

DU PAGE HIGH SCHOOL DISTRICT 88

101 West Highridge Road ~ Villa Park, Illinois 60181-3100 ~ DuPage County

Phone: (630) 530-3981 ~ Fax: (630) 832-0198

www.dupage88.net

February 29, 2008

Dear Vendors:

This is to solicit your sealed bid to provide Student Agenda Planners and Calendar/Magnets to DuPage High School District 88, to be delivered to Addison Trail and Willowbrook High Schools, as noted in the Schedule of Proposals.

Included is the schedule of proposals for Addison Trail High School and Willowbrook High School, along with the two "Certification Sheets". Print and complete in detail, sign, and return one copy of the "Schedule of Proposals" and **both** "Certifications" in a sealed envelope **clearly** marked, "**Sealed Bid – Student Agenda Planners.**"

The Board of Education reserves the right to change quantities, reject any or all bids, or waive minor informalities and make awards in the best interest of this school district.

Bids are due on or before **Monday, March 17, 2008 @ 2:00 p.m.**, and will be opened and publicly read in the Business Office, Board of Education, 101 West Highridge Road, Villa Park, Illinois 60181.

If you have any questions regarding this bid, please contact me at (630) 530-3972.

Sincerely,

Robert Flemming

Robert Flemming
Director of Business Services

Enc: Instructions to Bidders
Certification Sheets (2)
Schedule of Proposals

BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
DUPAGE COUNTY, ILLINOIS

PROJECT: To Furnish and Deliver **Student Agenda Planners and Calendar/Magnets** to DuPage High School District 88.

INSTRUCTIONS TO BIDDERS

Sealed proposals will be received in the Business Office for the Board of Education, DuPage High School District 88 at the place and date as follows:

Business Office
Board of Education
DuPage High School District 88
101 West High Ridge Road
Villa Park, Illinois 60181

Due Date: **Monday, March 17, 2008 @ 2:00 p.m.**, at which time the bids will be opened and publicly read.

Any proposals received after the time and date specified may be too late to be considered. Specifications as may be required for these items are enclosed herewith.

Proposals shall be made on the items as listed in the "Schedule of Proposals". Prices quoted shall be guaranteed for a period of ninety (90) days after the date of the proposal and must include layout and design costs. Purchase orders will be awarded based on individual item unit prices.

Proposals shall be submitted on forms to be provided by the Owner and completed in full. The sealed envelope containing your bid should be plainly marked: **"SEALED BID – STUDENT AGENDA PLANNERS"**. Owner reserves the right to reject any or all bids, to waive minor informalities in any bid, or to make award in the best interest of DuPage High School District 88.

Should the bidder find any discrepancies in, or omission from, any of the documents or be in doubt as to their meaning, he shall advise the Owner who will issue necessary clarifications to all prospective bidders by means of addenda as may be appropriate.

Any reference to specified manufacturers denotes specific items preferred. However, you may quote on alternate items of equal or better quality. In any case, be certain to include proper description, Brand Name of the item and supporting literature as appropriate. Exception: **No alternate material will be accepted where "No Substitute" appears on the proposal sheet.**

Quantities shown are reasonable estimates. This Board of Education reserves the right to adjust quantities in its best interest at the time of contract award without a change in unit prices quoted.

Title and Risk of Loss:

Title to the goods herein described shall not pass until said goods have actually been received by the Owner or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Owner or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

Delivery:

Your bid price must be a delivered price, F.O.B. the Board's destination, with all transportation and handling charges paid by the bidder.

Rejection and Cancellation:

The Owner reserves its rights to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Owner to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment for the benefit of creditors is made by the Seller, the Owner may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to bid then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein. All goods shall be new and the best and latest model of their respective kinds, without flaws or defects of any kind and shall carry the manufacturer's guarantee covering any defects of material or workmanship. Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. The Owner will accept no goods containing asbestos.

Waivers:

The Owner's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the invitation to bid shall not in any way affect, limit, or waive the Owner's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

State Tax:

The Owner is exempt from paying Illinois Use tax, Illinois Retailer's Occupation tax, Federal Excise taxes, and any federal transportation tax.

Split Awards:

Every attempt will be made to award orders on an overall low bid basis. However, the right is reserved to split the award if it is in the best interest of the Owner. If a split award is not acceptable to the Bidder, it must be so stated in the bid.

Certification:

A. Bidders must certify that they are not barred from bidding on this project as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961. A certification form is provided in these specifications which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**

B. Bidders must certify they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract in accordance with section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., Ch. 127, par. 132.313). A certification form is provided in this specification which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**

BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
DUPAGE COUNTY, ILLINOIS

PROJECT: To Furnish and Deliver **Student Agenda Planners and Calendar/Magnets** to Addison Trail High School and Willowbrook High School.

SCHEDULE OF PROPOSALS

SECTION I: All items under Section I are to be delivered to Addison Trail High School, 213 N. Lombard Road, Addison, Illinois 60101.

Item #1: **AGENDA PLANNER**

Book Size: **8.5 x 5.5**

Total Pages: **Approx 176 +/- 4 pages**
Handbook - 46
Sports - 6
Reference - 12
Month @ a glance – 24
Week @ a glance – 88

Cover: **Custom Art Design**
Multiple Color
80# gloss

Binding: **Coil binding with 3 - hole drilled for standard three ring binder**

Proofs: **Full book proof**

Customize: **Ability to add user customized text to days throughout the calendar and @ a glance pages.**

Number of Books: **2,200** \$ _____ ea. \$ _____ Total

Required Delivery – **August 6, 2008**

Submission of dates – **June 9th, 2008 or later**

Item #2: **PARENT CALENDAR**

Art: **The High School will submit student activity pictures for cover, as well as, each month**

Cover: **80# gloss cover – 4 color process over black, bleeds**

Body: **60# white, black ink 2 sides, no bleeds.**

Collate: **Saddle stitch fold – face trim to 8.5 x 11**

Size: **8.5 x 11 – Drill single hole center**

Proof: **Full calendar proof**

Customize: **Ability to add user customized text to days throughout the calendar
and @ a glance pages**

Number of Calendars: **2500** \$ _____ ea. \$ _____ Total

Delivery: **On or before August 6, 2008**

SECTION II: All items under Section II are to be delivered to Willowbrook High School, 1250 South Ardmore, Villa Park, IL 60181.

Item #3: **AGENDA PLANNER**

Book Size: **8.5 x 11**

Total Pages: **Approx 150 +/- 4 pages**
Handbook – 38
Month @ a Glance – 24
Week @ a glance – 88

Cover: **Custom Art Design**
Multiple Color
80# gloss

Binding: **Coil binding with 3 - hole drilled for standard three ring binder**

Proofs: **Preliminary proof followed by final proof on July 9th, 2008**

Customize: **Ability to add user customized text to days throughout the calendar and @ a glance pages.**

Number of Books: **2,400** \$ _____ ea. \$ _____ Total

Required Delivery: **August 6, 2008 through standard delivery**

Item #4: **CALENDAR REFRIGERATOR MAGNET**

Art: **The High School will submit two art designs that will be included on the calendar.**

Magnet: **The calendar magnet is to be a .02 white magnet base and four colors will be used.**

Size: **The calendar magnet will be 4 inches by six inches.**

Proof: **Full calendar magnet proof**

Design: **Layout, design and delivery costs must be include with bid.**

Customize: **Ability to customize key for the calendar magnet.**

Number of Calendars: **2500** \$ _____ ea. \$ _____ Total

Delivery – **On or before August 6, 2008.**

Quotations are due on or before **Monday, March 17, 2008 @ 2:00 p.m.**, local time.

Date: _____

Name of Company: _____

Phone: _____

By: _____
(Print or Type) (Title)

Fax: _____

(Signature)

Email address: _____

Address: _____

BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
DUPAGE COUNTY, ILLINOIS

CERTIFICATION I

(Bid Proposal)

As a duly authorized agent of the company and having executed a contract with DuPage High School District #88, I do hereby certify that we are not barred from bidding on this contract/project as a result of a conviction of either section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes for bid-rigging or bid rotating.

Company Name: _____

Address: _____

Zip: _____

By: _____
 (Print or Type) (Title)

Signature: _____

Phone: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal.
Failure to do so shall disqualify your proposal.

BOARD OF EDUCATION
DU PAGE HIGH SCHOOL DISTRICT 88
DU PAGE COUNTY, ILLINOIS

CERTIFICATION II

[Contractors With 25 or More Employees]

CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT

This certifies that we have less than 25 employees.

This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (Ill.Rev.Stat., ch. 127, par. 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

_____ [Contractor]

By _____
Authorized Agent of Contractor

Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal.
Failure to do so shall disqualify your proposal