

# **Community Consolidated School District 15**

580 North 1st Bank Drive

Palatine, Illinois 60067

## **REQUEST FOR BID**

### **EASELS**

**BID #20-0004**

**SEPTEMBER 13<sup>th</sup>, 2019**



BID #20-004  
NOTICE TO BIDDERS  
EASELS  
SEPTEMBER 13<sup>th</sup>, 2019

The Board of Education of Community Consolidated School District 15, 580 North 1<sup>st</sup> Bank Drive, Palatine, Illinois 60067, will receive bids for Easels in accordance with the contract documents and specifications as filed with the Budget & Purchasing Coordinator in the Business Office.

Contract documents are on file and may be examined any time after September 13<sup>th</sup>, 2019.

Board of Education Office  
Joseph M. Kiszka Educational Service Center  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois 60067  
Attention: Danielle Cockrum

Bid Due Date: Monday, September 23<sup>rd</sup>, at 11:00 A.M., local time.

Bids received shall be opened at 11:00 A.M, Monday, September 23<sup>rd</sup> and will be held without right of withdrawal until Wednesday, October 9<sup>th</sup>, 2019 at 7:00 p.m. when it is anticipated the Board will be acting on the bid. Results of the board decision will be posted on the district website [www.ccsd15.net](http://www.ccsd15.net) on Thursday, October 10<sup>th</sup>, 2019.

No bids may be withdrawn for a period of 60 days after the bid opening date.

The Board of Education reserves the right to waive any irregularities or reject any or all proposals when in its opinion such action will serve the best interests of the Board of Education of Community Consolidated School District 15.

By authorization of the Board of Education.



Danielle Cockrum  
Budget & Purchasing Coordinator

## **INSTRUCTIONS TO BIDDERS**

### **Proposals:**

Proposals to be entitled for consideration must be made in accordance with the following instructions.

All proposals must be submitted on forms of proposal marked Exhibit "A", Exhibit "B", and Exhibit "C" Easels, furnished by the Board of Education of Community Consolidated School District 15 ("Board"). Proposals submitted on other forms shall be rejected.

Proposals must be signed in longhand by person(s) legally authorized to perform such function. Evidence may be required to substantiate the signature.

Oral, telephonic, telegraphic, electronic or facsimile transmitted bids **will not be accepted**.

Bid documents shall be submitted in sealed envelopes clearly marked BID #20-004 EASELS, ATTENTION: DANIELLE COCKRUM. Bid number must be printed on the outside of the sealed envelope. **Bid documents received in envelopes not clearly labeled as specified will be rejected if opened before specified bid opening time.**

PROPOSAL FOR: EASELS

ADDRESSED TO: Board of Education  
Community Consolidated School District 15  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois 60067  
Attn: Danielle Cockrum  
Due: Monday, September 23<sup>rd</sup>, at 11: 00 A.M. local time.

### **Bid Deposit:**

None required. Bidder acknowledges his failure to perform within the intent of the bid solicitation may disqualify him from bidding to the Board of Education, Community Consolidated School District 15.

### **Examination of Specifications:**

Each bidder shall acquaint itself with the conditions as they exist so that it may be completely familiar with the conditions pertinent to the fulfillment of the work required under this Contract.

### **Time for Receiving Bids:**

Bids must be delivered in the office of the Board no later than Monday, September 23<sup>rd</sup>, at 11:00 a.m. local time, at Board of Education, Community Consolidated School District 15, 580 North 1<sup>st</sup> Bank Drive, Palatine, Illinois 60067, Attn: Danielle Cockrum, when they will be publicly opened and the contents announced.

### **Award of Contract:**

Contracts will be awarded to the lowest responsible, responsive bidder, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the School District.

We are providing one copy of Exhibit "A", Exhibit "B", and Exhibit "C" for the Easels Bid. **Please return Exhibits "A", "B", and "C" as your bid in a sealed envelope labeled BID #20-004 EASELS and retain a copy for your records.**

SPECIFICATIONS FOR EASELS  
FOR  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15  
PALATINE, ILLINOIS

BOARD: Board of Education, Community Consolidated School District 15  
Palatine, Illinois 60067, 847-963-3000

OFFICE: Joseph M. Kiszka Educational Service Center  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois 60067

ISSUED: September 13<sup>th</sup>, 2019

GENERAL CONDITIONS

1. BIDS (AND SAMPLES, IF ANY) MUST BE RECEIVED IN OUR OFFICE NO LATER THAN MONDAY, SEPTEMBER 23<sup>rd</sup>, AT 11:00 A.M. LOCAL TIME. Bids received by the Board shall be opened and the contents publicly announced on MONDAY, SEPTEMBER 23<sup>rd</sup>, AT 11:00 A.M. They will be held without right of withdrawal until WEDNESDAY, OCTOBER 9<sup>th</sup>, 2019, at 7:00 p.m. when it is anticipated the Board will be acting on the bid.
2. The Bid Documents consist of (a) the Notice to Bidders, (b) the Instructions to Bidders, (c) these General Conditions of the Contract, and other documents listed in the Contract and Modifications issued after the execution of the Contract. A modification is a written amendment to the Contract signed by both parties.
3. Where conflicts exist within or between parts of the Contract Documents and applicable standards, codes and ordinances, or simply within the Contract Documents, the more stringent, or higher quality or greater quantity requirements shall apply.
4. The Board cannot assume responsibility for **delayed postal deliveries** and **does not** recognize postmarks as representing the fact that a bid has been "received" by the Board before the specified deadline.
5. All bidders shall familiarize themselves with the details of the conditions relevant to the work or services to be provided.
6. The Board reserves the right to split the bid on the basis of best quotation. The Contract will be awarded to the lowest responsible bidder, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the Board. The Board reserves the right to reject any and all bids or any part thereof, and to waive immaterial technicalities in the bidding. Board decisions are final in all instances and are not subject to review.
7. No minimum order requirements may be made by a bidder.
8. Certification must be made that the contract/vendor is not barred from bidding on the Contract as a result of a conviction for either bid-rigging or bid rotating under Article 33 E of the *Criminal Code of 1961*. Certification is to be made by signature of person(s) legally authorized to perform such function in the appropriate place in Exhibit "B", MUSICAL INSTRUMENTS of the bid documents.

9. Unless otherwise specified in the invitation to bid, YOUR BID PRICE MUST BE A DELIVERED PRICE, F.O.B. ROLLING MEADOWS, THE BOARD'S DESTINATION, WITH ALL TRANSPORTATION AND HANDLING CHARGES PAID BY THE BIDDER TO ONE LOCATION. Delivery must be made as specified on the dates indicated in the specifications of Exhibit "A" MUSICAL INSTRUMENTS when applicable.
10. The Board reserves the right to terminate the Contract for just cause upon ten (10) days' written notice to Contractor without any penalties. For purposes of this Contract, just cause may include, but is not necessarily limited to, any of the following:
- The Contractor's entry into liquidation, receivership or dissolution, its filing for bankruptcy or insolvency, or the assignment of its assets for the benefit of its creditors;
  - The Contractor's failure to pay suppliers or workmen, or failure to provide sufficient workmen or sufficient supplies for the job;
  - The Contractor's disregard of applicable laws, ordinances or the instructions of the Board;
  - The Contractor's failure to follow the bid specifications or its violation of the Contract Documents;
  - The Contractor's failure, for any reason, to maintain the level of service required by the bid specifications; or
  - Any other failure on the part of the Contractor to perform or adhere to any of its obligations under this Contract.
11. Whenever, in the specification the term "or equal" is used, it shall be interpreted to indicate the type, function, minimum standard, design, efficiency and quality desired and shall not be construed in such a manner as to exclude manufacturers' products of comparable quality and design. The bidder shall furnish the Board with all evidence required to determine whether or not the proposed product is equal to and will perform according to the Board's specifications. The Board's decision on this matter will be final.
12. The price for the units specified in the invitation to bid should be clearly shown for each separate item in the space provided on the bid form. The total price for the quantity requested should also be shown. If the group totals are requested in the bid invitation, bidders should show group totals on the space provided.
13. **Equal Employment Opportunity.** Contractor agrees to fully comply with the requirements of the Illinois *Human Rights Act*, 775 ILCS 5/1-101 *et seq.*, including, but not limited to, the provisions of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans with Disabilities Act*, 42 U.S.C Section 1201 *et seq.*, and rules and regulations promulgated thereunder.
- As required by Illinois law, in the event of Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois *Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Agreement, Contractor shall agree as follows:

- a. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
  - b. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
  - c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.
  - d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of Contractor's obligations under the Illinois *Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with Contractor in its efforts to comply with such Act and Rules, Contractor will promptly so notify the Department and the Contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.
  - e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the Contracting agency, and in all respects comply with the Illinois *Human Rights Act* and the Department's Rules.
  - f. That it will permit access to all relevant books, records, accounts and work sites by personnel of the Contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois *Human Rights Act* and the Department's Rules.
  - g. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractors. In the same manner as with other provisions of the Agreement, Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the Contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
14. To extent applicable, the Contractor agrees to comply with the provisions of the *Occupational Safety and Health Act of 1970* (29 U.S.C.A. § 651 *et seq.*) and the standards and regulations issued there under and shall certify that all items furnished under this bid will conform to and comply with said standards and regulations.
  15. Contractor agrees to comply with provisions of the *Consumer Products Safety Act of 1972* (15 U.S.C.A § 205 *et seq.*) and shall certify that items furnished under this bid conform to applicable standards.
  16. To the extent applicable, the Illinois *Employment of Illinois Workers on Public Works Act* (30 ILCS 470/0.01 *et. seq.*) shall prevail on this Contract.

17. Contractor acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of eighteen are present without the specific notification to and permission of the Superintendent of Schools or the Board of Education. Accordingly, Contractor shall ensure that none of its employees, agents or independent contractors are child sex offenders. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law.
18. Bids will be considered only if made without any connection with any other person or firm submitting a bid, if in all respects fair and without collusion and if neither member of the Board nor other officer of the School District is directly or indirectly interested in the bid or in any portion of the profits thereof.
19. A bidder may withdraw or change a bid if written notice of the withdrawal or change is received by Board before the latest time specified for submission of bids. Any change may be made only by substitution of another bid.
20. Bids received after the time specified in the invitation to bid will not be considered and shall be returned to the bidder. The method of transmittal of the bid proposal is at bidder's risk of untimely receipt by the Board.
21. Title to the goods herein described shall not pass until said goods have actually been received by Board 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 Board or its consignee shall be borne by Contractor. Nothing herein contained, however, shall be construed to deprive Board of its interest, or limiting such interest, in goods herein described prior to such actual receipt.
22. All material and workmanship shall be subject to inspection and test by Board or its designee. The Board reserves the right to reject any goods which contain defects in material or workmanship, which fail to meet the specifications contained herein or any warranties (express or implied). Rejected goods shall be removed at the expense of the Contractor, including all transportation costs, promptly after notification of rejection. As to rejected goods, Contractor shall bear all costs of inspection and all risk of loss.
23. Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.
24. Purchase order number and vendor name must appear on each invoice submitted to the Board for payment.
25. Signature Constitutes Acceptance - The signing of these bid forms shall be construed as acceptance of all provisions contained herein and that the Contractor had read the Contract Documents and is fully aware of the terms hereof.
26. Exceptions – Any exceptions to these terms and conditions of deviations from the written specifications must be shown in writing and attached to the bid form.



27. The Board reserves its rights to reject any goods and to cancel all or any part of this sale if Contractor 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 Board to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If Contractor 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 Contractor, or if a receiver for Contractor is appointed or applied for, or if an assignment for the benefit of creditors is made by Contractor, Board 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.
28. Contractor makes the following warranties to Board and users of the goods herein described: (a) It will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) Any and all goods supplied hereunder will be of merchantable quality; (c) Any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained herein. Contractor agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties for additional scope given to Board by Contractor.
29. Contractor agrees to indemnify, defend, and hold harmless the Board, its successors, assigns, customer, agents, and users of the goods herein described against any and all loss, damage, or injury arising out of or resulting from a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. Contractor agrees that it will assume the defense of any and all such suits and pay all costs, judgments, and expenses incidental thereto.
30. Bidder must make delivery upon receipt of order unless otherwise specified in the invitation to bid. Bidder must indicate time required for delivery on bid.
31. The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes for the Federal, State, County and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.
32. Any interpretation of the proposed Contract Documents will be made only by an addendum duly issued by the Purchasing Agent. A copy of such addendum will be mailed to each person receiving a set of such Contract Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his proposal. Oral explanations will not be binding.
33. The award of the Contract will be made by official Board documents. Bidder's order form is not acceptable and cannot be used.
34. The Board is exempt from paying Illinois Use Tax (35 ILCS 105/3-5.4) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (35 ILCS 120/2-5.11). As such, Contractor shall not include such taxes in its bid.
35. The Board is exempt from paying Federal Excise Taxes (26 U.S.C.A. § 4221). As such, Contractor shall not include such taxes in its bid.



36. In computing transportation costs, bidders should not include any federal transportation tax, because Board is exempt.
37. The Contractor shall pay sales, consumer, use and similar taxes for the work or portions thereof provided by the Contractor. Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property in accordance with the Illinois *School Code* (105 ILCS 5/10-20.21) and the Illinois *Use Tax Act* (35 ILCS 105/1 *et seq.*). The payment of this tax will take place regardless of whether the Contractor is a retailer maintaining a place of business within this State. The cost of such tax shall be borne solely by the Contractor as part of the Contract price. Contractor shall not be reimbursed or paid any taxes unnecessarily paid by Contractor when not required due to the Board's tax exempt status.
38. Where the term Sub-contractor is used throughout the bid it refers to those specialized people who are not on the Contractor's payroll. Such Sub-contractors are to be brought to the attention of the Board, which reserves the right to approve or disapprove any such related Sub-contractors.
39. ERRORS AND OMISSIONS - All proposals shall be submitted with each space properly completed. Special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the 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 meanings, it shall advise the Director for Business Services who will issue the necessary clarifications to all prospective bidders by means of addenda. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of its proposal. Oral explanations will not be binding.
40. All vendor staff/personnel must undergo a criminal background investigation within 60 days prior to the start of the contract at the vendor's expense upon request. Section 10-21.9 of *The School Code* (105LCS 5/10-21.9) provides that:
- After January 1, 1990, the provisions of this section (criminal background investigations) shall apply to all employees of persons or firms holding contracts with any school district including, but not limited to, food service workers, school bus drivers and other transportation employees, who have direct, daily contact with the pupils of any school in such district.
- Additionally, the contractor must also agree not to send to any school building or on any school property any employee who is a known child sex offender.
41. The Board will attempt to make payments for items ordered within thirty (30) days of delivery. Invoices must be submitted in a timely manner, and if received by the 25<sup>th</sup> day of the month, will be processed and paid at the next regularly scheduled Board of Education meeting (normally held on the second Wednesday of each month.) Notwithstanding anything herein to the contrary, however, all payments made to the Contractor shall be governed by the Illinois *Local Government Prompt Payment Act* (50 ILCS 505/1 *et seq.*).

EXHIBIT "A"  
BID #20-004  
EASELS  
SEPTEMBER 13<sup>th</sup>, 2019  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**SCOPE**

Community Consolidated School District 15 (CCSD 15) is one of the largest elementary school districts in Illinois and is located in Palatine, IL. The district has an enrollment of approximately 12,300 students and a staff of 2,100 employees. CCSD15 has 20 school buildings and 3 administrative support sites. CCSD 15 is soliciting bids for the purchase of two hundred and four (204) Easels to be used at the fifteen (15) CCSD 15 Elementary School locations.

1. Easels shall be two (2) sided, magnetic, dry erase, porcelain, white boards with no lines.
2. There shall be flip chart hooks affixed to both sides of the easel.
3. Each easel shall have a flat ledge affixed to both sides of the easel. The ledge should be 24 inches from the floor and there shall be no lip on each ledge.
4. Product dimensions shall be as follows:
  - a) Height: Adjustable between 59.5 and 65 inches
  - b) Width: 29 inches
  - c) Depth: 27 inches
5. Each easel shall have a single, removable lower storage tray that sits at a height of 10 inches from the floor.
6. Easels shall have 2 inch, locking casters on all four (4) legs.

**SPECIFICATIONS**

All supplies, equipment, and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. Vendor shall have been an authorized dealer in the product offered for a period of not less than three (3) years from date of issuance of this bid.

- A. All equipment proposed shall be new unless clearly stated in writing.
- B. Price to include freight and be F.O.B Destination, shipped to each of the fifteen (15) elementary schools.
- C. Alternate price to include freight and be F.O.B Destination, shipped to the District's Central Distribution Warehouse.
- D. Vendor must have a procedure in place to address quality complaints or defective product.

**SAMPLES**

All bidders must submit one (1), unassembled easel as specified in the bid for testing. The samples should be sent to the CCSD15 District Offices, address below, where the easels will be built, tested, and inspected by the District's Department of Instruction (DOI) for compatibility with curriculum requirements.

Community Consolidated School District 15  
580 North 1<sup>st</sup> Bank Drive  
Palatine, IL 60067  
Attention: Colleen Mullins

**DELIVERY**

Vendor's bid must include a delivered price, F.O.B. Destination to Palatine, Hoffman Estates or Rolling Meadows, Illinois. The two hundred and four (204) easels will be delivered to each of the fifteen (15) Elementary Schools with quantities as follows:

<b>School Name/Address</b>	<b>Quantity Needed</b>
<b>Jane Addams:</b> 1020 E. Sayles Drive, Palatine, IL 60074	16
<b>Central Road:</b> 3800 Central Road, Rolling Meadows, IL 60008	10
<b>Kimball Hill:</b> 2905 Meadow Drive, Rolling Meadows, IL 60008	12
<b>Hunting Ridge:</b> 1105 W. Illinois Avenue, Palatine, IL 60067	15
<b>Thomas Jefferson:</b> 3805 Winston Drive, Hoffman Estates, IL 60192	9
<b>Marion Jordan:</b> 100 N. Harrison Avenue, Palatine, IL 60067	9
<b>Lake Louise:</b> 500 N. Jonathan Drive, Palatine, IL 60074	18
<b>Lincoln:</b> 1201 N. Ridgewood Lane, Palatine, IL 60067	17
<b>Stuart R. Paddock:</b> 225 W. Washington Street, Palatine, IL 60067	15
<b>Pleasant Hill:</b> 434 W. Illinois Avenue, Palatine, IL 60067	14
<b>Gray M. Sanborn:</b> 101 N. Oak Street, Palatine, IL 60067	14
<b>Virginia Lake:</b> 925 N. Glenn Drive, Palatine, IL 60074	18
<b>Frank C. Whiteley:</b> 4335 Haman Avenue, Hoffman Estates, IL 60192	12
<b>Willow Bend:</b> 4700 Barker Avenue, Rolling Meadows, IL 60008	13
<b>Winston Campus Elementary:</b> 900 E. Palatine Road, Palatine, IL 60074	12
<b>TOTAL</b>	<b>204</b>

**ALTERNATE DELIVERY** pricing for direct ship to the District's Central Distribution Warehouse, address below, shall be provided:

Central Distribution Warehouse  
1001 S. Rohlwing Road  
Rolling Meadows, IL 60008

**BID AWARD**

Community Consolidated School District 15 reserves the right to award the bid to a single vendor or multiple vendors for the bid items. Limited funds are budgeted for the purchase of these items. Should the bid price be more than anticipated, CCSD15 reserves the right to reduce quantities as appropriate to remain within the budgeted allocation for the purchase

**QUESTIONS**

Questions regarding this bid will be addressed by e-mail only and should be sent to Danielle Cockrum, Budget & Purchasing Coordinator, at [cockrumd@ccsd15.net](mailto:cockrumd@ccsd15.net). The deadline for all e-mail questions is Monday September 18<sup>th</sup>, 2019, at 12:00 p.m. local time, and no questions will be addressed after that date and time.

Addenda to the Bid, if issued, will be posted on the district website, [www.CCSD15.net](http://www.CCSD15.net). It is the vendor's responsibility to check the website for an addendum, as they may not be provided other than to be individual that made the original inquiry. Addenda may be issued up to 48 hours prior to the Bid due date.

EXHIBIT "B"  
BID #20-004  
EASELS  
SEPTEMBER 13<sup>th</sup>, 2019  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

---

COMPANY NAME

---

SIGNATURE OF BIDDER

PRINT NAME

TITLE

---

EMAIL ADDRESS

---

ADDRESS OF COMPANY

CITY

STATE

ZIP CODE

---

(AREA CODE) PHONE NUMBER

---

DATE OF BID RESPONSE

1. The Board of Education, Community Consolidated School District 15, Palatine, Illinois, reserves the right to reject any or all bids to waive any informality in bidding.
2. Having carefully examined all bid documents, as well as the proposed program, the undersigned hereby proposes to furnish all supplies and services set forth by the specifications, notice to bidders general conditions and form of proposal herein referred to and described.
3. By entering into this Agreement, Contractor/Vendor certifies and warrants to the Board of Education that it is not barred from entering into this Agreement for any reason whatsoever, including, but not limited to, a violation of Section 33E-3 (Bid Rigging) or Section 33E-4(Bid Rotating) of the Illinois Criminal Code of 1961.
4. The contractor/vendor certifies that the contractor/vendor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).
5. Vendor acknowledges receipt of addendum(s) if issued\_\_\_\_\_

**BID DUE DATE:** Monday, September 23<sup>rd</sup>, 2019 at 11:00 a.m. local time.

**PRICING**

Vendors must submit pricing below. All pricing must include freight, F.O.B. Destination, shipping directly to the 15 elementary schools. Refer to Exhibit A, page 2, for location addresses:

School Name	Quantity Needed	Price Per Easel	Shipping	Total Cost
Jane Addams	16	\$	\$	\$
Central Road	10	\$	\$	\$
Kimball Hill	12	\$	\$	\$
Hunting Ridge	15	\$	\$	\$
Thomas Jefferson	9	\$	\$	\$
Marion Jordan	9	\$	\$	\$
Lake Louise	18	\$	\$	\$
Lincoln	17	\$	\$	\$
Stuart R. Paddock	15	\$	\$	\$
Pleasant Hill	14	\$	\$	\$
Gray M. Sanborn	14	\$	\$	\$
Virginia Lake	18	\$	\$	\$
Frank C. Whiteley	12	\$	\$	\$
Willow Bend	13	\$	\$	\$
Winston Elementary	12	\$	\$	\$
<b>TOTALS</b>	<b>204</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**ALTERNATE DELIVERY PRICING**

Vendors must submit alternate delivery pricing below. All pricing must include freight, F.O.B. Destination, shipping to the District's Central Distribution Warehouse:

Central Distribution Warehouse  
 1001 S. Rohlwing Road  
 Rolling Meadows, IL 60008

Quantity Needed	Price Per Easel	Shipping	Total Cost
204	\$	\$	\$

---

COMPANY NAME

---

SIGNATURE OF BIDDER

---

PRINT NAME

---

TITLE

EXHIBIT "C"  
BID #20-004  
EASELS  
SEPTEMBER 13<sup>th</sup>, 2019  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**CONTRACTOR QUESTIONNAIRE**

Pursuant to 105 ILCS 5/10-20.40 all school districts in the State of Illinois are required to annually report the number and value of contracts awarded to "minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses" for contracts over \$25,000. In order to comply with this requirement, we request contractors to complete the following questionnaire and return with their bid responses.

**Is Your Company a Locally Owned Business YES \_\_\_\_\_ NO \_\_\_\_\_ as it relates to this School District?**

For purposes of this questionnaire, "Locally Owned" means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

Guidance issued by the Illinois State Board of Education suggests that we inquire whether your company is certified as a minority, female, or disabled person owned business by a certifying agency (e.g., Chicago Transit Authority – Cook County – Illinois Department of Transportation – Metropolitan Transit Authority Metropolitan Water Reclamation District – U.S. Small Business Administration – State of Illinois) or that it would be eligible for certification if an application were made. The Guidance includes the definitions set forth below.

**Definition of Ownership:** "Minority owned business, female owned business, and business owned by a person with a disability" means a business concern which is at least 51% owned by one or more minority persons, females, or persons with a disability; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, females, or persons with a disability; and the management and daily business operations of which are controlled by one or more of the minority females, or persons with a disability who own it. (30 ILCS 575/2)

**Is Your Company a Minority Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Minority person" shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or(c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands); or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

**Is Your Company a Female Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Female" shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS575/2)

**Is Your Company a Business Owned By Persons with Disabilities? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

---

COMPANY NAME

---

SIGNATURE

PRINT NAME

TITLE

---

ADDRESS OF COMPANY

CITY

STATE

ZIP CODE

---

EMAIL ADDRESS