



**ROCKFORD BOARD OF EDUCATION  
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES  
FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

IFB No. 20-40 Stage Curtains & Rigging at Five Schools

DATE: April 17, 2020

RE: **ADDENDUM NO. 1**

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To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

**If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at [purchasingdeptstaff@rps205.com](mailto:purchasingdeptstaff@rps205.com).

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood  
Director of Purchasing

**Clarifications**

1. Bid opening will be conducted at the assigned date and time remotely via Zoom. All pre-bid meeting attendees who emailed confirmation of attendance in accordance with the “COVID-19 Pre-Bid Instructions” will receive an invitation ahead of the meeting.
2. Please see attached “Bid Submission Instructions” located in this addendum.

STAGE CURTAIN & RIGGING PROJECT AT WASHINGTON, LINCOLN, EAST, GUILFORD &  
JEFFERSON SCHOOLS  
ROCKFORD PUBLIC SCHOOLS 205  
ROCKFORD, ILLINOIS

**LARSON & DARBY GROUP**

**ARCHITECTURE-ENGINEERING-INTERIORS**

4949 Harrison Avenue, Suite 100  
815/484-0739

Rockford, IL 61108  
FAX 815.229.9867

TO: ALL BIDDERS

RE: ADDENDUM #1

Changes to Bidding Documents Dated March 24, 2020

PROJECT: STAGE CURTAIN & RIGGING PROJECT AT WASHINGTON, LINCOLN,  
EAST, GUILFORD & JEFFERSON SCHOOLS  
ROCKFORD PUBLIC SCHOOLS 205  
ROCKFORD, ILLINOIS

RPS PROJECT NO.: 2021, IFB 20-40  
LDG PROJECT NO.: 30068

DATE: April 17, 2020

Please attach this Addendum to the Project Manual and Drawings for the referenced project. Take the changes to the Project Manual and Drawings into consideration in preparing your Bid.

Bidders shall make note in writing on Bid Form that this Addendum has been taken into consideration. Failure to do so may be sufficient cause to reject the Bid.

LARSON & DARBY GROUP



By \_\_\_\_\_  
Christopher W. Anderson

This Addendum consists of 1 page, plus materials itemized herein.

I. BID SUBMISSION INSTRUCTIONS

A. Rockford Board of Education Bid Submission Instructions (1 page) are issued herewith.

II. GENERAL CLARIFICATIONS

A. CERTIFIED PAYROLL: Pursuant to Prevailing Wage Act the contractor and its subcontractors are obligated to file certified payrolls through IDOL's portal. In addition, the contract documents may require the contractor to provide to the public body copies of all certified payrolls filed through IDOL's portal.

END OF ADDENDUM #1



## ROCKFORD BOARD OF EDUCATION

### BID SUBMISSION INSTRUCTIONS

Due to COVID-19, RPS 205 is highly discouraging hand submission of bids. For the safety of everyone involved, including RPS staff and contractors, we would prefer bids be submitted via US Mail, FedEx or UPS. If any bidder absolutely cannot mail their bid, please carefully follow the directions below for delivering them in person to the Administration Building.

1. On the day the bid is due bids can be hand delivered anytime after 8:00 AM and before the bid opening begins. Bidders must take the elevator from the lobby to the 2<sup>nd</sup> floor, and only one person is permitted on the elevator at a time. Between the elevator and the security desk there will be a container labeled for bid drop-off. Please leave the bid in the container and exit the building. It is highly encouraged that bidders do not turn in bids immediately before the bid opening to avoid several bidders being in the same space at once. If other bidders are present at the time you deliver your bid, you must maintain proper social distancing measures of 6 feet between each person at all times. Please do not hand deliver a bid if you are visibly ill. **All visitors to the Administration Building must wear proper face coverings and gloves.**
2. RPS Purchasing staff will conduct the bid opening remotely via Zoom at the assigned date and time. Pre-bid attendees will receive invitations ahead of the bid opening. **Bidders will not be allowed to attend the bid opening in person.**
3. The Director of Purchasing will read the bids aloud, take any questions from meeting attendees, and conclude the meeting. When multiple bids are opened at the same meeting they will be opened and read aloud consecutively.

Thank you in advance for your understanding and cooperation. Please direct any questions to the Purchasing department at [purchasingdeptstaff@rps205.com](mailto:purchasingdeptstaff@rps205.com).

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood

Director of Purchasing

## PRE-BID CONFERENCE OPENING STATEMENT

Welcome to the mandatory pre-bid conference for IFB No. 20-40 Stage Curtains and Rigging at Five Schools for the Rockford Public Schools.

The purpose of this meeting is to receive input, comments, questions, clarifications and suggested changes relative to this solicitation. As a reminder, the only acceptable changes to the Bid/RFP are formal Addendums published by the RPS Purchasing department. Additionally, the Addendum may address other issues identified by the School District.

The goal of today's meeting is to increase your knowledge of the solicitation as it is written and provide an information mechanism in which you may advise the School District of any changes it should make. Consequently, any changes you wish the Rockford Public Schools to consider must be submitted in writing to the Purchasing department before the deadline as expressed in the solicitation.

We will try to answer as many of the questions as possible. If we cannot answer a question today, we will defer that answer to the published Addendum. Additionally, minutes from this pre-bid conference will be published in the Addendum.

- Bid Opening is scheduled for April 30, 2020 at 2:00 pm Rockford Board of Education, 6th floor Conference Room. Late bids will not be accepted. Faxed or emailed bids will not be accepted.
- Board Approval May 12, 2020
- Bid RFI Procedures - All written correspondence during the bid process **MUST** be sent to Dane Youngblood, Director of Purchasing, via email at [PurchasingDeptStaff@rps205.com](mailto:PurchasingDeptStaff@rps205.com). Last RFI will be accepted until April 22, 2020 at 12 pm. Last addendum will be issued by April 24, 2020 at 4:30 pm.
- Addendums will be emailed to all attendees at the pre-bid conference, posted on the RPS website and Demand Star.
- PLEASE reference the **REQUIRED FORMS CHECK LIST** for all documents that **must** be submitted with your bid offer form. All forms must be properly completed, signed and submitted or your bid will be deemed non-responsive.



**PRE-BID MEETING SIGN-IN SHEET**

IFB No. 20-40 Stage Curtains & Rigging at Five Schools

**PLEASE WRITE EMAIL ADDRESS SO THAT IT IS LEGIBLE IN ORDER TO RECEIVE ADDENDUM INFORMATION**

	Printed Name	Company Name	Company Address	Telephone	E-mail
1	Russ Dusek 312-524-3687	IWEISS	815 Fairview Ave Fairview, NJ 07022	312-524-3687	rusd@iweiss.com
2					
3					
4					
5					
6					
7					
8					