

DUPAGE HIGH SCHOOL DISTRICT 88

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

July 13, 2020

Dear Vendors:

This is to solicit your proposal to provide screen printed face masks to DuPage High School District 88, to be delivered to DuPage High School District 88, as noted in the Schedule of Proposals.

Included is the schedule of proposals for the District Office, 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 Proposal – Face Masks.**"

In addition, due to the Covid-19 pandemic, proposals may also be sent electronically to BusinessOffice@Dupage88.net.

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

Proposals are due on **Tuesday, July 21, 2020 at 9:00 A.M. CST.**

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

Sincerely,

Ryan Domeracki

Ryan Domeracki
Director of Business Services

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

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

PROJECT: To Furnish and Deliver Face Masks to DuPage High School District 88.

INSTRUCTIONS TO VENDORS

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: **Tuesday, July 21, 2020 at 9:00 A.M. CST.**

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 proposal should be plainly marked: **"SEALED Proposal – Face Masks."** Owner reserves the right to reject any or all proposals, 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 bid price must be a delivered price, F.O.B. the Board's destination, with all transportation and handling charges paid by the bidder. Delivery hours will be between 7:30 A.M. and 3:00 P.M. Central Standard Time (CST), Monday through Friday.

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 proposal.

Certification:

A. Vendors 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 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* (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 proposal. **Failure to do so shall disqualify your proposal.**

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

PROJECT: To Furnish and Deliver Face Masks to DuPage High School District 88.

SCHEDULE OF PROPOSALS - PAGE 1 of 2

SECTION I: Items under Section I are to be delivered to –

Item # 1 - Addison Trail High School located at 213 N. Lombard Rd., Addison, IL 60101

Item #2 – Willowbrook High School located at 1250 S. Ardmore Ave., Villa Park, IL 60181

Item #3 – District Office located at 2 Friendship Plaza, Addison, IL 60101

For the items below, please include in the pricing lease and maintenance costs.

Item #1

Quantity 2,250

Reusable/Washable Face Mask

Constructed of 3-ply 100% Polyester or Polyester/Cotton blend

Screen Printed Image using Addison Trail Image

Ear Loops Stitched into Face Mask

Unit Price - _____

Total - _____

Item #2

Quantity 2,250

Reusable/Washable Face Mask

Constructed of 3-ply 100% Polyester or Polyester/Cotton blend

Screen Printed Image using Willowbrook Image

Ear Loops Stitched into Face Mask

Unit Price - _____

Total - _____

Item #3

Quantity 100

Reusable/Washable Face Mask

Constructed of 3-ply 100% Polyester or Polyester/Cotton blend

Screen Printed Image using District Office Image

Ear Loops Stitched into Face Mask

Unit Price - _____

Total - _____

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

PROJECT: To Furnish and Deliver Face Masks to DuPage High School District 88.

SCHEDULE OF PROPOSALS - PAGE 2 of 2

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

Total Price for Items #1 - #3 - \$ _____

In your Response, the Following are Required:

- 1) A Sample of the Mask – Note, if you are submitting your proposal electronically, please include a business card with the sample sent to the District Office (2 Friendship Plaza, Addison, IL 60101).
- 2) Renderings of the Face Mask with the Screen Printed image for Items #1 - #3
- 3) Washing Recommendations/Instructions for your Mask.
- 4) How Many Washes the Masks are Rated for - _____
- 5) Turn around / Delivery Lead Time from Time of Award Notice - _____

** Images/Logos can be obtained by reaching out to RDomeracki@DuPage88.net **

Proposals are Due Tuesday, July 21, 2020 by 9:00 AM CST.

Date: _____ Name of Company: _____

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

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 Deliver Face Masks to DuPage High School District 88.

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.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

CERTIFICATION II

PROJECT: To Furnish and Deliver Face Masks to DuPage High School District 88..

[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.