



Portales Municipal Schools
501 S. Abilene, Portales, NM 88130
Phone: 575-356-7000 FAX: 575-356-4377
www.portaleschools.com

PORTALES MUNICIPAL SCHOOLS REQUEST FOR INFORMATION 17-18-0003

BAND UNIFORM DESIGN



DEADLINE TO SUBMIT APPLICATION
4:00 pm on Wednesday, February 7, 2018

This is only a Request for Information (RFI) and does NOT constitute an agreement with Portales Municipal Schools (PMSD). All services performed per an award for this RFI must be performed at no cost to PMSD.

PURPOSE

Portales Municipal Schools (PMSD) is issuing a Request for Information (RFI) for band uniform designers interested in designing the official uniform for the Portales High School (PHS) Ram Band. The intent of this RFI is to finalize a design and identify the materials used in the process so that a Request for Proposals (RFP) can be issued with the design and materials list to aide in the ordering and creation of the PHS Ram Band Uniform.

The RFP will be issued after the design is finalized and all designers will have the opportunity to submit a RFP according to those submission deadlines.

BACKGROUND

The PHS Ram Band has uniforms that are over 10 years old. A lot has changed technologically with the different materials and designs used for the creation of uniforms. Responding to this RFI allows the PHS Ram Band staff to see the different types of materials, facilities, and structures that have evolved over the last 10 years.

ELIGIBILITY

This RFI is open to all uniform designers who are interested in providing designs for band uniforms to PMSD. All services performed per an award for this RFI must be performed at no cost to PMSD.

INSPECTION OF PLANT/HEAD SALES OFFICE VISIT

If requested, the PHS Head Band Director and her assistant(s) may visit the site of the uniform manufacturer (per NMSA 1978, 13-1-159). The purpose of the visit is to view and inspect the types of materials, the manufacturing process (from start to finish), and to discuss different design aspects of the uniforms. The expenses for travel must follow the NM Administrative Code (NMAC) 2.42.2 Regulations Governing the Per Diem and Mileage Act. This is to insure that all rules and laws are followed so that there is no question of impropriety in selecting a design that is most advantages to PMSD. Please see the code at the following address <http://164.64.110.239/nmac/parts/title02/02.042.0002.htm>. If there are any questions, please contact Sarah Stubbs, Finance Director/CPO at sstubbs@portaleschools.com. Dates, times, and expense amounts must be submitted to Sarah Stubbs, Finance Director/CPO to ensure that all laws are followed. All visits must be completed before February 6, 2018.

INSTRUCTIONS:

Questions concerning the scope of work should be directed to: Kelli Morrison, Head Band Director, Portales High School, 575-356-7015 ext. 6203.

Questions concerning the terms and conditions of the RFI should be directed to: Sarah Stubbs, Director of Finance/Chief Procurement Officer (CPO), Portales Municipal Schools, 575-356-7000.

1. Complete RFI must be typewritten using a minimum of 12 point font. Each page must be completed for consideration of Design with PMSD:
 - Cover Page
 - Proposed Designs and Materials
 - School Assurances

2. A signed original of the **RFI must be received by Friday 4:00 pm Wednesday, February 7, 2018.** Facsimile copies **will not** be accepted. RFI should be mailed/delivered to:

Sarah Stubbs, CPO
RFI 17-18-0003
Band Uniform Designs & Samples
Portales Municipal Schools
501 S. Abilene
Portales, NM 88130

or hand carried to:
Portales Municipal Schools Administration Office
501 S. Abilene
Portales, NM 88130

3. Plant Visits must be completed by February 6, 2018.
4. The designs will be scored and submitted to the Portales Municipal Schools Board for official approval at the February 12, 2018 board meeting.
5. Once the design is approved, the RFP will be created and released with further instructions and deadlines.

COVER PAGE for RFI 17-18-0003

Name of Company/Agency			
Authorized Authority			
Phone		e-mail	
Mailing Address			
Sales Representative			
Phone		e-mail	
Mailing Address			
Design Contact			
Phone		e-mail	
Mailing Address			

PROPOSED SERVICES – 100 Points

Please complete each section below.

Section I: Design

Design– (50 Points)

- Design(s) proposed either in full color drawings, color pictures or digital mock-ups (maximum of 3 designs)

Include:

- Entire structure of the body from head to toe.
- The proposed design must include the primary Portales High School color, red. The preferred proposed design may also include the Portales High School color secondary color, white. Black may be the main color of the uniform.

Section II: Materials– (50 Points)

Required features of Materials:

- Washable material
- Reinforced stitching
- Non-fading dye
- Consistent dye lot
- Coloring saturation to fade in shading and design
- Adjustable pant hems
- Adjustable sleeve hems
- Adjustable back seaming/stitching
- Adjustable sizes on gauntlets
- Very lightweight and **not** 100% polyester or wool
- The proposed uniforms must be constructed of a durable fabric with an expected normal wear life of at least 10 years.

ASSURANCES

We the undersigned assure that:

1. The information included in the enclosed Request for Information (RFI) is true and accurate.
2. We understand that the designs provided in this RFI may be used as the design for the Request for Proposal that will solicit all eligible companies to create a uniform for the Portales High School Ram Band.
3. We also understand that just because our design is chosen as the design of the Portales Ram Band uniform, that it does not mean that we will be selected for the RFP. We must submit a proposal according to the specifics of the RFP where a committee will evaluate and select the appropriate vendor based on the total points in the evaluation.

Agency Name: _____

Print Name Authorized Agency Representative

Date

Signature