



MCNEESE STATE UNIVERSITY

LAKE CHARLES, LOUISIANA 70609

AN EQUAL OPPORTUNITY INSTITUTION

PHONE: (337) 475-5087

FAX: (337) 475-5082

REQUEST FOR BID

DATE 07/17/24	BID NUMBER L2500009
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PURCHASING CONTACT Kayla DeVillier	PHONE --	REQUEST NO. R2500018	DEPARTMENT Band	VENDOR I.D. NO. 000006752
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SEE STANDARD TERMS & CONDITIONS TO BIDDERS.

VENDOR MUST SIGN AND RETURN BID FORM TITLED "STANDARD TERMS & CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD.

VENDOR:

Bid File Copy
 PO Box 92415
 File Copy
 Lake Charles LA 70609

Return this bid by fax to 337-475-5082; email to purchasing@mcneese.edu, or deliver to McNeese campus, Smith Hall, Room 120, by due date and time for bid to be considered.

RESPONSE DUE 07/22/24 Bid due @ 2:00 PM

No.	Quantity	Description	Unit	Unit Price	Extension
		<p>Request for Faxed Bid (FB)</p> <p>*****</p> <p>ONE-YEAR CONTRACT FOR THE CLEANING OF BAND UNIFORMS AS SPECIFIED BELOW FOR THE ACADEMIC YEAR. CONTRACT TERM: JULY 1, 2024 - JUNE 30, 2025.</p> <p>-</p> <p>AT THE OPTION OF MCNEESE AND ACCEPTANCE BY THE CONTRACTOR THIS CONTRACT MAY BE RENEWED FOR TWO ADDITIONAL TWELVE-MONTH (12) TERMS UNDER THE ORIGINAL TERMS AND CONDITIONS.</p> <p>-</p> <p>UNIFORMS MUST BE CLEANED AS PER THE ATTACHMENT</p> <p>-</p> <p>QUANTITIES LISTED ARE A REASONABLE ESTIMATE FOR A ONE-YEAR TERM. THEY DO NOT CONSTITUTE A GUARENTEE THAT MCNEESE WILL USE ANY OF THE QUANTITIES LISTED MCNEESE WILL ONLY PAY FOR THE UNIFORM PIECES ACTUALLY CLEANED, BASED ON UNIT PRICE.</p> <p>-</p> <p>THE CONTRACT SHALL INCLUDE PICKING UP THE UNIFORMS FROM MCNEESE, CLEANING AND PRESSING THE UNIFORMS, AND RETURNING CLEANED UNIFORMS BACK TO MCNEESE</p>			

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1		<p>Request for Faxed Bid (FB)</p> <p>(Continued ...)</p> <p>STATE UNIVERSITY. SNAP-HEMS MUST BE LEFT CONNECTED/SNAPPED WHEN CLEANING AND PRESSING THE ONLY EXCEPTION WILL BE THE FINAL CLEANING OF THE YEAR.</p> <p>-</p> <p>FOR EACH SEPARATE CLEANING, VENDOR MUST BE ABLE TO PICK UP THE UNIFORMS IN ONE LOAD/TRIP. COAT/PANT NUMBER PAIRINGS WILL BE INCLUDED ON McNEESE HANGER LABELS. UNIFORMS MUST BE RETURNED WITH CORRECT COAT/PANT PAIRINGS AS INDICATED ON HANGER LABELS. SCHEDULE OF CLEANING DATES WILL BE GIVEN UPON THE BID AWARD. ALL DATES DEPEND ON CHANGES OF PERFORMANCE SCHEDULE DUE TO UNFORSEEN CIRCUMSTANCES. TIMOTHY PARDUE, 337-475-5003, IS THE CONTACT FOR VIEWING THE UNIFORMS AND FOR MAKING PICK UP AND RETURN ARRANGEMENTS. BUTTONS MUST BE CHECKED BEFORE DELIVERY AND UNIFORMS THAT ARE MISSING BUTTONS INDICATED.</p> <p>-</p> <p>VENDOR WILL BE NOTIFIED CONCERNING DATES</p>			

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1		<p>Request for Faxed Bid (FB)</p> <p>(Continued ...)</p> <p>CHANGED OR CANCELLATIONS. VENDOR MUST PICK UP AND RETURN UNIFORMS ON DATES SHOWN UNLESS NOTIFIED OTHERWISE BY MCNEESE. PRICES MUST BE SHOWN BY DATES ON ALL INVOICES. INVOICE COPIES ARE TO BE INCLUDED WITH THE RETURN OF UNIFORMS.</p> <p>-</p> <p>IN THE EVENT THAT MCNEESE QUALIFIES FOR FOOTBALL PLAYOFFS, ADDITIONAL CLEANINGS WILL BE NEEDED AND THE VENDOR WILL BE NOTIFIED OF THE DATES.</p> <p>-</p> <p>ADDITIONAL DATES MAY BE ADDED IF NEEDED. DATES FOR ADDITIONAL CONTRACT YEARS WILL BE PROVIDED TO VENDOR AT THE BEGINNING OF EACH CONTRACT YEAR. ALL DATES ARE SUBJECT TO CHANGE OR CANCELLED.</p> <p>-</p> <p>ANY UNIFORM DAMAGED DURING THE CLEANING PROCESS SHALL BE REPLACED AT THE EXPENSE OF THE VENDOR. TERMINATION FOR CONVENIENCE: MCNEESE MAY TERMINATE THIS AGREEMENT AT ANY TIME BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO CONTRACTOR OF</p>			

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1		<p>Request for Faxed Bid (FB)</p> <p>(Continued ...)</p> <p>SUCH TERMINATION OR NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE.</p> <p>TERMINATION FOR CAUSE: MCNEESE MAY TERMINATE THIS AGREEMENT FOR CAUSE BASED UPON THE FAILURE OF CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE AGREEMENT PROVIDED THAT MCNEESE SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE CONTRACTOR'S FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE CORRECTED SUCH FAILURE OR, IN THE CASE OF FAILURE WHICH CANNOT BE CORRECTED IN (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SUCH FAILURE AND THEREAFTER PROCEEDED DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN MCNEESE MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE AGREEMENT SHALL TERMINATE ON THE DATE SPECIFIED IN SUCH NOTICE.</p> <p>THE CONTRACTOR MAY EXERCISE ANY RIGHTS AVAILABLE TO IT UNDER LOUISIANA LAW TO TERMINATE FOR CAUSE UPON THE FAILURE OF MCNEESE TO COMPLY WITH THE</p>			

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MCNEESE STATE UNIVERSITY REQUEST FOR BID

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		Request for Faxed Bid (FB)			
1		(Continued ...) TERMS AND CONDITIONS OF THIS AGREEMENT, PROVIDED THAT THE CONTRACTOR SHALL GIVE MCNEESE WRITTEN NOTICE SPECIFYING MCNEESE'S FAILURE AND A REASONABLE OPPORTUNITY FOR MCNEESE TO CURE THE DEFECT.			
1	1225	CLEANING AND PRESSING OF THE BAND COATS. THE QUANTITY SHOWN IS AN ESTIMATE AMOUNT FOR A ONE -YEAR TERM. THE ESTIMATE IS BASED UPON ONE HUNDRED SEVENTY-FIVE (175) COATS. VENDOR MUST BE ABLE TO PRESS THE COAT SLEEVES WITHOUT CREASING. BID PRICE SHALL INCLUDE PICK UP, WET CLEANING, PRESSING AND RETURN DELIVERY CHARGES. UNIFORMS ARE WASHED & PRESSED (NOT DRY CLEANING) PICK UP/DROP OFF WITHIN THE SCHEDULED CLEANING DATES GIVEN COATS ARE MADE OF SYNTHETIC POLYESTER BLEND . PLEASE SEE UNIFORM CARE INFORMATION FOR STANBURY UNIFORMS FOR FURTHER INSTRUCTIONS.	EA		

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Kayla DeVillier	--	R2500018	Band	000006752

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2	175	PRESSING ONLY UNIFORM PANTS NO CLEANING IS TO BE DONE. LEAVE SNAP-HEMS CONNECTED WITH PRESSING. BID PRICE MUST INCLUDE PICK UP, PRESSING AND RETURN DELIVERY CHARGES. PLEASE PROVIDE A PRICE PER PAIR OF PANTS. PANTS ARE MADE OF SYNTHETIC POLYESTER BLEND.	EA		
3	875	CLEANING AND PRESSING OF UNIFORM PANTS (BIBBERS) THE QUANTITY SHOWN IS AN ESTIMATED AMOUNT FOR A ONE-YEAR TERM. ESTIMATED IS BASED ON ONE HUNDRED SEVENTY-FIVE (175) PAIRS OF PANTS FOR CLEANINGS. BID PRICE MUST INCLUDE PICK UP, WET CLEANING, PRESSING AND RETURN DELIVERY CHARGES. PLEASE PROVIDE A PRICE PER PAIR. PANTS ARE MADE OF SYNTHETIC POLYESTER BLEND. LEAVE SNAP-HEMS CONNECTED WHEN PRESSING. PLEASE SEE UNIFORM CARE INFORMATION FOR STANBURY UNIFORMS FOR FURTHER INSTRUCTIONS. FOR FUTHER INSTRUCTIONS.	EA		

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STANDARD TERMS & CONDITIONS TO BIDDERS
FAX #337-475-5082

PROPOSALS: The proposal must be received by the Purchasing Department, McNeese State University, before the time set for receiving bids. Bids received after the time set will not be considered. Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids. Prices must be clear and be written in ink or typewritten, and the ITB AND Terms & Conditions must be signed in ink. Be sure bid number and due date are clearly shown on outside of package or envelope. Please see return address on the face of the bid form.

STANDARDS OF QUALITY AND ANY ALTERNATE: Any product or service bid shall conform to all applicable Federal and State Laws and Regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

When a Pre-Bid Conference is scheduled, no alternative will be considered unless the above conditions are complied with and the "Request for Approval of Alternate" form is completed and returned. This form will be attached when applicable. Only alternates which are approved and acknowledged by addendum following the Pre-Bid Conference will be considered for award at the bid opening. **DO NOT SUBMIT BIDS ON UNAPPROVED ALTERNATES.**

The burden of proof of the merit of the proposed substitute is upon the proposer. The Purchasing Director's decision of approval or rejection of a proposed substitute shall be final.

SAMPLES/DESCRIPTIVE LITERATURE: The envelope/package containing samples and/or descriptive literature submitted by mail for consideration at the Pre-Bid Conference must be labeled in accordance with the instructions given on the "Request for Approval of Alternate" form.

When requested, samples submitted will be returned at bidder's risk and expense provided they have not been made useless through tests.

PRICES: Unless otherwise specified by McNeese in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

BID OPENING: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting McNeese during normal working hours. Written bid tabulations will not be furnished.

AWARD OF BIDS: McNeese State University reserves the right to award items separately, grouped, or on an all-or-none basis, and to reject any or all bids and waive any informalities incident thereto.

DELIVERY FAILURE: If the vendor fails to make delivery within the time specified on bid documents or within a reasonable time if no delivery time is specified McNeese reserves the right to cancel the item and to purchase it elsewhere. Any increase in price and/or cost of handling will be charged to the vendor making the original unsatisfactory delivery. Consistent unsatisfactory deliveries will be considered just cause for deleting a vendor from bid lists.

TERMINATION OF THIS AGREEMENT FOR CAUSE/CONVENIENCE: McNeese may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that McNeese shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then McNeese may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of McNeese to comply with the terms and conditions of this agreement, provided the Contractor shall give McNeese written notice specifying McNeese's failure and a reasonable opportunity for McNeese to cure the defect.

McNeese may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:
IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES _____ NO _____

Specify Line Number(s): _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____

NOTE: If more space is required, include on separate sheet.)

Do you have a Louisiana business workforce? YES _____ NO _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? YES _____ NO _____

IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
3. Other documents indicating authority which are acceptable to the public entity.

By signing and returning this document (along with bid), you are certifying compliance with all Terms and Conditions set forth.

Signature & Company Name

Date



An Employee Owned Company

P.O BOX 100 • BROOKFIELD, MISSOURI 64628
PHONE (660) 258-2246 • FAX (660) 258-5781

On behalf of all the employees at Stanbury Uniforms, we thank you for your confidence in us. In order to assure longevity, durability, and quality, an information packet is included. The proper cleaning and the selection of a quality dry cleaner is imperative if your uniforms are to last. The following pages outline proper cleaning methods for the various parts of your uniform. A nationally renowned dry cleaning company, Adco, Inc., based in Sedalia, Missouri has assembled the cleaning instructions. Additional information is enclosed for any future orders with Stanbury.

If you should have any questions concerning the packet, please feel free to contact our Customer Service Department. We take great pride in our product and are ready to serve your uniform needs for many years to come.

SELECTING A DRY CLEANER

The quality of the dry cleaner should be taken into consideration when dealing with band uniforms. With all the different colors and types of fabrics used, it is critical that the dry cleaner be capable of handling the project. It is highly recommended that the uniforms be cleaned at one cleaner at the same time. The cleaner should be interviewed before the project is undertaken and presented with the cleaning instructions prior to the beginning of the cleaning process. A copy of the instructions should be kept on file. **Be sure when cleaning the uniforms for the first time that only a few uniforms are cleaned until an evaluation can be made as to the results.**

Improper cleaning methods will cause many problems including reduced life of the garment and poor appearance. Improper cleaning may also void the warranty.

GENERAL MAINTENANCE

The uniforms you have purchased are made of the finest fabrics available. The fabrics have been selected for wear and durability to give you the length of service you expect. The life of the uniform depends on the care you give it. We recommend you:

- Store the uniforms at the school under proper supervision. Use the wishbone hangers provided for your use. The use of the hangers will maintain the styling of the uniforms, preventing broken collars and creased shoulders. Do not crowd the uniforms to avoid wrinkling and to allow for air circulation. Proper ventilation is necessary to prevent mildew. **DO NOT** store the uniforms in garment bags.
- Dry clean at least twice a year – once after the football season and once in the spring before storing for the summer. Select a competent cleaner. White garments should be cleaned only by a cleaner experienced and prepared to handle white clothing. All fabrics used in Stanbury uniforms may be safely dry cleaned.
- In warm weather especially, uniforms should be aired and dried on their wishbone hangers after each wearing - **DO NOT** store in garment bags.
- Avoid getting the uniforms wet in any way! **If this does happen, hang the uniform parts separately on the hangers provided in a well-ventilated area. When completely dry, have them dry cleaned, cautioning the dry cleaner to test a garment before cleaning the entire order.**
- Insure your uniforms to include coverage when being worn, in storage (at school or at home) and when being dry cleaned.

ACCEPTABLE DRY CLEANING PRACTICES

The dry cleaning process can be broken down into a series of steps as illustrated below. As garments are sorted and inspected, soiled areas should be misted and a light stain stick should be used on the under-arm, 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 or ballpoint pen ink, then these items should be quickly pre-spotted on the spotting board then cleaned in the wheel. During pressing or inspection garments needing additional spotting should be returned to the spotting board for touch up or special spotting procedures (usually very few). Each of these steps will be covered separately.

1. INSPECT AND SORT – CLASSIFICATION

Before cleaning, garments should be inspected for spots and stains, special trim and finishes, tears that need repaired, buttons that need replaced, pockets that need to be emptied and care labels. After these items are checked, the garments should then be classified according to recommended care method, weight of fabric, color and finish. This is done for four good reasons:

- (1) Garments dry at different rates depending upon the weight of the fabric. Therefore, light and heavy weight garments should never be cleaned together. This can result in uneven drying which causes streaking and swaling when wet heavy garments contact lighter weight fabrics that are already dry.
- (2) Dark colored garments typically contain more soil than lighter colored ones. So light colored items should be cleaned separately from darker or brighter colored ones to reduce the chance of redeposition, dye staining or transfer of dyes.
- (3) Regular/hard finish garments can withstand greater mechanical action than softer “fragiles”.
- (4) Garments labeled “wash” may fade, bleed, lose sizing, or have rubber coating or elastic damaged if dry cleaned.

CLASSIFICATION SCHEME:

“REGULAR” CLASSIFICATION

Sturdy “silks” (synthetic, nylon, acetate, polyester, rayon), cotton, linen, hard-finished and worsted wool fabrics, wool blends, coats and suits able to withstand the regular run time of twelve (12) minutes cleaning required to remove heavy soil. Raincoats and uniforms fall into this classification. Moisture addition can be used to get these items completely clean and to remove water-soluble stains in the wheel.

“FRAGILE” CLASSIFICATION:

Pure silks, velvets, satins, laces, pigment prints, knits and beaded or sequin-trimmed fabrics should be cleaned no more than five (5) minutes at high solvent level to minimize affect of solvent on trim, color or finish and of mechanical action on loss of shape, tearing or abrasion. Use reversing or “gentle” agitation.

SPECIAL NOTE:

When possible, garments considered “bleeders” (ones that bleed or release large amounts of dye into the system) should be cleaned as a separate load. Never run a white or light colored load immediately after cleaning a “bleeder” load. Dyestaining of the lighter colored garments could result.

2. SPRAY SPOTTING

A dry cleaner must be able to remove most stains and heavy soil from garments, returning the garment to a like-new condition. There are basically three types of stains, which must be removed:

- (1) Solvent soluble stains (oil, grease, fats, fatty acid and oil based cosmetics).
- (2) Water soluble stains (perspiration, urine, sugars and food coloring from beverages).
- (3) Insoluble stains which require chemical treatment and special techniques.

Insoluble stains require special treatment and must be removed at the spotting board. However, the cleaner has the option of removing solvent soluble and water soluble stains either on the spotting board or in the dry cleaning bath.

Solvent soluble stains can be removed by simply running the garment in the wheel long enough to give the charged solvent time to penetrate and dissolve the soil. To remove water soluble stains, it is necessary to have moisture present in the cleaning bath to solubilize the water soluble stain (but not so much that you are in effect laundering the garments). An effective way of introducing moisture to the fabric in the stained area is to pretreat soiled areas on garments with either a water based spray spotter (for water soluble stains) or a semi-wet spotter containing both solvent and moisture (effective on many food stains which have an oily component, like salad dressing). Spray spotters penetrate and condition stains for rapid removal in the wheel permitting use of shorter run times and lower solvent moisture levels.

As with any process, spray spotting is not completely free from pitfalls and proper procedures must be used. Improper use of solvent based or “semi-wet” pre-spotters can set solvent soluble stains deeper in the fabric where they are more difficult to remove. However, by remembering a few basic principles and rules, these problems can be prevented and pre-spotting can be used effectively as part of an efficient dry cleaning system.

SPRAY SPOTTING PRINCIPLES:

1. The job of spray spotting is to soften and condition stains or soil so that it can be removed in the wheel.
2. The purpose of dry cleaning is to remove soil from the fabric while protecting its color and finish without swelling or distorting the fabric.

3. Spotting rings, sizing rings and color bleed are caused by the spray spotter flowing from one part of the fabric out into another portion, carrying with it the stain, soil, water soluble sizing or dye to the edge of the wet area.
4. Most oil, grease, paint, makeup and other similar spots and stains are on the surface of the fabric. Surface spraying with a solvent based spray spotter will penetrate and loosen these stains making them easier for the solvent to remove. However, heavy applications will drive these spots more deeply into the fiber making them more difficult to remove, particularly if the spot is allowed to dry before the garment goes into the wheel.

SPRAY SPOTTING RULES:

1. Spray soiled area lightly – do not soak (soiled area should be damp but not wet).
2. After spraying with water based spray spotters, hang up or set aside the garment for at least 20 minutes before cleaning. This gives the chemicals time to work and time for the humidity to level out before the garment goes into the wheel. Allow whites, knits, acetates, and all “fragiles” to dry completely before running in the wheel.
3. Apply solvent based or “semi-wet” spray spotters sparingly, tamp if indicated, respray and run them in the wheel before the solvent evaporates.

3. PRE-SPOTTING ON THE BOARD

During the inspection and sorting process, garments found with special or insoluble stains such as blood, albumin, other protein stains, reducing sugars, (found in most sweet beverages), paints, printing inks, etc. should be set aside for treatment on the spotting board with specialty spotters. Because these stains do not come out with regular cleaning, they can become “set” or hardened by the heat of drying.

Other stains are easier to remove or are more thoroughly removed by pre-spotting, for example perspiration or cosmetics. Delicate, fragile fabrics require too short a cleaning cycle to get good spot and stain removal during cleaning so should always be pre-spotted first.

There are literally hundreds of pre-spotters available to the drycleaner. These can be sorted into seven groups- volatile dry solvents, tannin removers, protein removers, neutral detergents or lubricants (water based), paint, oil and grease removers (solvent based), wet/dry (semi-wet) and specialty pre-spotters (rust removers, ink removers, digesters, amyl acetate, dye strippers, reducing bleaches, oxidizing bleaches, etc.).

There is no such thing as an all-in-one pre-spotter that is effective on all types of stains. Stains are too complex. To remove the majority of stains, drycleaners will need at least one product from each group.

Which spotting chemicals are required for a particular stain depends upon the classification of the stain. Stains are classified into the following five classes and specific procedures for each class are outlined in Appendix A:

- 1) Dryside stains requiring solvent action for removal,
- 2) Wetside stains requiring chemical action by water based pre-spotters,
- 3) Wet/dry stains requiring both solvent and chemical action,
- 4) Ground-in dirt, carbon, pigments and
- 5) Unknown stains.

Most natural fabrics – wool, rayon, cottons or blends of these have a high affinity for moisture. If placed into the cleaning bath while still damp, pickup of water soluble impurities can occur resulting in greying, yellowing or dyestaining. As with spray spotting, garments containing natural fibers, whites, acetates and delicate fabrics that have been pre-spotted with water based spotters should always be dried completely before cleaning.

4. THE CLEANING CYCLE

A. MACHINE LOADING

All loads should be weighed and the weight recorded to make sure the machine is loaded within the recommended range and to serve as a means for determining when cartridges need changing, how much detergent, sizing, mothproofing, etc. to add back to the system, monitoring solvent mileage, and keeping track of operating costs per 100# of cleaning.

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% to 10% below the rated capacity 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.

TABLE 1. - MACHINE LOADING

Machine Size (#)	Min-Max Loading (#)
25	13-21
30	15-26
35	18-30
40	20-34
45	23-38
50	25-43
60	30-51
70	35-60

B. RUN TIMES

1. Single Bath – Charged Solvent System

Heavily soiled/stained garments of “regular” classification should be cleaned for a minimum of 12 minutes at a flowrate of solvent such that filling the wheel does not take more than 90 seconds. With an adequate level of detergent and moisture, this will assure both good insoluble and water soluble soil removal. Moisture addition is desirable to bring solvent relative humidity up to 70-75%.

“Fragile” loads should be run for no more than 5 minutes in a dry system. Use “gentle” rotation if available.

2. Systems Using a Pre-rinse

Most new and many older dry-to-dry cleaning machines allow for prerinsing of the load for 3 minutes with distilled or work tank solvent, then sending the rinse solvent to the still. This procedure sends two-thirds of the insoluble and solvent soluble soil to the still, extending the life of the cartridge and keeping work tank solvent in excellent condition. It also permits safer use of moisture for better water soluble stain removal.

For "regular" classification, the main cleaning bath following the prerinse should run for 8 minutes minimum and add up to 12 minutes for heavily soiled garments (raincoats, uniforms, etc.) For soft or "fragile" loads, omit the prerinse and clean in "gentle" mode for 3-8 minutes on work tank solvent alone.

C. EXTRACTION TIME

The amount of solvent remaining in a load after extraction depends upon the extraction speed (how fast the wheel turns), the size of the wheel, the length of extraction and the fabric type of the garments in the load. After extraction, the load should weigh 25-40% more than the dried weight of the load. This equals two to three gallons of perk per 100 pounds of cleaning. Higher solvent retentions can result in slow drying, poor solvent recovery and mileage and may lead to streaking and swaling. Recommended extraction times are as follows:

TABLE 2. – EXTRACTION TIMES

Type of Load	Recommended Extraction Times (min.)
Fragiles	1 – 2
100% Polyester, Nylon Raincoats, Vinyls	1 – 2
Regular Mixed Loads*	3 – 4
All Cottons	4 – 5

*Normally about 40% polyester/cotton, 20% polyester, 20% wool or rayon, 10% acetates or cotton.

To determine extraction efficiency, weigh out a normal load. Clean and extract as usual. After extraction, weigh the load (wear a respirator to reduce exposure to solvent vapors). Weigh the load again after drying. Use the formula below to determine solvent pick up and extraction efficiency.

$$\frac{(\text{Weight of Extracted Load} - \text{Weight of Dried Load})}{\text{Weight of Dried Load}} \times 100 = \% \text{ of solvent retained}$$

A solvent retention of 3 gallons per 100 pounds is 40 weight % for perchlorethylene, and (20%) for petroleum solvents.

If your weight % solvent retained is higher, extend your extraction time or if your machine has variable extraction speeds, increase the extraction speed.

DRYING

Good solvent recovery and problem-free drying depends upon a number of factors – proper classification of the wheel, extraction efficiency, drying temperatures (both air in and out of the wheel), cooling water temperature, length of the drying cycle and tightness of the equipment. Following proper procedures and recommendations can avoid problems such as slow drying, streaks and swales development, poor solvent mileage or solvent vapor emission into the plant.

Drying temperatures for “regular” loads should be no higher than 140°F. These temperatures will assure good solvent recovery and will not “set” any stains that did not come out with cleaning.

The temperature of the air entering the wheel should be below 195°F. Temperatures higher than this can result in streaking and ring development in lightweight garments, and setting of wrinkles and stains. Steam pressures above 35 psi to the heating coil may cause excessive temperatures. Clothes should tumble with the fan on for one to three minutes before heat comes on to promote even drying and prevent streaks and swales.

Some cleaning machines clean and dry with a reversing action to the wheel – the wheel rotates one direction then stops and rotates the opposite way. This is okay for most cleaning and for drying drapes or other bulky loads (comforters, big heavy blankets, and sleeping bags). However, for fragiles and most regular work, drying in a **NON**-reversing mode is recommended to prevent uneven drying from occurring.

To get optimal recovery of solvent, the machine should be loaded according to guidelines provided and the exit temperature of the cooling water leaving the solvent condensing coil adjusted to read 70-80°F. Higher or lower temperatures than this can result in poor solvent recovery or extended drying time.

The four biggest causes of poor solvent reclamation in order of worst to least are running too small of loads, warm cooling water, leaky dampers and lint clogging condensing coils.

FILTRATION

Garments may release dirt, lint, dyes and pigments and other insolubles into the solvent during the cleaning cycle. If these impurities are not removed from the system, they can be picked up or redeposited onto other garments resulting in grey, dingy, dull looking garments.

To prevent this redeposition of soil, dry cleaning solvent is filtered continuously to remove insoluble material, and passed through activated carbon beds to absorb dyes and other organic impurities that produce color and odor.

Currently, disposable cartridge filters are most commonly used. Other methods of filtration use fine mesh disks, bags, screens and tubes that usually are coated with a layer a diatomaceous earth (filter powder) and activated carbon; these are cleaned off and regenerated periodically.

When new cartridges are first installed, carbon fines will be released into the system. Because of this,

solvent should be circulated for 15-20 minutes then several loads of dark classification cleaned before cleaning a white or light colored load. The soil released by the dark load coats the paper of the cartridge and helps filter the carbon fines out of the system.

A secondary filter called a polishing filter is sometimes used after the main filter as a safeguard against leakage of fine soil or carbon fines through the main filter. This fine soil is often the cause of greying in drycleaning. A polishing filter will also protect against the inadvertent omission of a felt gasket or a ruptured cartridge but should never be used as a main filter – the filter elements will plug too quickly and reduce solvent flow rate. Filter elements in a polishing filter are usually changed on the basis of pressure drop across the filter or reduction in solvent flow rate. Consult the operation manual supplied by the manufacturer for guidelines.

F. WHEN TO CHANGE CARTRIDGES

1. By poundage – all cartridges have a “poundage” rating indicating how much cleaning can be done before they should be changed. As a rule, carbon core cartridges used in a single bath system doing recommended amounts of distillation are good for a maximum of 1,000 pounds of cleaning per cartridge. If no distillation is being done, they should be changed after 750 pounds of cleaning per cartridge. When a pre-rinse is used, a cartridge may be good for up to 3,000 pounds of cleaning per cartridge.
2. By flowrate – as dirt and other insoluble soil accumulate on the outside of the cartridges, solvent flowrate is reduced. If at anytime it takes longer than 90 seconds for the wheel to fill to high operating level, cartridges should be changed regardless of how much cleaning has been done. Otherwise, poor cleaning will result and redeposition can occur.
3. By back pressure or pressure differential – the paper in cartridges restricts the flow of solvent causing a back pressure. As soil accumulates, this back pressure increases and solvent flowrate decreases. When the pressure on the pressure gauge before the filter shows or exceeds 50 psi, or the difference between the incoming pressure and the exit pressure readings exceeds 30 psi, cartridges should be changed, regardless of the poundage on them. Excessive pressure can cause fines to be driven through the filter or rupture of a cartridge.
4. When solvent gets in poor condition (dark in color or high in nonvolatile material) solvent quality will become poor before poundage levels are reached, filling time is too long or back pressure develops. This can occur when dye accumulates in the system from overdyed fabrics or bleeders, a defective cartridge is used or one ruptures, unusually dirty work is cleaned, or when special orders (such as smoke loads) are processed. When solvent becomes contaminated and its conditions are not improved by extended circulation through the filter, cartridges should be changed. It is impossible to get good cleaning in dirty solvent.

IMPORTANT NOTE:

At each end of every cartridge there should always be a felt gasket or felt washer. These gaskets should be replaced after every three changes of cartridges, sooner if any appear to be worn, severely flattened or deteriorated.

G. DETERGENT AND SIZING USAGE

Probably the hardest thing for a dry cleaning system to do is remove water soluble soil. Soil of a water soluble nature requires the use of a detergent specific for the dry cleaning system and process being used and small amounts of moisture.

Anionic dry cleaning detergents align themselves in solvent as microscopic groups called micelles. Micelles can be thought of as little sponges. These sponges solubilize and hold moisture that in turn dissolves and removes water soluble soil from fabric. Too little detergent or moisture in the system and water soluble soil removal is poor or will not occur.

Dry cleaning detergents do more than assist water soluble soil removal. They also suspend insoluble soil preventing its redeposition back onto fabric, prevent static buildup drying, and leave garments with a soft and comfortable "hand" and zippers working smoothly.

In single bath systems optimal cleaning results are obtained when a level of one volume percent of double strength detergent is maintained. When special injection detergents are added on each load in prerinse or batch cleaning systems, the manufacturer's directions should be carefully followed.

Sizing is to dry cleaners what starch is to launders. It is used to restore body and hand to garments that would otherwise be limp, wrinkle prone and difficult to finish. The presence of sizing in the dry cleaning system aids the finishing of garments by allowing them to hold a press longer, with shorter time under the heat and pressure of the press. This speeds up production. Sizing in fabric imparts wrinkle resistance and reduces the penetration of water soluble soil so that subsequent cleaning is easier.

During the summer months, when light weight fabrics are being cleaned, at least one volume percent of sizing should be used. Heavier clothes do not need as much sizing so levels can be reduced to one half to three-quarters of a percent by volume.

Detergent and sizing are removed from the cleaning system in three ways – by distillation, on cleaned garments and adsorption on new cartridges. Because of this, both should be added whenever new, distilled or reclaimed solvent is added to the working tank. To maintain a level of one volume percent, one and one-quarter ounces of detergent and the same of sizing should be added for every gallon of new or distilled solvent added to the system. For every 100 pounds of cleaning, three ounces of each should be added to compensate for the two to three gallons of solvent recovered in drying and returned to the work tank.

New cartridges will absorb detergent from the system, but not the sizing. Therefore, you should check the detergent level the next day after changing cartridges and add detergent as required to bring the system back up to operating levels (as much as ? gallon of detergent per cartridge may be required with some adsorption cartridges. Adding water to the system can reduce the amount of detergent adsorbed by a cartridge. After changing cartridges, add 8 ounces of water for each jumbo adsorption, 4 ounces for each "split").

H. DISTILLATION

Both solvent soluble and water-soluble soils accumulate in dry-cleaning solvent during the cleaning process as nonvolatile material. This material is left behind on fabric as nonvolatile residue (NVR) after the solvent has evaporated during drying. If not controlled by distillation, greying, dinginess, spotting rings, odor development, slow drying and poor solvent recovery can occur.

When operating a single bath process the equivalent of seven to eight gallons of work tank solvent should be distilled for every 100 pounds of cleaning. Two bath systems employing a pre-rinse, send most of the soil to the still in the pre-rinse. Consequently, only two to three gallons per 100 pounds of cleaning of work tank solvent needs to be distilled.

Steam pressure to the still should not exceed 35 psi except during warm-up or final cookdown where it can be raised to 55 psi for no more than five minutes. Let the still residue cool 30 minutes before draining out. Residue should be drained out the same day the still is used and enough solvent pumped back into the still to cover the heating surface. This is to prevent the residue in the bottom of the still from drying to a hard crust.

It is commonly believed the use of activated carbon or clay or a mixture of the two will control buildup of NVR. This works pretty well in petroleum solvent but not in perchlorethylene. Activated carbon is excellent for removing dyes, and clay for removing some fatty acids (along with greater amount of detergent). Liberal use of these materials can lengthen the time interval between distillations, however, neither is a substitute for distillation. Distillation when done properly, removes ALL nonvolatile matter from the solvent.

5a. FINISHING

Three types of presses in common use are: hot heads, the top of which is made of polished metal, grid presses that have a perforated metal head through which steam can pass and padded presses that have a head covered with fabric.

An "adjusta-form" or "Susie" is not considered a press and is not acceptable for use on garments furnished by Stanbury Uniforms, Inc. Use of any equipment of this design and type voids any expressed or implied warranty and all responsibility is placed on the dry cleaner.

A typical press can apply a combination of four treatments to a garment: heat, pressure, steam and vacuum. The type and nature of the fabric being pressed determines what combination of treatments should be used to achieve the best results.

- A. HEAT** – The temperature applied to a garment is determined by the steam pressure to the press and the length of time the press head is in contact with the fabric. The press manufacturer's recommended steam pressure should never be exceeded.
- B. PRESSURE** – Pressure is applied from contact of the press head with the fabric. The longer the application, the greater the pressure.
- C. STEAM** - The purpose of steam is to soften the fabric and smooth out wrinkles. It can be applied from the head or the buck (lower padded part of the press).
- D. VACUUM** – The vacuum is used to hold a garment in place during pressing, and dries and cools the fabric by pulling air through it while the fabric is still held in place.

Hand irons or puff irons should not be used when finishing uniforms supplied by Stanbury Uniforms, Inc.

5b. FINAL INSPECTION

Inspection is the final step performed on every garment prior to its being boxed or placed on a hanger or bagged. There is nothing more frustrating for a customer than to have to return to the dry cleaning store to report a problem that should have been caught and corrected before the garment was picked up.

Every garment should be inspected before it is returned to the customer to be sure it measures up to the quality standards set by the dry cleaner and expected by his customers. During the inspection, the inspector looks for spots and stains, needed repairs, excessive linting, unpleasant odors or poor finishing quality.

For an excellent source of information on inspection and quality control, see IFI Focus on Dry cleaning Bulletin, Vol. 11, No. 4, November 1987.

6. TOUCH UP

During finishing or assembly (the putting of all garments of an order or an ensemble together) garment sometimes become soiled accidentally with dirt or during inspection are found still with spots or stains that were not removed with cleaning. These problems should be corrected before returning the garment to the customer.

It is not always necessary to reclean a garment to remove pickup soil. With a tissue wetted out with volatile dry solvent (Puro) carefully wipe the pickup soil off without wetting out the fabric. If the fabric gets wet, nonvolatile residue in it may form a ring. This usually requires recleaning of the garment to correct unless the dry cleaner is very skilled at feathering out stains.

Stains that did not come out during cleaning may become "set" by the heat of drying and can sometimes be more difficult to remove than they were originally (for example carmelized sugars or protein stains). This condition usually requires spotting on the board with specialty pre-spotters to correct and subsequent recleaning.

APPENDIX

GENERAL SPOTTING PROCEDURES:

Always check for effect of agent on colors! Apply small amount of spotter to seam or hidden area. Press white cloth or tissue to area firmly. Check for color change or transfer.

DRYSIDE – Oily type stains requiring solvent action. Example: Fats, oils, waxes, grease, paint, cosmetics, ink, etc.

Start by removing as much of the stain as possible with Puro. When bleeding of the stain stops, apply APAG, Spee-Dee or Knock Out. Tamp gently to break up stain and work APAG into the fabric. Flush loosened stain out with Puro. Repeat until stain is gone or no longer moves. If the stain is removed, dry area, starting from the outside edge toward the middle, or reclean the garment. If traces of stain remain, dry and work on wetside.

WETSIDE – Stains requiring chemical action can be broken down into two classes – Protein and tannin stains.

PROTEIN STAINS

(blood, eggs, body discharge, milk products, animal glue, starch)

1. Neutra
2. Neutra BPR
3. Neutra and Wet Spot or Ammonia
4. Digest (enzyme preparation)
5. Neutra

TANNIN STAINS

(beer, coffee, fruit, soft drinks, tea, catsup, mustard)

1. Neutra
2. Neutra and Super Tan
3. General Formula
4. Rust Remover
5. Bleach, oxidizing

If the stain initially requires spotting on the dryside first, the area must be dry before working on the wet-side. Otherwise, protein and tannin spotters will not penetrate the fabric to remove the stain. Use spotters indicated by the type of nature of the stain. To lessen the chance of color change or loss, start with the mildest strength spotter, working up to the strongest. Use each spotter until stain removal ceases before going to more powerful agent. Once stain is removed, flush thoroughly with steam or water, dry starting from the outside edge working toward the middle (feathering).

WET/DRY STAINS – Stains requiring both solvent and chemical action. Example: mayonnaise, salad dressing, gravy, latex paint, egg yolks.

Apply Semi-Wet. Tamp, flush with Puro, steam or water.

Apply Neutra. Tamp, flush with steam or water.

Apply Neutra & BPR. Tamp, flush with steam or water.

Apply Neutra, Wet Spot, or ammonia. Tamp, flush with steam or water.

Digest; keep damp and warm.

Apply Neutra. Tamp, flush with steam or water.

Repeat steps 5 & 6 as necessary.

GROUND-IN DIRT, CARBON, PIGMENTS - These are insoluble in solvents or water, chemical agents usually have no effect. To remove, apply Neutra and tamp, flush with water, repeat as needed.

UNKNOWN STAINS:

Stain should first be spotted on the dry side to remove any fats, waxes, oils or other solvent soluble components following the procedure for removing oil-type stains.

Spot the remaining traces of stain on the wet side with Semi-Wet. Tamp, flush and dry.

Treat remaining stain according to color, appearance and behavior.

RED STAINS – treat with BPW first, then Super Tan.

BLUE, BLACK, GREEN OR OTHER DARK STAINS – Treat with Super Tan, first, then BPR.

If stains disappear when wet and reappear when dry, treat as protein stains.

NEVER PUT WET GARMENTS INTO THE CLEANING MACHINE, WET AREAS CAN PICK UP SOIL, DYES AND OTHER IMPURITIES THAT OFTEN ARE DIFFICULT TO REMOVE.

GARMENTS MADE OF SEQUINS OR CONTAINING SEQUIN TRIM

Uniform parts made of sequin material and trims require special care during use and cleaning. ***DO NOT ALLOW*** perfume, deodorant, hair spray, or alcoholic beverages to come into contact with sequins. If the garment becomes damp from perspiration or water, the following instructions should be followed.

Do not place the garment in an airtight container or bag.

Allow the garment to air dry – NO HEAT.

Air-dry the garment completely. If cleaning is required see below.

DRY CLEANING: Use a professional dry cleaner only. Instruct cleaner to dry clean without heat. Instruct the cleaner not to use steam or press.

ACCESSORY ITEMS MADE FROM SUPER BAINFAB MATERIAL

ANY ITEM MADE WITH SUPER BAINFAB IS NOT DRY CLEANABLE. THE ITEM MUST BE CLEANED WITH SOAP AND WATER ONLY.

ITEMS MADE FROM VINYL

Any item with vinyl trim or made of vinyl fabric **MUST NOT** be dry-cleaned. These items can be wiped with small amounts of detergent and water, but adjoining braid trim, embroidery and fabric trim must be avoided or bleeding may result.

BRAIDS USED ON UNIFORMS

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.

Due to the requirements of OSHA, the possibility exists that after repeated dry cleanings the color may run if the uniforms are exposed to excessive moisture or worn in the rain. This is especially prevalent in areas of the country that experience acid rain and heavy pollution.

At Stanbury, we are continually upgrading our product to insure these problems do not occur, but it is also your responsibility to care for the uniforms properly. We recommend rain coats be worn during rain-storms and that you follow proper instructions for airing your uniforms if they do get wet or damp.

Size Roster

INSTRUCTIONS FOR USING YOUR SIZE ROSTER

The Stanbury Uniforms, Inc. Fitting System is a very practical and useful system for the annual refitting of your band uniforms. Its use will simplify your work and give you a better-looking band. Since it eliminates most alterations, your maintenance costs are lower and the life of the uniforms is lengthened. This system is the result of more than 50 years practical experience in the tailoring and fitting of uniforms for growing boys and girls.

Your coats and trousers have been made in standard stock proportions, i.e. the average proportions of the boys and girls in your community, allowing ample freedom for growth in the shoulders, armholes, etc. These sizes are obtained from carefully taken measurements of the original band. A code number keyed to height, weight and sex identifies each uniform. Most uniforms will fit any normal boy or girl of that average height and weight. For easy identification, all girls are numbered 100 to 199 and boys from 200 to 299. If more than one hundred girls' or boys' uniforms are ordered, the girls' numbers skip to 300 to 399 and the boys go to 400 to 499. This even/odd numbering continues for additional uniforms.

Best results are obtained by refitting all students each fall. Avoid alterations if you possibly can, since they may ruin the original style lines, shorten the life of the uniforms and make future refitting difficult. Follow this fitting procedure:

Obtain the *name, sex, height, weight* and *cap size* of each student.

Using the roster enclosed, select the uniform nearest in height and weight for that sex and issue by number. Cap sizes, of course, must be fitted according to head size, and in rare occasions you may find it advisable to mismatch trousers. Coats, however, should be fitted in the correct length so as to maintain the original styling.

Sleeve lengths are easily adjusted with our "Easy Let-Out" feature. Pant waists are easily adjusted with the side zippers. We recommend the wearing of suspenders rather than a belt. This prevents sagging trousers and by adjusting suspender lengths most pant leg alterations can be avoided.

After the first fitting, have a dress inspection, making further changes as may be required to insure a well-dressed appearance.

When alterations must be made, we suggest a competent tailor do the work. Proper alteration work will go a long way toward maintaining the style and life of the uniform.

The Pride of McNeese 2024

Game 1 – August 31 (New Jacket, Black Pants)

Pick up for cleaning Tuesday, September 3

Return – Friday, September 6 (before 11 am)

Game 2 – September 7 (New Jacket, Black Pants)

Pick up for cleaning Monday, September 9

Return – Thursday, September 12

Game 3 – September 14 (New Jacket, Black Pants)

Pick up for cleaning Monday, September 16

Return – Thursday, September 19

Game 4 – September 21 (New Jacket, WHITE Pants)

Pick up for cleaning Monday, September 23

Return – Thursday, September 26

Marching Band Contest – October 26 (WHITE Pants ONLY because of homecoming parade next week)

Pick up for cleaning Monday, October 28

Return – Thursday, October 31

Game 5 – November 2 (New Jacket, Black Pants)

Pick up for cleaning Monday, November 4

Return Thursday, November 7

Game 6 – November 23 (New Jacket, Black Pants)

Pick up for cleaning Monday, November 25

Return Wednesday, November 27 (before 2:00 pm)

All dates depend on changes to the performance schedule and possible cancellations or moving due to unforeseen circumstances. Rain could also necessitate additional cleaning.

In the event that McNeese qualifies for football playoffs, additional cleanings will be needed and the vendor will be notified of the dates.