**ADVERTISEMENT FOR BID**

**String Instrument Bid**

Maine Township High School District 207 will be accepting String Musical Instruments. The scheduled time for receiving bids as well as the public opening and reading of the bids is 1:00 PM, on June 30, 2025.

Bidding documents are on file at the District office and can also be found on the District’s website at:

https://maine207.org/business-office/bids-rfps/

**Board of Education**

# Maine Township High School District 207

Mary Kalou

Assistant Superintendent for Business

**INSTRUCTIONS**

**GENERAL**

1. The Board of Education and Maine Township High School District 207 will receive sealed bids for String Instruments
2. To receive full consideration, proposal must contain the following items, and documents properly completed and signed.
3. Bid Forms
4. Certificate of Compliance with Illinois Drug-Free Act
5. Certificate of Compliance with Illinois Human Rights Workplace Act
6. Bidder Eligibility Certification and Non-Collusion Affidavit
7. Demographic Form
8. Vendor Information Form

**PREPARATION AND SUBMISSION OF BIDS**

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

Mrs. Mary Kalou

Assistant Superintendent for Business

Maine Township High School District 207

1177 S. Dee Rd

Park Ridge, IL 60068

1. Bids will be received until 1:00 P.M., standard time on June 30, 2025, at the Business Office of

Maine Township High School District 207, Park Ridge, IL.

Bids received after this date and time- will not be accepted.

1. Fill in all blank spaces for the bid items with prices, or if not applicable, enter the words “No Bid.”
2. Erasures or written memorandums on the Bid Form are prohibited.
3. The Base Bid and optional pricing shall appear only where called for in the Bid Form and shall not appear elsewhere in the proposal.
4. The Owner reserves the right to reject any or all proposals or parts thereof at its sole discretion.
5. The Owner reserves the right to waive any or all irregularities or informalities.

**BID WITHDRAWAL**

Any Bidder may withdraw their bid prior to the scheduled closing time for receiving bids. All Bidders shall hold their bids open for a period of sixty (60) calendar days from the date of Bid Opening. The Owner and Bidders may agree to extend the period of irrevocability beyond the sixty-day (60) period.

**DELIVERY**

The successful bidder must provide the delivery date on the bid for and must deliver ASAP to Maine East High School.

**INTERPRETATION OF BIDDING DOCUMENTS**

1. Submit all questions regarding the Bidding Documents to the Owner. Replies will be issued to all Bidders of record in the form of an Addendum. Questions received less than five (5) days before the bid opening date will not be answered.

**METHOD OF AWARD**

The Board of Education of Maine Township District 207 reserves the right to accept or reject any and all bids.

1. If the Owner should accept a Bid, the Owner will award it to the lowest responsive responsible, bona fide Bidder with full consideration given to Bidder’s delivery schedule.
2. In determining the lowest responsive, responsible bona fide Bidder and in accepting a bid, the Owner may take into consideration skill, facilities, capacity, experience, ability, responsibility, previous work, financial standing of Bidder, amount of work being carried on by Bidder, quality and efficiency of equipment proposed to be furnished and the period of time within which proposed equipment is furnished and delivered.

**PROPOSAL REQUIREMENTS**

1. All Vendors’ proposals shall be expressly based on the following items.
2. Instructions to Bidders
3. Bid Proposal Form
4. Specifications
5. List of all customers currently being supplied with comparable items for the last two years. List should include a contact person and telephone number.
6. Any Contract resulting from the Bidding Documents will incorporate the terms and provisions of said documents. It is intended that these Bidding 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**

1. All Bidders 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**

1. In the employment and use of labor, the Contractor and his subcontractors shall conform to the Illinois Statutory requirements regarding labor and wages.
2. Vendors / Contractors must conform to all Federal, State, Local, and OSHA regulations now in effect.

**INSTRUMENT DESCRIPTION**

**A. Violin Outfits**

Vendors must submit bids for full-size violin outfits under the following specific labels only:

* Leonard Muller
* Alexander Popov
* Stefan Nikolov
* Gian-Carlo Rossi
* Pietro Gemino Masters

**Each violin outfit must include:**

* Fully carved violin made from high-quality tonewoods
* Hand-applied varnish (antiqued preferred)
* Premium strings (e.g., Thomastik-Infeld Dominant)
* German-made Wittner tailpiece with 4 built-in fine tuners
* Pegs: Exotic hardwood (ebony, cocobolo, or rosewood)
* Chinrest: Guarneri style in wood or hypoallergenic composite (Wittner)
* Carbon fiber bow with ebony frog and quality horsehair
* Bobelock case

**B. Viola Outfits**

Vendors must submit bids for 15" viola outfits under the following approved labels only:

* **Gian-Carlo Rossi**
* **Pietro Germino 15”**

**Each viola outfit must include:**

* Fully carved viola made from high-quality tonewoods
* Hand-applied varnish
* Premium strings (e.g., D’Addario Helicore)
* German-made Wittner tailpiece with 4 fine tuners
* Pegs: Exotic hardwood
* Chinrest: Guarneri style in wood or hypoallergenic composite (Wittner)
* Carbon fiber bow with ebony frog and quality horsehair
* Bobelock case

**3. No Substitutions**

Only the specific instrument labels and outfit components listed in this document will be accepted. **No substitutions** will be allowed. Vendors submitting unapproved brands or alternative models will be disqualified from consideration.

### Selection Process

Selection and award of this contract / recommendation will be made to Board of Education no later than at the August 4, 2025, scheduled Board meeting.

Selection is based upon the following criteria:

1. Price
2. Ability to meet specifications and schedule
3. Agency and personnel qualifications

### 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 bid, 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 bidder will provide School District with copies of manifests from vendors indicating that product was purchased in a tax-exempt status.

Maine Township 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.

**Bidder 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. Certificate of Compliance with Illinois Drug-Free Act
3. Certificate of Compliance with Illinois Human Rights Workplace Act
4. Bidder Eligibility Certification and Non-Collusion Affidavit
5. Minority and Women Owned Business Questionnaire

The Board of Education of Maine Township District 207, Illinois, reserves the right to accept or reject any-and-all bids and further reserves the right to award the bid to the lowest responsible bidder.

No additions or deletions will be made after sealed bids are opened. To qualify, Bidders must submit the information called for in these specifications in writing.

The successful bidder will have furnished all of the warranties and inspections that pertain to the construction products per the specifications and shall complete such necessary repairs as called for under warranty.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have reviewed this bid and specifications issued thereto, and agree conditionally that Maine Township District 207, Park Ridge, Illinois.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE BIDDER - COMPANY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICIAL STREET ADDRESS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF REPRESENTATIVE

(Printed or typed - name and title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE

Where the bidder is a corporation,

Attest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECRETARY SIGNATURE SEAL

**BID FORM**

**Bidder:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Instrument | Label | Quantity | Price | Extension |
| Violin |  | 24 |  |  |
| Viola |  | 1 |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINTED NAME TITLE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT PHONE NUMBER**

**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)

Date: \_\_\_

**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)

Date:

**BIDDER ELIGIBILITY CERTIFICATION AND**

**NON-COLLUSION AFFIDAVIT**

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public Contracts due to bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal.

FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as part of its bid on a Contract for

(Name of Contractor)

Physical Education Uniforms hereby certifies that said contractor is not barred from bidding on the aforementioned Contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33 E4.

The undersigned further certifies and affirms that this proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified, and that it includes no understandings or agreements in restraint of trade.

Firm Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Authorized Agent of Contractor)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

Subscribed and sworn to before me this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Notary Public

**MINORITY AND WOMEN-OWNED BUSINESS CONCERN REPRESENTATION**

In January 2008, the School Code was amended to add the requirement that “Each year, in conjunction with the submission of the Statement of Affairs to the State Board of Education prior to December 1, each school district shall submit to the State Board of Education an annual report on all contracts over $25,000 awarded by the school district during the previous fiscal year. The report shall include:

1. the total number of all contracts awarded by the school district;
2. the total value of all contracts awarded;
3. the number 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; and
4. the total 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

**Minority-Owned Business**: a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals.

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.

**Women-Owned Business**: a business that is at least 51 percent owned by a woman or women who also control and operate it.

“Control” in this referenced context means exercising the power to make policy decisions. “Operate” means being actively involved in the day-to-day management of the business.

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

**Yes No**

**Are you or your organization certified as a minority, female, or disabled person owned business by a certifying agency?**

**If Yes, please indicate which agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Would you or your organization by eligible for the above certification if you applied for it?**

**Are you or is your organization locally owned?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm Name Authorized Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Please return form to:**

**Maine Township High School District 207**

**1177 S Dee Rd**

**Park Ridge, IL 60068**

**Sheila Wechter at** [**swechter@maine207.org**](mailto:swechter@maine207.org)