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**BID SPECIFICATION SHEET FOR FB18-019**

**GRADUATION CAPS & GOWNS**

1. **BACHELOR DEGREE SOUVENIR (NON-RETURNABLE) CAP, GOWN AND TASSEL** May December

Approximate number needed: Bachelor 525 300

**I. GOWN**

Material – 100% Polyester\*

Closure – Zipper

Color-Black

Sizing – 11 lengths with graduated yokes (Tall, X-Tall, X-Large, XX-Large, Plus Sizes 1, 2 and 3 to be included)

Tailoring – Inner pellon yoke

2-piece gown body

Serged seams for strength

Finished seams

Packaging – Plastic bag

Identification – Bulk sizing\*\*

**II. CAP-MORTARBOARD**

Matching color to gown

Matching material to gown

Die cut round cornered top

½” hem hat band

Lined crown

All finished seams

Size – One size fits all or specific sizing

**III. TASSEL**

Color – Black and Gold

Circular metal band with smooth seam with year date (gold)

\*Alternate material may be bid (recycled material acceptable) must be indicated on bid and sample provided.

**\*\*Vendor to supply a 30 percent overage in bulk sizing. Vendor to supply additional needs within 72 hours. All caps, gowns, and tassels returned in original package will be fully refunded (minus re-stocking fee).**

**A sample cap and gown should be submitted with each bid.**

1. **MASTER DEGREE SOUVENIR (NON-RETURNABLE) CAP, GOWN AND TASSEL**

May December

Approximate number needed: Master 35 30

SPECIFICATIONS SAME AS BACHELOR EXCEPT SPECIFIC SIZES WILL BE ORDERED

Sample gown should be submitted with each bid.

1. **MASTER HOODS**

May December

Approximate number needed:  35 30 **NO OVERAGE**

Hoods – gold (not “Old Gold”), 2 Chevrons – 1 ½” each

Button and loop closure at the back of hood

1. **HONOR STOLES** May December

Honor Stoles Needed: 120 60 **NO OVERAGE**

Honor Stoles – gold (not “Old Gold”) with black embroidered lettering (prefer Old English lettering). To be shipped approximately one month prior to commencement ceremony.

**A sample honor stole should be submitted with each bid.**

**Delivery to be thirty (30) days after receipt of order.**

This bid will be for the 2017-2018 school year, with an option to renew for an additional three years (2018-2019, 2019-2020, 2020-2021) should both the vendor and MWSU agree to maintain the prices of the original bid and if Missouri Western is satisfied with the product and service provided.

**BID SUBMISSION REQUIREMENTS:**

**Sealed bids must be submitted to the Purchasing Office by 2:00 p.m. central time on August 7, 2017 in Popplewell Hall, Room 221, 4525 Downs Drive, St. Joseph, MO 64507. Electronic or faxed bids will not be accepted.** Missouri Western reserves the right to accept or reject any or all bids. Pricing must be FOB Missouri Western State University. All items must be new, first quality. Please be sure to include all required samples. One original and one copy of bid response should be included.

MWSU reserves the right to award to the bidder whose bid complies with all mandatory specifications and requirements and is the lowest and best bid for supplies. Bid will be evaluated and awarded as a whole; to one vendor.

Return this pricing sheet with your bid. Include any addendum(s) with your initials.

All questions need to be directed to Kelly Sloan, Purchasing Manager [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_