



## Geneva Community Unit School District 304

Donna V. Oberg - Assistant Superintendent - Business Services

227 North Fourth Street, Geneva, IL 60134

Phone: (630) 463-3030 Fax: (630) 463-3031

E-mail – [doberg@geneva304.org](mailto:doberg@geneva304.org)

### Memorandum

---

To: Kent Mutchler, Superintendent  
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: January 8, 2015

Re: Authorization to Solicit Bids for Band Uniforms

The Geneva High School Band Uniforms are in need of replacement. To ensure replacement for the 2015-2016 marching band season, the bid document must be sent to prospective bidders in January. The cost for the band uniforms are as follows:

- Uniform including coat, cape, sash, and jumpsuit- \$448.02 per uniform
- Shako Hat, plume, and Shako box- \$80.95
- Drum Major Uniform- \$541.52

The number of uniforms for the marching band is 160 with an additional 5 hats. The number for Drum Major uniforms is 5. This brings the total cost for Marching Band Uniforms at \$87,747.55.

Additionally, the Wind, Symphonic, and Concert Band also need to purchase new uniforms. Currently they use the Marching Band Uniform however, the new uniform cannot be utilized for these bands as was the old uniforms. The cost for these uniforms are as follows:

- Tuxedo including coat, trouser, now tie, and cummerbund - \$112.50
- Concert Dress- \$84.75

The number of uniforms needed is 155 Tuxedos and 95 Dresses. This brings the total cost at \$25,488.75. Of this number Concert Band would need 44 Tuxedos and 21 dresses at a cost of \$6,729.75.

This amount is based on a preliminary price provided by a uniform company. This may vary depending on what company is chosen for the bid. The cost for these uniforms would be split between two budget years with half in the 2014-2015 budget and half in the 2015-2016 budget. As in the past, the Music Boosters and the District would split the cost of this purchase.

The timeline for replacement is as follows:

- Bid Notice for public advertisement
- Bid documents to prospective vendors
- Bid review and recommendations
- Approval of bid by Board of Education

This is a very tight timeline starting January 13<sup>th</sup> with bids due by January 27<sup>th</sup>.

Please ask the Board to authorize Administration to solicit bids for the purchase of band uniforms for the 2015-2016 school year.