



**ROUND LAKE AREA
SCHOOLS DISTRICT 116**
Invitation to BID-Classroom Phone Relocation

**Strongly Encouraged Walk Through:
Thursday, June 9, 2022
8:00a.m.-1:00p.m.**

**Bid Due Date:
Tuesday, June 14, 2022
8:30a.m.**

Round Lake Area School District 116

884 W. Nippersink Road
Round Lake, Illinois 60073
Phone: (847)270-9000
www.rlas-116.org

NOTICE TO BIDDERS

The Board of Education of Round Lake Area School District 116, 884 W. Nippersink Road, Round Lake, Illinois 60073 will receive Bid Proposals for Classroom Phone Relocation at all district school sites. Project timelines are to begin Tuesday, June 21, 2022, and conclude by Friday, August 5, 2022, in accordance with the contract documents, including specifications as filed with the Assistant Superintendent of Business Services.

Bid documents and specifications are on file in the Business Office and on the District website www.rlas-116.org. Documents may be examined any time on or after Friday, June 3, 2022.

Contact: Dr. Pamela Kibbons
Round Lake Area School District #116
884 W. Nippersink Road
Round Lake, Illinois 60073
(224) 842-2032
pkibbons@rlas-116.org

Bid Questions should be directed to: constructionbids@rlas-116.org

Strongly Encouraged Walk-Through: **8:00 a.m.-1:00p.m. Thursday, June 9, 2022**
Walk Throughs will be at all sites in the following order.
School site addresses are available on the district website at www.rlas-116.org select- Our Schools

First Site:
8:00 a.m.: Pleviak Elementary School,
304 E. Grand Avenue, Lake Villa, Illinois
Immediately following Pleviak walk through, remaining walk throughs will be in this order at these locations: Indian Hill, Round Lake Middle School, Ellis, Beach, Murphy, Village, Preschool at Early Education Center, Magee, Round Lake Transition Center, and Round Lake High School.

Bid Due Date and Opening: **8:30 a.m. on Tuesday, June 14, 2022**
Round Lake School District Administration Center
884 W. Nippersink Road
Room 416-Training Room
Round Lake, Illinois

The Board of Education reserves the right to reject any or all bids, to waive any informality in bidding, to waive irregularities or defects, and to determine the lowest responsible bidder in the discretion of the Board of Education of Round Lake Area School District #116.

For the Board of Education:

Dr. Pamela M. Kibbons, CSBO
Assistant Superintendent of Business Services

INSTRUCTIONS TO BIDDERS

Bid Proposals

Bid proposals must be signed (using ink) in longhand by person(s) legally authorized to perform such function. Evidence may be required to substantiate the signature.

Bid documents shall be submitted in sealed envelopes clearly labeled as follows:

BID PROPOSAL: **Classroom Phone Relocation**

ADDRESSED TO: Round Lake Area School District 116
884 W. Nippersink Road
Round Lake, Illinois 60073
ATTN: Dr. Pamela Kibbons, CSBO

Interpretations, Discrepancies, and Omissions

No oral interpretations will be given to any Bidder as to the meaning of any bid documents and/or specifications. No oral response will be given to alleged discrepancies or omissions in the specifications or instructions. Any requests for interpretations or responses must be submitted in writing to constructionbids@rlas-116.org. No such requests received after June 10, 2022, at 4:00 p.m. will be considered. Any replies to requests received will be issued to all known bidders by written addendum and posted on the Round Lake School District website at www.rlas-116.org select Business Office.

Bid Deposit

None required. Bidder acknowledges that their failure to perform within the intent of the bid solicitation may disqualify them from bidding to the Board of Education, Round Lake Area School District 116.

Examination of Specifications

Each bidder shall acquaint themselves with the conditions, as they exist, so that he may be completely familiar with the conditions pertinent to the fulfillment of the specifications and/or work required under the contract. Bidder's exercise of his privileges of the foregoing will in no way relieve the bidder from any obligation with respect to the bid proposals.

Time for Receiving Bids

Bid proposals must be delivered to the Round Lake Area School District 116, Administrative Service Center, at 884 W. Nippersink Road, Round Lake, Illinois 60073, Attention Dr. Pamela Kibbons, Assistant Superintendent for Business Services, prior to June 14, 2022, at 8:30 a.m., the bid opening time.

Withdrawal of Bids

Bids may be withdrawn by written request of the person submitting the original bid. Such request must be received **prior** to the bid opening time.

Award of Contract

Contracts will be awarded to the lowest responsible bidder(s) if the bid complies with the conditions of the bid documents and if the award of the contract(s) is in the best interest of the Board of Education of Round Lake Area School District 116.

Strongly Encourage Walk-Through

A strongly encouraged walk-through is available to bid the District's Classroom Phone Relocation. The strongly encouraged walk-through will be on Thursday, June 9th, 2022, beginning at 8:00 a.m. It is anticipated that the walk-through will conclude at approximately 1:00 p.m. The walk-through will begin at Pleviak Elementary School, 304 E. Grand Avenue, Lake Villa, IL and continue to the next school campus sites in the following order: Indian Hill, Round Lake Middle School, Ellis, Beach, Murphy, Village, Preschool at Early Education Center, Magee, Round Lake Transition Center and Round Lake High School.

General Conditions For Classroom Phone Relocation

OWNER: Round Lake Area School District 116 Board of Education

OFFICE: 884 W. Nippersink Road, Round Lake, Illinois 60073

ISSUED: June 3, 2022

General Conditions

1. All bidders shall comply with the bid documents (including the exhibits) at all times in bidding any or all of the items/services as listed.
2. The services required are a reasonable estimate at this time. The Board of Education reserves the right to revise any and all services at the time they issue purchase orders.
3. Awarding of the bid for Classroom Phone Relocation will be considered at the Monday, June 20, 2022, Board of Education meeting. It is understood that prices will be in effect for the period from June 14, 2022, through August 30, 2022.
4. Include in your sealed bid a list of at least three (3) references of companies that you have been doing business with for three (3) or more years.
5. The Board of Education, Round Lake Area School District 116, Gurnee, Illinois, reserves the right to reject any or all bids, to waive any informalities in bidding, to waive irregularities or defects, and to award the bid in the best interest of the District.
6. All bidders shall familiarize themselves with the details of the bid documents and specifications.
7. The bid proposal of the lowest responsible bidder complying with these conditions and specifications is normally accepted. Board of Education decisions are final in all instances. All bidders will be notified of the results of Board of Education action.
8. If applicable, bidders must be in full compliance with all provisions of the acts of the General Assembly of Illinois relating to employment, prevailing wage, including equal employment opportunity requirements.
9. Bids will be considered only if made without any connection with any other person or firm submitting a bid, if in all respects fair and without collusion, and if no member of the Board of Education of this District nor other officer of this District is directly or indirectly interested in the bid or in any portion of the profits thereof.

10. The contractor's personnel shall, at all times, be above reproach, and the District reserves the right to discuss the conduct or performance with the contractor and request replacement within a reasonable time period, if such is warranted. Contractor agrees to remove any employee as requested by the District.
11. The contractor shall comply with all federal, state and local laws and regulations pertaining to wages and hours of employment for all personnel employed by the contractor.
12. The contractor shall comply with Executive Order 11246, entitled, "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor regulations.
13. If unsatisfactory performance is determined, either by inspection or otherwise, an immediate consultation will be held with contractor representative and District representative to resolve the unsatisfactory condition.
14. The Contractor will comply with Round Lake Area School District 116 Board of Education policies.
15. Possession or consumption of alcoholic beverages, use of tobacco products or any illegal substance is strictly forbidden on school grounds and in school buildings at all times.
16. If the contractor materially breaches the contract and fails to cure the breach within five (5) days after the District provides written notice of the breach, the District may terminate the contract effective immediately.
17. Throughout the term of the contract, the contractor must comply with all laws, rules, regulations, ordinances, and governmental directives applicable to the contract work.
18. Complete the Certificates of Exhibit "A" and return a copy with your bid. No Bidder (Contractor/Vendor) can be awarded a bid without these certificates being completed in full.
20. If necessary to substantiate or include other answers or evidence, include them on additional sheets attached to Exhibit "B".

Contractor's Liability Insurance

The contractor must maintain the insurance required pursuant to this section and must provide appropriate certificates of insurance to the District for approval. Contractor shall purchase from and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, such insurance as will protect the Contractor from claims set forth below which may arise out of, or result from, the Contractor's operations under the Contract and for which the Contractor may be legally liable, whether such operations be by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable;

1. claims under worker's compensation, disability benefit and other similar employee benefit acts which are applicable to the work to be performed, including private entities performing work at the site and exempt from the coverage on account of number of employees or occupation, which entities shall maintain voluntary compensation coverage at the same limits specified for mandatory coverage for the duration of the project;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees or persons or entities excluded by statute from the requirements of clause 1, but required by the Contract Documents to provide the insurance required by that Clause;
3. claims for damages because of sickness, bodily injury, or disease or death of any person other than the Contractor's employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly related to employment of such person by the Contractor, or (2) by another person;
5. claims for damages other than to the Work itself because of injury to, or destruction of, tangible property, including loss of use resulting there from;
6. claims for damages because of bodily injury or death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
7. liability insurance applicable to the Contractor's obligations pertaining to claims involving contractual claims;
8. liability insurance shall include all major divisions of coverage and be on a comprehensive basis including;
 - a. Premises Operations (including, C, coverage as applicable),
 - b. Independent Contractor's Protective,
 - c. Products and Completed Operations,
 - d. Personal Injury Liability with Employment Exclusion deleted,
 - e. Contractual,
 - f. Owned, non-owned and hired motor vehicles,
 - g. Broad Form Property Damage including Completed Operations, and
 - h. if the General Liability coverage is provided by a commercial General Liability Policy on a claims made basis, the policy date or Retroactive Date shall predate the Contract; the termination date of the policy or applicable extended reporting date of coverage required to be maintained after final payment.

The insurance required shall be written for not less than the following or greater if required by Illinois law:

- A. Worker's Compensation and Occupational Diseases for Statutory Limits.
- B. Employer's Liability \$1,000,000
- C. Comprehensive General Liability
 - 1. General Coverage (including Broad Form Property Damage):
Combined Bodily Injury and Property Damage \$1,000,000 each
Occurrence
\$1,000,000
Aggregate
 - 2. Contractual Liability assumed in the contract documents including indemnification of
Owner
Combined Bodily Injury and Property Damage \$1,000,000 each
Occurrence
\$1,000,000
Aggregate
 - 3. Contractor's Protective Liability
Combined Bodily Injury and Property Damage \$1,000,000 each
Occurrence
\$1,000,000
Aggregate
 - 4. Completed Operations, up to one (1) year after contractor ceases providing services to
the owner (including Broad Property Damage).

Combined Bodily Injury and Property Damage \$1,000,000 each
Occurrence
\$1,000,000
Aggregate
- D. Owner's Protective Liability
Combined Bodily Injury and Property Damage \$1,000,000 each
Occurrence
\$1,000,000
Aggregate
- E. Comprehensive Automobile Liability Insurance for owned, non-owned, hired or rented vehicles
Combined Bodily Injury and Property Damage \$1,000,000 each
Occurrence
\$1,000,000
Aggregate

- F. Your insurance company's Certificate of Insurance must list Round Lake Area School District 116 as an additional insured.
- G. Excess Liability: An Umbrella policy is required with minimum limits of \$2,000,000 per occurrence and will apply to both bodily injury and property damage. The umbrella policy shall apply over all primary coverages and limits of liability as listed in the preceding section. The umbrella coverage must be as broad as the primary policies and must be free of any restrictions which do not appear in the underlying policies.
- H. Insurance on Owned or Rented Equipment: The Contractor shall secure, pay for and maintain whatever Fire or Extended Coverage Insurance he may deem necessary to protect himself against loss of owned or rented capital equipment and tools, including any tools owned by mechanics, and any tools or equipment owned or rented by the Contractor. The requirement to secure and maintain such insurance is solely for the benefit of the Contractor; Contractor shall require same coverage of any Subcontractor. Failure of the Contractor to secure such insurance or to maintain adequate levels of coverage shall not obligate the Owner, or their agents and employees, for any losses of owned or rented equipment. It is expressly understood and agreed that the owner shall have no responsibility, therefore. If the Contractor secures such insurance, the insurance policy shall include a waiver of subrogation clause as follows: "It is agreed that in no event shall this insurance company have any right of recovery against the owner or their agents".
- I. The procuring of the insurance required under this contract shall be considered solely as securing Contractor's obligation or liabilities assumed under the contract. Contractor shall remain fully liable and responsible for all such obligations, whether or not the insurance provided by him is approved by the Owner.



Round Lake Area School District 116

884 W. Nippersink Road
Round Lake, Illinois 60073

Dr. Pamela Kibbons, CSBO, Assistant Superintendent of Business Services
Phone: (224) 842-2032

Exhibit A
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Specifications for Classroom Phone Relocation

All bids shall be submitted in a sealed envelope and delivered to the Round Lake Area District 116, ATTN: Dr. Pamela Kibbons, CSBO, Assistant Superintendent of Business Services, 884 W. Nippersink Road, Round Lake, Illinois on or before 8:30 a.m. on Tuesday, June 14, 2022. Faxed Bids will NOT be considered. It is the responsibility of the bidder to insure that their bid arrives prior to the above stated time and date. Any bids received after the date and time will be deemed NO BID and returned unopened to the bidder. No corrections can be made after the time of opening

General Information and Scope of Work

- Provide & Install (1) Cat 6 non-plenum cable for each instructional space from new wall mounted location back to IDF / MDF racks. Mount IP phones to new locations in each instructional space in adjacent proximity to the front doorway entrance, 48" from floor and/or where specifically identified. Includes instructional spaces in mobile trailers. *Note: Phone mounting bracket will be furnished by District*
- Provide & Install surface mounted raceway and wall mounted low profile box for IP phone mounted bracket to connect to for up to (370) locations per specific building plans. *Note: Detailed location of phone relocation will be provided - locations will be marked on building floor plans.*
- Total cable runs for IP phones locations not to exceed (370) - will be specified by building plans. The following eleven (11) buildings are in scope and the number in the (#) represents the "not-to-exceed" number of phone locations by building. Early Education Center (10), Pleviak Kindergarten (31), Beach Elementary (27), Ellis Elementary (35), Indian Hill Elementary (29), Murphy Elementary (29), Village Elementary (24), Magee Middle School (36), Round Lake Middle School (47), Round Lake High School (96), Transition Center (6).
- Provide & Install D-rings / j-hooks / jacks / patch panels using Panduit / wall mounted low-profile box / and fire caulk for all locations.
- All floor, wall, and ceiling penetrations require a conduit sleeve, escutcheon, and fire rated caulk. Where cable runs are not located above acoustical ceiling tiles (ACT), a surface raceway is required.
- All cables to be terminated, tested, and labeled for all IP phone locations for all instructional spaces per building plans.

- Provide labor to clean up current/abandoned IP phone cables laying on the floor and/or hanging from the ceiling. Bundle and save cat 6 cables and place them in a box within the MDF/Tech closet within each building.
- Each location should be broom swept clean when installation is completed.
- Provide lift truck to reach all classroom locations (if and as needed)
- Once demolition begins at a site, the vendor will commit to having required materials and labor to complete that site by substantial completion date.
- There is a potential for asbestos-based materials within buildings throughout the district, however, at no time is it expected that the contractor awardee will conduct any form of remediation. Owner will be responsible for providing potential locations, if applicable.
- Owner will dictate the shortest direct pathway for cable installation.
- Coordination of final schedule will be collaborated between contractor awardee and vendor.
- Substantial date: August 1, 2022 (phones are installed on walls and in an operating state, pending final testing, final walk-through and sign-off)
- Final completion: August 5, 2022 (final work-through has been completed and all punch-list items have been identified and are scheduled for resolution)
- Working hours: Monday - Friday: 7am - 4pm
- *Note: District is closed on Monday, July 4, 2022, in observance of Independence Day Holiday*

Materials List to Be Furnished (By Contractor):

- Cat 6 non-plenum cable for all locations
- 700 Series Wire-mold surface mounted raceway
- Wire-mold V5748 Low-profile box (for raceway to terminate into at phone locations)
- Escutcheon/conduit sleeve (for raceway to terminate into at ceiling/wall/floor locations)
- D-rings / j-hooks / jacks / patch panels
- Caulk (Hilti Fire rated)
- *Note: all materials furnished by Vendor should be shipped directly to vendor.*

Materials List to Be Furnished (By District/Owner):

- Phone Bracket
- Phone



Round Lake Area School District 116
Dr. Pamela Kibbons, CSBO, Assistant Superintendent of Business Services
884 W. Nippersink Road
Round Lake, Illinois 60073
Phone: (224) 842-2032

Name of Bidder: _____

Title: _____

Address of Bidder: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Date of Bid: _____

Bid Cost for labor (all sites) : _____

Bid Cost for materials (all sites) : _____

Total Bid Cost for Project (all sites labor and materials): _____

1. The Board of Education, Round Lake Area District 116, Round Lake, Illinois, reserves the right to reject any or all bids, to waive any informality in bidding, to waive irregularities or defects, and to award the contract in the best interest of the District.
2. Having carefully examined all bid documents, the undersigned hereby proposes to provide services for Classroom Phone Relocation as set forth by the Specifications, Notice to Bidders, General Conditions and Form of Proposal herein referred to and described:

Company: _____

Signature of Bidder: _____

Print Name: _____

Title: _____



Round Lake Area School District 116
Dr. Pamela Kibbons, CSBO, Assistant Superintendent of Business Services
884 W. Nippersink Road
Round Lake, Illinois 60073
Phone: (224) 842-2032

Classroom Phone Relocation
STATEMENT OF NONDISCRIMINATION

I, _____, as a part of my bid on a contract for
(Contractor Name)

Classroom Phone Relocation at Round Lake Area School District 116 certify:

- A. The undersigned hereby certifies that the Bidder is in compliance with all applicable federal, State, and local laws and regulations relating to equal employment opportunity and nondiscrimination.

- B. The Bidder shall not engage in discrimination against any person on the basis of the person's actual or perceived: race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, citizenship status, work authorization status, or any other characteristic protected by law.

By: _____
Print Name of Company Agent

Title

Signature of Bidder

Subscribed and sworn to before me this ____ day of _____, 2022

Signature of Notary Public



Round Lake Area School District 116
Dr. Pamela Kibbons, CSBO, Assistant Superintendent of Business Services
884 W. Nippersink Road
Round Lake, Illinois 60073
Phone: (224) 842-2032

Classroom Phone Relocation

CERTIFICATIONS BY BIDDER

1. **BID-RIGGING AND BID-ROTATION**
Pursuant to Section 33E-11 of the Illinois *Criminal Code* (720 ILCS 5/33E-11), the Bidder hereby certifies that the Bidder is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 (Bid Rigging) or 33E-4 (Bid Rotating) of the *Criminal Code*.
2. **NON-COLLUSION AFFIDAVIT**
The undersigned states that neither the Bidder nor any member, representative, or agent of the Bidder (including the undersigned), entered into any combination, collusion, or agreement with any person relative to the price to be bid, or to prevent any person from bidding or to induce anyone to refrain from bidding, and 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.
3. **CRIMINAL BACKGROUND INVESTIGATION**
Bidder is in compliance with *School Code* Section 10-21.9 (105 ILCS 5/10-21.9) relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database, for all employees who will have direct, daily contact with students.
4. **ILLINOIS DRUG FREE WORKPLACE ACT**
Any Bidder having 25 or more employees does hereby certify pursuant to Section 3 of the Illinois *Drug-Free Workplace Act* (30 ILCS 580/3) that 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 certifies, that it is not ineligible for award of the Contract by reason of debarment for a violation of the Illinois *Drug-Free Workplace Act*.
5. **NO SMOKING CLAUSE**
Bidder agrees that Bidder, its employees, and sub-contractors will abide by the no smoking requirement applicable on all District property.
6. **SCHOOL CODE SECTION 10-20.21**
Pursuant to Section 10-20.21 of the Illinois *School Code* (105 ILCS 5/10-20.21), the Bidder hereby certifies that the Bidder is not barred from bidding for or entering into a contract under Section 10-20.21, and the Bidder acknowledges that the District may declare the contract void if this certification is false.

[Signature page follows.]

By signing this document, I affirm that the Bidder and I are in compliance and will remain in compliance with all of the Certifications listed herein.

Name of Bidder

Address of Bidder

Telephone Number

Signature of Bidder's Authorized Representative

Print Name

Title

Signature must be notarized.

Subscribed and sworn to before me this
_____ day of _____, 2022.

NOTARY PUBLIC

SEAL



Round Lake Area School District 116
 Dr. Pamela Kibbons, CSBO, Assistant Superintendent of Business Services
 884 W. Nippersink Road
 Round Lake, Illinois 60073
 Phone: (224) 842-2032

Exhibit B3 Page 1 of 1

Classroom Phone Relocation

SEXUAL HARASSMENT POLICY CERTIFICATE

_____ 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 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 State Law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

By: _____
 Print Name of Company Agent

 Title

 Signature of Bidder

Subscribed and sworn to before me this _____ day of _____, 2022

 Signature of Notary Public

Classroom Phone Relocation Sites in order of Strongly Encouraged Walk-Through
Thursday, June 9, 2022
8:00-1:00 p.m.

- 1) Pleviak Kindergarten Center, 304 E. Grand Avenue, Lake Villa, IL
- 2) Indian Hill Elementary School, 1920 N. Lotus Drive, Round Lake Heights, IL 60073
- 3) Round Lake Middle School, 2000 N. Lotus Drive, Round Lake Heights, IL 60073
- 4) Ellis Elementary School, 720 Central Park Drive, Round Lake Beach, IL 60073
- 5) Beach Elementary School, 1421 N. Ardmore Drive, Round Lake Beach, IL 60073
- 6) Murphy Elementary School, 220 N. Greenwood Drive, Round Lake Park, IL 60073
- 7) Village Elementary School, 880 W. Nippersink Road, Round Lake, IL 60073
- 8) Preschool at Early Education Center, 882 W. Nippersink Road, Round Lake, IL 60073
- 9) Magee Middle School, 500 N. Cedar Lake Road, Round Lake, IL 60073
- 10) Round Lake Transition Center, 801 Sunset Drive, Round Lake, IL 60073
- 11) Round Lake High School, 800 High School Drive, Round Lake, IL 60073