DUPAGE HIGH SCHOOL DISTRICT 88

2 Friendship Plaza - Addison, Illinois 60101
Phone: (630) 530-3981 - Fax: (630) 832-0198
www.dupage88.net

August 12, 2022

Dear Vendors:

This is to solicit your sealed bid to provide Musical Instruments to Willowbrook HS, to be delivered to Willowbrook HS, as noted in the Schedule of Proposals.

Included is the schedule of proposals for 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 – Musical Instruments.**"

NOTE: Due to the pandemic, responses can be sent electronically to BusinessOffice@Dupage88.net or RDomeracki@Dupage88.net.

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

Responses are due on **Monday, August 22, 2022 at 2:30 p.m. CST**, and will be opened and publicly read in the Business Office, Board of Education, 2 Friendship Plaza, Addison, Illinois 60101.

If you have any questions regarding this solicitation, please contact me at (630) 530-3971.

Sincerely,

Ryan Domeracki

Ryan Domeracki
Director of Business Services

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

BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS

PROJECT: To Furnish and Deliver Musical Instruments to Willowbrook HS.

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
2 Friendship Plaza
Addison, Illinois 60101

Due Date: **Monday, August 22, 2022 at 2:30 p.m. CST**, at which time the responses will be opened and publicly read.

Any responses 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 be inclusive of all costs. Purchase orders will be awarded based on individual item unit prices.

Responses shall be submitted on forms to be provided by the Owner and completed in full. The sealed envelope containing your proposal should be plainly marked: **"SEALED PROPOSAL – MUSICAL INSTRUMENTS**." Owner reserves the right to reject any or all responses, to waive minor informalities in any proposal, 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 proposed price must be a delivered price, F.O.B. the Board's destination, with all transportation and handling charges paid by the bidder. The building is open Monday through Friday from 7:00 AM to 4:00 PM.

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 request for proposals (RFP) in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the RFP 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 RFP 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 RFP 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 response.

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
ADDISON, ILLINOIS

PROJECT: To Furnish and Deliver Musical Instruments to Willowbrook HS.

SCHEDULE OF PROPOSALS

SECTION I: All items under Section I are to be delivered to Willowbrook High School, 1250 S. Ardmore Ave., Villa Park, Illinois 60181.

Items:

Instrument	Make	Model	Quantity	Price Per Item	Total Price
Tuba	Eastmans	EBB562	2	$	$
Wooden Clarinets	Yamaha	YCL450N	4	$	$
F-Attachment Trombones	Yamaha	YSL350C	2	$	$

TOTAL PRICE FOR ALL: $_____

Proposals are due on or before **Monday, August 22, 2022 by 2:30 p.m.**, local time.

PLEASE NOTE: Results will be available at www.dupage88.net after approval by the Board of Education.

Date: _____ Name of Company: _____

By: _____ _____
(Print or Type) (Title)

Phone: _____

Fax: _____ _____
(Signature)

Email Address: _____ Address: _____

_____

☐ For purposes of state reporting only, checking this box certifies that this business is minority owned, female owned, owned by person with disabilities or locally owned.

BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS

CERTIFICATION I

PROJECT: To Furnish and Musical Instruments to Willowbrook HS.

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 responding to this contract/project as a result of a conviction under Article 33E of the *Criminal Code of 1961* for bid-rigging or bid rotating.

Company Name: _____

Address: _____

_____

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 bid. Failure to do so shall disqualify your bid.

BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS

CERTIFICATION II

PROJECT: To Furnish and Deliver Musical Instruments to Willowbrook HS.

[Vendors 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* 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*.

_____ [Vendor]

By _____
Authorized Agent of Vendor

Title: _____

Date: _____

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

_____
Notary Public

SEAL

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