

INSTRUCTIONS

GENERAL

- A. The Board of Education and Maine Township High School District 207 will receive proposals for graduation caps, tassel and gowns.
- B. To receive full consideration, proposal must contain the following documents properly completed and signed.
 1. Proposal Form
 2. Certificate of Compliance with Illinois Drug-Free Act
 3. Certificate of Compliance with Illinois Human Rights Workplace Act
 4. Vendor Demographic Information (ILCS 5/10-17)

PREPARATION OF PROPOSAL

- A. Proposals to be entitled for consideration must be made in accordance with the following instructions.
 1. Submit one copy of proposal on forms provided with all blank spaces for prices filled in, with ink pen, or typewritten.
 2. Submit proposal in an opaque, sealed envelope, addressed to:

Ms. Patricia Alvarez
Director of Fiscal Services
Bid for Cap and Gown
Maine Township High School District 207
1177 S. Dee Rd
Park Ridge, IL 60068
 3. Proposals will be received until 11:00 AM., prevailing time on **Wednesday, November 29, 2023**, at the Business Office of Maine Township High School District 207, in care of Ms. Patricia Alvarez, Director of Fiscal Services. Proposals received after this time will not be accepted.
 4. Fill in all blank spaces for the proposal items with prices, or if not applicable, the words “No Quote.”
 - A. The Owner reserves the right to reject any or all proposals or parts thereof at its sole discretion.
 - B. The Owner reserves the right to waive any or all irregularities or informalities.

DELIVERY

The successful vendor must deliver the caps, tassels and gowns by April 1 of each year to three schools: Maine East, Maine South and Maine West.

The District shall have the ability to return any unused cap and gowns by July 1st of each year for a full refund.

The District at its option can renew the bid at the prices provided in years two and three. Exact quantities in years two and three will be provided to the successful vendor by March 1st of each year.

The pricing must include and provide faculty gowns at no additional cost.

Vendors will be required to provide a sample of the cap, tassel and gowns within 48 hours of the proposal opening, if one is not submitted with the original proposal.

QUANTITIES

Quantities are estimates only and actual quantities ordered may vary.

PROPOSAL REQUIREMENTS

A. All Vendors' proposals shall be expressly based on the following items.

1. Instructions to Vendors
2. Proposal Form
3. Specifications
4. List of all customers currently being supplied with comparable items for the last two years. List should include a contact person and telephone number.

B. Any Contract resulting from the Proposal Documents will incorporate the terms and provisions of said documents. It is intended that these Proposal Documents shall prevail over conflicting terms and conditions of Contractor's proposal. Vendor's printed terms and conditions are **NOT** considered as exceptions to the Contract.

OTHER CERTIFICATIONS AND SUBMITTALS

A. All Vendors must complete and sign the following certifications and submit them with their proposals.

FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION.

1. Bidder Eligibility Certification and Non-Collusion Affidavit
2. Certificate of Compliance with Illinois Human Rights Act
3. Certificate of Compliance with Illinois Drug-Free Workplace Act

EMPLOYMENT AND LABOR PROVISIONS

A. In the employment and use of labor, the Contractor and his subcontractors shall conform to the Illinois Statutory requirements regarding labor and wages.

B. Vendors / Contractors must conform to all Federal, State, Local, and OSHA regulations now in effect.

Maine Township High School District 207
1177 S Dee Rd, Park Ridge, IL 60068

Name of Vendor: _____

To: Maine Township High School District 207
Attn: Ms. Patricia Alvarez, Director of Fiscal Services
1177 S. Dee Rd, Park Ridge, IL 60068

Specification:

These specifications have been drawn up for gowns, caps and tassels:

1. Gown 100% polyester to be kept by student.
2. Cap 100% polyester fabric to match gown- kept by student
3. Tassels 2- 3 color tassel in school colors with graduation year charm
4. Caps and gowns available in school colors (Red, Royal Blue, Columbia blue)

Selection Process

Selection and award of this contract / proposal will be made no earlier than **December 4, 2023.**

Selection is based upon the following criteria:

1. Price
2. Product and standard of gowns (Quality)
3. Ability to meet schedule
4. Firm and personnel qualifications
5. Any in-person assistance during distribution
6. Additional services available through the company will also be reviewed and evaluated (Graduation incentives, additional programs and supports)

Contractual Agreement

The organization awarded this proposal will be issued purchase orders from Maine Township High School District 207, prior to the commencement of work.

Confidentiality

The information contained in this RFP, as well as any information subsequently provided as clarification or response to questions, is to be considered confidential and shall not be reproduced or disclosed to any persons not directly involved in the preparation of your proposal.

Other

Maine Township High School District 207 is exempt from sales tax. Winning vendor will provide School District with copies of manifests from vendors indicating that product was purchased in a tax-exempt status.

Maine Township High School District 207 reserves the right to accept or reject any or all proposals, to waive irregularities and accept proposal that is in the best interest of the district.

Vendor is required to submit the following:

1. List of all customers who have had similar service. List should include a contact person and telephone number.
2. Proposal Form
3. Certificate of Compliance with Illinois Drug-Free Act
4. Certificate of Compliance with Illinois Human Rights Workplace Act
5. Vendor Demographic Form

Signature of Seller, the official
Representative of the Company

Date: _____, 20_____

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

_____ Contractor, having 25 employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS 580/3) 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 certified, 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.

Firm Name:

By _____
(Authorized Agent of Contractor)

CERTIFICATE OF COMPLIANCE ILLINOIS HUMAN RIGHTS ACT

_____, 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 adopted a written sexual harassment policy that includes 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) an employer's internal complaint process, including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name:

By _____
(Authorized Agent of Contractor)

PROPOSAL FORM

PROPOSAL FORM –Biodegradable/Sustainable/Eco Friendly

PROJECT: Cap, Gown & Tassel

Additional Services to be included in the price below:

1. Collecting student sizing information – Performed by District
2. Alphabetizing the caps and gowns by student last name – Performed by Vendor
3. Distributing cap & gown on date designated by the school – Performed by District
4. Having staff available at graduation to assist students – Performed by District
5. Product data and information must be submitted with the proposal
6. Please include sample of product to aid in selection

		Year 1		Year 2		Year 3	
Maine East							
	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Royal Blue Cap & Gown; Royal Blue and White Tassel	500						
Maine South							
Size	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Red Cap & Gown; Red and White Tassel	615						
Maine West							
Size	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Columbia Blue Cap & Gown; Columbia Blue, Gold and White Tassel	475						

PRINTED NAME	TITLE
SIGNATURE	DATE
TELEPHONE	EMAIL

Illinois School Code ILCS5/10-17

Complete and return via fax to 847-696-3254 or email to accountspayable@maine207.org

Vendor Information

Type of Vendor: Business Small Business Government Agency Government Agency

Other Not-for-Profit Organization

Name: _____ Certifying Entity _____

Phone Number: _____ Fax Number: _____

E-Mail (Used for PO Submissions): _____

Business Classification (if applicable)*: Minority Owned Female Owned

Owned by Persons with Disabilities Veteran Owned

* In accordance with Illinois School Code (105 ILCS 5/10-17), schools are required to publish an annual report identifying the total number of contracts awarded to minority, female, veteran, small business, or disabled contractors/vendors, as certified by a certifying agency (e.g. Cook County, State of Illinois, U.S. Small Business Association) in accordance with the definitions provided in 30 ILCS 575/2.

Mailing Address

Street Address: _____

City: _____ State: _____ Zip Code: _____

Remittance Mailing Address (if different than above)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Tax Payer Identification

This section does not need to be completed if a W-9 form is attached. Please refer to IRS form W-9 for guidance.

Federal Tax ID Number: _____ Or Social Security Number: _____

Tax Classification: Individual/Sole Proprietor or single-member LLC C - Corporation S - Corporation

Limited Liability Company (Insert Type):

P - Partnership Trust/Estate

