



Invitation to Bid

Round Lake Area Schools District #116 will accept sealed bids for:

**RLHS Theater Sound System**

**2020 – 2021**

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Submit your bid to the attention of:

Round Lake Area Schools District #116

884 W. Nippersink Road

Round Lake, IL 60073

Attn: Dr. Pam Kibbons

Assistant Superintendent of Business Services

Bids must be received no later than May 10<sup>th</sup>, 2021 by 9:00 a.m. at the above address.

Your bid must be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

**RLHS THEATER SOUND SYSTEM FY21**

## INSTRUCTIONS TO BIDDERS

### **Bid Proposals**

This bid contains **Theater Sound System** specifications including category and quantities of each item needed.

Please read specifications carefully to ensure the understanding of the expectations. All bid proposals must be submitted on the form provided. **Bid proposals submitted on other forms will be rejected.**

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:

### **RLHS Theater Sound System Bid FY21**

#### **ADDRESSED TO:**

Round Lake Area CUSD #116  
884 W. Nippersink Road  
Round Lake, IL 60073  
Dr. Pam Kibbons, Asst. Superintendent of Business Services

### **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 can be submitted via email to Dr. Pam Kibbons at [pkibbons@rlas-116.org](mailto:pkibbons@rlas-116.org) or in writing to:

Round Lake Area CUSD #116  
884 W. Nippersink Road  
Round Lake, IL 60073  
Attn: Dr. Pam Kibbons, Asst. Superintendent of Business Services

No such requests received after May 10<sup>th</sup>, 2021 at 9:00 a.m. will be considered. Any replies to requests received will be on the District website at [RLAS-116.org](http://RLAS-116.org) and emailed to vendors.

**Bid Deposit**

No bid deposit is required. Bidder acknowledges their failure to perform within the intent of the bid solicitation may disqualify them from future bidding to Round Lake Area School District #116.

**Examination of Specifications**

Each bidder shall acquaint themselves with the specifications as requested. Bidder's exercise of his privileges of the foregoing will in no way relieve the bidder from any obligation with respect to the bid proposal. The quantities indicated are a reasonable estimate at this time. The Board of Education reserves the right to revise any or all quantities at the time they issue purchase orders.

**Time for Receiving Bids**

Bid proposals must be delivered to Dr. Pam Kibbons, Asst. Superintendent of Business Services, Round Lake Area School District #116, 884 W. Nippersink Rd., Round Lake IL, 60073 prior to May 10<sup>th</sup>, 2021 at 9:00 a.m. the bid opening time. Bids received after the scheduled date and time will not be accepted.

**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 on May 10<sup>th</sup>, 2021 at 9:00 a.m.

**Award of Contract**

Contracts will be awarded in its entirety to one bidder. The award will be 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 Round Lake Area Schools District #116.

**Delivery of Product & Service**

Items should be shipped to the installer and installer shall be responsible for delivering items to the Round Lake High School Auditorium. Items will be delivered on the first day of installation.

**Billing & Payment**

Invoices can be sent to the following address:

Round Lake Area School District #116  
Attention: Accounts Payables  
884 W. Nippersink Rd  
Round Lake, IL 60073

Payment for the purchase of the Theater Sound System will be made following the guidelines of and in accordance with **(50 ILCS 505/) Local Government Prompt Payment Act.**

A new vendor packet may be required to complete payment process.

**Exemptions from Taxes**

Round Lake Area School District #116 is exempt from Federal, State and Municipal Taxes.

**Reservation of Rights by the District**

The Board of Education reserves the right to reject any and all bids.

The District reserves the right to award to any vendor which meets the minimum acceptable level of quality as outlined in the specifications. Products which are bid but do not meet or exceed the specifications as outlined in the bid documents will not be considered.

**Department of Human Rights Regulations**

All bidders must abide by and attest to the fact that they are in compliance with the Illinois Human Rights Act as amended effective July 1, 1993 (formerly the Fair Employment Practice Commission). The D.H.R. (formerly F.E.P.C.) number (Sexual Harassment Policy Number) must be on the bid form. Bidders who do not have a D.H.R. number can satisfy this requirement by submitting a Certificate of Compliance on their letterhead.

**Hold Harmless and Indemnity**

The vendor shall assume the defense of and shall pay, indemnify and save harmless the District, its agents and employees, from all suits, actions, claims, damages, losses and costs of every kind and description to which they or their agents or employees may be subjected by reason of injury, including death, to persons, or damage to property resulting from our growing out of any act of commission or omission by the Vendor, its agents or employees, or its subcontractors.

Said defense will be applicable in connection with any activity, including any removal, relocation, construction, installation or maintenance work, service or operation being undertaken or performed by or for the Vendor whether on or off the site or any portion thereof, whether such suits, actions, claims, damages, or its agents and employees, or by other persons, corporations or legal entities to whom the district or its agents and employees, may be liable.

**Signature Constitutes Acceptance**

The signing of the bid form shall be construed as acceptance of all the provisions contained herein.

## **REQUIRED SPECIFICATIONS**

**A. LABOR**

Installation of new equipment plus removal and disposal of some pieces of the old equipment must be completed by certified installers paid with Illinois prevailing wage. Pieces of equipment to be disposed of will be determined. An Illinois Prevailing Wage Statement of Compliance must be submitted with the bid.

**B. SHIPPING**

Items should be shipped to the installer and installer shall be responsible for delivering items to the Round Lake High School Auditorium. Items will be delivered on the first day of installation.

**C. INSURANCE**

Bidders must attach a Certificate of Liability Insurance that names Round Lake Area Schools District 116 as an additional insured. Minimum Certificate of Liability Insurance Requirements are as follows:

Commercial General Liability: \$1,000,000.00 per occurrence and not less than \$1,000,000.00 aggregate

Worker's Compensation and Employer's Liability: \$1,000,000.00 per occurrence and not less than \$1,000,000.00 aggregate

**D. INSPECTION**

All items are to be carefully inspected before final delivery and installation.

**E. WARRANTY AND MAINTENANCE**

Bidder should include warranty and maintenance information regarding all items, as well as, any information on applicable extended warranty and maintenance plans.

## DEVIATION FORM

In the event that the undersigned Bidder intends to deviate from the specifications by utilizing any materials or items contrary to those listed as standards in the specifications, the bidder is to fully document and list each deviation in complete detail including reasons for the deviation. General statements are not acceptable. Furthermore, these deviations are to be approved in writing.

If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions.

If deviations are found within the final bid specifications, and not listed, the bidder is to be disqualified!

Company: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**BIDDERS EVALUATION FORM**

All bidders are to complete this form in order to complete the evaluation of the bids.

In conjunction with price, the award of the bid is to be based on the quality of the individual components and overall sound system.

Name of Manufacturer Bidding: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

1) Experience: Number of years the company has been in business: \_\_\_\_\_

2) References: (a) List (5) five accounts presently utilizing the entire, or partial, specifications of this system.

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

(b) Bidder shall submit copy of written warranty.

Local Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**Bid Form**

The bidder certifies they have familiarized themselves with the above specifications, has carefully read them and understands their contents.

Quantity	Item#	Item Description	Unit Price	Total Price
		<b>WIRELESS MICROPHONES</b>		
18	Shure QLX-D	Digital Wireless Beltpack System	_____	_____
18	Shure SB900A	Lithium Ion rechargeable battery packs	_____	_____
2	Shure SLXD24/SM58 G58	Digital Wireless Handheld Microphone System	_____	_____
4	Shure UA844+SWB	Antenna Distribution System	_____	_____
2	Shure UA834WB	Active Antenna Amplifier	_____	_____
2	Shure UA8	1/2-Wave Antenna	_____	_____
1	Times Microwave LMR-240	Antenna Cable-200ft	_____	_____
8	Times Microwave TC-240-BM-X	BNC Connector	_____	_____
2	ProCo WP1019	BNC Wall Plate	_____	_____



		<b>AUDIO EQUIPMENT</b>		
1	Biamp TesiraFORTE AVB AI	Digital Audio Signal Processor	_____	_____
1	Penn Elcom PENN R1294K	4u Rack Drawer	_____	_____
1	My Custom Shop 16XLRM	16 XLR Male Rack Panel	_____	_____
1	Biamp Tesira EX-OUT	Output Expander	_____	_____
2	Shure SBC800-US	8 bay charging station	_____	_____
4	QSC GXD8	Power Amplifier	_____	_____
1	JBL CSA140Z	Power Amplifier	_____	_____
1	QSC GXD4	Power Amplifier	_____	_____
1	Roadcases USA Custom	20RU Portable Rack with Casters	_____	_____
1	ProCo AVP1BLK	A/V wallplate	_____	_____
2	PanelCrafters S00755-WQ587122	2-gang 3-XLR-F wallplate	_____	_____
1	PanelCrafters S00755-WQ587215	2-gang 3-XLR-M wallplate for hanging mics	_____	_____
2	RapCo Horizon WP1009	Speakon Plate	_____	_____

1	Biamp Tesira CONNECT-TC5	AVB Switch	_____	_____
2	Audio Technica ATH-M40X	Headphones	_____	_____
		<b>DRESSING ROOM SPEAKERS</b>		
2	Atlas VP14MB	8" Speaker with Baffle	_____	_____
2	Atlas VP14ENC	Speaker Enclosure	_____	_____
2	Quam QC101	Wall Volume Control	_____	_____
		<b>SOUND REINFORCEMENT SPEAKERS</b>		
6	Renkus-Heinz CX121	Sound Reinforcement Speaker	_____	_____
1	Renkus-Heinz CX118S	Subwoofer	_____	_____
		<b>STAGE MONITOR SPEAKERS</b>		
2	JBL JRX212	Stage Monitor Speaker	_____	_____
2	Panelcrafters S00755-WQ587166	3.5mm, RCA, XLR w/logo	_____	_____
A/R	WCW 004322	Microphone Cable	_____	_____
A/R	WCW U001260-11S	Speaker Cable	_____	_____
A/R	Misc	Surface Track, connectors, hardware	_____	_____
		<b>LABOR</b>		
		Removal, disposal, and installation of equipment		
		<b>TOTALS:</b>		

## **AUTHORIZED SIGNATURE FOR BID FORM**

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

D.H.R#: \_\_\_\_\_

**Bid Affidavit**

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract to provide the specified items and/or series or work as described in the specifications and instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. The Contractor/Vendor certifies that the Contractor/Vendor is not barred from bidding on the contract as a result of a conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1961.

By: \_\_\_\_\_

Printed Name of Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Vendor/Company

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
(Signature of Notary Public)

(STATE OF ILLINOIS SEAL)

**CERTIFICATION BY CONTRACTOR/VENDOR PURSUANT TO  
CHAPTER 38, ARTICLE 33E OF THE ILLINOIS REVISED STATUTES**

The Contractor/Vendor hereby certifies that said Contractor/Vendor was not barred from originally bidding on this contract or from entering into this Contract as a result of a Violation of either Section 33E-3 or 33E-4 of Public Contracts Act (Ill. Rev. Stat. Chapter 38, Article 33E).

**CONTRACTOR'S/VENDOR'S CERTIFICATION BY:**

By: \_\_\_\_\_  
Printed Name of Company Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Name of Vendor

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Signature of Notary Public

(STATE OF ILLINOIS SEAL)

**SEXUAL HARASSMENT POLICY CERTIFICATE**

\_\_\_\_\_ contractor does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2 – 105: Have a written sexual harassment policy that shall include, 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) the vendor’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (viii) protection against retaliation as provided by Section 6-101 of this Act.

By: \_\_\_\_\_  
Printed Name of Company Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Bidder

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Signature of Notary Public

(State of Illinois Seal)

[Contractors with 25 of more Employees]

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

\_\_\_\_\_ having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 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 certifies, 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*.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED and SWORN TO before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
(NOTARY PUBLIC)

(STATE OF ILLINOIS SEAL)

## NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than for the legitimate execution of this work specified and that it includes no understanding or agreements in restraint of trade."

(If an individual)

Signature of Bidder: \_\_\_\_\_(Seal)

Business Address: \_\_\_\_\_

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(If a Partnership)

Firm Name \_\_\_\_\_(Seal)

By: \_\_\_\_\_

Business Addresses: \_\_\_\_\_

Of all Partners: \_\_\_\_\_

Of the Firm: \_\_\_\_\_

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(If a Corporation)

Corporate Name: \_\_\_\_\_

By: \_\_\_\_\_

Business Address \_\_\_\_\_(Corporate Seal)

Name of Officers: (President) \_\_\_\_\_

(Secretary) \_\_\_\_\_

(Treasurer) \_\_\_\_\_

Attest: \_\_\_\_\_

(Secretary)

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_



## COVID-19 POLICY/ PROTOCOL

While present on any of the building owners' properties, all contractors shall be required to abide by the building owners *COVID-19* document or their own company's internal COVID-19 policy, whichever is more strict. The Contractor shall provide their own company's internal COVID-19 policy/protocol, to be submitted with their bid. Any employee who does not at least meet the building owners' protocols relating to COVID-19 may, at the building owners discretion, be permanently removed from the job site. The Contractor understands and acknowledges that any document relating to COVID-19 is subject to change at any time as more information is found out about this novel coronavirus, and as changes are made to documents, policies, and/or protocols, employees will be required to meet the expectations of those changes.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED and SWORN TO before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
NOTARY PUBLIC

(STATE OF ILLINOIS SEAL)

**CRIMINAL HISTORY RECORD CHECK  
(BACKGROUND CHECK)**

The Contractor shall provide a criminal history record check (also referred to as a "background check") for all persons (General Contractors and Subcontractors) who will perform work on the project site, prior to allowing them to work on the District property. The Contractor shall maintain and provide the District with a list identifying each person that submitted background checks. The list shall be kept current by the Contractor at all times throughout the life of the contract. The Contractor shall be prepared to submit whatever documentation is required, including but not limited to copies of the Contractor's driver's license or state identification, social security number, and completed Authorization of Criminal History Record Check form.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED and SWORN TO before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
NOTARY PUBLIC

(STATE OF ILLINOIS SEAL)

## REQUIRED BID DOCUMENTS CHECKLIST

- Bid Affidavit**
- Bid Form**
- Bidder's Evaluation Form**
- Chapter 38, Article 33E Certification**
- COVID-19 Policy/Protocol**
- Criminal History Record Check**
- Deviation Form**
- Illinois Drug Free Work Act**
- Non-Collusion Affidavit**
- Sexual Harassment Policy/Certificate of Compliance**