

PROVISO TOWNSHIP HIGH SCHOOLS DISTRICT 209
8601 W. Roosevelt Road
Forest Park, IL 60130
708-338-5956

Subject: **Digital Sign**

Bid No. 308-2017

March 8, 2017

ATTENTION BIDDERS:

The Board of Education of Proviso Township High Schools District 209 is accepting sealed bids for digital sign. Bid instructions and specifications are enclosed.

Bids are due March 21, 2017 -10:30 a.m. Bids will be publicly opened at 10:45 a.m. You will be notified as soon as a decision has been reached. Forward all bids to: The Business Office, Proviso Township High Schools District 209, 8601 W. Roosevelt Road, Forest Park, Illinois 60130.

A Pre-Bid Conference and walk-through will be held at 9:00 a.m., on March 14, 2017, at Proviso West, 4701 W. Harrison Street, Hillside, IL 60162. All bidders are encouraged to attend this meeting which will also be attended by the District staff. Failure to attend and sign in at the Pre-Bid Conference may be cause for rejection of the Bid.

The Board of Education will accept only bids that are clearly marked "**Digital Sign**" on the outside of the envelope. For additional information regarding the bid, please e-mail: cwhite@pths209.org

Sincerely,



Sharon Palmer
Director of Accounting

**PROVISO TOWNSHIP HIGH SCHOOLS
8601 WEST ROOSEVELT ROAD
FOREST PARK, IL 60130-2532
(708) 338-5959**

Sealed bids will be accepted:

SUBMIT YOUR BIDS TO THE ATTENTION OF:

Digital Sign

Business Office

AT THE ABOVE ADDRESS NOT LATER THAN:

Tuesday, March 21, 2017 – 10:30 A.M.

**YOUR BID MUST BE SUBMITTED IN A SEALED ENVELOPE CLEARLY MARKED WITH YOUR
COMPANY NAME AND THE FOLLOWING INFORMATION**

BID NUMBER: 308-2017

Please complete the following:

Company Name

Street Address

City, State, Zip Code

Telephone Number (including area code)

SECTION I: GENERAL INFORMATION

1. GENERAL

- A. Bid shall be submitted in an envelope properly marked with the title of bid and bid number.
- B. Seal and deliver your bid to the Business Office on or before the time scheduled for the opening.
- C. Your bid shall be made on the form provided.
- D. Unsigned or late bids will not be considered.
- E. Proviso Township High School District 209 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation, and delivery to the school building or District Office as designated on the bid.
- G. Correspondence shall be addressed to the Business Office.
- H. Bids are available for inspection in the Business Office after award of orders.
- I. A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing issuance of contracts in the State of Illinois, including the rules and regulations of the *Illinois Human Rights Act*, as well as local regulations and laws. Each bidder shall be required to comply with all applicable provisions of the "Wages of Employees on Public Works Act" (Prevailing Wage Act, Ill. Stat. 48, Section 39s-1 et. seq.) and with all applicable provisions of the "Preference to citizens on Public Work Projects Act" (Ill. Rev. Stat. 48, Section 269, et. seq.). If during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, owner will notify contractor and each subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by the contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum. Contractor shall protect, defend, indemnify and hold owner harmless for any claims or demands made as a result of contractor's failure to comply with this paragraph.
- J. Bid price to remain firm for ninety (90) days from date of bid opening.
- K. 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 Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Criminal Code of 1961 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. No bid will be considered responsive unless accompanied by a signed Certificate of Eligibility to Bid.
- L. Each bid from a Contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act 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 are included within the bid documents. No bid will be considered responsive where applicable. The contract awarded shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made a false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

- M. 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 and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; states that anyone filing a complaint will be protected against retaliation.

2. 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. 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 Business Manager, or the District's designee, who will issue the necessary clarifications to all prospective Bidders by means of addenda.

3. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, telegram, or in person prior to the time and date established for the opening of bids.

4. 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 his 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.

5. RESERVATION OF RIGHTS BY THE DISTRICT

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

6. EXCEPTIONS

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

7. SIGNATURE CONSTITUTES ACCEPTANCE

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

8. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract (whether or not Federal funds are involved) the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.
- C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor or as otherwise provided by Law.
- G. The Contractor shall include the provisions of paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agent may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting

agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

9. COMPLETION DELIVERY TIME

If delivery time will exceed thirty days after receipt of a purchase order, state the delivery time by the respective item in the "Description" column.

10. EVALUATIONS

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the Board of Education: (1) an equal or alternate is a satisfactory substitute, (2) an early delivery date is entitled to more consideration than price, (3) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (4) a bidder is not a responsible bidder and should be disregarded, and (5) what exceptions or deviations from written specifications will be accepted.

11. PUBLIC BID OPENING

Bidders and other interested parties are cordially invited to be present at the public bid opening to be held at the School District's Office of Business Administration. Bids will be publicly opened and bid results announced. Awards, however, will not be made until after the staff has made a thorough analysis of all bids. Bid awards will be officially made at a subsequent meeting of the Board of Education.

SECTION II: SPECIFICATIONS

All clarifying questions should be addressed to Ronald Anderson via-e-mail only at randerson@pths209.org by March 20, 2017. Answers to all questions will be remitted to all applicants.

DIGITAL SIGN

Description. This work shall consist of providing foundation drawings including brick and steel, shop drawings, patterns, materials, labor, tools, equipment, and incidentals necessary to fabricate, inspect, and install all components of the proposed Digital Sign including: Foundation, Brick Veneer to match existing brick on building (or similar), Electronic Message Center (EMC), and ID sign as shown on the plans.

A. Electronic Message Center (EMC)

Description: The work shall consist of providing all shop drawings, patterns, materials, labor, tools, equipment, and incidental necessary to fabricate, inspect, and install Electronic Message Center (EMC) with all required electrical, data transmission hardware, data software and mounting components including painting and touch-up finishing, for a complete and fully functional installation as shown on drawings and specified herein.

The EMC manufacturer's representative shall coordinate and supply all necessary software and all other related work, for a complete and fully functional installation as shown on drawings and described/specified herein.

Submittals: Product data and material certifications for each material used in the fabrication and erection of the EMC, data transmission, hardware components, software installation, paint products for mounting brackets and *education programs per the Shop Drawings section of this special provision.*

Submit all primer and paint materials product literature including a hard copy color chart of manufacturer standard colors. Color selection for painted finish to be selected by the Engineer.

Quality Assurance:

1. The manufacturer of the EMC shall have a minimum of 10 years' experience manufacturing similar system as specified herein. All primary EMC components shall be made and assembled within the United States of America.
2. The installation contractor shall be a Manufacturer Authorized Contractor with a minimum of 5 years' experience installing similar work, and shall provide certified documentation attesting to such authorization and experience.
3. The Contractor shall provide laborers and supervisors who are thoroughly familiar with the type of construction involved and the materials and techniques required by the manufacturer for complete and proper installation of EMC and wireless data communication.
4. The sign manufacturer's representative must accompany the Installation Contractor and provide onsite instruction during the EMC setup and initial operation. The representative must attend the EMC software installation in the Owner's computer equipment and conduct an education sessions with the Owner. The manufacturer's representative must then answer any subsequent Owner questions during the warranty period.

5. The installation contractor shall provide a list of at least 5 projects available for inspection incorporating the same sign type within 25 mile radius of project site.
6. The Owner shall be the sole determinant as to whether proposed products, other than those specified, are 'equal'. It shall be the bidding contractor's responsibility to submit any proposed substitute product information with their bid to enable the Owner to make a determination. The information must include a line by line product performance comparison, including warranty labor and parts and the role of the manufacturer's representative during the warranty and software education period.
7. Field welding is not acceptable. All welding shall be shop executed. All welding shall be done in a manner that will prevent permanent buckling in the finished work. All welds and spatters shall be ground smooth in the shop and all steel in the area of the welds prior to finish coating.
8. Field measurements of existing sign components are required of the built masonry work. The extrapolation of these dimension must be incorporated on shop drawings to confirm that the EMC sign may be installed in accordance with specifications and drawings. Report any discrepancies to Engineer that would not permit the work to be installed in accordance with the documents.

Delivery, Storage, and Handling:

1. Delivery of materials:
 - A. Deliver materials to job site in new, dry, unopened, and well-marked containers showing product and manufacturer's name. Packaging shall protect all materials and finishes from any damage due to shipping or handling prior to and after delivery and during storage of material prior to installation.
 - a. Deliver materials in sufficient quantity to allow continuity of work. Damaged materials shall be immediately replaced to match original undamaged materials at no cost to the Owner.
2. Storage of materials:
 - A. Materials shall be stored in a manner to ensure proper ventilation and drainage and to protect materials against damage, weather, vandalism and theft.
 - B. No materials may be stored in open and in contact with ground surface.
 - C. Should Contractor be required to quickly cover material temporarily, such as during an unanticipated rain shower, all materials shall be stored on a raised platform covered with secured canvas tarpaulin (not polyethylene) top to bottom.
 - D. Contractor shall assume full responsibility for the protection and safekeeping of products stored on premises. Contractor shall be required to protect all materials from damage including, by weather, theft or vandalism and replace any material damaged by these conditions.
3. Material handling:
 - A. Handle materials to avoid bending, scratching, or other damage during fabrication, transportation, handling, storage and installation.
 - B. Material handling equipment shall be selected and operated so as not to damage existing landscaping or construction. All damage shall be repaired/replaced in kind by Contractor at no cost to the Owner.

Materials: Materials and appurtenances necessary for the installation of prefabricated ornamental metal shall meet the following requirements.

1. General

- A. All materials shall be the sizes and shapes as shown on the drawings unless otherwise noted herein these specifications.
 - B. All material shall be new and the best of their respective types, without flaws or defects of any type; and shall meet requirement as specified.
 - C. Manufacturer's name plates or logos shall not be stamped onto or affixed to any materials to be installed.
 - D. Sizes and locations of all pre-drilled holes and punches executed prior to finish coating shall be coordinated by the fabricator prior to the execution of work.
 - E. Spacing and installation height is critical for proper installation and shall be closely coordinated by fabricator and installer.
 - F. Allow for thermal movement resulting from a maximum ambient temperature change (range) 100°F (38°C). Design, fabricate, and install sign assemblies to prevent buckling, opening up of joints, and over-stressing of welds and fasteners.
 - G. Mill joints to a tight, hairline fit. Form joints exposed to the weather to exclude water penetration.
 - H. Preassemble signs in the shop to the greatest extent possible to minimize field assembly. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in a location not exposed to view after final assembly
 - I. Conceal fasteners if possible; otherwise, locate fasteners to appear inconspicuous.
 - J. Form panels to require size and shape. Comply with requirements indicated for design, dimensions, finish, color, and details of construction.
 - K. Coordinate dimensions and attachment methods to produce message panels with closely fitting joints. Align edges and surfaces with one another in the relationship indicated.
 - L. Increase material thickness or reinforce with concealed stiffeners or backing materials as required to produce surfaces without distortion, buckles, warp, or other surface deformations.
2. EMC sign and all software: Shall be Daktronics GS6 15.85 MM RGB, Model GS6-60x150-15.85-RGB-2V, or equal, as manufactured by Daktronics, 201 Daktronics Drive, Brookings, South Dakota 57006-5128, Phone 800-325-8766.
3. EMC mounting components and hardware: Shall be as shown on the drawings and as specified herein. The mounting brackets on the drawings each side of the sign and brackets used to fasten this channel to the horizontal support angles at the rear of the EMC, shall be finished aluminum. All surfaces of all mounting metal angles, channel, and fasteners above grade will be painted with Matthews Polyurethane.
4. Communications: Shall be Wireless Ethernet Bridge Radio
5. EMC surround: Shall be constructed of finished aluminum, black in color, with a satin finish. 6061-T6 Aluminum, mill finish-heat treatable, wrought tooling plate, .025 minimum thickness, ASTM B209, AMS QQ-A-250/11, AMS 4027 (T651).
- A. Materials shall be of the strength and size as required by the manufacturer to structurally support EMC. The Installation contractor shall produce shop

drawings detailing all components of the EMC surround and mounting methods to the piers.

6. **Electrical Service and distribution components:** Shall be as required by local electrical code requirements. All above grade electrical components shall be finished with color to match sign frame.

Fabrication and Installation: The Contractor assumes full responsibility for all work related to fabrication, pre-finishing treatments, and finish painting. The manufacturer assumes full responsibility for all work related to the fabrication, pre-finishing treatments, and finish painting of the factory fabricated components. The installation contractor assumes responsibility for all work related to the supply and installation including pre-finishing treatments, and finish painting of all components required but not supplied as factory fabricated components.

Field welding will not be permitted. All welding shall be shop executed. All welding shall be done in a manner that will prevent permanent buckling in the finished work. All welds and spatters shall be ground smooth in the shop and all steel in the area of the welds prior to finish coating. All welding shall conform to the requirements set by the American Welding Society D1.1, Structural Welding Code-Steel.

1. GENERAL

- A. All installation methods are to be performed per the sign manufacturer's recommended methods and requirements.
- B. Install product in locations indicated using mounting methods recommended by sign manufacturer and free from distortion, warp, or defect adversely affecting appearance.
- C. Install product level, plump, and at heights indicated.
- D. Install all components, including EMC, electrical distribution and data transfer components utilizing materials and methods per all applicable local, County, State and internet wireless code/guideline requirements. It shall be the full responsibility of the Installation contractor to make sure that these codes are complied with and apply for all necessary building permit and pay for all permit costs.

2. EMC COMPONENTS AND SOFTWARE

- A. Install all components per manufacturer's recommendations for a full and complete operational system.
- B. Identify the provider of internet services to office personnel at Proviso West High School and make all necessary application for service and coordinate new connection with EMC software/modem interface.
- C. Install software on equipment at location determined by Owner. Provide education to Owner on the operation of software and create one 'test' video and text message on fully operational EMC.

3. FINISHES

- A. ALL PAINTING MUST BE DONE OFFSITE AT THE FABRICATOR'S SHOP. NO WORK, OTHER THAN TOUCH UP THAT IS DETERMINED BY THE OWNER TO BE ACCEPTABLE, SHALL BE DONE ONSITE.

- B. Repair scratches and other damage which might have occurred during installation. Replace components where repairs were made but are still visible to the unaided eye from a distance of 5 feet.
- C. All paint damaged as indicated by the Engineer shall be painted using a spray finish application-no brush touch up shall be permitted. The contractor shall not paint over non-damaged areas.

Aluminum Surfaces (when abrasive blasting is not feasible):

- a. Surface Preparation: Prepare all surfaces in accordance with ASTM D1730-09 Standard Practices for Preparation of Aluminum and Aluminum-Alloy Surfaces for Painting. The substrate must be free of all oil, grease, dirt, dust, paint, oxide, corrosion products, and foreign matter. The surface must be roughened to a 1.5 mil surface profile. Dependent on which method is selected and used, a roughened surface (profile) may have already been obtained or may still need to be achieved via methods including but not limited to Type D sections 6.1, 6.2 of ASTM D1730-09.
- b. Prime Coat: Tnemec Series 135 Chembuild at 2.0 to 3.0 mils DFT.
- c. Finish Coat: Tnemec Series 1071V Flronar at 2.0 to 3.0 mils DFT. Total Film Thickness: 4.0 to 6.0 mils DFT.

4. INSTALLATION OF METAL FABRICATIONS

- A. Install the metal fabrications in accordance with the manufacturer's instructions and the project documents.
- B. Location of installed work shall be as per the drawings and approved shop drawings.

5. COMPLETION

- A. Clean all metal surfaces and fastening components per fabricator and finish contractor's recommendations.
- B. Clean any adjacent work that may have received markings during installation.
- C. Clean up all debris and unused materials and properly remove from site, disposing of all debris and materials as specified.
- D. Return all disrupted existing conditions to prior to construction condition, including site and landscape.

B. SHOP DRAWINGS.

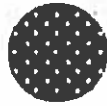
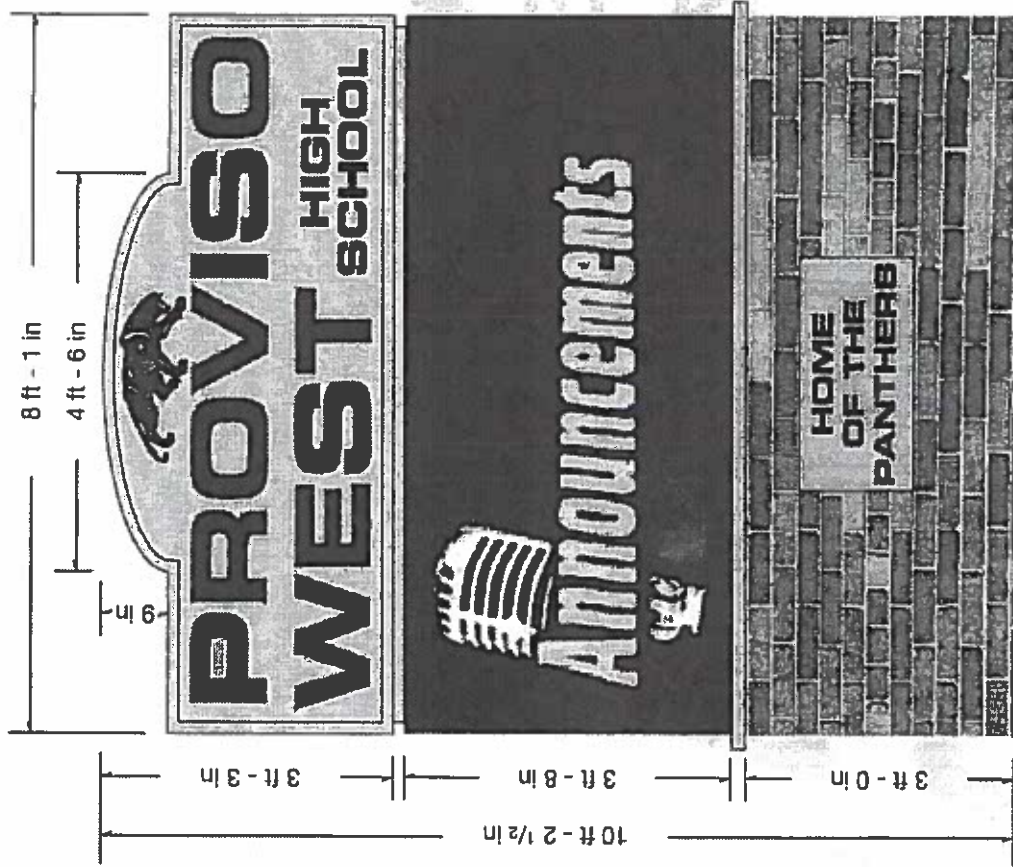
Description: The Contractor shall submit shop drawings for review illustrating conformance to the applicable requirements of the items to be fabricated or utilized for the monument construction.

Shop drawings shall illustrate: member locations, plans, elevations, dimensions, shape and sections, and types of reinforcement, detail fabrication and installation components, details, attachment details, materials, profiles, fittings, joinery, finishes, fasteners, anchorages, and all other accessory items required to complete construction for the specified item. Include setting drawings, templates, and directions for installing anchor bolts or other anchorages.

The Contractor shall verify all measurements prior to the preparation of shop drawings. The Contractor will receive electronic files of all items requiring shop drawings, from the Architect, in order to produce and fabricate all work accurately and precisely.

C. WARRANTY

1. All EMC data transmission and control hardware/software shall have a 5 year full parts replacement warranty and a 10 year product support provided by the manufacturer.
2. All EMC data transmission and control hardware/software shall have a 5 year full labor replacement warranty provided by the installation contractor.



3M Perforated
Film Detail-NTS

(1) D/F ILLUMINATED MONUMENT SIGN WITH ELECTRONIC MESSAGE CENTER

- Painted Cabinet with Translucent Illuminated Push Thru Letters
- "PROVISO" Will Have 3M RED outline
- Letters have 3M BLACK perforated vinyl
- Faces will show BLACK in the day and WHITE at night
- Internally illuminated with white LED's
- **PUSH LETTER HEIGHT:**
PROVISO WEST: 10" / HIGH SCHOOL: 3 3/4"
1 1/2" Retainers / 1 1/2" Reveal

ELECTRONIC MESSAGE CENTER

- Daktronics 15.85mm EMC
- Cabinet Dimensions: 3'-8" h x 8'-1" w
- EMC Matrix: 60 x 150
- RGB Capable of Full Color Graphics
- 8 Lines of 4" Type

- Brick Base with Custom Engraved Limestone Plaque: 16" h x 32" w
- Brick To Match Building
- 2" h Capstone

BID NO. 308-2017

SECTION III: DELIVERY POINTS

Service points for purposes of this bid shall be the following location(s) designated by an "X" in the left column:

_____ X _____ _____	PROVISO EAST HIGH SCHOOL 807 S. FIRST AVENUE MAYWOOD, IL 60153
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_____	PROVISO WEST HIGH SCHOOL 4701 W. HARRISON STREET HILLSIDE, IL 60162
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_____	PROVISO MATH AND SCIENCE ADADEMY 8601 W. ROOSEVELT ROAD FOREST PARK, IL 60130
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BID NO. 308-2017

COURTESY NO BID RESPONSE QUESTIONNAIRE

If you are not submitting a price on this bid, District 209 would like your input as to why you are not bidding. Please indicate your reason and return by Bid Due Date to:

Proviso Township High Schools
Office of Business Administration
8601 West Roosevelt Road
Forest Park, IL 60130-2532
Attention: Business Office
(708) 338-5956

Please mark the outside of the envelope "No Bid." Thank you.

- Previous commitments, too busy
- Too small a job/order
- Too large a job/order
- Our firm not suited for this type of work
- Do not like to bid
- Could not schedule site examination
- Do not want to be bonded for this job
- Other _____
- _____
- _____

Firm Name

By Title

Address

City, State, Zip Code

BID NO. 308-2017

BID FORM

TO: Office of Business Administration
Proviso Township High Schools
8601 West Roosevelt Road
Forest Park, IL 60130-2532

FROM: _____
(Name of Bidder)

BASE PRICE \$ _____

10% ALLOWANCE \$ _____

TOTAL BID \$ _____

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

Firm Name

Signature

Address

Print Name

City, State, Zip Code

Title

Telephone Number

Date

If NO BID is your response, please see
COURTESY NO BID Response Questionnaire

CERTIFICATE OF ELIGIBILITY TO BID

_____ (contractor/vendor), 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, 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 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.

Contractor/Vendor

By: _____
Print or Type

Signature

Title

Date

(Individual Vendor)

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

_____ (Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will 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) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Individual Vendor

By: _____
Signature

Date

(Vendors With 25 or More Employees)

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

_____ (Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) 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: _____
Signature

Title

Date

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a 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) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Contractor

By: _____

Signature

Title

Date