DUPAGE HIGH SCHOOL DISTRICT 88

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

April 3, 2018

Dear Vendors:

This is to solicit your sealed bid to provide **Cisco Smartnet** to DuPage High School District 88, to be delivered to **Willowbrook High School, 1250 South Ardmore, Villa Park, Illinois 60181,** 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 required "Certification Forms". Please print and complete in detail, sign and return one copy of the "Schedule of Proposals" and **all required "Certifications"** in a sealed envelope **clearly** marked, "**Sealed Bid – Cisco Smartnet.** 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 **4/17/18 at 2:30 p.m. (local time)** 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 bid, please contact me at 630-530-3971 or via email at bflemming@dupage88.net .

Sincerely,

Robert Flemming

Robert Flemming
Director of Business Services

Encl: Instructions to Bidders
Certification Forms (4)
Schedule of Proposals

BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS

PROJECT: To Furnish and Deliver ***Cisco Smartnet*** 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
2 Friendship Plaza
Addison, Illinois 60101

Due Date: **4/17/18 at 2:30 p.m. (local time)** 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. Purchase orders will be awarded based on individual item unit prices.

Proposals shall be submitted on forms to be provided by the Board of Education and completed in full. The sealed envelope containing your bid should be plainly marked: "**SEALED BID –Cisco SmartNet**". The Board of Education 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.

Errors and Omissions

All proposals shall be submitted with each space properly completed. **The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in bidding will be considered and Bidders will be held strictly to the proposals as submitted.**

All bidders must satisfy themselves as to the intent of these specifications. Should a Bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meaning, he shall advise the Director of Business Services who will issue the necessary clarifications to all prospective Bidders by means of addenda.

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 Board of Education who will issue necessary clarifications to all prospective bidders by means of addenda as may be appropriate.

Withdrawal of Bids

All bids shall be deemed final, conclusive and irrevocable, for at least 60 days after the date of the bid opening. Bids may be withdrawn in person, or by letter, facsimile transmission, and electronic mail or similar means, provided that the withdrawal is actually received by the party to whom bids are to be submitted prior to the time for the opening of bids. No bid shall be withdrawn after the scheduled closing time for the submission of bids without the consent of the Board.

Investigation of Bidders

A. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements. The Bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of services, or supplies similar to that included in their bid.

B. The Board of Education reserves the right to reject any bid if it is determined that the Bidder is not properly qualified to carry out the obligations of the contract.

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 details that would allow for determination as to the comparative quality. **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 Board of Education 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 Board of Education 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.

******* The items on this bid are budgeted for use during the 2018-2019 school year. Invoices will not be paid until after July 17, 2018.**

Delivery:

It is anticipated that the order will be placed during April, 2018. Deliveries shall be made to the Board of Education's receiving area, between the hours of 7:30 a.m. and 3:00 p.m., no later than Friday, June 29, 2018. Any item not delivered by this date may, at the discretion of the Board of Education, be canceled from the Purchase Order. 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.

Reservation of Rights by the Board of Education

The Board of Education reserves the right to change quantities, reject any or all bids, to waive irregularities, and to accept the bid which in its sole and absolute discretion is considered to be in the best interests of the District. Any such decision shall be considered final.

The Board of Education further reserves the right to adjust quantities in its best interest at the time of contract award without a change in unit prices quoted. Quantities in this bid packet are reasonable estimates only.

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 Board of Education. If a split award is not acceptable to the Bidder, it must be so stated in the bid.

Rejection and Cancellation:

The Board of Education 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 Board of Education 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 Board of Education 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 Board of Education will accept no goods containing asbestos.

Waivers:

The Board of Education'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 Board of Education's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

State Tax:

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

Exceptions

Any exceptions to these conditions or deviations from written specifications must be in writing and **attached** to the bid form.

Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

Certification:

I. Each bid must be accompanied by a ***Certificate of Eligibility to Bid***, certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of 720 ILCS 5/33E-3 (bid rigging) or 720 ILCS 5/33-E4 (bid rotating) of the *Illinois Criminal Code of 1961, as amended,* or a conviction or admission of guilt which is a matter of record for bribing or attempting to bribe an officer of the State of Illinois. The certificate of Eligibility to Bid form is included within the bid documents.
Failure to do so shall disqualify your bid.

II. Each bid from a **Vendor/Contractor** with 25 or more employees must be accompanied by a **Certificate of Compliance with the *Illinois Drug-Free Workplace Act*** 30 ILCS 580/1 *et. seq., as amended* certifying that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act*. Each bid from an **Individual** must be accompanied by a Certificate of Compliance with the *Illinois Drug-Free Workplace Act* certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act.* The Certificates of Compliance with the *Illinois Drug-Free Workplace Act* forms are included within the bid documents.
Failure to do so shall disqualify your bid.

III. Each bid must be accompanied by a ***Certificate Regarding A Sexual Harassment Policy*** certifying that the bidder has a written sexual harassment policy that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the *Illinois Human Rights Act*, 775 ILCS 5/1 *et. seq., as amended* and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; and, states that anyone filing a complaint will be protected against retaliation. The certificate regarding sexual harassment policy form is included with the bid documents.
Failure to do so shall disqualify your bid.

PROJECT: To Furnish and Deliver **Cisco SmartNet** to **DuPage High School District 88**

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

Item #1: Cisco SmartNet to include all of the specifications noted below.

Site ID#	2001662747				
Qty	**Description**	**Serial Number**	**SMARTnet Sku**	**Begin Date**	**End Date**
1	Cisco ONE - 8500 series WLAN Controller w/ 0 AP lics	E2RY908	CON-SNT-CT8510K9	5-Jun-18	12-Jun-19
1	Cisco ONE - 8500 series WLAN Controller w/ 0 AP lics	E2RY789	CON-SNT-CT8510K9	9-Jun-18	12-Jun-19
1	Catalyst 2960-X 48 GigE PoE 370W, 2 x 10G SFP+ LAN Base	FCW2111B416	CON-SW-WSC48LPD	13-Jun-18	12-Jun-19
1	Cisco One Catalyst 3850 48 Port PoE	FOC2113U16K	CON-SW-C1W38548	13-Jun-18	12-Jun-19
1	Cisco One Catalyst 3850 48 Port PoE	FOC2113U16M	CON-SW-C1W38548	13-Jun-18	12-Jun-19
1	Nexus 9508 Chassis Bundle with 1 Sup, 3 PS, 2 SC, 6 FM, 3 FT	FGE21131S2Y	CON-SW-N9508B2	30-Apr-18	12-Jun-19
1	Nexus 9508 Chassis Bundle with 1 Sup, 3 PS, 2 SC, 6 FM, 3 FT	FGE21131S2V	CON-SW-N9508B2	13-Jun-18	12-Jun-19
1	Cisco Identity Services Engine VM (eDelivery)		CON-ECMU-ISEVM	28-May-18	12-Jun-19
1	Cisco Prime Infrastructure 2.x		CON-ECMU-PI2XK9B	28-May-18	12-Jun-19
1	Prime Infrastructure 2.x Base License		CON-ECMU-PI2XBASE	28-May-18	12-Jun-19
1	8500 Base License		CON-ECMU-LI85BASE	5-Jun-18	12-Jun-19
300	Cisco ONE Foundation Perpetual - Wireless		CON-ECMU-C1FPAIR	5-Jun-18	12-Jun-19
1	8500 Base License		CON-ECMU-LI85BASE	9-Jun-18	12-Jun-19
1	Cisco ONE Access - Wireless - CHOOSE ONLY QTY 1 HERE		CON-ECMU-C1AIRK	12-Jun-18	12-Jun-19
40	Cisco ONE Foundation Perpetual - Wireless		CON-ECMU-C1FPAIR	12-Jun-18	12-Jun-19
2	Cisco One Advanced Perpetual - Catalyst 3850 48-port		CON-ECMU-C1A1382K	13-Jun-18	12-Jun-19
2	Cisco One Foundation Perpetual - Catalyst 3850 48-port		CON-ECMU-C1F1C382	13-Jun-18	12-Jun-19

If you have any question on above specifications, please contact jjmahon@cisco.com

Item #1 – Cisco SmartNet to include all of the specifications noted above.

$ _____

****NO SUBSTITUTION****

Bids are due on or before 4/17/18 at 2:30 p.m. (local time)

Date: _____ **Name of Company:** _____

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

Address: _____ **Email Address:** _____

_____

_____
(Signature)

☐ 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

CERTIFICATION I - CERTIFICATE OF ELIGIBILITY TO BID

PROJECT: To Furnish and Deliver **Cisco SmartNet** to **DuPage High School District 88**

Pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-11), hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-3) and that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961, as amended (720ILCS 5/33E-4).

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 proposal. Failure to do so shall disqualify your proposal.

BOARD OF EDUCATION
DU PAGE HIGH SCHOOL DISTRICT 88

CERTIFICATION II
CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

PROJECT: To Furnish and Deliver **Cisco SmartNet** to **DuPage High School District 88**
[Vendors with 25 or More Employees]

☐ 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 proposal. Failure to do so shall disqualify your proposal.

BOARD OF EDUCATION
DU PAGE HIGH SCHOOL DISTRICT 88

CERTIFICATION III
CERTIFICATE OF COMPLIANCE WITH SEXUAL HARASSMENT POLICY

PROJECT: To Furnish and Deliver **Cisco SmartNet** to **DuPage High School District 88**

I hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act,* as amended (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at the minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) directions on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

_____ [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 proposal. Failure to do so shall disqualify your proposal.