spotter such as Water White Spray Spotter or Nox Spots and held for 20 minutes. If garments have stiff build-up of such things as soil, paint, food, ballpoint pen ink, then these items should be quickly pre-spotted on the spotting board then cleaned in the wheel.

During final inspection, garments needing additional spotting should be returned to the spotting board for touch up or special spotting procedures (usually very few). “

Uniforms run under the ‘regular’ classification scheme and are “able to withstand the regular run time of twelve (12) minutes cleaning required to remove heavy soil ...Moisture addition can be used to get these items completely clean and to remove water-soluble stains in the wheel.”

Braids: “All braid being used on our uniforms is colorfast to dry cleaning. Because of new OSHA requirements, our braid suppliers must constantly update dye chemicals to insure color fastness to dry cleaning.”

Machine Loading:

“Due to the bulk found in band uniforms resulting from the trims and ornamentations not found on civilian clothing, it is recommended that the machine be loaded 10% to 30% under rated capacity when cleaning coats, and 5% when cleaning trousers. Higher loads produce poorer cleaning and more redeposition. In a dry-to-dry, high loadings may require extended drying times and cause uneven drying producing streaks, and swales. Underloading wastes cleaning supplies and may result in poor mechanical action and uneven drying producing streaks and swales.”

For more information and useful care guidelines from manufacturer please visit:

<http://www.stanbury.com/cleaning.asp>

Bidders shall deliver their bid response to the following address by **Thursday, July 22, 2008 at 1:00pm, at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts
Procurement Department
407 Goodell Bldg.
140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643**

Attention: RFB AA09-RH-2859

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date.

All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, by Wednesday, July 16, 2008 at 2:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum by 3:00 pm on Thursday, July 17, 2008.

The contact information for this individual is:

**University of Massachusetts Amherst
Rosemary A. Hassay, Purchasing Manager
Fax: (413) 545-1643
Email: procurement@admin.umass.edu**

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.