



Geneva Community Unit School District 304

Donna V. Oberg - Assistant Superintendent - Business Services

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Memorandum

To: Kent Mutchler, Superintendent
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: February 5, 2015

Re: Band Uniform Purchase

The Geneva High School Marching Band, Symphonic Band, and Wind Band are currently using uniforms that are eighteen (18) years old. The uniforms have reached the end of their life span. Thanks to the care shown by the students, parents, and Music Booster volunteers who mend and sew the uniforms each year, the uniforms have lasted longer than expected.

On January 8, 2015 the Board approved the solicitation to bid for Band Uniforms for the 2015-2016 school year. Public notice to bid was posted in the Kane County Chronicle from January 14th to January 24th. Bids were required to be submitted by January 27th with a bid opening at 1 p.m. at the District office. The bid document was sent to five companies. Three bids were received. The results are as follows:

<u>Company</u>	<u>Marching Band Uniforms</u>	<u>Wind, Symphonic Band Uniforms</u>	<u>Concert Band Uniforms</u>	<u>Total</u>
Midwest Band Cortland Ohio	\$93,510.75	\$19,944.85	\$7,158.15	\$120,613.75
Demoulin Bros and Co Greenville IL				No bid
Bandsmans Co Romeoville IL	\$87,505.05	\$18,759.00	\$6,729.75	\$112,993.80

Of these three bids, Bandsmans was the lowest bidder. Midwest Band did not follow the bid specifications but is also a higher bid.

One of the specifications was to submit 50% of the total amount to the company in FY 2015 and 50% in FY 2016. This would allow for the Music Boosters to have additional time to raise the 50% of the total required for the purchase. As of February 4th they have raised \$34,170.

I am recommending the purchase of Band Uniforms for the 2015-2016 school year at a cost of \$112,993.80 with 50% funding from the District (\$56,497) and 50% funding from the Music Boosters (\$56,497) spread over a two year budget cycle.