December 11, 2017

Dear Bidder:

The Board of Education ("Board of Education") of Cicero School District 99 (the "District"), Cicero, Illinois is requesting sealed bids for School Uniforms.

The enclosed bid form(s) must be used in submitting the sealed bids. The sealed bids can be received at the Administration Building, located at 5110 W. 24th Street, Cicero, Illinois, on or before 2:00 PM, Friday December 22, 2017 at which time they will be publicly opened and read.

Indicate on the face of the sealed envelope "SEALED BID FOR SCHOOL UNIFORMS - Friday, December 22, 2017 AT 2:00PM." Unsigned or late proposals will not be considered.

It is the intention of the Board of Education to award the bid at the Wednesday, January 10, 2018 regular meeting. The District may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to MeriAnn Besonen Business Manager, but the response may not be used as a condition to any bid being submitted.

Sincerely,

MeriAnn Besonen
MeriAnn Besonen
Business Manager/CSBO
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Submittals
Submittal Checklist

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☐ Non-Collusion Affidavit
☐ Illinois Drug-Free Work Place Act
☐ Certification Regarding Sexual Harassment
☐ Certification Regarding Debarment
☐ Minority and Women Owned Business Concern Representation
☐ Certificate Regarding Prevailing Wages and Equal Employment Opportunities
☐ Reference Sheet
☐ Statement of No Interest Proposal
REQUEST FOR SEALED BIDS

Cicero School District 99 is requesting sealed bids for School and District Uniform Bid for the 2017-2018 school Year. Bids must be received at the Business Office at 5110 W. 24th Street, Cicero, Illinois, 60804, before 2:00PM Friday December 22, 2017. Unsigned or late bids will not be considered.

BIDDING INSTRUCTIONS

1. The bids must be submitted only on the forms attached. The bids shall be in a sealed envelope, properly marked with the title: “SEALED BID SCHOOL AND DISTRICT UNIFORMS- Friday December 22, 2017.” Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.

2. The District does not 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 specified deadline. The method of transmittal of the bid is solely the bidder’s risk.

3. All bids shall be submitted with each space properly completed. 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. Signatures shall be executed by a principal duly authorized to execute contracts. The bidder’s name shall be fully stated. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the Business Manager/CSBO, at (708) 863-4856 or mbesonen@cicd99.edu, no later than 12 p.m. (noon) on Monday December 18, 2017, who will issue the necessary clarifications to all prospective bidders by means of addenda, as may be appropriate.

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

5. Where the specifications indicate a particular brand or manufacturer’s catalog number, it shall be understood to mean that or an equivalent. It is the intent of this specification to define essential minimum requirements as to the quality of material, construction, finish, and overall workmanship. Where no brand is indicated, vendor shall specify a brand.
6. Each bidder submitting a bid on a brand other than those specified shall include with the bid a full listing of the features of the product, manufacturing plant location, current catalog picture and detailed specifications on the brand proposed. **Failure to do so may eliminate the bid from consideration.** The District reserves the right to make the final determination, in its sole discretion, as to the comparability of the specifications.

7. Bidders must complete, date and sign the affidavits and certifications accompanying this bid document. Failure to do so may result in rejection of the bid. Bidders agree to comply with all pertinent statutes of the State of Illinois relative to employment in connection with public contracts including, but not limited to, the pertinent provisions of the Illinois Fair Employment Practices Act, as amended; and agree that no unfair employment practice as defined therein, be committed by the bidder, its subcontractor, suppliers of materials or services to the bidder or his subcontractors, or any labor organization furnishing skilled or unskilled labor to the bidder or his subcontractors.

8. The District may require, upon request, evidence as to the financial stability of a bidder. Upon request, the bidder shall provide the following information to the District within 48 hours:

   A. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person(s).

   B. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

9. The School District reserves the right to request samples of products to determine comparability. Samples of items must be furnished free of charge to the School District. Individual samples must be labeled with the Bidder’s name, bid number, item reference, manufacturer’s brand name and number.

10. To the extent applicable, the successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

11. The School District reserves the right to review all bids submitted for a period of sixty (60) days after the bid due date, and by submitting a bid, the Bidder agrees that the amount specified in his/her bid shall remain firm and in full force and effect for such sixty (60) day period. No Bidder shall modify, withdraw, or cancel his/her bid, or any part thereof, for sixty (60) days after said bid due date, and no attempted modification, withdrawal, or cancellation shall be valid.

12. The District, through its Business Manager/CSBO, 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 financial data or other information the District deems necessary to evaluate the financial stability of the bidder.
13. The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bid and to award each item to different vendors or all items to a single vendor and to determine whether in the opinion of the Board of Education: (a) an equal or alternate is a satisfactory substitute, (b) an early delivery date is entitled to more consideration than price, (c) an earlier delivery date is to be disregarded because of the reputation of the vendor for not meeting delivery dates, (d) a vendor is not a responsible vendor and should be disregarded and (e) 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 prices bid by the bidder will prevail and be considered accurate.

14. The District is exempt from paying Illinois Use Tax (Ill. Rev. State., ch. 120, Para. 439.3) and sales to the Board are exempt from Illinois Retailer’s Occupation Tax (Ill. Rev. Stat., ch. 120, Para. 441).


16. Cicero School District 99 is Tobacco Free in all buildings and on its grounds. No employees of the successful bidder or any subcontractors may violate this provision.

17. All pricing shall be on an F.O.B. destination basis with cost of packing, transportation and delivery included in the price. Shipments shall become property of the consignee after delivery and acceptance.

18. Delivery tickets must accompany each shipment, if applicable. Purchase order number and vendor name must appear on each delivery ticket and invoice.

19. Any/all semi-truck deliveries must be made in either a 40’ or 48’ tractor trailer, deliveries will not be accepted in a 53’ truck.

20. Delivery ticket/packing slip must accompany each shipment. Purchase order number and vendor name must appear on each delivery ticket/packing and invoice. All items must be delivered on skids. All deliveries will be unloaded off the back of the semi with a fork truck, no dock is available. Truck driver is responsible for bringing all skids to the rear of the truck for offloading.

21. As required by law, labor estimates for this project shall be based upon those prevailing wage assignments as indicated by the Illinois Department of Labor, appropriate trade, and municipality specification work shall be performed in Cook County.

22. The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.
BIDDING TERMS & CONDITIONS

1. All bids submitted shall be guaranteed for a period of not less than one year (365 days) from the date of bid opening and shall be considered firm price upon receipt of a District purchase order. Bidder shall fill in the words “NO BID” in unused spaces on the attached form.

2. This bid is for three years purchase. The bidder can give pricing for each of the 3 years. If the bidder is planning on bidding for less than the three year period, the bidder must write “NO BID” in the other years of the bid. If the bidder is bidding for less than the three-year term the District assumes that the term of the contract is a one year contract with the possibility of two one-year extensions at the sole discretion of the School District and based on the terms provided by the vendor in response to this RFP. The longest the contract will be is three years.

3. The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for no longer than a three-year term ending January 15, 2021.

4. The District reserves the right to return at, vendor’s expense, any part or all of a shipment not in compliance to specifications or to the terms and conditions of this document. It is planned that deliveries be accomplished during normal business hours of the District from 7:30 a.m. to 3:00 p.m.

5. No minimum order requirements may be made by a bidder. The School District shall order its requirement from the successful bidder. The School District reserves the right to place orders at quantity levels that the School District determines, in its sole discretion, are required. The School District expressly reserves the right to place orders at quantity levels that meet its requirements, including the right to place orders above or below the estimated quote quantity listed on the Bid Quotation Form included with this Bid Package.

6. The successful bidder shall purchase and maintain such insurance as will protect the successful bidder from claims set forth below which may arise out of, or result from, the successful bidder’s operations under the contract whether the operations be by the bidder, by a subcontractor, or by anyone employed by them. Such insurance shall be acquired for and on behalf of the successful bidder in protecting the bidder from claims for damages for bodily injuries, including sickness or disease, death and for care and loss of services, as well as from claims for property damages, including loss of use, which may arise from operations under the contract, whether such operations be by the bidder or anyone directly or indirectly employed by him or her. The successful bidder shall carry the following insurance coverage and types at a minimum:

   A. Commercial General Liability: Coverage shall have minimum limits of $1,000,000 each occurrence, and $3,000,000 aggregate combined single limit for bodily injury
liability and property damage liability, with a $5,000,000 umbrella. This shall include premises and operations, independent contractors, products and complete operations, contractual liability, and personal injury liability.

B. **Business and Vehicular Liability:** Coverage shall have minimum limits of $1,000,000 per accident for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.

C. **Property Insurance:** Coverage shall be all risk and shall be in a broad form basis, including coverage for explosion, collapse, and damage in and around District property. The coverage also should include off-site and in-transit liability.

D. **Worker’s Compensation**
   a. State: Statutory
   b. Applicable Federal: Statutory
   c. Employer’s Liability: $100,000 per Accident
      $500,000 Disease, Policy Limit
      $100,000 Disease, Each Empl.

The successful bidder shall be responsible for all losses which fall under any deductibles on required insurance coverage.

If subcontractors are employed, the successful bidder shall procure and maintain bodily injury and property damage liability insurance for and on behalf of the bidder for claims and damages arising out of acts of subcontractors in the same amounts as required for claims and damages arising out of acts of the successful bidder.

7. The successful bidder shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, the District, its officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of any kind or nature including reasonable legal fees incurred by owner arising out of:

   A. Any infringement (actual or claimed) of any intellectual property rights, including but not limited to, patents, copyrights or trade names by reason of any work performed or to be performed by the successful bidder or by reason of anything to be supplied by the successful bidder.

   B. Bodily injury, including death, to any person or persons (including successful bidder's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

      -Caused in whole or in part by an act, error or omissions by the successful bidder or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.
8. The successful contractor will comply with all applicable State and Federal laws as they relate to employee safety, including, but not limited to AHERA, OSHA, Confined Space Entry, Employee Right to Know, Respiratory Protection, NESHAP, Lookout Tag Out, etc.

9. In the event a bidder damages the District’s property, the bidder shall, at the bidder’s sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

10. If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest in the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

11. Bidder must be an authorized dealer and installer of products bidder is bidding on. Bidder must supply a list of references of like products and installations. Reference sheet is attached.

12. During the performance of the work contemplated herein (whether or not federal funds are involved) the bidder agrees as follows:

A. The bidder will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service, as those terms are defined in the Illinois Human Rights Act, (775 ILCS 5/1-10 et. seq. (hereinafter “unlawful discrimination”). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. 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 bidder 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. Bidders will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.
Submittal Checklist

Remember to submit the following items with your bid. Failure to do so may result in rejection of the bid.

- Signed Bid Proposal with Federal Employee Identification or Social Security Number
- Sample of Polo Shirt with Embroidered Emblem
- Non-Collusion Affidavit signed and notarized
- Vendor’s Certification for Illinois Drug-Free Work Place Act Signed by Representative and Attester
- Certification of Compliance with Illinois Human Rights Act
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Minority and Women Owned Business Concern Representation
- Certificate Regarding Prevailing Wages and Equal Employment Opportunities
- Reference Sheet
- Statement of No Interest (if applicable)
- Any necessary Literature or information (if applicable)
CICERO SCHOOL DISTRICT 99

NON-COLLUSION AFFIDAVIT

STATE OF ILLINOIS

) ) SS

) )

COOK COUNTY

The undersigned bidder or agent, being duly sworn, on oath that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no persons or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

___________________________
Vendor or Agent

For: ___________________________
Firm or Corporation

Subscribed and sworn to before me this _____ day of ______, 20__.

My Commission Expires: ______________________________

Signature of Notary Public: ______________________________

CERTIFICATION

The bidder hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended, and that the bidder hereby certifies that it can enter into the contract provided herein and further acknowledges that the contract may be void if this certification is deemed false.

___________________________
Signature
CICERO SCHOOL DISTRICT 99

VENDOR CERTIFICATIONS

ILLINOIS DRUG-FREE WORKPLACE ACT

Business Name: ___________________________ Date: __________________

Address: ___________________________________________________________

________________________________________________________________________

Telephone: ___________________________ Fax: ___________________________

ILLINOIS DRUG-FREE WORKPLACE ACT

The undersigned contractor hereby certifies (check the one that applies):

____ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313).

____ Having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313) that the bidder 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 certify that the bidder is not eligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

By: ________________________________________________

Signature

Printed Name of Signer

Printed Title of Signer

Attest:

If a corporation

Printed Name of Signer

Printed Title of Signer

Signature

Date
CICERO SCHOOL DISTRICT 99

CERTIFICATION OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

All successful contractors must comply with the provisions of the Illinois Human Rights Act dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written sexual harassment policies. The contract with the successful bidder will provide for this requirement. The statutory provisions require that the written sexual harassment policy include at a minimum the following information: (i) the illegality of sexual harassment, (ii) the definition of sexual harassment under Illinois law, (iii) a description of sexual harassment, utilizing examples; (iv) a vendor’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name: _______________________________
Address: __________________________________
__________________________________________
__________________________________________
Signature of Officer
Title: _____________________________________

Subscribed and sworn to

Before me this _____ day
of _________________, 20__

_________________________________________
Notary Public
ILLINOIS STATE BOARD OF EDUCATION
Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Orders 12549 and 12689. Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**

**CERTIFICATION**

The prospective lower tier participant certifies, by submission of this Certification that:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

2. It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;

3. It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;

4. It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;

5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and

6. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>PR/Award number or Project Name</th>
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<tbody>
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<table>
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<tr>
<th>Name and Title of Authorized Representative</th>
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<table>
<thead>
<tr>
<th>Signature/Date</th>
<th>Instructions for Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.</td>
</tr>
<tr>
<td></td>
<td>2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.</td>
</tr>
<tr>
<td></td>
<td>3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.</td>
</tr>
<tr>
<td></td>
<td>4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.</td>
</tr>
<tr>
<td></td>
<td>5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the “GSA Government Wide System for Award Management Exclusions” (SAM Exclusions) at <a href="http://www.sam.gov">http://www.sam.gov</a>.</td>
</tr>
<tr>
<td></td>
<td>6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.</td>
</tr>
</tbody>
</table>

ISBE 85-24 (11/05)
Minority-Owned Business: a business which is at least 51% owned by one or more minority persons (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Female-Owned Business: a business which is at least 51% owned by one or more females (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act), or, in the case of a corporation, at least 51% of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

Business Owned by a Person with Disability: a business that is at least 51% owned by one or more persons with a disability (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) and the management and daily business operation of which are controlled by one or more of the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 or the Internal Revenue Code of 1986 is also considered a “business owned by a person with a disability.

The definitions above are adopted from the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1 et. seq.

The District shall rely on written representations of concerns regarding their status as minority/female-owned businesses.

VENDORS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR’S BID NOT RESPONSIVE.

A. Representation. The offer or represents that it is ( ), a minority-owned Business concern.

B. Representation. The offeror represents that it is ( ), a female-owned Business concern.

C. Representation. The offeror represents that it is ( ), a disabled-owned Business concern.

Please Check Appropriate Boxes

__ African American (AFRAM) __ Caucasian (CAUC) __ Native American (NAAM)
__ Hispanic American (HISP) __ Asian-Pacific (ASIAP) __ Asian-Indian (ASIAI) American American
__ Other ___________ __ Female Owned (F)

(Please Identify)

Company Name ____________________________ Address __________________________

City __________________ State ____________ Zip ________________

Phone __________________ Fax# __________ FEIN# ______________

Signature of Company Official __________________________________________________________

Title ____________________________ Date ____________________________
CICERO SCHOOL DISTRICT 99

PREVAILING WAGES & EQUAL EMPLOYMENT OPPORTUNITIES


Firm Name: _______________________________________

By: ______________________________________________

(Authorized Agent of Firm)

_________________________________________________

Title

Subscribed and sworn to

Before me this ________ day

of _________________, 20________

____________________________________

Notary Public
CICERO SCHOOL DISTRICT 99

REFERENCE SHEET

Please submit the names of accounts for whom you have provided services or similar services required herein.

1. Name ______________________________________
   Address ______________________________________
   Contact Person ______________________________________
   Telephone # ______________________________________

   Length of time service has been provided ____________________________

   Summary of project/services:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

2. Name ______________________________________
   Address ______________________________________
   Contact Person ______________________________________
   Telephone # ______________________________________

   Length of time service has been provided ____________________________

   Summary of project/services:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

3. Name ______________________________________
   Address ______________________________________
   Contact Person ______________________________________
   Telephone # ______________________________________

   Length of time service has been provided ____________________________

   Summary of project/services:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
CICERO SCHOOL DISTRICT 99

STATEMENT OF NO INTEREST

NOTE: If you are unable to submit a proposal for this work, please complete and return this form immediately.

The Business Office of Cicero School District 99 wishes to keep its vendors list file current. If for any reason you cannot supply the commodity/service noted on the attached solicitation, this form must be completed and returned to remain on the particular vendor list for future projects of this type.

We, the undersigned, have declined to submit a proposal on:

Proposal Name: ____________________________________________________________

We are unable to submit a proposal for this work due to the following:

____Too busy at this time   ____Unable to meet specifications
____Bond requirement     ____Not engaged in this type work
____Insurance requirement   ____Site location too distant
____Length of time required to obtain payment
____Project is ____ too large ____ too small
____Remove us from your bidder's list for this commodity/service
____Other (specify below)

____Do you wish to be considered in the future for similar projects?  ____Yes  ____No

REMARKS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature: ____________________________________________

Name & Title: ____________________________________________

Firm: ____________________________________________

Phone: ____________________________________________

Fax: ____________________________________________

E-mail: ____________________________________________

Address: ____________________________________________

Street Address     City     State     Zip-Code

Date: ______________________________

Return to:   MeriAnn Besonen
             Business Manager/CSBO
             Cicero School District 99
             5110 W, 24th Street
CICERO SCHOOL DISTRICT 99
Scope of Work

Purchase of School Uniforms

Cicero School District 99 has approximately, 12,500 kindergarten to eighth grade students at fifteen different locations throughout the Cicero area. All Kindergarten through eighth grade students must wear a school uniform to school. They comprise of a gray polo shirt and navy blue pants. The polo shirts can be short or long sleeved. It is not required for the school logo to be on the shirts, however the District has a supply of polo shirts that parents can purchase. This sealed bid is for the order of the district’s supply of the Uniform polo shirts. The District will order a minimum of 1000 youth polo shirts of various sizes each year.

Purchase of Staff Uniforms

Cicero School District 99’s department staff wear uniform polo shirts. Listed below are the departments, color of the polo shirt and the initial quantity needed.

<table>
<thead>
<tr>
<th>Department</th>
<th>Color</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology</td>
<td>Navy Blue</td>
<td>20</td>
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<tr>
<td>Food Service</td>
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<td>750</td>
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<tr>
<td>Custodial Staff</td>
<td>Green</td>
<td>600</td>
</tr>
<tr>
<td>Transportation</td>
<td>Charcoal Gray</td>
<td>260</td>
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</table>

1. The orders will be shipped to the district service center located at 5835 West Roosevelt Rd. Cicero IL. 60804. Contact Jim Kucharczyk at (708) 780-4479 at least 24 hours prior to deliveries.

2. A Polo shirt with the embroidered logo (sample) is required.

3. The vendor shall state warranty/guarantee for each polo shirt. The length of warranty/guarantee coverage will be taken into consideration when comparing pricing from other vendors.

4. Vendors will be asked to provide a delivery date for the polo shirts. It is the responsibility of the successful bidder to follow-up regarding delivery schedules with the Business Manager/CSBO.

5. The entire Bid will be awarded to a single bidder.

6. The District guarantees the purchase of five hundred youth polo shirts each year of the bid and 500 of the adult polo shirts each year.
7. Any defective polo shirt will be returned to the distributor for either a refund or a replacement. The distributor can pick up the defective polo shirt(s) or they can be shipped for return to the distributor at no cost to Cicero School District 99.

8. Custodial Polo Shirts only – Below the Logo the Employees name is embroidered. With “Mr. XXX(first name)”

9. May need Sizes as high as 7X for Tall and large

10. Note if not using specified brand sample is required.

**BID SPECIFICATIONS:**

Each bidder must meet the following bid specifications:

**Polo Student Uniform Shirt Specifications:**

A. - Short sleeve youth polo (Light Steel)
B. - Embroidered Cicero School District 99 Logo
C. - Hanes style# 054Y – 50/50 , or equivalent
D. - 5.6 OZ or higher quality
E. - Sample Must Accompany Bid

**Polo Shirt Adult Staff Uniform Specifications:**

A. - Short sleeve polo
B. - Adult Sizes Color will vary
C. - Embroidered Cicero School District 99 Logo
   a. Logo - Left Chest
   b. Department Name – Right Chest
D. - Gildan 8800B – 50/50 Dry Blend, or equivalent
E. - 5.6 OZ or higher quality
F. *Technology shirts – Drifit polo shirt
G. - Sample Must Accompany Bid
District Logo

Below is the Cicero School District 99 Logo.

Please be advised that the Logo has been trademarked.

ARTWORK: Embroidery

CICERO DISTRICT 99 LOGO (18,356 Stitches)

LOCATION: Left Chest

Note:

Please make sure samples are properly marked to indicate that they are from your company. We must be able to match samples with each vendor.
CICERO SCHOOL DISTRICT 99

BID PROPOSAL

We hereby agree to furnish the heretofore named articles as shown at the prices stated within the delivery time allotted and that quantity and quality will be in conformance with the specifications.

The signing of this bid form is construed as acceptance of all provisions contained herein. Please note that the bid requires the vendor to guarantee the price of the polo shirts for three years (the life of the contract) and the District guarantees that it will purchase 500 polo shirts each year, and purchase in lots of 250 for each size for the short sleeve polo shirts and lots of 100 for the long sleeve polo shirts.

Authorized Rep.
Name: 

Signature: __________________________ Date: __________________________

Title: __________________________ E-mail Address: __________________________

Name of Firm: __________________________

Address: __________________________

Phone Number: __________________________ FEIN/Social Security #: __________________________

Fax Number: __________________________ Website address: __________________________

Does the company have a current contract with the State of Illinois? Yes _____ No _____

ADDENDA ACKNOWLEDGMENT

The undersigned acknowledges receipt of the following addenda: (List by number and date appearing on each addendum). If all addendums are not acknowledged, the bid may be considered non-responsive.

<table>
<thead>
<tr>
<th>Addendum #</th>
<th>Dated</th>
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21
## Youth Size Polo Shirts

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<th>Polo Shirt Size</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
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<tr>
<td>Large Youth</td>
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<tr>
<td>X-Large Youth</td>
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## Long Sleeve Polo Shirt

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<tbody>
<tr>
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</tr>
<tr>
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### Adult Size Polo Shirts

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<td>X- Large Adult</td>
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### Additional Costs

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<td>Shirt Color Change</td>
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