

# **Bedford County Department of Finance**

**200 Dover Street, Suite 102  
Shelbyville, TN 37160  
(931) 685-2024 FAX (931) 680-1029**

## **Request for Proposal**

**Shelbyville Central High School  
Marching Band Uniforms  
Bid No. 22-35**

The Bedford County Department of Finance is requesting proposals on **Marching Band Uniforms for Shelbyville Central High School**. Sealed bids will be received until **2:00 p.m., Monday, April 11, 2022**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

## **GENERAL BID TERMS AND CONDITIONS**

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their completed bid prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

### **Award**

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

All prospective bidders may contact Kayne Gilliland, Director of Bands, at Shelbyville Central High School at 931-684-5672 or email [gillilandk@bedfordk12tn.net](mailto:gillilandk@bedfordk12tn.net), for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

### **Other Considerations**

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

## INSTRUCTION TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 22-35 Marching Band Uniforms.** Bids will be received and opened at **2:00 p.m., Monday, April 11, 2022.** Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

**Proposals shall be made upon Proposal Forms prepared by the Department of Finance.** All Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

Please complete enclosed W-9 and return with Proposal Form.

## **Shelbyville Central High School Marching Band Uniform Specifications**

Specifications of a uniform are listed below in separate pieces.

### **Jacket**

**Order: 100**

Fabric must be made of a Polyester Gabardine or something like that specification with the colors being of the school: Royal Blue and Vegas Gold. The designer must use these colors or possible slight variation of these colors to create the color palette of the jacket. The design can use a printed fabric or use embroidery to enhance the design. The jacket must be long sleeve and zip in the front or the back. The school logo must be embroidered on the jacket, which an attachment is included, on the front left side pocket or on the upper part of one of the sleeves.

### **Hat Wrap**

**Order: 100**

Fabric must be made of a Polyester Gabardine or something like that specification with the colors being of the school: Royal Blue and Vegas Gold. The designer must use these colors or possible slight variation of these colors to create the color palette of the hat wrap. The hat wrap must be big enough to wrap around the current shakos owned by Shelbyville Central High School Band. The hat wrap must be able to attach on both end using sewn Velcro or something similar to it.

### **Shako**

**Order: 100**

The hat must be made of Acrylonitrile Butadiene Styrene material or something like that specification with the color being black. The designer must use this color or possible slight variation of the color. A 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 with color matching the design style of the uniform. A chinstrap shall be one piece attached to the shako. The designer can add other details to the shako to enhance the overall design of the uniform.

### **Hip Drop**

**Order: 100**

The designer does have discretion in whether they would like to use this for their design. Fabric must be made of a Polyester Gabardine or something like that specification with the colors being of the school: Royal Blue and Vegas Gold. The designer must use these colors or possible slight variation of these colors to create the color palette of the hip drop. The hip drop must attach to the inside part of the jacket on the left side being fastened with buttons or sewn in soft Velcro.

### **Gauntlet**

**Order: 100**

The designer does have discretion in whether they would like to use this for their design. Fabric must be made of a Polyester Gabardine or something like that specification with the colors being of the school: Royal Blue and Vegas Gold. The designer must use these colors or possible slight variation of these colors to create the color palette of the gauntlet. The gauntlet must be in pairs, one for the left arm and one for the right arm. The gauntlet must be able to attach on both ends using sewn Velcro or something like it.

**PROPOSAL FORM**

**Bedford County Department of Finance  
200 Dover Street, Suite 102  
Shelbyville, Tennessee 37160**

**Re: Bid No. 22-35**

**Gentlemen:**

Having examined the specifications for **Shelbyville Central High School Marching Band Uniforms**, we (I) submit the following proposal:

**Total Bid Price** \$ \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature and title of bidder:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <i>Note:</i> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*