

DUPAGE HIGH SCHOOL DISTRICT 88
2 Friendship Plaza ~ Addison, Illinois 60101
Phone: (630) 530-3981 ~ Fax: (630) 832-0198
www.dupage88.net

July 12, 2013

Dear Vendor:

This is to solicit your bid to furnish and deliver Technology Equipment to DuPage High School District 88 at Willowbrook High School, as noted in the Schedule of Proposals.

Included are the "Schedule of Proposals" and 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 – Technology Equipment**".

DuPage High School District 88 reserves the right to change quantities, reject any or all bids, negotiate final pricing, and make awards in the best interest of this school district.

Bids are due on or before **Monday, July 29, 2013 @ 9:00 a.m.** If you have any questions, please contact me at 630-530-3972. If you have any technical questions with respect to the schedule of proposals, please contact Aaron Lenaghan at 630-782-3133.

Sincerely,

Robert Flemming

Robert Flemming
Director of Business Services

Enclosures: Instructions to Vendors
Certification Sheets (2)
Schedule of Proposals

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PROJECT: To Furnish and Deliver Technology Equipment to DuPage High School District 88 at Willowbrook High School.

All prices are delivered prices. Delivery will be to Willowbrook High School, 1250 South Ardmore Avenue, Villa Park, Illinois 60181.

INSTRUCTIONS TO VENDORS

Sealed bids 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, July 29, 2013 @ 9:00 a.m.

Any bids that are incomplete submitted orally, by telephone, e-mail, facsimile or any other form or received after the time and date specified may not be considered.

Bids shall be made on the items as listed in the "Schedule of Proposals". Specifications for these items are included in the "Schedule of Proposals". Prices quoted in a bid shall be guaranteed for a period of sixty (60) days after the due date for bids. Purchase orders will be awarded based on the **best interest of DuPage High School District 88, as determined solely by its Board of Education.**

Bids 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 – Technology Equipment**".

The School District reserves the right to reject any or all bids and to waive minor informalities in any proposal.

Should the vendor find any discrepancies in, or omission from, any of the documents or be in doubt as to their meaning, he shall advise the School District which will issue necessary clarifications to all prospective vendors by means of addenda as may be appropriate.

Quantities shown are reasonable estimates. The School District reserves the right to adjust quantities in its best interest at the time of contract award without a change in unit prices proposed.

Title and Risk of Loss:

Title to the goods herein described shall not pass until said goods have actually been received by the School District 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 School District or its consignee shall be borne by the Vendor. Nothing herein contained, however, shall be construed to deprive the School District of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

Delivery:

All proposal prices must be a delivered price, F.O.B. the School District's destination, with all transportation and handling charges paid by the Vendor.

Rejection and Cancellation:

The School District reserves its rights to reject any goods and to cancel all or any part of this sale if the Vendor fails to deliver all or any part of the goods described in this invitation to propose in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to propose shall not obligate the School District to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If the Vendor 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 Vendor, or if a receiver for the Vendor is appointed or applied for, or if an assignment for the benefit of creditors is made by the Vendor, the School District may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to propose 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 Vendor, including transportation both ways, promptly after notification of rejection. As to rejected goods, the Vendor shall bear all costs of inspection and all risk of loss. The School District will accept no goods containing asbestos.

All items should be delivered no later than 60 days from issuance of purchase order from District 88, unless otherwise noted on the purchase order. If the product/material is not delivered within the 60 day period, District 88, at its discretion, may cancel the purchase order with no further obligation to the supplier/vendor.

Waivers:

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

State Tax:

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

Certification:

- A. Vendors must certify that they are not barred from responding to 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 proposal. **Failure to do so shall disqualify your proposal.**

- B. Vendors 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*. A certification form is provided in this specification, which must be signed by a duly authorized agent of the Vendor, notarized, and returned with your proposal. **Failure to do so shall disqualify your proposal.**

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PROJECT: To Furnish and Deliver Technology Equipment to DuPage High School District 88 at Willowbrook High School.

SCHEDULE OF PROPOSALS

All prices are delivered prices. Delivery will be to Willowbrook High School, 1250 South Ardmore Avenue, Villa Park, Illinois 60181.

*****NO SUBSTITUTIONS*****

Item #1 – Technology Equipment

<u>Quantity</u>	<u>Manufacturer Number</u>	<u>Manufacturer Description</u>
3	LS-13-072	Listen Technologies 30 person portable RF/FM System (72MHZ)

Item #1 _____ **ea.** \$ _____ **Total**

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Bids are due on or before **Monday, July 29, 2013 @ 9:00 a.m.**

Date: _____ Name of Company: _____

By: _____
(Print or Type) (Title)

Phone: _____

(Signature)

Fax: _____

Address: _____

Email 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.

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CERTIFICATION I

PROJECT: To Furnish and Deliver Technology Equipment to DuPage High School District 88 at Willowbrook High School.

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 proposal. Failure to do so shall disqualify your proposal.

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CERTIFICATION II

PROJECT: To Furnish and Deliver Technology Equipment to DuPage High School District 88 at Willowbrook High School.

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