

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. Certificate of Compliance with Illinois Fath's Law
 - 5. 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. Helen Romios
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 Friday, October 30, 2026, at the Business Office of Maine Township High School District 207, in care of Ms. Helen Romios, 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.

REQUIREMENTS

Vendor must have experience with working with at least three (3) High School Districts in the greater Chicago/Illinois area.

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
4. Certificate of Compliance with Illinois Faith's Law

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. Helen Romios, 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 7, 2026.

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. Certificate of Compliance with Illinois Faith’s Law
- 6. 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)

CERTIFICATE OF COMPLIANCE ILLINOIS FAITH'S LAW

_____, Contractor certifies that, to the extent applicable to the services provided under this contract, the Contractor complies with the requirements of the Illinois School Code, including **105 ILCS 5/22-94**, concerning employment-history reviews for employees of contractors who have direct contact with children or students.

The Contractor further certifies that:

1. Employees assigned to perform services for the School District in positions involving direct contact with children or students have undergone the employment-history review required by applicable Illinois law;
2. The Contractor maintains records documenting the required employment-history reviews and will provide the School District access to such records upon request, as required by law;
3. Prior to assigning an employee to perform work involving direct contact with children or students, the Contractor will notify the School District of any information that the Contractor is required to disclose under 105 ILCS 5/22-94;
4. The Contractor will not knowingly assign an employee to a position involving direct contact with students when such assignment is prohibited by applicable Illinois law or when the School District objects to the assignment as provided by law;
5. The Contractor will require applicable employees, agents, and subcontractors to comply with the School District's applicable policies concerning student safety, professional conduct, sexual misconduct, and appropriate boundaries with students; and
6. The Contractor will comply with all applicable federal and Illinois laws and regulations relating to the protection of children and students.

The Contractor understands that the School District may request documentation supporting this certification and agrees to cooperate with the School District in verifying compliance with applicable requirements.

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 email to daxiumgibson@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



Maine Township High School District 207

Dr. Tatiana Bonuma
Superintendent

1177 South Dee Road
Park Ridge, Illinois 60068
(847) 696-3600

Payment Processing Instructions

Would you like to sign-up for electronic payments (ACH)? Yes No

Complete ACH vendor Authorization form located on our website. www.maine207.org. Complete and return via EMAIL to daxiumgibson@maine207.org.

Under penalties of perjury, I certify that the information provided on this form is complete and accurate. I understand that this information will be utilized for local, federal and state reporting purposes. I further certify that I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Printed Name of Vendor Representative: _____

Vendor Representative Signature: _____

Date: _____