REQUEST FOR PROPOSALS (RFP) FOR
Choir Robes for North High School
DOUGLAS COUNTY SCHOOL DISTRICT 0001
(OMAHA PUBLIC SCHOOLS)

RFP # P013-24

May 6, 2024

INVITATION FOR PROPOSALS

The Board of Education ("Board") Douglas County School District 0001 (Omaha Public Schools) (the "District") invites experienced and qualified suppliers to submit proposals to provide design consultation, product design, and production of choir robes for choir students at North High School ("Choir Robes"), as further specified in the documents below.

SCOPE SUMMARY

The District is seeking proposals from qualified and experienced Firm(s) to provide design consultation, product design, and production of Choir Robes.

Participating Firms will provide a comprehensive proposal to provide design consultation, product design, and construction of Choir Robes for North High School choir students. The students will be using the Choir Robes for school concerts and contests. The services to be performed will be provided in accordance with the RFP Documents, including the detailed description of the services to be provided.

PROPOSALS ARE DUE: June 04, 2024 at 2:00 p.m. (CT)
1.0 PROPOSAL INFORMATION

1.1 GENERAL

The RFP Documents include the Invitation for Proposals, the Scope Summary, the Proposal Information in Sections 1.0 to 1.19, the General Terms and Conditions in Sections 2.0 to 2.21, the Contract Specifications in Sections 3.0 to 3.8, the contents of the Proposal in Section 4.0 to 4.6, the Proposal Form, the Signature Page and References (Exhibit A). The RFP Documents are incomplete without all of these sections.

1.2 PROPOSAL PREPARATION

Proposals must be prepared and submitted in accordance with the requirements of the RFP Documents. Firms submitting proposals should prepare the proposal on the Proposal Form provided in the RFP Documents, which shall include the completed Signature Page, provide all information and attachments requested with respect to the proposal and shall complete all pertinent blanks on the Proposal Form and on the Exhibit. Failure to do so shall be grounds for rejecting the proposal. Proposals should be prepared simply, providing straightforward, concise, and complete responses to the information requested. Firms must acknowledge on their proposal form receipt of all RFP addenda issued by the District. The information requested in Section 4.0 of the RFP Documents should be inserted into the proposal form in the space indicated. Please provide responses to all information requested. The responses should be made in the same order that the information is requested in Section 4.0 to assist in the review of the proposal by the District. Only include the information requested.

1.3 PROPOSAL SUBMISSION

To be considered, one (1) copy the proposal prepared in compliance with the requirements of this RFP document must be submitted to the District by 2:00 p.m. (CT) on June 04, 2024. Proposals must be submitted electronically to the following email address: mussp@ops.org. All electronically submitted proposals must be submitted by email in a pdf format. The proposal must be attached to and submitted with a transmittal email that contains the following language in the subject line of the email: “Choir Robes for Omaha Public Schools North High School RFP # P013-24.”

The proposal shall also contain the following completed attachments:

1. Signature Page
2. References (Exhibit A)
3. Drawing and proposed designs of Choir Robe

The Firm shall submit an electronic .pdf of the Choir Robe in a professional full color drawing detailing the front and back of the robe. Each Firm will be allowed to submit up to three (3) design options. Each option shall be submitted as individual .pdf images.

Telephone, hard copy and facsimile proposals may not be submitted and will not be considered. Any incomplete proposal or proposal not complying with the RFP Documents may be rejected by the District. Any proposal received after the deadline for submission of proposals will be rejected and returned to the submitting Firm unopened. All risk of timely delivery is with the Firm submitting the proposal, and the District will not be responsible for lateness of receipt of proposals due to email delays. The time stamp on the District’s email system will be the official clock utilized to determine the time for the close of bidding.
1.4 **FABRIC SWATCH**

All Firms submitting a proposal must submit a swatch (at least 12” x 12”) of the primary Choir Robe fabric that reflects the weight and color of the material and additional swatches (at least 6” x 6”) that reflect the weight and color of all accent colors used in the design. Pantone color code and mill name must be included for each swatch. The swatch shall be submitted with the sample Choir Robe referred to in Section 1.5 below.

1.5 **SAMPLE CHOIR ROBE**

Each Firm submitting a proposal shall also provide a physical sample of each Choir Robe option they are submitting. Each sample must represent the quality of construction and the type of fabric being used to construct the final Choir Robe. The samples shall be the exact fabric and construction of the Choir Robe being proposed, but does not need to reflect the color submitted in section 1.4. The sample must be tagged or labeled with the name of the Firm and the OPS RFP # P013-24 for that item and shall be clearly labeled with full and complete company name of the bidder as included on their signature page of the Firm’s proposal. The samples shall be provided at no cost to OPS and shall be delivered to OPS at the Firm’s cost. Shipping containers must also be tagged or labeled on the exterior with the complete name of the bidder and “Sample Robe RFP # P013-24.” Sample must arrive by the RFP due date, June 04, 2024.

Samples shall be delivered to the following address:

Omaha Public Schools  
Purchasing Department – Yvonne Schuster  
RFP # P013-24 SAMPLES  
3215 Cuming Street  
Omaha, NE 68131

Samples will not be returned to the bidders but will be made available for pick-up at bidder’s cost for fifteen (15) calendar days after the District provides notice. If not picked-up at that time, the samples will be disposed of by OPS.

1.6 **DISTRICT’S RIGHT**

The District reserves the right to reject any or all proposals or any part thereof and to waive any and all technicalities and irregularities and award the proposal based on its determination of the best interests of the District.

1.7 **PROPOSAL QUESTIONS**

Any questions or requests for interpretation of this RFP must be submitted in writing and shall be submitted by e-mail to musspqa@ops.org by 2:00 p.m. CT on May 10, 2024. Questions submitted in any other form, including by hard copy, facsimile and telephone, and questions submitted to an email address other than the one indicated above will not be answered by the District. Answers to questions will be provided to all Firms known to the District to have requested the RFP Documents, without indicating which Firm submitted the question.

The communications requirements have been established by the District to ensure a fair and equitable process for all potential respondents. The email address listed above for questions is the only authorized location and representative of the District who can respond to questions regarding this RFP. Any attempt to communicate or contact any Board Member, employee, or consultant of the
District on any manner having to do with any aspect of this RFP may result in disqualification of the Firm’s proposal.

1.8 FIRM’S REPRESENTATION

In submitting a proposal, the Firm represents that it has read the RFP Documents, that its proposal is submitted in accordance therewith, and that it is familiar with the local conditions that may affect the proposal and the performance required by the RFP Documents.

1.9 COLLABORATIVE ACTION

The Firm’s signature on the proposal is the Firm’s guarantee that its proposal and the contents thereof have been arrived at without collusion with other eligible Firms and without any effort to preclude the District from obtaining the Choir Robes and services specified in the RFP Documents at the lowest competitive rate.

1.10 REFERENCES

Firms shall include with the proposal the names, addresses and telephone numbers of three references attached as Exhibit A in which the Firm has provided design consultation, product design and choir robe development services. District may contact those references.

The District reserves the right to check any references(s), regardless of the sources of the reference information, including but not limited to, those that are identified by the Firm in its proposal, those indicated through the explicitly specified contacts, those that are identified during the review of the proposal, or those that result from communication with other entities. Information to be requested and evaluated from references may include, but is not limited to, the following: pricing, communication, responses, timeliness, operational and relationship issues, overall performance and satisfaction, implementation challenges, and types of services being utilized. The District will determine which Firms will receive reference checks, and negative references may eliminate responding Firm from consideration for award of the contract with the District.

1.11 FIRM’S EVIDENCE OF RESPONSIBILITY

The District reserves the right to request a current financial statement as evidence of a Firm’s financial stability. This information will contain a statement on whether the financial statement is internally prepared or has been prepared by an outside accounting firm and whether it is audited. An internally prepared financial statement must be certified as accurate in all material respects by an officer or authorized employee of the Firm.

1.12 OPENING OF PROPOSALS

Those submitting proposals can attend the opening by accessing Microsoft Teams meeting at 1 402-509-3892 within the United States, Phone Conference ID: 814 047 833# so that proposals can be opened in public immediately following the close of the time specified for submitting proposals in the presence of the Firms or representatives of the Firms submitting proposals.

1.13 PROPOSAL TABULATIONS

Notes may be taken at the public reading of the proposals at the specified time and date of the opening, or a personal inspection may be made of the proposals after award has been made and documents are placed in central files. In lieu of a visit, a tabulation of an awarded proposal may be obtained by a written request including the proposal number, a self-addressed envelope, and a check for $5.00 for the first 20 pages and $0.25 for each additional page over 20 pages, (do not send cash), payable to
Douglas County School District 0001, for each proposal tabulation requested. The request may be included with a proposal or mailed to the Purchasing Division of the District.

1.14 **WITHDRAWAL OF PROPOSALS**

Prior to the opening of proposals, any Firm submitting a proposal may withdraw its proposal by an e-mail notification that is actually received by the District Operational Services Office at mussp@ops.org prior to the time specified for close of proposal submission, with a notation in the subject line of the email stating: “Withdrawal of RFP for Choir Robes, RFP # P013-24.” A hard copy, facsimile or telephone withdrawal request will not be honored. An email addendum to an existing submitted proposal or a proposal modification in lieu of a withdrawal is not acceptable and will be rejected. Properly withdrawn proposals may be re-submitted up to the time for the close of proposal submission. After opening of proposals, the proposals shall remain open and subject to acceptance by the District for ninety (90) days and may not be withdrawn or modified prior to the expiration of such ninety (90) day period.

1.15 **PRELIMINARY SCHEDULE**

The District has tentatively determined the schedule for evaluation of the Firms’ proposals:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 06, 2024</td>
<td>Request for Proposals issued</td>
</tr>
<tr>
<td>May 10, 2024</td>
<td>Questions due by 2:00 p.m. (CT)</td>
</tr>
<tr>
<td>June 04, 2024</td>
<td>Proposals due by 2:00 p.m. (CT)</td>
</tr>
<tr>
<td>June 2024</td>
<td>Committee review and reference checks</td>
</tr>
<tr>
<td>July-August 2024</td>
<td>Pilot robe to be completed</td>
</tr>
<tr>
<td>July-August 2024</td>
<td>Committee selection or, if necessary, Board of Education action</td>
</tr>
</tbody>
</table>

This schedule is subject to change depending on District needs. Any change will be communicated to all identified potential respondents.

1.16 **REVIEW OF PROPOSALS**

All proposals timely received will be reviewed by an evaluation committee consisting of District staff members and District appointed representatives who will be responsible for reviewing, evaluating the Proposals and proposed Choir Robes and determining, in the District’s sole discretion, the Choir Robe design proposal that will best suit the District’s needs. As a part of the evaluation process, the evaluation committee may ask one or more Firms to attend an interview either by video or in-person. The decision on the evaluation committee will be determinative unless the total cost of the Choir Robes exceeds $50,000, in which event the District’s Board of Education will review the evaluation committee’s recommendation and make the final determination regarding the successful proposal.

1.17 **SELECTION PROCESS AND CRITERA**

The evaluation committee will review and evaluate all responsive and properly submitted proposals, assessing the qualifications and abilities of each Firm submitting a proposal, based on the criteria identified below and such other additional criteria as the District believes in its discretion to be relevant to the evaluation of proposals. The evaluation criteria to be considered by the evaluation committee includes, but is not limited to, the following:

1.17.1 Compliance with RFP requirements and the comprehensiveness and responsiveness of the proposal.

1.17.2 Financial resources to complete the project.
1.17.3 Ability of the Firm to properly perform the work required.
1.17.4 Availability to the Firm of resources to meet the work requirements.
1.17.5 Design and construction of sample robe, and material to be utilized.
1.17.6 Ability of the Firm to meet the specifications and overall design.
1.17.7 Character, integrity, reputation, judgment, experience and efficiency of the Firm and its personnel that would be assigned to perform the work.
1.17.8 Quality of the performance of the Firm’s previous projects for the District and for other entities.
1.17.9 Ability of the Firm to perform the work within the time specified.
1.17.10 The proposed cost of the Choir Robes.
1.17.11 Results of oral interviews, if conducted.
1.17.12 Information from references.

1.18 NEGOTIATIONS

Following the evaluation committee’s determination of the successful proposal, the District will then endeavor to negotiate a contract with the successful Firm. The contract form to be utilized will be prepared by the District. This contract will also incorporate by reference the RFP Documents. If a mutually agreeable contract cannot be negotiated with the selected Firm, the District may enter into negotiations with another Firm that submitted a proposal selected by the District until a mutually agreeable contract can be reached with that Firm, or the District elects to abandon the RFP process. The District reserves the right to reject any proposal or all proposals in its sole discretion and to waive any technicalities or irregularities in any proposal received. Once the contract is negotiated, it will be presented to the Board for review and approval, if the District’s policies so require. Board approval is required for all contracts that exceed $50,000.

1.19 COST INCURRED IN RESPONDING

This solicitation for services does not commit the District to pay any costs incurred by a Firm in the preparation and submission of proposals, in making necessary studies for the preparation thereof, in procuring or contract for services in connection with the proposal, in attending any pre-proposal meeting, or in attending any post-submission interview.
2.0 GENERAL TERMS AND CONDITIONS

2.1 GENERAL

The Contract between the District and the selected Firm shall incorporate by reference the accepted portions of the Firm’s completed proposal with attachments and the requirements of the RFP Documents (Invitation for Proposals, Scope Summary, all of Sections 1.0 to 4.0 of the RFP Documents (Proposal Information, the General Terms and Conditions, the Proposal Specifications and Scope of Services, the Proposal Requirements and all Attachments and Exhibits). In the event of a conflict between Firm’s proposal and the remainder of the RFP Documents, the remainder of the RFP Documents shall control.

2.2 CIVIL RIGHTS

The Firm will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended by the Equal Opportunity Act of 1972, all requirements imposed by or pursuant to the Regulations of the Department of Education (34 C.F.R. Part 100) issued pursuant to that title, the Pregnancy Discrimination Act of 1978, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education amendments of 1972, the Age Act of 1972, the Americans With Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §48-1122. The Firm agrees no person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which District receives federal financial assistance from the Department; and hereby gives assurance that the Firm will immediately take any measures necessary to effectuate this Contract. The Firm further agrees to comply with all applicable requirements of state and local laws, ordinances, and regulations regarding nondiscrimination in employment. The Firm agrees not to discriminate in its employment practices, and will render services under this Contract without regard to race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status. Any act of discrimination committed by Firm or failure to comply with these statutory obligations when applicable shall be a default under the Contract with the Firm.

2.3 WORKER VERIFICATION

The Firm contracting with the District shall be required to register with and utilize an electronic verification system or program, whether the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, now known as the “E-Verify Program” or an equivalent federal program designated by the Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Firm shall contractually require all subcontractor(s) performing work under such contract to also register and utilize such electronic verification system. The Firm awarded the contract and all of such Firm’s subcontractor(s) shall use such electronic verification system to determine the work eligibility status of each new employee physically performing any services within the State of Nebraska under the contract. Any person whom the electronic verification system determines is ineligible or not authorized to work in the United States shall not be permitted by the Firm or any subcontractor to perform services in Nebraska under such contract. The Firm shall provide such reasonable documentation as District may request from time to time during the performance of the contract and for 5 years thereafter documenting compliance with the provisions of this Section. Failure to comply with the provisions of this Section shall constitute a default under the contract with the District.
2.4 **EMPLOYEE CLASSIFICATION**

The Firm agrees to abide by the provisions of Neb. Rev. Stat. 48-2901 to 48-2912, also known as the Employee Classification Act. In compliance with the Act, the Firm shall to submit to District upon execution of the contract and upon request an affidavit attesting that (1) each individual performing services for the Firm is properly classified under the Employee Classification Act, (2) the Firm has completed a federal I-9 immigration form and has such form on file for each employee performing services, (3) the Firm has complied with section 4-114, (4) the Firm has no reasonable basis to believe that any individual performing services for such Firm is an undocumented worker, and (5) as of the time of this contract, the Firm is not barred from contracting with the state or any political subdivision pursuant to section 48-2912. The Firm acknowledges that a violation of the Act is grounds for rescission of this contract by District. The Firm further acknowledges that providing a false affidavit under section 48-2911 to District may subject the Firm to the penalties of perjury and upon a second or subsequent violation the Firm shall be barred from contracting with the state or any political subdivision for a period of three years after the date of discovery of the falsehood. The Firm shall require any and all subcontractors who perform work pursuant to the Contract to provide a similar affidavit, which shall be made available to the District upon request.

2.5 **PUBLIC BENEFIT**

For purposes of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, if the Firm is a sole proprietorship or a general partnership, the Firm represents to the District that the sole proprietor or each general partner, as applicable, are citizens of the United States or that are qualified aliens under the federal Immigration and Nationality Act. Any qualified alien must provide to the District that person’s immigration status, alien number and a copy of my USCIS documentation upon request by the District.

2.6 **FEDERAL TAXES**

Where Federal statutes exempt the District from the payment of excise or manufacturer’s taxes on materials or equipment, the Firm shall exclude the amount of any applicable Federal excise or manufacturer’s taxes from its proposal. The District will furnish the Firm, on request, the necessary exemption certificates to aid the Firm in the recovery of any such taxes paid.

2.7 **STATE AND CITY TAXES**

The District, as a political subdivision, is exempt from the payment of state and city sales taxes, and no such taxes should be included in any amounts to be paid by the District under its contract with the Firm. The District’s tax exemption number is 5-0597767.

2.8 **TARIFFS AND DUTIES**

All applicable tariffs or duties, including penalties and interest, shall be paid by the Firm and shall not be included in any payments by the District.

2.9 **PERFORMANCE OF CONTRACT**

The Firm shall perform all of its duties hereunder in a good and professional manner and in accordance with accepted sound business practices.

2.10 **ASSIGNMENT AND BINDING EFFECT**

The Firm shall not assign the Contract, or any part thereof, to any other person or entity without the prior written approval of the District, which the District may withhold at its discretion. Transfers
aggregating fifty percent (50%) or more of the capital or voting stock of the Firm (if the Firm is a nonpublic corporation) or transfers aggregating fifty percent (50%) or more of the Firm's partnership interest (if the Firm is a partnership) or transfers aggregating fifty percent (50%) or more of the other ownership interests of the Firm (if Tenant is a limited liability company or other legal entity) shall be deemed to be an assignment of the Contract. The Contract between the District and Firm shall be binding on the successors and permitted assigns of the District and Firm.

2.11 DEFAULT AND REMEDIES

In the event the Firm: (i) breaches or violates any of the terms and conditions of the Contract between the Firm and the District; or (ii) fails to perform any duty or obligation thereunder (iii) if Firm should be adjudged bankrupt, make a general assignment for the benefit of creditors, or if a receiver should be appointed to take over Firm's affairs, and provided any of the foregoing defaults are not cured by Firm, to the sole and complete satisfaction of the District, upon seven (7) days written notice to Firm, District may take any or all the following actions, in addition to such other remedies as are allowed by law:

• Suspension – The District may suspend its payments under the Contract without terminating the contract and withhold any further payment pending corrective action by the Firm.

• Termination – The District may terminate the Contract at any time by written notice to the Firm, without an opportunity for the Firm to cure its default, which termination shall take effect on the date specified in such notice. Upon such termination, District may obtain the Choir Robes from another Firm. In the event of such termination, the District shall be entitled to recover from the defaulting Firm any damages that it has suffered due to such default and termination.

The remedies set forth in this Section are in an addition to any other rights and remedies that the District may have as a result of such default, including the recovery of damages.

2.12 TERMINATION WITHOUT CAUSE

District may terminate the Contract with the Firm without cause, at any time prior to the completion of the term of the Contract and without penalty by providing thirty (30) days prior notification in writing to the Firm. In the event of a no cause termination, the District shall pay to the Firm the amount owed for any Choir Robes furnished to the District by the Firm from the date of the Contract up to the date of termination. Upon payment by the District to the Firm of all final amounts due under the Contract, the District shall be relieved from any further obligations to make payments under the Contract and the same shall be terminated.

2.13 POST-TERMINATION OBLIGATIONS

Upon the expiration of the Contract or the earlier termination of the Contract for any reason, the Firm agrees to cooperate with the District and the successor Firm for the migration of all information to the replacement Firm without additional charge to the District. The Firm also agrees to destroy all records and information provided by the District and designated by the District for destruction, and will provide documented proof of such record destruction including the method of destruction. The obligations of this section will survive any expiration or termination of the Contract.

2.14 INDEMNIFICATION

The Firm, on behalf of itself and its successors and assigns, hereby agrees to indemnify, defend, and hold harmless District and its Board members, officers, agents and employees, from any or all losses, damages, claims, liabilities, judgments, costs and expenses (including reasonable attorney's fees and expenses) arising out of or in connection with: (i) any act or omission of Firm or its agents or employees; any default, breach, violation or non-performance of the contract between the Firm and
the District; (ii) any injury to persons or property or loss of life caused by the Firm or its agents or employees, other than any such claims that are caused solely by the negligent or intentional act or omission of District, or its employees, agents, or Firms or (iii) any claim by any person or entity that the design proposed by the Firm, or any portion thereof, violates an common law or statutory copyright, trademark, tradename or any other intellectual property right of any other person or entity.

2.15 COMPLIANCE WITH LAWS

The Firm in performance of the Contract will comply with all applicable Federal, State and local laws, ordinances, regulations and codes while performing the Contract.

2.16 INVALIDITY

If one or more of the provisions contained in the Contract are declared invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall remain in full force and effect and shall not in any way be affected, impaired or invalidated unless the effect of such invalidity, voidness or unenforceability materially alters the purposes of this Contract.

2.17 MOST FAVORED CUSTOMER

By submitting its proposal, the Firm represents to the District that the terms, conditions, and prices established under the contract between the Firm and the District are equal to or better than those offered to other entities, comparable government bodies, and/or school districts. If during the term of the Contract the successful proposer offers more favorable terms, conditions or prices to another entity, comparable government bodies, and/or school district, the successful proposing Firm agrees to notify the District. The Contract resulting from this RFP shall be amended to reflect more favorable terms, conditions, or prices.

2.18 RECORDS

The Firm shall retain District records for a period of not less than seven years after they are audited by the District’s external auditors without additional cost to the District. The record retention obligation shall survive the expiration or termination of the Contract with the Firm.

2.19 GOVERNING LAW

The laws of the State of Nebraska shall govern the interpretation and performance of the Contract between District and the Firm, without regard to its conflicts of laws principles. Any action brought to enforce any provision of the Contract or its formation must be brought in the state or federal courts located in Douglas County, Nebraska.

2.20 NO WAIVER

The failure of District or the Firm to insist in any one or more instances upon performance of any terms or conditions of this Contract shall not be construed as a waiver of future performance of any such term, covenant or condition, but the obligations of such party with respect thereto shall continue in full force and effect.

2.21 ENTIRE CONTRACT

The Contract, together with the RFP Documents incorporated therein and any attachments and any exhibits or schedules thereto, constitutes the entire Contract between the parties as to the subject matter hereof, and replaces any prior written and oral statements and understandings.
3.0 PROPOSAL SPECIFICATIONS AND SCOPE OF SERVICES

3.1 GENERAL

The following is scope of services that must be provided and the specifications applicable to those services and will be a part of, and will be included in, any Contract between the District and the Firm awarded the Contract with the District.

3.2 SCOPE OF SERVICES AND SERVICES REQUIRED

The Firm shall provide design consultation and product design for the Choir Robes and shall also produce and supply the Choir Robes for North High School listed in the Summary Scope. Each Choir Robe shall conform to the specifications below.

3.2.1 CHOIR ROBE SPECIFICATIONS

All Choir Robes must be constructed to permit year-to-year fittings with a guaranteed life of at least 10 years. The District will take measurements and will convert the measurements to adjusted stock sizes for heights 4’10” to 6’3”, with proper adjustments for portly and thin, as required, in order to minimize the alteration charges each year. Color sample swatches will be provided in accordance with section 1.4.

3.2.2 FABRIC AND COLOR SPECIFICATIONS

3.2.2.1 All Choir Robes shall be made of fabric that is both machine washable and may be dry-cleaned or professionally laundered.

3.2.2.2 The Choir Robe’s main body must be constructed from Crepe or Visa material. Accents parts must be constructed of Satin material.

3.2.2.3 The Choir Robe’s main body and sleeves must be blue. (School’s blue pantone color is 286C)

3.2.2.4 The Choir Robe’s yoke, stole, and sleeve stripes must be gold/yellow. (School's gold/yellow pantone color is 7406C but school would prefer a less bold gold/yellow color for example Pantone 20-0034.)

3.2.2.5 The Choir Robe’s stripes should be blue and gold/yellow with an accent of white ribbon or fabric accent as shown in section 3.4.

3.2.3 CONSTRUCTION OF CHOIR ROBES

3.2.3.1 Stitching must be reinforced or double stitched. This includes zippers and any monogram if included in the design.

3.2.3.2 Front opening, concealed zipper, color coordinated, anchored to a double layer of material for durability. Self-locking feature when tab is pressed down to ensure a secure closure.

3.2.3.3 Heavy hook and eye neck closure.

3.2.3.4 Open arms (no Velcro).
3.2.3.5 The yoke must a full coverage yoke and have a clasp closure at neckline.
No visible stitching to appear on outside of yoke. Yoke must have an inner lining.

3.2.3.6 All Choir Robes will have 5” floor clearance and may include balanced machine fluting.

3.2.4 CHOIR ROBE ACCESSORIES

3.2.4.1 A vinyl garment bag and hanger is required for each Choir Robe.

3.3 CHOIR ROBE SIZING

Sizes to be based off recommendation chart shown below. Actual quantities and sizes to be determined with school staff at North High School.

The following size ranges are based on average High School choirs where the membership is composed of 60% girls and 40% boys.

If the female/male ratio varies greatly from this average, it may be necessary to revise the size range to compensate for this.

| HEIGHTS | 5'1" | 5'2" | 5'3" | 5'4" | 5'5" | 5'6" | 5'7" | 5'8" | 5'9" | 6'0" | 6'1" | 6'2" | 6'3" | 6'4"
|---------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 5" Floor Clearance Lengths | 48" | 49" | 50" | 51" | 52" | 53" | 54" | 55" | 56" | 57" | 58" | 59" | 60" | 61"
| Units     | 40   | 1   | 2   | 2   | 3   | 3   | 5   | 5   | 5   | 4   | 4   | 3   | 2   | 1   |
|           | 50   | 1   | 2   | 2   | 3   | 4   | 7   | 7   | 7   | 5   | 5   | 4   | 2   | 1   |
|           | 60   | 1   | 3   | 4   | 5   | 6   | 10  | 8   | 7   | 5   | 4   | 2   | 2   | 2   |
|           | 70   | 1   | 3   | 5   | 6   | 9   | 10  | 8   | 7   | 5   | 4   | 2   | 2   | 1   |
|           | 80   | 3   | 4   | 5   | 6   | 10  | 12  | 10  | 8   | 7   | 5   | 4   | 3   | 2   |
|           | 90   | 4   | 5   | 7   | 9   | 11  | 12  | 13  | 9   | 7   | 5   | 3   | 2   | 2   |
|           | 100  | 4   | 4   | 6   | 8   | 10  | 12  | 14  | 12  | 9   | 8   | 5   | 4   | 2   |

[Proposal Specifications and Scope of Services continue on next page]
3.4 CHOIR ROBE INSPIRATION IMAGES

The below sketch represents a potential style for North High School choir robes. The District is open to design interpretation.
3.5 **PILOT SAMPLE**

The winning bidder will be required to submit a pilot robe that meets the color, design, construction specifications and conforms to the details of workmanship and component parts of the robe and yoke. The pilot sample must arrive within 20 business days from notification of award. The production delivery time will begin upon issuance of the purchase order by the District. The pilot robe will be returned to the vendor by the District with a prepaid label provided by the vendor. If awarded the RFP for Choir Robes and the delivered product fails to conform to the pilot robe provided, the Contractor furnishing that item shall be required to immediately replace the non-conforming item of the choir robe with a replacement conforming to the sample and the contract requirements at no additional cost to OPS.

3.6 **CHOIR ROBE IDENTIFICATION**

Each Choir Robe must have large black woven numbers on white background sewn into the inside of the garment to reflect the progressive size and Choir Robe number. The Firm will furnish a chart list that includes the choir robe number, size and length at the time of shipment to the District. The chart list shall be provided to District in both print and electronic format.

3.7 **CARE AND MAINTENANCE**

The Firm will provide care and maintenance instruction books for machine washing and dry cleaning or professional laundering. The care and maintenance book shall be provided to the District in both print and electronic format. Shipping address will be provided within the purchase order documentation.

3.8 **DELIVERY**

The Firm will be responsible for delivering all Choir Robes and Care Maintenance Book according to the Contract entered between the Firm and the District and / or a corresponding purchase order, no later than the date based on the below chart. The Firm shall have all risk of loss or damage to the Choir Robes until such time as they are delivered to the District and accepted by authorized District personnel.

<table>
<thead>
<tr>
<th>School Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>North High School</td>
<td>4410 N 36th St, Omaha, NE 68111</td>
</tr>
</tbody>
</table>

4.0 **PROPOSAL REQUIREMENTS**

4.1 **GENERAL**

In addition to the submission of the designs and materials referenced above, the proposal shall contain, at a minimum, the following information under the following sections and in the order given. Firms may use a format of their choosing within the sections. Any proposal not containing the required information may be rejected by the District. Please use the Proposal heading and Signature page formats attached to the RFP Documents. Unsigned and improperly signed proposals may be rejected.
4.2 **FIRM PROFILE**

4.2.1 Identification of Firm, including contact person, address, telephone/fax number, e-mail address and date the Firm was organized. State whether the Firm is a corporation, limited liability company, partnership or other entity and identify the state of organization.

4.2.2 Size of the Firm (number of offices, employees and the like) and the geographic area of its operations (i.e., local, regional, national).

4.2.3 Identify the person signing the proposal and his or her relationship to the Firm. If such person lacks legal authority to bind the Firm to a contract, provide a current power of attorney authorizing the proposal. Provide an address, telephone number, facsimile number and e-mail address (if applicable) for the person signing the proposal and for anyone who executed a power of attorney authorizing the proposal.

4.2.4 Identify the individual(s) who will be responsible for providing and supervising the services to be performed under the Contract and provide all pertinent information concerning such individual(s)' qualifications, experience, and certification or licensure to provide such supervision. If applicable, state whether any such individual(s)' certification or licensure ever been denied, revoked or suspended by any state. If so, provide details.

4.2.5 The District reserves the right to request a current financial statement as evidence of the Firm’s financial stability. If requested, this information must contain a statement on whether the financial statement is internally prepared or was prepared by an outside accounting Firm and whether it is audited. An internally prepared financial statement must be certified as accurate in all material respects by an officer or authorized employee of the Firm.

4.2.6 State whether the Firm would utilize any subcontractors to perform any services, and, if so, the work that would be subcontracted, the identity of the subcontractors and their respective qualifications.

4.3 **EXPERIENCE**

4.3.1 Describe any experience of the Firm in providing the required services and Choir Robes.

4.3.2 Provide three references on the form provided as Exhibit A of entities for which you have performed the same or similar services, giving the type of services performed for each reference and the dates those services were provided. References to other K-12 school districts are preferred.

4.4 **PROVIDING REQUIRED SERVICES**

4.4.1 Please state affirmatively in your proposal that you can provide all of the services required by this RFP in the time period required. Please state any reservation or qualification that the Firm may have regarding providing the required services. Please note that any qualification or reservation by the Firm regarding the required services may result in disqualification of the proposal.

4.4.2 Please provide a description (and examples when applicable) of how the Firm will provide the required services.
4.5 **PRICES AND FEES**

Provide the cost for the Choir Robes, including shipping to North High School and all of the services specified required. Please include any reimbursements for expenses that would also be charged. This amount indicated will be the only amount paid by the District for the Choir Robes and services.

4.5 **OPTIONAL SERVICES**

Please list any optional services that the Firm is willing to provide to the District for the fees quoted. Do not include advertising brochures in the proposal.

4.6 **SIGNATURE**

An authorized individual must sign the proposal for the Firm and must certify that the information in the proposal is true and correct to the best of that person’s knowledge and belief. A proposal heading and signature page formats are attached to the RFP Documents.
PROPOSAL

Choir Robes for North High School

Proposal No: RFP # P013-24

Proposal of ________________________________, a [ ] corporation organized and existing under the laws of the State of ___________; a [ ] limited liability company organized and existing under the laws of the State of ___________; a [ ] partnership, organized and existing under the laws of the State of _____________; or an [ ] individual (check appropriate box).

TO: Omaha Public Schools locked email box:

All proposals must be submitted electronically to the following email address: mussp@ops.org. All electronically submitted proposals must comply with the following requirements:

The product specifications convey the general style, type, character, and quality of the Choir Robes desired, and Choir Robes which the District in its sole discretion determines to be equal of the Choir Robes specified, considering quality, workmanship, materials, economy of operation and suitability for the purpose intended shall be considered.

The vendor is responsible to clearly and specifically indicate the product being offered and furnish the samples required to enable the District to determine if the product offered meets the requirements of the solicitation. Failure to furnish the information and samples required for evaluation purposes may in the time period required result in declaring a proposal non-responsive.

[INSERT PROPOSAL CONTENT HERE]
[Use additional pages if necessary]
## Choir Robes for North High School Proposal Form

<table>
<thead>
<tr>
<th>PRODUCT ITEM DESCRIPTION</th>
<th>ESTIMATED UNITS</th>
<th>UOM</th>
<th>UNIT PRICE</th>
<th>Estimated Delivery Date</th>
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<tbody>
<tr>
<td>Choir Robe – North High School with garment bag and hanger</td>
<td>110</td>
<td>Each</td>
<td>Design Option 1:</td>
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<td>Design Option 2:</td>
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<td>Design Option 3:</td>
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**Attachments:**

1. Exhibit A – References
2. Drawing and proposed designs of Choir Robe
Signature Page for Proposal No: RFP # P013-24

The undersigned certifies that the information in the foregoing proposal is submitted in accordance with the Request for Proposals for design consultation, product design, and production of Choir Robes is true and correct to the best of the undersigned’s knowledge and belief.

The undersigned further certifies that the Firm submitting the proposal understands: 1) the requirements of the proposal; 2) an award of the proposal by the District, if made, will be based on compliance with the RFP Document requirements and the District's determination of which proposal will best serve the interests of the District; and 3) that the proposal award will not be solely based on pricing. The undersigned further certifies that the Firm is capable of performing the specified services meeting the needs and requirements of the District, that it understands the scope of the work required by the bid documents and that other factors specified in the bid documents, in addition to the cost of services, will be considered in determining the successful proposal, if any. The undersigned further acknowledges that once the proposal is opened, it shall remain open and subject to acceptance by the District for ninety (90) days and may not be withdrawn or modified prior to the expiration of such ninety (90) day period. The undersigned further acknowledges that the District reserves the right to reject any or all proposals and any part thereof and to waive all technicalities and irregularities.

COMPANY NAME: 

ADDRESS: 

CITY/STATE/ZIP: 

TELEPHONE: FAX: 

E-MAIL: 

SIGNATURE:  

RFPs must be signed to be valid.

PRINTED NAME: 

TITLE: 

DATE: 

Acknowledge receipt of the following Addenda:

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</table>
## References

Supply references of school district or other educational entities of the size of District for which you have provided the same or similar services within the last three years. If you have no educational references, please provide three references of such service provided to other governmental or private entities of a similar of the size within the last three years. A minimum of three (3) business references shall be included with the names and phone number of each contact listing.

1. Name: ____________________________  Contact Name: ________________
   Address: ____________________________  Phone: ______________________
   City/State/Zip: _______________________  E-mail: ______________________
   Services Provided: ________________________
   Client since (Year): ____________________

2. Name: ____________________________  Contact Name: ________________
   Address: ____________________________  Phone: ______________________
   City/State/Zip: _______________________  E-mail: ______________________
   Services Provided: ________________________
   Client since (Year): ____________________

3. Name: ____________________________  Contact Name: ________________
   Address: ____________________________  Phone: ______________________
   City/State/Zip: _______________________  E-mail: ______________________
   Services Provided: ________________________
   Client since (Year): ____________________