



Glenbard Township High School District 87

Administration Center ▲ 596 Crescent Boulevard ▲ Glen Ellyn, Illinois 60137-4297 ▲ Phone: (630) 469-9100 ▲ Fax: (630) 469-9107

INVITATION TO BID

October 9, 2008

Vendors are invited to submit bids for the following products:

Eighty (80) Heidelberg/Symphony Robes

Enclosed are Instruction to Bidders and Conditions to Bid for bid specifications. Please review and comply with all attachments.

Bids must be received at or before 10:00 a.m., Thursday, October 23, 2008 at the Robert C. Stevens Administration Center, 596 Crescent Boulevard, Glen Ellyn, Illinois, 60137 at which time and place the bids will be publicly opened and the contents announced.

If you elect not to bid, please inform us in writing of your reasons.

Sincerely,

Chris McClain
Assistant Superintendent for Business Services

INSTRUCTIONS TO BIDDERS



INSTRUCTIONS TO BIDDERS

1. The Board of Education or Glenbard Township High School District 87, DuPage County, Illinois ("the District"), will receive sealed bids for the following generally described products (the "products")

Heidelberg/Symphony Robes

Bids must be received at or before 10:00 a.m., Thursday, October 23, 2008 at the Robert C. Stevens Administration Center 596 Crescent Boulevard, Glen Ellyn, Illinois, 60137, at which time, date and place the bids will be publicly opened and the contents announced. In addition to the conditions set forth in these Instructions to the Bidders and Conditions of Bid, the Bid Specifications, and any addenda issued in accordance with this document are incorporated herein by reference:

The Invitation to Bid, Bid Proposal Forms, Deviation Form, Certificate of Eligibility to Bid, Statement of Ethics Certification, Certificate of Compliance with the Illinois Drug-Free Workplace Act, and the Statement of Sexual Harassment Policy.

The submission of a bid shall be a representation that the bidder has read these Conditions of Bid and that the bid is based upon the terms of these documents. This document, addenda issued in accordance herewith, and the above-described documents collectively constitute the "contract documents."

2. All bids must be:
 - a. Submitted on the attached bid proposal forms with each item on the form completed.
 - b. Fully executed and dated with original signature by the bidder or duly authorized officer of the bidder,
 - c. Submitted in the enclosed self-addressed envelope and marked as follows:

"Sealed Bid – Heidelberg/Symphony Robes"

Mr. Chris McClain, Assistant Superintendent for Business Services
Glenbard Township High School District 87
596 Crescent Boulevard
Glen Ellyn, Illinois 60137

- d. Received at or before 10:00 a.m., Thursday, October 23, 2008.
3. The District cannot assume the responsibility for **delayed postal deliveries** and **does not** recognize postmarks as representing the fact that a bid has been "received" by the District before the specific deadline. The method of transmittal

of the bid is at the vendor's risk of untimely receipt by the District. Bids received after time and date stated above will be returned to the sender unopened. Oral, telephonic, telegraphic, facsimile, or transmitted bids will not be accepted

4. No claim for relief because of errors or omissions in the bid will be considered, and bidders will be held strictly to the bids as submitted.
5. All prices and quotations must be typed or written in ink. Bids written in pencil will not be accepted. Mistakes may be crossed out, and corrections inserted and initialed. When there are mistakes in multiplication or addition of unit prices against total prices, then the unit price shall govern for all purposes
6. Contractors must complete, date, and sign in longhand the affidavits and certifications accompanying this bid.

Deviation Form
Certificate of Eligibility to Bid
Statement of Ethics Certification
Certification of Compliance with the Illinois Drug-Free Work Place Act
Statement of Sexual Harassment Policy

Failure to do so may result in rejection of the bid proposal.

7. When there are no notations on the Deviation Form, it will be understood that the Bidder is offering to furnish any items, processes, services, etc., and all items, processes, services, etc., in strict compliance with the Bid Specifications and Conditions of Bid. Communications which serve to qualify any proposal shall void such detail, information, and accompanying specifications. Deviations are not intended and the Board reserves the right to reject bids which contain any deviations whatsoever as nonconforming bids. Qualified or conditional bids are subject to rejection in whole or part.
8. All articles supplied by the Bidder shall be subject to inspection and rejection by the District for defects and/or noncompliance with the Specifications. The Board of Education reserves the right to selectively accept any or all items supplied after inspection.
9. In general, payment will be made within thirty (30) days after the services are delivered, approved, and the District has received an invoice. Billing shall be made to the address in Item 2 above. Glenbard Township High School District 87 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.

CONDITIONS OF BID



CONDITIONS OF BID

1. **PROPOSAL FORMS:** Bids shall be submitted only on the forms provided by the District. The bidders shall retain one copy for their files and submit one copy signed and sealed, in the enclosed envelope.
2. **WITHDRAWAL OF BIDS:** A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the District's Student Administrative Coordinator prior to the specified time and date of bid opening.
3. **LATE BIDS:** Formal bids, amendments thereto, or requests for withdrawal of bids received by the District after time specified for bid opening will not be considered.
4. **COMPLETENESS/NONCONFORMING BIDS:** All information required by the Invitation to Bid must be supplied to constitute a proper bid. Nonconforming bids may be rejected in whole or in part at the sole discretion of the Board.
5. **BIDS BINDING 60 DAYS:** Unless otherwise specified, all formal bids submitted shall be binding for sixty calendar days following bid opening date, unless the bidder(s), upon request of the District, agrees to an extension. The Bidder shall not deliver products until the District produces a Purchase Order(s).
6. **AUTHORITY TO ACT AS AGENT:** Upon request, the bidder will provide proof to the District that the signatory on the proposal form has the authority to bind the bidder to the price(s) quoted.
7. **BIDS FOR ALL OR PART:** Unless otherwise specified by the District or by the bidder, the District reserves the right to make award on all items, or any of the items according to the best interests of the District. Bidders may restrict their bid to consideration in the aggregate by so stating, but should name a unit price on each item bid upon; any bid in which the bidder names a total price for all the articles without quoting a price on each and every separate item may be rejected at the option of the District.
8. **QUESTIONS REGARDING SPECIFICATIONS:** Any information relative to interpretation of specifications shall be requested of the District, in writing, and shall be made available to the general public. Inquiries received within five (5) business days of the date set for the opening of bids will not be given consideration. Any interpretation made to prospective bidders will be expressed in the form of an addendum to the specifications which, if issued, will be sent to all prospective bidders no later than three (3) days before the date set for opening bids. Oral answers will not be given.
9. **CATALOGS:** Each bidder shall submit, in duplicate where necessary or when requested by the District, catalog descriptive literature or detailed drawings, fully detailed features, designs, construction, finishes, and the like, necessary to fully describe the material or work he/she proposes to furnish.

10. **COMPETENCE OF BIDDER:** No proposal will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default to Glenbard Township High School District 87 upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said District, or has failed to perform faithfully any previous contract with the District. If requested by the District, the bidder will be required to present within 48 hours evidence satisfactory to the District of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

11. **SPECIFICATIONS:** Where the specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that or equal. It is the intent of the specification to define essential minimum requirements as to the quality of material, construction, finish, and overall workmanship. Specific brand names shall not be construed as limiting consideration of alternate products unless otherwise stated. The process of the District's approval of alternates will, most likely, require a sample to be reviewed by the District. Each contractor submitting a bid on a make or model other than the item specified shall include with his/her proposal the brand name, manufacturing plant location, current catalog picture and detailed specifications on the units proposed. Failure to do so may eliminate the proposal from consideration. The District reserves the right to make the final determination as to the comparability of the specifications.

Glenbard District 87 reserves the right to request an actual sample or component parts of proposed products at the vendor's expense, including transportation and handling both ways, of any items proposed prior to or afterward made by the District.

12. **FORMAL SPECIFICATIONS:** The Bidder shall abide by and comply with the true intent of the specifications and shall not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications.

13. **TIE BIDS:** If two or more bidders submit identical bids and are equally qualified, the decision of the District to make award to one or more of such bidders shall be final.

14. **NOTICE OF ACCEPTANCE:** A written award (or Acceptance of Bid) mailed (or otherwise furnished) to the successful Bidder within the time for acceptance specified in the Invitation to Bid shall be deemed to result in a binding contract without further action by either party.

15. **NEW GOODS, FRESH STOCK:** All contracts, unless otherwise specifically stated shall produce new commodities, fresh stock, latest model, design or package.

16. **GUARANTEE:** Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him for a period of one year from date of acceptance of the items delivered and installed,

unless otherwise specified herein. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of the District, are due to faulty design, installation, workmanship, or materials, upon ratification, the Contractor, at his expense, shall repair or adjust the equipment or parts to correct the condition, or he shall replace the part or entire unit to the complete satisfaction of the District. These repairs, replacements, or adjustments shall be made only at such time as will be designated by the District as least detrimental to the operation of District business.

16. **DELIVERY PROVISIONS:** All shipments or deliveries shall be accompanied by packing slips and shall contain the following information for each item delivered:

- District's purchase order number
- Description of item and supplier's stock number
- Quantity ordered
- Quantity shipped
- Quantity back-ordered
- Vendor name

Bidders are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

All deliveries shall be on a F.O.B. destination basis. It is planned that the delivery and placement of these items shall be accomplished during normal business hours of 8:00 a.m. to 4:00 p.m. The destination address is:

Glenbard North High School
990 N. Kuhn Road
Carol Stream, IL 60188

17. **RESERVATION OF RIGHTS:** The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the proposal and to award each item to different contractors or all items to a single contractor and to determine whether in the opinion of the Board of Education: (a) an equal or alternate is a satisfactory substitute and (b) what exceptions or deviations from written specifications will be accepted. The Board of Education will authorize the release of purchase orders upon acceptance of proposals. In the event of pricing errors, the bid price per unit listed will prevail and be considered accurate.

Generally, the bids will be awarded on the basis of low bid, but not absolutely. In awarding bids, it is the intention of the Board of Education to award bids according to the best interests of the District. Although it is the intention of the Board of Education to award all the items that we let on this bid, please note that budgetary constraints or unforeseen changes in the school program, or unforeseen project complications may interfere with the Board of Education's intention. Some items, therefore, may not be recommended for award. For example, if the lowest responsible bid price for a particular item would distort the budget or project schedule, the recommendation will be to reject any or all bids. The Board of Education reserves the right to waive any informality in connection therewith.

The Assistant Superintendent for Business Services will make such investigation as is necessary to determine the ability of the contractor to fulfill bid requirements. The contractor shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service, or supplies similar to those include in the bid.

The District reserves the right to return at sellers expense any part or all of a shipment not made in the compliance to specification or to the terms and conditions of this document.

18. **MSDS DISCLOSURE:** As required under the toxic Substance Disclosure to Employees Act, all suppliers/contractors shall provide Material Safety Data Sheets (MSDS) prior to delivery of a toxic substance. The MSDS shall describe the properties, safe handling procedures and health hazards of a substance for each substance purchased. A substance is considered toxic if it contains one or more items on the Illinois Department of Labor Toxic Substance List, and if that item(s) occurs in concentrations of more than 1%. Failure to provide a MSDS within 30 days may result in a complaint filed with the Illinois Department of Labor.
19. **INDEMNITY:** Contractor shall indemnify, keep and save harmless the District, its agents, officials and employees, against any injuries, death, losses, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the District in consequence of the granting of this contract of which may in anywise result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the employees, and the Contractor of his employees, of the subcontractor or his employees, if any, or of the District or its employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protections required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the District as herein provided.
20. **TERMS AND CONDITIONS:** All terms and conditions of the Conditions of Bid Incorporated herein as part of this bid as though fully and completely set forth.
21. **SIGNATURE CONSTITUTES ACCEPTANCE:** The signing of these bid forms Shall be construed as acceptance of all provisions contained herein.

**GLENBARD TOWNSHIP
HIGH SCHOOL DISTRICT 87**

BID SPECIFICATIONS



HEIDELBERG/SYMPHONY ROBE SPECIFICATIONS

General Construction: A front opening robe with twin front panels that are approximately 3 inches in width and triple-ply in construction. Two fully pressed-in pleats on each side of the front panels extend from the base of the yoke to the hemline. Balanced machine fluting in a ratio of 3 1/2 inches of flat material to each inch of fluting to extend over the shoulders and across the back. A concealed zipper is required and must be attached to a double layer of material for more durability. The zipper length to be graded according to the robe size. The body hem to be 2 inches deep, to be determined by customer.

Yoke Construction: The yoke to be tailored in two pieces and designed to fit the shoulders naturally and also to allow the grain of the material to run parallel across the front and back. The common one-piece yoke is not acceptable. A decorative cord and button to be sewn at the center back to conceal the seam and add a finishing touch to the yoke.

No visible stitching to appear on the outside of the yoke. The inner yoke to be tailored from lightweight, shrink-resistant pellon, which is then topstitched to a cloth backing for even greater shape-retention. A large rustproof hook and eye closure to be permanently riveted to the lining materials to eliminate the need for future repairs. Hand-sewn hooks and eyes are not acceptable.

Sleeve Construction: Long, gracefully flowing sleeves with a fifteen-inch drop from the wrist to the tapered end. A contrasting colored sleeve lining to extend approximately half-way up the inside of the sleeve where it is attached to a lightweight inner sleeve liner which is suspended from the shoulder. This type of construction to eliminate any topstitching on the outside of the sleeve, which would detract from the overall appearance. Sleeve lengths to be grade to the height of the individual.

Seam: All body and armhole seams to be over edged (serged) without any raw edges. This sewing method to provide a permanent, trouble-free construction to eliminate the need for future repairs. Binding tape on armholes not desired.

Stitching: Nine stitches to the inch using three-ply mercerized thread and where applicable, using 100% polyester thread to blend easily with the fabric color.

Sizing: All robes to be sized to the measurements submitted and then cut and tailored with ample fullness for real comfort. The standard floor clearance is 5 inches from the floor unless marked differently on the order form.

Identification: Each robe to have a sewn-in serial number and size label for convenience in identifying garments. Robe assignment charts to be provided to maintain a record of each robe number and size assigned to the individual members of the choir. A 5 inch floor clearance is standard, a 7 inch and 9 inch is also available upon request.

Fabric & Color – 7430 Black (387628) Visa Gabardine with your choice of gold sleeve lining. Washable Satin & Mystique Satin is 100% polyester and is lightweight and wrinkle resistant. Both can be machine washed or dry cleaned.



757 MAXI COLLAR SPECIFICATIONS

Pennant type accessory with a pointed front and a long, tapered back panel to highlight the back of the robe. Designed to be worn over the neck and shoulders so the contrasting colors will complement the robe for the best overall effect.

The front and back sections of the collar to be joined by shoulder-top seams which will not be visible to the audience. The front point to provide full coverage on any robe with an open "V" neckline.

The width of the accessory at the shoulder seams to be approximately 4-1/2", the front point 8-1/2", and the back point 14-1/2", the overall length to be approximately 35-1/2".

All 757 Maxi Collars to be identical in size and tailored to be completely reversible. One side to be in a solid color and the reverse side to be split as evenly as possible into two contrasting colors.

Fabric & Color: Side one will be manufactured in 7430 Black Gabardine (387628) w/a contrasting color of gold of your choosing. Side two of the stole will be in the solid gold of your choosing w/a 3 in old English or script "GN" in black.

Washable Satin & Mystique Satin is 100% polyester and is lightweight and wrinkle resistant. Both can be machine washed or dry cleaned. Dry cleaning is recommended if the stole has a monogram. The stole will have lining added for durability.

**GLENBARD TOWNSHIP
HIGH SCHOOL DISTRICT 87**

BID PROPOSAL FORM



BID FORM: HEIDELBERG/SYMPHONY ROBES
BOARD OF EDUCATION OF GLENBARD TOWNSHIP HIGH SCHOOL
DISTRICT 87

Glenbard North High School

Bid Description: This bid is for the purpose of entering into a contract to provide eighty (80) Heidelberg/Symphony Robes. This agreement may be renewable for up to two additional years with the mutual consent of both the District and the Studio.

Date and Time of Bid Opening: Thursday, October 23, 2008 at 10:00 a.m. local time at the Robert C. Stevens Administrative Center, 596 Crescent Boulevard, Glen Ellyn, Illinois 60137.

Delivery: The point of delivery shall be:

Glenbard North High School, 990 N. Kuhn Road, Carol Stream, Illinois 60188

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its offices, employees, and agents, are not barred from bidding on this contract as a result of violation of the Bid Rigging or Bid Rotating provisions of the Public Contract Sections of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). The undersigned further certifies that he or she has read and understand the Bid Documents and that his or her bid is in compliance therewith.

Name of Bidder (Please Print)

Submitted by (Signature)

Address: _____

(Print Name): _____

City: _____

Title: _____

State: _____

Phone Number: _____

Zip Code: _____

Fax Number: _____

School	Number of Robes	Cost per Robe	Extended Robe Total	Cost Per 757 Maxi Collar	Extended 757 Maxi Collar	Total Cost with Robes and Collars
Glenbard North						

PLEASE INDICATE DELIVERY DATE: _____

DELIVERY CHARGE: _____

DATE: _____

ATTACHMENTS

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87
DEVIATION FORM

In the event that the undersigned Bidder intends to deviate from the specifications, all such deviations are listed hereon, with complete and detailed specifications and information being also attached. The absence of any entry on the Deviations Form, assures the Buyer that the Bidder is in full compliance with the specifications and conditions.

THIS FORM MUST BE SIGNED AND SUBMITTED BY ALL BIDDERS, INCLUDING THOSE NOT PLANNING DEVIATIONS.

APPROVED

DISAPPROVED

SUBMITTED FOR CONSIDERATION

BUYER _____

BIDDER _____

SIGNED _____

SIGNED _____

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87
CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her its) partners, officers, employees, 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, or any similar offense of any state of the United States which contains the same elements as that offense, and that neither (he, she, it) nor any of (his, her, its) partners, employees, officers, or owners has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended, or any similar offense of any state of the United States which contains the same elements as that offense.

Date

Authorized Signature

**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87
STATEMENT OF ETHICS CERTIFICATION**

By submission of this bid or proposal, the bidder certifies that:

- (a) This bid or proposal has been independently prepared, without collusion with any other bidder or competitor.
- (b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor.
- (c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
- (d) Bidder has not been convicted of price fixing nor pleaded "no contest" to such charges within the last five (5) years.
- (e) Bidder is not a subsidiary of a company that has been convicted of price fixing nor pleaded "no contest" to such charges within the last five (5) years.

DATE

AUTHORIZED SIGNATURE

TITLE

GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87

STATEMENT OF SEXUAL HARASSMENT POLICIES

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act, including the mandatory provisions that each contractor have in place written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under state law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act.

_____ ("Contractor"), having submitted a
bid/proposal with School District _____
for _____, hereby certifies that said Contractor has a
written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

Before me the _____ day
of _____ 20_____.

NOTARY PUBLIC

**GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87
CONTRACTOR CERTIFICATION OF COMPLIANCE WITH
THE ILLINOIS DRUG-FREE WORKPLACE ACT**

The following certification must be completed by all contractors being considered for an award of any contract with Glenbard Township High School District 87 for the procurement of any property or services if the contractor is subject to the Illinois Drug-Free Workplace Act (30 ILCS 580/1 et seq.):

I hereby certify that (name of contractor) will provide a drug- free workplace in compliance with the Illinois Drug-Free Workplace Act (30 ILCS 580/1 et. seq.) by:

(A) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the contractor's workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

(B) Establishing a drug free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the contractor's policy of maintaining a drug free workplace;
- (3) any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed upon employees for drug violations.

(C) Making it a requirement to give a copy of the statement required by section (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.

(D) Notifying District 87 within 10 days after receiving notice under pan (b) of paragraph (3) of subsection (A) from an employee or otherwise receiving actual notice of such conviction.

(E) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required in the ACT.

(F) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

(G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this Section.

NAME OF
CONTRACTOR: _____

By: _____

POSITION WITH CONTRACTOR: _____

Date: _____