



INVITATION
REQUEST FOR PROPOSAL (RFP)

Round Lake High School Stadium Sound System Improvements

Submit your RFP 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
Email: pkibbons@rlas-116.org

Friday, December 17th, 2021, at 1:00 p.m: Strongly Encouraged On-Site Walkthrough
Round Lake High School Stadium, 900 Panther Drive, Round Lake, Illinois

Scope, Related Work and System Description are available at, www.rlas-116.org

Wednesday, December 22nd, 2021: Proposals must be received no later than by 9:00a.m.
at 884 W Nippersink Road, Round Lake, IL 60073.

Your RFP must be submitted in a SEALED ENVELOPE CLEARLY MARKED:
Round Lake High School Stadium Sound System Improvements, ATTN: Dr. Pam Kibbons

Monday, December 27, 2021: Board of Education approves the final proposal

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposals

This document contains the Scope, Related Work and System Description for the Round Lake High School Stadium Sound System Improvements.

Please read specifications carefully to ensure the understanding of the expectations.

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.

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

Round Lake Stadium Sound System Improvement Proposal

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 Proposal Submitter as to the meaning of any proposal 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, 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 December 22nd, 2021, at 9:00 a.m. will be considered. Any replies to requests received will be on the District website at RLAS-116.org and emailed to vendors.

Examination of Specifications

Each Proposal Submitter shall acquaint themselves with the specifications as requested. Proposal Submitter's exercise of his privileges of the foregoing will in no way relieve the proposal submitter from any obligation with respect to the 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 Request for Proposal

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 December 22nd, 2021, at 9:00 a.m. the proposal opening time. Proposals received after the scheduled date and time will not be accepted.

Withdrawal of Proposals

Proposals may be withdrawn by written request of the person submitting the original proposal. Such request must be received prior to the proposal opening time on December 22nd, 2021, at 9:00 a.m.

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 Stadium. 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 items 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 proposals. 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 included in the proposal but do not meet or exceed the specifications as outlined in the proposal documents will not be considered.

Department of Human Rights Regulations

All proposal submitters 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 proposal form. Proposal Submitters 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 proposal form shall be construed as acceptance of all the provisions contained herein.

REQUIRED SPECIFICATIONS

A. LABOR

All installation of new equipment plus removal and disposal of old equipment must be completed by certified installers paid with Illinois prevailing wage. An Illinois Prevailing Wage Statement of Compliance must be submitted with the proposal.

B. STADIUM AV INSTALLATION SCHEDULE

Substantial Completion: **March 25th, 2022**

Final Completion: **April 15th, 2022**

C. 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.

D. 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

E. INSPECTION

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

F. WARRANTY AND MAINTENANCE

Proposal Submitter 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 Proposal Submitter intends to deviate from the specifications by utilizing any materials or items contrary to those listed as standards in the specifications, the proposal submitter 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 submitted proposal specifications, and not listed, the proposal is to be disqualified!

Company: _____

Signed: _____

Date: _____

Title: _____

AUTHORIZED SIGNATURE FOR RFP FORM

Signature of Authorized Representative: _____

Date: _____

D.H.R#: _____

Proposal 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 RFP/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 RFP/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 or 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)

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 stricter. 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 owner's 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 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)