

## DUPAGE HIGH SCHOOL DISTRICT 88

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

December 19, 2025

Dear Vendors:

This is to solicit your sealed proposal to provide to furnish and deliver Band Uniforms to DuPage High School District 88, to be delivered to Willowbrook High School, as noted in the Schedule of Proposals.

Included is the schedule of proposals, along with the three "Certification Sheets". 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 Proposal – Band Uniforms**".

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 or before **January 7, 2026 at 11:30 AM CST.** and will be opened and publicly read in the Business Office, Board of Education located at 2 Friendship Plaza, Addison, Illinois 60101.

If you have any questions regarding this proposal, please contact me via email at [odavis@dupage88.net](mailto:odavis@dupage88.net).

Sincerely,

*Olga Davis*

Olga Davis  
Director of Business Services

Encl: Instructions to Bidders  
Certification Sheets (3)  
Schedule of Proposals



## Withdrawal of Proposals

All proposals shall be deemed final, conclusive and irrevocable, for at least 60 days after the date of the proposal opening. Proposals may be withdrawn in person, or by letter, facsimile transmission, and electronic mail or similar means, provided that the withdrawal is actually received by the party to whom proposals are to be submitted prior to the time for the opening of proposals. No proposal shall be withdrawn after the scheduled closing time for the submission of proposals without the consent of the Board.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 proposal 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 proposal.
- B. The Board of Education reserves the right to reject any proposal 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.

## **Delivery**

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. Monday through Friday on agreed upon date. If you foresee any issues with this delivery timeframe, please provide an expected time of arrival date with your proposal. Any item not delivered by this date may, at the discretion of the Board of Education, be canceled from the Purchase Order. Your proposal 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 proposals, to waive irregularities, and to accept the proposal 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 proposal packet are reasonable estimates only.

## **Split Awards**

Every attempt will be made to award orders on an overall low proposal 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 proposal.

## **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 proposal in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to proposal 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 proposal 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 proposal 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 proposal form.

## Signature Constitutes Acceptance

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

## Certification

- I. Each proposal must be accompanied by a ***Certificate of Eligibility to Proposal***, 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 (proposal rigging) or 720 ILCS 5/33-E4 (proposal 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 Proposal form is included within the proposal documents.  
**Failure to do so shall disqualify your proposal.**
  
- II. Each proposal 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 proposal 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 proposal documents. **Failure to do so shall disqualify your proposal.**

- III. Each proposal 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 proposal documents.

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

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

**Schedule of Proposals (Page 1 of 2)**

**PROJECT:** To Furnish and Deliver Band Uniforms to Willowbrook High School.

**SECTION I:** All items under Section I are to be NEW, delivered to Willowbrook High School

**Item #1 COAT SPECIFICATIONS**

Quantity Needed – 160

\$ \_\_\_\_\_ **Each**                      \$ \_\_\_\_\_ **Total**

Durability (from neck to waist)

- Solid Black Collar that is Black with no trim.
- Shoulder Straps should not be a part of the uniform.
- Sleeves should be made with a fade from a lighter blue to a black around the cuff. No white should be used or any off white that will be easy to see stains.
- Sleeves at the cuff should have no trim to prevent fray points from occurring.
- On the back side, a downwards zipper should be used. Heavy duty plastic zipper is preferred.
- The jacket should be made of a lightweight material (some kind of sport sweat wicking material is best) that allows for the performer to not remain soaked on hot days and allows the fabric to dry quickly.
- The material should be stain-resistant.
- The cuffs of the jacket should have snaps on the inside to allow for easy adjustments.
- No mylar should be used in the collar.
- Each jacket should be numbered and bar coded for inventory purposes.
- Material should be fade resistant.
- Jack expanders that are available in the event a performer needs a bigger jacket, but one is not available in their size.
- All jacket materials will be fully washable and dryable to allow each jacket to be washed and dried in standard commercial or consumer washing machines and driers. Any materials that are not washable and render a jacket dry clean only are unacceptable
- Sample - Your bid, to be considered, is to be accompanied by a complete sample uniform. The sample uniform does not necessarily have to be in accordance to the exact specifications; however, it is to show the basic construction, style and fabric as listed. A stock sample will be acceptable. The sample uniform is to be considered a part of your bid and, therefore, is to be at the school prior to the time and date of the official bid opening. The SAMPLE UNIFORM provided is to be a male size 38 regular. The buyer reserves the right to inspect the workmanship of the sample, its inner construction in particular, and for this purpose will open the uniform, if necessary.
- Pre-production Sample - After the official awarding of the contract, the successful bidder shall be required to submit one sample for final approval, inspection and evaluation unless waived by the Purchaser. The pre-production sample and the specifications shall constitute the final basis for acceptance or rejection of the bid. Failure of the delivered uniforms to be of the specified fabric or of the quality of the approved sample shall completely release the Purchaser from any or all contractual obligations to the successful bidder, his agents or assignee. If for any reason the pre-production sample is not approved, the Purchaser may reject the bid and proceed to the next qualified bidder.

- Shipping - Uniforms are to be shipped on wishbone style hangers. Hanger preference is that they be wooden. The hangers must be bent and rounded at the top to allow the shoulder area of the garment to be spread and hung properly. Each uniform must be delivered in its own clear polyethylene bag to prevent soiling. Uniforms must be delivered in 200 lb. Test cardboard wardrobe containers, opening from the front, and having a metal bar reinforcement at the top with clasp to prevent hangers from disengaging from the metal structure. Each carton will be properly marked on the outside, with identification numbers of the uniforms contained in that specific carton.

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

**Schedule of Proposals (Page 2 of 2)**

**Item #2 PLUMES – BAND SPECIFICATIONS**

Quantity Needed – 160

- 12" French Fountain with silver cup. Light Blue feathers to match to the blue in coats.

\$ \_\_\_\_\_ Each                      \$ \_\_\_\_\_ Total

Grand Total \$ \_\_\_\_\_

**Proposals are due on or before January 7, 2026 at 11:30 AM CST.**

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  
DU PAGE HIGH SCHOOL DISTRICT 88  
ADDISON, ILLINOIS**

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

**PROJECT:** To Furnish and Deliver Band Uniforms to Willowbrook High School.

[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  
ADDISON, ILLINOIS**

**CERTIFICATION III - CERTIFICATE OF COMPLIANCE WITH SEXUAL HARASSMENT POLICY**

**PROJECT:** To Furnish and Deliver Band Uniforms to Willowbrook High School.

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.**