

**Community Consolidated School District 15**

580 North 1st Bank Drive

Palatine, Illinois 60067

**REQUEST FOR BID**

**MUSICAL INSTRUMENT REPAIR & MAINTENANCE**

**BID #23-010**

**MARCH 14, 2023**



BID #23-010  
NOTICE TO BIDDERS  
MUSICAL INSTRUMENT REPAIR & MAINTENANCE  
MARCH 14, 2023

The Board of Education of Community Consolidated School District 15, 580 North 1st Bank Drive, Palatine, Illinois 60067, will receive bids for MUSICAL INSTRUMENT REPAIR & MAINTENANCE in accordance with the contract documents and specifications as filed with the Purchasing Coordinator in the Business Office.

Contract documents are on file and may be examined any time after MARCH 14, 2023.

Board of Education  
Joseph M. Kiszka Educational Service Center  
580 North 1st Bank Drive  
Palatine, Illinois 60067  
Attention: TARI FARINA

Bid Due Date: THURSDAY, MARCH 30, AT 12:00 P.M. CDT

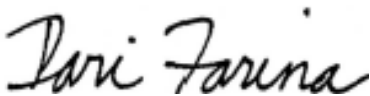
Bid Delivery Address: **Board of Education  
Community Consolidated School District 15  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois 60067  
Attn: TARI FARINA, Purchasing Coordinator**

No bids may be withdrawn for a period of 60 days after the Bid opening date. Any time stated is in Central Standard Time.

Bids will be held without right of withdrawal until Wednesday, April 12, 2023, at 7:00 p.m. when it is anticipated the Board will be acting on the Bid. Results of the Board's decision will be posted on the District website at [www.ccsd15.net/bids](http://www.ccsd15.net/bids) on Thursday, April 13, 2023.

The Board of Education reserves the right to waive any irregularities or reject any or all proposals when in its opinion such action will serve the best interests of the Board of Education of Community Consolidated School District 15.

By authorization of the Board of Education:



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Tari Farina  
Purchasing Coordinator

## **INSTRUCTIONS TO BIDDERS**

### **Proposals:**

For proposals to be entitled for consideration, they must be made in accordance with the following instructions.

All bids must be submitted on forms of proposal marked Exhibits "A", "B", "C", "D", and "E" of Bid #23-010 MUSICAL INSTRUMENT REPAIR & MAINTENANCE, furnished by the Board of Education of Community Consolidated School District 15 ("Board"). **Proposals submitted on other forms will be rejected.**

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

Oral, telephonic, telegraphic, electronic or facsimile transmitted bids **will not be accepted.**

Bid documents shall be submitted in sealed envelopes with the outermost envelope clearly marked BID #23-010 MUSICAL INSTRUMENT REPAIR & MAINTENANCE: TARI FARINA. **Bid documents received in envelopes not clearly labeled as such will be rejected if accidentally opened before the specified bid opening time or if not received by the specified bid opening time due to improper labeling.**

PROPOSAL FOR: BID #23-010 MUSICAL INSTRUMENT REPAIR & MAINTENANCE

ADDRESSED TO: Board of Education  
Community Consolidated School District 15  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois, 60067  
Attn: TARI FARINA, Purchasing Coordinator  
Due: THURSDAY, MARCH 30, 2023, at 12:00 P.M. CDT

### **Bid Deposit:**

None required. Bidder acknowledges his failure to perform within the intent of the bid solicitation may disqualify him from bidding to the Board of Education, Community Consolidated School District 15.

### **Examination of Specifications:**

Each bidder shall acquaint itself with the conditions as they exist so that it may be completely familiar with the conditions pertinent to the fulfillment of the work required under this Contract.

### **Time for Receiving Bids:**

Bids (and samples, if any) must be delivered no later than THURSDAY, MARCH 30, 2023, at 12:00 P.M. CDT at the Joseph M. Kiszka Educational Service Center, 580 North 1st Bank Drive, Palatine, Illinois 60067. Bids will be publicly opened and read aloud at the above stated time and place. Interested persons may also attend the bid opening via video conference. Viewing instructions will be posted at [www.ccsd15.net/bids](http://www.ccsd15.net/bids) on Tuesday, March 28, 2023.

### **Award of Contract:**

Contracts will be awarded to the lowest responsible, responsive bidder, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the School District.

We are providing one copy of Exhibits "A", "B", "C", "D", and "E" for BID #23-010 MUSICAL INSTRUMENT REPAIR & MAINTENANCE. **Please return Exhibits "A" through "E" as your bid in a sealed envelope labeled BID #23-010 MUSICAL INSTRUMENT REPAIR & MAINTENANCE and retain a copy for your records.**

SPECIFICATIONS FOR  
BID #23-010  
MUSICAL INSTRUMENT REPAIR & MAINTENANCE  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15  
PALATINE, ILLINOIS

**BOARD:** Board of Education, Community Consolidated School District 15  
Palatine, Illinois 60067, 847-963-3000

**OFFICE:** Joseph M. Kiszka Educational Service Center  
580 North 1st Bank Drive  
Palatine, Illinois 60067

**ISSUED:** MARCH 14, 2023

**GENERAL CONDITIONS**

**Bids must be received no later than THURSDAY, MARCH 30, 2023, at 12:00 p.m. CDT.** Bids received by the Board shall be publicly opened on THURSDAY, MARCH 30, 2023, at 12:00 p.m. CDT and the contents read aloud. Interested persons may also attend the bid opening via video conference. Viewing instructions will be posted at [www.ccsd15.net/bids](http://www.ccsd15.net/bids) on Tuesday, March 28, 2023. Bids will be held, without right of withdrawal, until Wednesday, April 12, 2023, at 7:00 p.m. when it is anticipated the Board will be acting on the bid.

1. The Bid Documents consist of (a) the Notice to Bidders, (b) the Instructions to Bidders, (c) these General Conditions of the Contract, and other documents listed in the Contract and Modifications issued after the execution of the Contract. A modification is a written amendment to the Contract signed by both parties.
2. Where conflicts exist within or between parts of the Contract Documents and applicable standards, codes and ordinances, or simply within the Contract Documents, the more stringent, or higher quality or greater quantity requirements shall apply.
3. The Board cannot assume responsibility for **delayed postal deliveries** and **does not** recognize postmarks as representing the fact that a bid has been “received” by the Board before the specified deadline.
4. All bidders shall familiarize themselves with the details of the conditions relevant to the work or services to be provided.
5. **The Board reserves the right to split the bid based on the best quotation.** The Contract will be awarded to the lowest responsible bidder, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the Board. The Board reserves the right to reject any and all bids or any part thereof, and to waive immaterial technicalities in the bidding. Board decisions are final in all instances and are not subject to review.
6. **No minimum order requirements may be made by a Bidder.**
7. Certification must be made that the contract/vendor is not barred from bidding on the Contract as a result of a conviction for either bid-rigging or bid rotating under Article 33 E of the *Criminal Code of 1961*. Certification is to be made by signature of person(s) legally authorized to perform such function in the appropriate place in Exhibit “B” of the bid documents.

8. Unless otherwise specified in the invitation to bid, YOUR BID PRICE MUST BE A DELIVERED PRICE, F.O.B. ROLLING MEADOWS, PALATINE, HOFFMAN ESTATES, THE BOARD'S DESTINATION, WITH ALL TRANSPORTATION AND HANDLING CHARGES PAID BY THE BIDDER TO ONE LOCATION.
9. The Board reserves the right to terminate the Contract for just cause upon ten (10) days' written notice to Contractor without any penalties. For purposes of this Contract, just cause may include, but is not necessarily limited to, any of the following:
  - a. The Contractor's entry into liquidation, receivership or dissolution, its filing for bankruptcy or insolvency, or the assignment of its assets for the benefit of its creditors;
  - b. The Contractor's failure to pay suppliers or workmen, or failure to provide sufficient workmen or sufficient supplies for the job;
  - c. The Contractor's disregard of applicable laws, ordinances or the instructions of the Board;
  - d. The Contractor's failure to follow the bid specifications or its violation of the Contract Documents;
  - e. The Contractor's failure, for any reason, to maintain the level of service required by the bid specifications;  
or
  - f. Any other failure on the part of the Contractor to perform or adhere to any of its obligations under this Contract.
10. Whenever, in the specification the term "or equal" is used, it shall be interpreted to indicate the type, function, minimum standard, design, efficiency and quality desired and shall not be construed in such a manner as to exclude manufacturers' products of comparable quality and design. The bidder shall furnish the Board with all evidence required to determine whether or not the proposed product is equal to and will perform according to the Board's specifications. The Board's decision on this matter will be final.
11. The price for the units specified in the invitation to bid should be clearly shown for each separate item in the space provided on the bid form. The total price for the quantity requested should also be shown. If the group totals are requested in the bid invitation, bidders should show group totals on the space provided.

- 12. Equal Employment Opportunity.** Contractor agrees to fully comply with the requirements of the Illinois *Human Rights Act*, 775 ILCS 5/1-101 *et seq.*, including, but not limited to, the provisions of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans with Disabilities Act*, 42 U.S.C Section 1201 *et seq.*, and rules and regulations promulgated thereunder.

As required by Illinois law, in the event of Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois *Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Agreement, Contractor shall agree as follows:

- a. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- b. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.
- d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of Contractor's obligations under the Illinois *Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with Contractor in its efforts to comply with such Act and Rules, Contractor will promptly so notify the Department and the Contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.
- e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the Contracting agency, and in all respects comply with the Illinois *Human Rights Act* and the Department's Rules.
- f. That it will permit access to all relevant books, records, accounts and work sites by personnel of the Contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois *Human Rights Act* and the Department's Rules.

- g. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractors. In the same manner as with other provisions of the Agreement, Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the Contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
14. To extent applicable, the Contractor agrees to comply with the provisions of the *Occupational Safety and Health Act of 1970* (29 U.S.C.A. § 651 *et seq.*) and the standards and regulations issued there under and shall certify that all items furnished under this bid will conform to and comply with said standards and regulations.
15. Contractor agrees to comply with provisions of the *Consumer Products Safety Act of 1972* (15 U.S.C.A § 205 *et seq.*) and shall certify that items furnished under this bid conform to applicable standards.
16. To the extent applicable, the Illinois *Employment of Illinois Workers on Public Works Act* (30 ILCS 470/0.01 *et. seq.*) shall prevail on this Contract.
17. Contractor acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of eighteen are present without the specific notification to and permission of the Superintendent of Schools or the Board of Education. Accordingly, Contractor shall ensure that none of its employees, agents or independent contractors are child sex offenders. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law.
18. 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 neither member of the Board nor other officer of the School District is directly or indirectly interested in the bid or in any portion of the profits thereof.
19. A bidder may withdraw or change a bid if written notice of the withdrawal or change is received by Board before the latest time specified for submission of bids. Any change may be made only by substitution of another bid.
20. Bids received after the time specified in the invitation to bid will not be considered and shall be returned to the bidder. The method of transmittal of the bid proposal is at bidder's risk of untimely receipt by the Board.
21. Title to the goods herein described shall not pass until said goods have actually been received by Board or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by Board or its consignee shall be borne by Contractor. Nothing herein contained, however, shall be construed to deprive Board of its interest, or limiting such interest, in goods herein described prior to such actual receipt.
22. All material and workmanship shall be subject to inspection and test by Board or its designee. The Board reserves the right to reject any goods which contain defects in material or workmanship, which fail to meet the specifications contained herein or any warranties (express or implied). Rejected goods shall be removed at the expense of the Contractor, including all transportation costs, promptly after notification of rejection. As to rejected goods, Contractor shall bear all costs of inspection and all risk of loss.



23. Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.
24. Purchase order number and vendor name must appear on each invoice submitted to the Board for payment.
25. Signature Constitutes Acceptance - The signing of these bid forms shall be construed as acceptance of all provisions contained herein and that the Contractor had read the Contract Documents and is fully aware of the terms hereof.
26. Exceptions – Any exceptions to these terms and conditions of deviations from the written specifications must be shown in writing and attached to the bid form.
27. The Board reserves its rights to reject any goods and to cancel all or any part of this sale if Contractor fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate Board to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If Contractor ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against Contractor, or if a receiver for Contractor is appointed or applied for, or if an assignment for the benefit of creditors is made by Contractor, Board may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to bid then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.
28. Contractor makes the following warranties to Board and users of the goods herein described: (a) It will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) Any and all goods supplied hereunder will be of merchantable quality; (c) Any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained herein. Contractor agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties for additional scope given to Board by Contractor.
29. Contractor agrees to indemnify, defend, and hold harmless the Board, its successors, assigns, customer, agents, and users of the goods herein described against any and all loss, damage, or injury arising out of or resulting from a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. Contractor agrees that it will assume the defense of any and all such suits and pay all costs, judgments, and expenses incidental thereto.
30. Bidder must make delivery upon receipt of order unless otherwise specified in the invitation to bid. Bidder must indicate time required for delivery on bid.
31. The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes for the Federal, State, County and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.



32. Any interpretation of the proposed Contract Documents will be made only by an addendum duly issued by the Purchasing Agent. A copy of such addendum will be mailed to each person receiving a set of such Contract Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his proposal. Oral explanations will not be binding.
33. The award of the Contract will be made by official Board documents. Bidder's order form is not acceptable and cannot be used.
34. The Board is exempt from paying Illinois Use Tax (35 ILCS 105/3-5.4) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (35 ILCS 120/2-5.11). As such, Contractor shall not include such taxes in its bid.
35. The Board is exempt from paying Federal Excise Taxes (26 U.S.C.A. § 4221). As such, Contractor shall not include such taxes in its bid.
36. In computing transportation costs, bidders should not include any federal transportation tax, because Board is exempt.
37. The Contractor shall pay sales, consumer, use and similar taxes for the work or portions thereof provided by the Contractor. Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property in accordance with the Illinois *School Code* (105 ILCS 5/10-20.21) and the Illinois *Use Tax Act* (35 ILCS 105/1 *et seq.*). The payment of this tax will take place regardless of whether the Contractor is a retailer maintaining a place of business within this State. The cost of such tax shall be borne solely by the Contractor as part of the Contract price. Contractor shall not be reimbursed or paid any taxes unnecessarily paid by Contractor when not required due to the Board's tax exempt status.
38. Where the term Sub-contractor is used throughout the bid it refers to those specialized people who are not on the Contractor's payroll. Such Sub-contractors are to be brought to the attention of the Board, which reserves the right to approve or disapprove any such related Sub-contractors.
39. **ERRORS AND OMISSIONS** All proposals shall be submitted with each space properly completed. Special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, it shall advise the Director for Business Services who will issue the necessary clarifications to all prospective bidders by means of addenda. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of its proposal. Oral explanations will not be binding.
40. Signature Constitutes Acceptance; the signing of these bid forms shall be construed as acceptance of all provisions contained herein.
41. Any exception to these terms and conditions or deviation from the written specifications must be shown in writing and attached to the bid form.

42. **For bids where the Illinois Prevailing Wage Act is applicable:** To the extent applicable, it shall be mandatory upon the Contractor to whom the Contract is awarded and upon any Sub-contractor(s) thereof to pay to all laborers, workmen, and mechanics employed by them not less than the prevailing rate of wages in the locality for each craft of type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holidays and overtime work as ascertained by the Department of Labor and pursuant to Illinois law and statutes in such case made and provided.

The Contractor and Sub-contractor(s) shall comply with the Illinois *Prevailing Wage Act* and shall include in bids the cost for the current prevailing wage. A copy of the current Illinois Department of Labor Prevailing Wages for Cook County is included at the end of this Section. Prevailing wage rates are revised by the Department of Labor and available on its website (**Amendment to Prevailing Wage Act 97-0964**). As changes are made in these prevailing wages, the Contractor and Sub-contractor(s) performing work on the project will be responsible for conforming to the changes and shall have the responsibility for determining when changes are made. No additional costs are to be incurred by the Board as a result of changes in prevailing wage. All record keeping requirements are the obligation of the Contractor and Sub-contractor(s).

To the extent that there are any violations of the *Prevailing Wage Act* and any demands are made upon the Board by the Illinois Department of Labor or by any employee of the Contractor or a Sub-contractor performing work on the project, the Contractor or the particular Sub-contractor and Contractor shall be responsible for indemnifying and holding the Board free and harmless from all costs incurred, directly or indirectly, by the Board in responding to and complying with demands made by the Department of Labor, or an aggrieved employee and such amounts may be withheld from the payments to be made on the project.

Palatine Community Consolidated School District 15 is bound by the requirements of **Prevailing Wage Act, 820 ILCS 130/.01 et seq.** The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the *prevailing rate of wages* (hourly cash wages plus fringe benefits) in the county where the work is performed. Any prevailing rate of wages as they are revised by the Dept. of Labor shall apply to this contract. You are notified any rate changes to the prevailing wage rate are available on the Dept.'s office website. For information regarding current prevailing wage rates, please see the Illinois Dept. of Labor's website at:

[www.state.il.us/agency/idol/rates/rates.HTM](http://www.state.il.us/agency/idol/rates/rates.HTM) and [www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx](http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx).

All contractors and subcontractors rendering services for the public works must comply with all requirements of the Prevailing Wage Age, including but not limited to, all wage, notice, and record-keeping duties.

43. The Board will attempt to make payments for items ordered within thirty (30) days of delivery. Invoices must be submitted in a timely manner, and if received by the 25<sup>th</sup> day of the month, will be processed and paid at the next regularly scheduled Board of Education meeting (normally held on the second Wednesday of each month.) Notwithstanding anything herein to the contrary, however, all payments made to the Contractor shall be governed by the Illinois *Local Government Prompt Payment Act* (50 ILCS 505/1 *et seq.*).
44. All employees of the vendor/contractor must undergo a criminal background investigation within 60 days prior to the start of the contract at the vendor's expense and available upon request. Section 10-21.9 of *The School Code* (105 ILCS 5/10-21.9) provides that:
- After January 1, 1990, the provisions of this section (criminal background investigations) shall apply to all employees of persons or firms holding contracts with any school district including, but not limited to, food service workers, school bus drivers and other transportation employees, who have direct, daily contact with the pupils of any school in such district.

- b. Additionally, the contractor must also agree not to send to any school building or on any school property any employee who is a known child sex offender.
- c. Requires each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
- d. Reimbursement will be made to the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a vendor/contractor who will have direct, daily contact with a student(s).

45. **INSURANCE** Each Prime Contractor shall furnish and pay for insurance in accordance with the conditions stipulated below. Contractors shall file with the Board a Certificate of Insurance certifying to insurance coverage specified herein. All Certificates shall contain a clause stating the policy will not be canceled without thirty (30) days prior written notice having first been sent to the Board. Each Contractor shall carry insurance to cover responsibility and liability of all kinds, and shall require Sub-contractors to carry similar insurance.

The attached Certificate of Insurance requirements shall be maintained by the Contractor receiving award in addition to all Sub-contractors as stated during the execution of the Contract and until such time as contract work is complete. Said Certificate of Insurance is to name the Board of Education of Community Consolidated School District 15 and its employees and agents as "Additional Insured" IN ADDITION TO Certificate Holder. Designated Certificate is to be submitted with your bid to the Board.

The Contractor shall include during the life of this Contract, insurance under a contractor's floater, or as an alternative, specific fire insurance with the standard extended coverage, a vandalism and malicious mischief endorsement on all Contractors' machinery, tools, equipment, forms scaffolding, trailers/vans, sheds, and similar property, rented or owned, used in the move.

The policy shall provide that in a case of loss from any cause whatsoever, there shall be no liability on the part of the Board for property of this nature belonging to or rented by any Contractor or Sub-contractor, or by any employee of a Contractor. The contractor's floater referred to herein may be an all-risk or named peril policy; but, if a named peril policy, it shall be written to include loss caused by the following perils; fire, lightning, flood, and the perils insured against under the extended coverage and vandalism and malicious mischief endorsements.

The Contractor must provide evidence of Workers' Compensation insurance as required by statute, auto liability coverage and an umbrella liability coverage of a minimum of \$5,000,000.00 per occurrence and in the aggregate. The following limits should be in place:

- a. Bodily injury and property damage combined per occurrence - \$1,000,000.
- b. Bodily injury and property damage combined aggregated \$3,000,000.
- c. Excess liability - Each occurrence in the amount of the limit of their policy.
- d. Excess liability - Aggregate in the amount of the limit of their policy.
- e. Evidence of workers' comp in the amount required by statute.
- f. General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate.

The special endorsement to read: Community Consolidated School District 15 is named as additional insured as their interest may appear and notice of cancellation/material change, if applicable, should be attached to certificate of insurance or otherwise evidenced as in effect under the policies listed.



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
01/01/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Frank's Insurance Agency	CONTACT NAME:	
	Main Street	PHONE (A/C, No. Ext):	FAX (A/C, No.):
	Anywhere IL 00000	E-MAIL:	
		PRODUCER CUSTOMER ID #:	
INSURED	DEF Construction Company	INSURER(S) AFFORDING COVERAGE	
		INSURER A: Name of Insurance Company	
		INSURER B: Name of Insurance Company	
		INSURER C: Name of Insurance Company	
		INSURER D:	
		INSURER E:	
	456 Main Street		
	Anywhere IL 00000		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y Y	00-00-00	00-00-00	00-00-00	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPICP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y Y	00-00-00	00-00-00	00-00-00	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEDUCTIBLE RETENTION \$	X				EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A Y	00-00-00	00-00-00	00-00-00	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		00-00-00	00-00-00	00-00-00	\$1,000,000 each claim

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

It is understood and agreed that the following shall be additional insured on a primary non-contributory basis: CCSD 15 including all elected and appointed officials, all employees and volunteers, and all board members. Waiver of subrogation applies in favor of CCSD 15.

<b>CERTIFICATE HOLDER</b> Community Consolidated School District 15 Attn: Tari Farina 580 N First Bank Drive Palatine IL 60067	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Your Insurance Agent</i>
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ACORD 25 (2009/09)

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46. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Ill Drug Free Workplace Act, 30 ILCS 580. All contractors must comply with the notification mandates and other requirements in the Ill Drug Free Workplace Act. "Contractor" is defined in the Ill Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of \$5,000 or more."
47. Each contractor with the District must comply with 105 ILCS5/24-5 and agree:
- a. Concerning each new employee who will have direct, daily contact with one or more student(s), to provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease.
  - b. To require any new or existing employee who has and will have direct, daily contact with one or student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill Department of Public Health rules or order of a local health official.



EXHIBIT "A"  
BID #23-010  
MUSICAL INSTRUMENT REPAIR & MAINTENANCE  
MARCH 14, 2023  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**SCOPE OF WORK**

Community Consolidated School District 15 (CCSD15) is one of the largest elementary school districts in Illinois and is located in the northwest suburbs of Chicago. The district has an enrollment of approximately 12,300 students and has twenty (20) schools and three (3) administrative support sites. School district facilities are located in Palatine, Rolling Meadows, and Hoffman Estates. The District is soliciting quotes for a three-year contract for Annual Repair and Maintenance for the District's band instruments. The District intends to award this contract to one vendor.

**SPECIFICATIONS**

1. Annual Repair and Maintenance coverage shall be inclusive of the following:
  - a. Basic maintenance of all musical instruments provided within this document. Basic maintenance is defined as all work required to keep the instruments in playing condition.
    - 1) Brass: Shall include ultrasonic cleaning, lubricating and adjusting, basic slide and valve repair, and dent removal when necessary.
    - 2) Woodwinds: Shall include the replacement of pads, springs, levels, corks and felts.
  - b. Pick up and return of instruments to/from the Band Director at each of their corresponding home schools.
2. Annual Repair and Maintenance coverage shall exclude the following:
  - a. Repairs that are beyond the scope of basic maintenance, as determined by an approved technician. When additional repairs or maintenance is deemed necessary, an estimate will be provided to the District's Music Coordinator and the school's Band Director for review and approval.
  - b. The following instruments will not be covered under the proposed contract:
    - 1) String instruments
    - 2) Pianos
    - 3) Amps
    - 4) Mixing Boards
    - 5) Fretted instruments
3. Any school-owned instrument is eligible to be considered for coverage. If the District wishes to add to the approved instrument list, the subject instrument shall be sent to the repair shop to be inspected by an approved Technician. If the Technician deems the instrument repairable i.e. the cost of the repairs do not exceed the value of the instrument, the Technician will advise the District's Music Coordinator of the cost of proposed repairs. If the District's Music Coordinator approves the proposed repairs, the instrument will be added to the current year's Repair and Maintenance contract, and repairs will be completed by the Vendor and paid by the District under the terms of the contract.
4. The District reserves the right to remove an instrument from the approved list. To remove an instrument, the request must be submitted to the Vendor's Repair Coordinator prior to the billing cycle completed in the fall of the following school year. Should the District wish to add an instrument back to the list, the procedures referenced in Specifications, Number 3, shall be followed.

5. At any time, should the condition of an instrument change or the instrument become unrepairable, the District will be credited a prorated value of the repair and maintenance costs related to the instrument. At the recommendation of the Vendor, the District can remove the instrument from the list.
6. The proposed Contract will be for an amount not to exceed the cost to repair and maintain all instruments included in the provided instrument inventory. However, the District will only be responsible for the payment to repair the instruments on an as-needed basis, i.e. if only one hundred (100) of the two hundred fifty-six (256) woodwinds need repairs, the District will be responsible for payment of one hundred (100) woodwinds, not two hundred fifty-six (256).
7. Turnaround time for repairs shall be communicated to the District's Music Coordinator after an instrument is evaluated. If turnaround time is deemed excessive by the District's Music Coordinator, a loaner instrument must be provided by the Vendor if requested.

### **QUESTIONS**

Questions regarding this bid will be addressed by e-mail only and should be submitted to Tari Farina at farinat@ccsd15.net. No questions will be addressed after 12:00 p.m. local time on Tuesday, March 28, 2023.

### **INSTRUMENT INVENTORY**

The following lists details the existing instrument inventory held at the District. Quotes shall be based on the estimated cost to repair and maintain 617 assorted woodwind, brass and percussion instruments.

WOODWINDS			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
215	Clarinet	Buffet	1186311
216	Clarinet	Vito	C14809 - 7212
219	Clarinet	Vito	7214
220	Clarinet	Bundy	1501691
221	Clarinet	Vito	18898
222	Clarinet	Buffet	041311
223	Flute	Gemeinhardt	01498
225	Oboe	Buffett	16105
226	Oboe	Selmer	63784
228	Sax, Alto	Vito	566607
229	Sax, Alto	Bundy	824487
230	Clarinet	Normandy	71079
231	Sax, Alto	Armstrong	N251832
232	Sax, Alto	Yamaha	314200
233	Clarinet	Yamaha	n36392
236	Bassoon	Linton	5K24520



WOODWINDS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
237	Clarinet	Selmer	1649241
238	Clarinet, Bass	Yamaha	039211
239	Clarinet, Bass	Yamaha	039215
244	Flute	Gemeinhardt	69942
245	Flute	Gemeinhardt	22256
249	Piccolo	Artley	34-31749
250	Sax, Baritone	Keilwerth	ST90-230173
251	Sax, Baritone	Yamaha	037458
252	Sax, Baritone	Yamaha	036170
253	Flute	Gemeinhardt	18798
254	Tenor Saxophone	Vito	507256
256	Sax, Tenor	Yamaha-YTS 480	53759
257	Sax, Tenor	Yamaha-YTS 480	35533
263	Clarinet	Yamaha	61694
269	Flute	Selmer	74441
270	Flute	Gemeinhardt	18888
271	Bass Clarinet	Yamaha	29528
272	Flute	Pearl	105697
276	Bassoon	Linton	35113
278	Oboe	Bundy	B36135
280	Flute	Armstrong	2735011
284	Clarinet	Vito	A21115-7214
286	Oboe	Linton	VP38034
288	Sax, Alto	Am. Elkart	133583
289	Sax, Alto	Alpine	52374
291	Clarinet	Yamaha	437829
299	Clarinet	Yamaha	016983
303	Sax, Alto	Bundy II	756925
307	Clarinet	Bundy	991769
308	Clarinet	Vito	C29131
311	Flute	Reynolds	26589
312	Sax, Alto	Bundy II	988814
316	Clarinet	Selmer	143460
317	Clarinet	Vito	72139
319	Clarinet	Buffet	041312
320	Clarinet, Bass	Jupiter	P79667
321	Clarinet, Bass	Bundy	23632
322	Flute	Gemeinhardt	L02143
323	Flute	Gemeinhardt	B17791
324	Flute	Bundy	513189
326	Sax, Alto	Bundy II	852760

WOODWINDS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
327	Sax, Alto	Conn	7102312
328	Clarinet	Yamaha	65958
329	Flute	Gemeinhardt	22271
337	Flute	Gemeinhardt	R46127
341	Clarinet	Bundy	no #
342	Clarinet	Bundy	1558145
343	Clarinet	Bundy	937692
344	Clarinet	LeBlanc-Vito	C93824
346	Flute	Artley	226791
356	Sax, Alto	Yamaha	US2801
357	Sax, Alto	Yamaha	US2420
368	Sax, Tenor	Yamaha	207235
369	Sax, Tenor	Yamaha	E02150
370	Tenor Saxophone	Yamaha	N54384
375	Clarinet	Bundy	962746
382	Flute	Gemeinhardt	S01622
387	Oboe	Signet	MR33981
388	Oboe	Selmer	B46896
389	Oboe	Linton	VP227460
396	Flute	Gemeinhardt	R45074
402	Sax, Alto	Bundy	688425
403	Sax, Tenor	Yamaha	205393
404	Sax, Tenor	Conn	N214879
416	Bassoon	Linton	5K36762
417	Bassoon	Linton	2K33700
418	Bassoon	Linton	33731
420	Clarinet	Vito	D25120
421	Clarinet, Bass	Bundy	23696
422	Clarinet, Bass	Bundy	25257
423	Clarinet, Bass	LeBlanc-Vito	2841F
424	Clarinet, Bass	Vito	2847F
425	Clarinet, Eb	Bundy	5533
433	Flute	Bundy	513107
438	Sax, Alto	Conn	M237392
439	Sax, Alto	Bundy	808006
440	Sax, Baritone	Yamaha	17155
441	Sax, Baritone	Yamaha	#020629
442	Sax, Baritone	Yamaha	#018228
443	Sax, Tenor	Yamaha	O18797
444	Sax, Tenor	Yamaha	227203
445	Sax, Tenor	Yamaha	64959
446	Sax, Tenor	Yamaha	082741

WOODWINDS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
447	Sax, Tenor	Yamaha	18778
448	Sax, Tenor	Yamaha	61198A
454	Clarinet, Bass	Bundy	18221
455	Sax, Tenor	Conn	N214879
457	Clarinet	Artley	7026109
458	Clarinet	Bundy	76791
459	Clarinet, Bass	Bundy	21720
461	Oboe	Linton	VP46932
463	Alto Saxophone	Yamaha	Q89435
470	Flute	Armstrong	8089427
476	Clarinet	Olds	18664
477	Clarinet	Buffet	1186336
478	Clarinet	Buffet	1186632
480	Flute	Pathfinder	3248
481	Flute	Geimeinhardt	r45082
482	Sax, Alto	Yamaha	345746A
483	Sax, alto	Armstrong	36736
495	Sax, alto	Bundy	809746
497	Clarinet	Ambassador	42834
498	Clarinet	Bundy	1501691
499	Clarinet	Buffet	t186625
500	Flute	Gemeinhardt	r45077
507	Clarinet	Bundy	409138
510	Flute	Selmer	94507
511	Flute	Bundy	513281
512	Flute	Gemeinhardt	J83981
518	Sax, Alto	Selmer	1276420
519	Sax, Alto	Armstrong	46628
520	Sax, Alto	Yamaha	U53148
521	Sax, Alto	Yamaha	O30122
522	Sax, Alto	Armstrong	U52775
523	Sax, Alto	HRSD - France	HR-E980
529	Sax, Tenor	Keilwerth	220233
530	Flute	Armstrong	104-3338177
534	Clarinet	Bundy	937395
535	Clarinet	Signet	21332
536	Clarinet	Vito	A35172-7212
537	Clarinet	Yamaha	j14855
538	Clarinet	Bundy	831677
539	Flute	Bundy	512972
540	Flute	Gemeinhardt	r45994
547	Clarinet	Buffet	612403

WOODWINDS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
548	Flute	Gemeinhardt	L73422
550	Oboe	Bundy	07200
551	Sax, Alto	Yamaha	214464
556	Clarinet, Bass	Yamaha	029565
557	Bassoon	Fox	57286
558	Clarinet	Vito	A07315
559	Bassoon	Linton	5K32983
560	Clarinet	Evette	K25043
561	Clarinet	Leblanc	E77562
562	Clarinet	Yamaha	038097
563	Clarinet	Holton	C12502
564	Clarinet, Alto	Bundy	8444
565	Clarinet, Bass	Bundy	27495
566	Clarinet, Bass	Bundy	12772
567	Clarinet, Contra	Selmer/LaBlanc	985
568	Flute	Armstrong	4407844
575	Oboe	Yamaha	062794
576	Oboe	Yamaha	011507
581	Piccolo	Yamaha	10114
582	Bass Clarinet	Bundy	25232
583	Sax, Baritone	Couf - Superstar	85914
584	Sax, Baritone	Yamaha	018237
585	Sax, Baritone	Yamaha	030764
596	Clarinet, Bass	Bundy	21934
604	Alto Saxophone	Bundy II	829956
605	Alto Saxophone	Selmer	"A" T32111014
619	Bassoon	Fox	
620	Bassoon	Fox Renard	41740
621	Bassoon	Fox Renard	56885
624	Clarinet	Buffet	1186331
625	Clarinet	Buffet	904990
626	Clarinet	Bundy	1236794
627	Clarinet	Yamaha	J68746
628	Bass Clarinet	Vito	9613E
629	Bass Clarinet	Yamaha	29702
630	Bass Clarinet	Bundy	27969
631	Bass Clarinet	Bundy	14380
632	Bass Clarinet	Bundy	21830
646	Oboe	Yamaha	51765
647	Oboe	Linton	VP227460
648	Oboe	Linton	VP2-25077

WOODWINDS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
649	Alto Saxophone	Evette Schaeffer	32910
650	Alto Saxophone	Yamaha	267648A
651	Alto Saxophone	Olds	680559
652	Baritone Saxophone	Yamaha	18585
653	Baritone Saxophone	Yamaha	37707
654	Baritone Saxophone	Yamaha	2176
655	Baritone Saxophone	Yamaha	39717
656	Soprano Saxophone	Jupiter	G35134
657	Tenor Saxophone	Yamaha	057382A
658	Tenor Saxophone	Dave Guardala	357281
659	Tenor Saxophone	Yamaha	E02149
660	Tenor Saxophone	Yamaha	016943A
661	Tenor Saxophone	Yamaha	062920A
679	Flute	Gemeinhardt	S14964
680	Clarinet	Buffet Crampon	C046493
681	Clarinet	Buffet Crampon	C046494
694	Clarinet	Buffet Crampon	C046476
682	Flute	Gemeinhardt	S14962
683	Flute	Gemeinhardt	S16301
695	Flute	Gemeinhardt	S16714
696	Flute	Gemeinhardt	S16773
697	Bass Clarinet	Yamaha	21039787
699	Tenor Saxophone	Yamaha	N54619
700	Tenor Saxophone	Yamaha	N55435
703	Clarinet, Bass	Yamaha	040747
704	Clarinet, Bass	Yamaha	040750
706	Tenor Saxophone	Yamaha	N55372
707	Flute	Gemeinhardt	s18806
708	Clarinet	Yamaha	n61696
709	Clarinet	Buffet	c046487
710	Clarinet	Buffet	c046491
711	Clarinet	Buffet	c046492
712	Clarinet	Buffet	c046495
713	Clarinet	Buffet	c046488
728	Flute	Gemeinhardt	S18809
729	Flute	Gemeinhardt model 2SP-A	S18894
730	Flute	Gemeinhardt model 2SP-A	S18908
731	Flute	Pearl	107016
732	Flute	Pearl	105441
733	Flute	Pearl	107007
734	Flute	Pearl	107006

WOODWINDS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
735	Flute	Pearl	107017
736	Clarinet	Yamaha	N61896
739	Flute	Gemeinhardt	S22267
747	Flute	Gemeinhardt model 2SP-A	S22258
748	Flute	Gemeinhardt model 2SP-A	S22254
749	Clarinet	Yamaha	N65996
750	Clarinet	Yamaha	N65974
755	Clarinet	Buffet	61800
757	Alto Saxophone	King	9105071
760	Clarinet	Armstrong	779717
762	Bass Clarinet	Yamaha	040451
763	Bass Clarinet	Yamaha	040745
765	Bass Clarinet	Yamaha	039732
767	Flute	Yamaha	855375
768	Alto Saxophone	Conn	669749
769	Tenor Saxophone	Barrington	2303029
830	Flute	Gemeinhardt	14961
836	Alto Sax	Conn	N139495
842	Clarinet	Yamaha-YCL 255	N37553
843	Flute	Gemeinhardt	14736
1301	Eb Clarinet	Bundy	4122
1303	Baritone Saxophone	Yamaha YBS-52	46582
1306	Baritone Saxophone	Yamaha	46582
1307	Bassoon	Renard	65530
1315	Oboe	Yamaha YOB441	62815
1316	Clarinet	Selmer	P0152052
2052	Clarinet	Verve	3E52848
2053	Clarinet	Verve	3E52868
2054	Clarinet	Verve	3E52913
2055	Clarinet	Verve	3E52826
2056	Clarinet	Verve	3E52785
2057	Clarinet	Verve	3E52873
no tag	Sax, alto	Buffet (Evette Schaeffer)	27696
BRASS			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
212	Trumpet	Yamaha	265055A
213	Baritone	Olds	630712
214	Baritone/Euphonium	Yamaha	110449
217	Trumpet	Conn	AD07515072
218	Baritone	Jupiter	01291

BRASS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
224	French Horn, single		M04324
233	Trombone	Conn	860934
234	Trombone	Yamaha	714630
235	Trumpet	Conn-Prelude	AD32017014
242	French Horn, Double	Holton	383426
243	Flugelhorn	Cueson	80861
247	French Horn, Double	Olds	720409
248	French Horn, Double	Holton	703766
255	Trumpet	Yamaha	
258	Baritone	Yamaha	562352
259	Baritone	Yamaha	572306
260	Trumpet	Yamaha	057042
261	Trumpet	Conn	AD07515018
262	Baritone	Yamaha	497337
264	Tuba	Yamaha	302893
265	Trumpet	Conn	07515071
266	Tuba	Yamaha	501571
267	Trumpet	Getzen	A5701
268	Trombone	Bundy	15839
273	Trombone	Yamaha	717779
274	Baritone	Yamaha	499648
275	Baritone	Bundyll	02286
277	French Horn	Jupiter	JHR 752
279	Trombone	Yamaha	686271A
281	Trumpet	King	723024
282	Baritone	Yamaha	499609
285	Cornet	Bundy	559768
292	Trombone	Buescher	02986
300	French Horn	Hutti	1109
305	Tuba	YBB-105WC	557714
306	Tuba 3/4	YBB-105WC	500823
309	Trumpet (Cornet)	Holton	586070
310	Baritone/Euphonium	Yamaha	109600
313	Trombone	Olds	981568
314	Trumpet	Olds-Amb.	925365
315	Baritone	Yamaha YEP-201	497337
325	French Horn	Holton	533562
330	Trombone	Yamaha-YSL-354	715944
331	Trumpet	Yamaha	3544974
332	Trumpet	Conn-Prelude	AD32017013
333	Baritone	Yamaha	428440



BRASS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
334	Trombone	Yamaha	719764
335	Trumpet	Conn-Prelude	AD07515016
336	Trumpet	Conn-Prelude	ADO75150219
338	Baritone	Yamaha YEP-201	497156
345	Cornet	Bundy	526263
347	French Horn (Single)	Selmer	496821
348	French Horn (Single)	Yamaha	011506
349	French Horn (Single)	Holton	619020
358	Trombone	Prelude	AD26514011
359	Trombone	Olds	499798
360	Trombone	Holton	381594
361	Trombone	Yamaha	071700A
362	Trombone	Bundy	585675
363	Trumpet	Olds	637446
364	Trumpet	Bach	G52880
365	Trumpet	Jean Baptiste	703406
366	Trumpet	Conn	560477
371	Baritone	Yamaha	499474
377	Trumpet	Blessing	298496
383	French Horn (single)	Conn	C89245
384	French Horn	Olds	628393
385	French Horn (single)	Olds	505387
386	French Horn, Double	Holton	381843
393	Trombone	Bundy	15839
394	Trombone	King	5 543430
395	Trumpet	Yamaha	354178A
397	Trumpet	Conn	M12311
398	Tuba 3/4	Yamaha	500315
399	Tuba 3/4	Yamaha	500314
400	Tuba 3/4	Yamaha	563427
412	French Horn, Double	Holton	708458
414	Baritone	Yamaha	307032
415	Baritone	Yamaha	128814
427	Double French Horn	Holton	381912
428	Double French Horn	Holton	381787
429	Double French Horn	Holton	381797
430	Double French Horn	Holton	381851
431	Double French Horn	Holton	381934
432	Flugelhorn	Yamaha	240
434	French Horn	Conn	9089
435	French Horn	Conn	C89159

BRASS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
436	French Horn, Double	Olds	M90527
449	Trombone, Bass	Olds	695822
450	Tuba	Yamaha	105294
451	Tuba	Yamaha	105374
452	Tuba	Yamaha	104001
453	Tuba	Yamaha	301996
456	Baritone	Yamaha	499573
460	French Horn (Single)	Olds-Ambassador	738696
464	Trombone	Yamaha	055837
465	Tuba 3/4	Yamaha	501263
466	Tuba 3/4	Yamaha	501207
468	Tuba 3/4	Yamaha	558083
471	Baritone	Bundy II	2291
472	Baritone	Olds	552881
473	Euphonium	Yamahayep-214	499574
474	Baritone	Olds	384700
484	Trombone	Olds	758876
485	Trombone	Reynolds	300876
487	Trombone	Prelude	ad26514003
488	Trombone	Prelude	ad22614036
489	Trumpet	Bundy	219664
490	Trumpet	Holton	008157
491	Trumpet	Prelude	ad26414156
492	Euphonium	Yamaha	499577
493	Cornet	Bundy II	323340
494	Baritone	Blessing	11943
496	Baritone	Blessing	11913
501	French Horn	Conn	?
504	Trombone	Prelude	ad26514014
505	Trumpet	Prelude	ad26414155
508	Cornet	King	646498
509	Trumpet	Bundy	929463
514	French Horn	Conn	H31765
515	French Horn	Conn	H79128
525	Trombone	Reynolds	289866
526	Trombone	Conn	750689
527	Trumpet	Tristar	none - India
528	Trumpet	BachTR300	64621
531	Baritone	Yamaha YEP-201	499430
532	Baritone	Yamaha	499196

BRASS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
541	French Horn	Ambassador	738469
542	French Horn	Olds	469877
544	Trombone	Conn	786706
545	Trumpet	Yamaha	342305A
546	Trumpet	Prelude	ad26414154
549	French Horn	Yamaha - YHR-314	009733
552	Trombone	Etude	1406375
553	Trombone	Bundy	454035
554	Trumpet	Yamaha	257065A
555	Baritone - small	Holton	M22211
569	French Horn	Conn	H48800
570	French Horn	Ambassador	411906
571	French Horn	Conn	L75073
572	French Horn	Rampone	2471
573	French Horn, Double	Holton	700470
574	French Horn, Double	Olds	596767
586	Baritone/Euphonium	Yamaha	564840
587	Sousaphone	Conn	K99166
588	Trombone	Olds	835821
589	Trombone - valve	King	681186
590	Trombone - valve	King	681200
591	Trombone, F att	Olds	617695
592	Trumpet	Prelude	AD26414075
593	Trumpet	Heimer	No #
594	Trumpet	Prelude	AD26414073
595	Trumpet/Cornet	King	646576
597	Trumpet (Cornet)	Holton	901600
598	Tuba	Yamaha	100449
599	Tuba	Caravelle	9361
600	Tuba	Yamaha	501459
601	Tuba	Yamaha	105418
602	Tuba	Yamaha	501208
603	Trumpet/Cornet	Conn	3902879
606	Baritone	Yamaha	341538
607	Baritone	Bach	1863
608	Baritone	Jupiter	A04791
609	Baritone	Olds	302089
610	Baritone	Conn	59277
611	Baritone	Conn	857160
612	Baritone	Conn	E06625
613	Baritone	Conn	N14396
614	Baritone	Olds-Amb.	544396

BRASS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
615	Baritone	Reynolds	54143
633	Cornet	Holton	921843
634	Euphonium	Yamaha	494670
635	Euphonium	Yamaha	330368
636	Euphonium	Yamaha	513910
637	Flugelhorn	Cousenon	74047
638	French Horn	Holton	230510
639	French Horn	Holton	381848
640	French Horn	Holton	562100
641	French Horn	Holton	708453
642	French Horn	Holton	376644
643	French Horn	Holton	508580
644	French Horn	Holton	427443
645	French Horn	Olds	970638
662	Trombone	Conn	240434
663	Trombone	Bach	258861
664	Trombone	Besson	BE639-868109
665	Trombone	Holton	827508
666	Trombone	Holton TR-602	498074
667	Trombone-valve	Holton	604043
668	Trumpet	Blessing	523744
669	Trumpet	Bundy	937000
670	Trumpet	Holton	565104
671	Trumpet	Jupiter	N71402
672	Tuba	Yamaha	100380
673	Tuba	Yamaha 105	106767
674	Tuba	Yamaha	499756
675	Tuba	Yamaha-3/4	303163
676	Tuba	Olds	561969
677	Tuba	Reynolds	50509
678	Trombone	Conn	558483
684	Trumpet	Yamaha	056680
685	Trombone	Yamaha	713743
686	Trumpet	Yamaha	056520
687	Trombone	Yamaha	712929
691	Trombone	Yamaha	713653
692	Trombone	Yamaha	712948
693	Trumpet	Yamaha	054959
698	Tuba	Yamaha	557792
701	Trumpet	Yamaha	057092
702	Trumpet	Yamaha	057036

BRASS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
705	Trumpet	Yamaha	056970
714	Trumpet	Yamaha	56891
715	Trumpet	Yamaha	56575
716	Trumpet	Yamaha	36375
717	Trumpet	Yamaha	56569
718	Trumpet	Yamaha	57936
719	Trumpet	Yamaha	56471
720	Trumpet	Yamaha	54902
721	Trombone	Yamaha	720149
722	Trombone	Yamaha	719781
723	Trombone	Yamaha	713191
724	Trombone	Yamaha	720281
725	Trombone	Yamaha	718945
726	Trombone	Yamaha	719809
727	Trombone	Yamaha	708506
737	Trombone	Yamaha	719141
738	Baritone	Yamaha	572281
740	Trumpet	Yamaha	084567
741	Trombone	Yamaha	718868
742	Trombone	Yamaha	718934
743	Tuba	Yamaha	568053
744	Trumpet	Yamaha	084891
745	Baritone/Euphonium	Yamaha	572204
746	Trumpet	Yamaha	084326
751	Trombone	Yamaha	719212
752	Trombone	Yamaha	718442
753	Trombone	Yamaha	718912
754	Trombone	Yamaha	718542
759	Cornet	Conn	N21312
761	Trumpet	Getzen	SK48292
764	Tuba	Yamaha	557541
770	Trumpet	King	777853
831	Trumpet	Yamaha	82438
832	French Horn		967517
833	French Horn	F.E. Olds and son	668298
834	French Horn		028499
835	Bb Baritone Horn		BH20081026
837	Trumpet	King	961404
838	Trumpet	Yamaha YTR 2330	082728
839	Trombone	Yamaha	718941

BRASS (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
840	Trumpet	Yamaha-YTR2330	058483
841	Trumpet	Yamaha-YTR2330	058085
844	Trumpet	Yamaha	057103
847	Baritone - 3/4	Mendini	0612780
1302	Trombone	King	5779530
1304	Trumpet	Yamaha YTR 2335	713122
1305	Trumpet	Bach	267676
1308	Tuba	Yamaha YBB201	557651
1309	Tuba	Yamaha YBB201	557396
1312	French Horn	Ambassador	720423
1313	French Horn	Holton	708458
1314	Euphonium	Yamaha	110449
1317	Trumpet	King	961404
2045	Trumpet	Jupiter JTR 600	TA56513
2046	Trumpet	Jupiter JTR 600	TA56386
2047	Trumpet	Jupiter JTR 600	TA56198
2048	Trumpet	Jupiter JTR 600	TA56493
2049	Trumpet	Jupiter JTR 600	TA56614
2050	Trumpet	Jupiter JTR 600	TA56550
2051	Trumpet	Jupiter JTR 600	TA56619
For rehearsal use	Baritone	Yamaha	499540
PERCUSSION			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
218	Percussion kit		
227	Percussion Kit	Ludwig	
246	Percussion kit	Pearl	
283	Bells	Musser	no #
287	Percussion Kit	Ludwig	#002056
290	Snare Drum	Ludwig	
293	1 Kettle Drums	?	
294	Bass Drum (black)	Majestic	
295	Bass Drum (blonde)	Yamaha	
296	Bass Drum from set	?	
297	Bells	Musser	
298	Bells	Musser	
301	Marimba - MCKF-43	Adams	
304	Snare Drums - 2		CSPD 1

PERCUSSION (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
340	Bells	Musser	no #
350	Percussion Kit	Sound Percussion	no serial #
351	Percussion Kit	Ludwig	2895111
352	Percussion Kit	Ludwig	a438812
353	Percussion Kit	Ludwig	221293
354	Percussion Kit	Yamaha/Ludwig	010227
355	Percussion Kit	Sound Percussion	no serial #
372	Bell Kit	Yamaha	0026732
373	Bell Kit	CB	315197
374	Bells	Musser	
376	Congas	Cosmic	
380	Drum, Bass	Ludwig	
381	Drum, Snare	Whitehall	
390	Snare Drum	Ludwig	20054819
405	Bass Drum		
406	Bells	Musser	no #
407	Crash Cymbals-2 sets	Zildjian	
408	Marimba - MCKF-43	Adams	
410	Sus Cymbals - 2	Sabian	
419	Bells, Orchestra	Adams	PG-D3
426	Concert Chimes	Ross	PGR-135
462	Snare Drum		
467	Xylophone		
469	Bells	Musser	
475	Bells	Musser	
479	Drum, Bass	WRL	
486	Xylophone	Adams	no. s.
503	Snare/Bell Kit	Ludwig	B20275
506	Bells/Bass drum/Percussion Box/ 2 snare drums/1 snare stand	Misc	no #
516	Percussion Kit	Sound Percussion	no serial #
517	Percussion Kit	Sound Percussion	no serial #
524	Suspended Cymbals	Zildjian K Constantinople	
533	Bells	Musser	no #
543	Percussion Kit	CB700	
577	Percussion Bass - Marching	Yamaha	from PHS
578	Percussion Bass - Marching	Yamaha	from PHS
579	Percussion Snare - Marching	Yamaha	from PHS
580	Percussion Snare - Marching	Yamaha	from PHS
616	Bass Drum	Ludwig	2193479
617	Bass Drum	Pearl	PBE361646



PERCUSSION (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
622	Bell Kit	Ludwig	
623	Bell Kit	Yamaha	
688	Bell Kit	Pearl	20270256
689	Bell Kit	Pearl	20270227
690	Bell Kit	Pearl	20270237
758	Snare Drum	Antigua	C000025
766	Snare Drum	Remo	D-78171
822	Bell Kit	Yamaha	301024
823	Snare Drum	Yamaha	101101
824	Bell Kit	Yamaha	102925
845	Bell Kit	CB	315197
846	Percussion kit		
966	Xylophone	Adams	No S#
1310	Timpani 4	Ludwig	
1311	Xylophone	Deagan	no ser.
needs tag	Xylophone	Adams	no. s.
needs tag	Timpani 26	Adams	
needs tag	Timpani 29	Adams	
No Tag Needed	Snare Drum Kit	Ludwig	306892
No Tag Needed	Bass Drum	Ludwig	
No Tag Needed	Chimes	Yamaha	
No Tag Needed	Drum	Ludwig	Classic 13
No Tag Needed	Drum Set	Tama	RP522EDF
No Tag Needed	Snare Drum	Pearl	
No Tag Needed	Snare Drum	Pearl	
No tag needed	Timbales	LP	
No Tag needed	Timpani	Ludwig	
No Tag Needed	Timpani, 2 25" & 2 28"	Ludwig	CS260-1
No Tag Needed	Vibraphone	Adams	
No Tag Needed	Xylophone	Musser	50-5775
No tag needed	Cymbals, crash	Zildjian	18"

PERCUSSION (Cont'd)			
TAG NUMBER	INSTRUMENT	BRAND	SERIAL #
No tag needed	Cymbals, hi-hat	Sabian	13"
No tag needed	Cymbals, sus.	Zilco	
No tag needed	Snare Drum	Ludwig-pic	no #
No tag needed	Cymbals, crash	Zildjian	

EXHIBIT "B"  
BID #23-010  
MUSICAL INSTRUMENT REPAIR & MAINTENANCE  
MARCH 14, 2023  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**PRICING FORM**

Instrument quantities listed below are based on current inventory and are subject to change based on Specifications number 3, 4, and 5, referenced on page 3, concerning the addition and removal of instruments.

YEAR 1: 2023-2024			
INSTRUMENT TYPE	QUANTITY	ANNUAL COST PER INSTRUMENT	EXTENDED COST
Woodwind	256	\$	\$
Brass	272	\$	\$
Percussion	89	\$	\$
Total Cost Year 1			\$

YEAR 2: 2024-2025			
INSTRUMENT TYPE	QUANTITY	ANNUAL COST PER INSTRUMENT	EXTENDED COST
Woodwind	256	\$	\$
Brass	272	\$	\$
Percussion	89	\$	\$
Total Cost Year 2			\$

YEAR 3: 2025-2026			
INSTRUMENT TYPE	QUANTITY	ANNUAL COST PER INSTRUMENT	EXTENDED COST
Woodwind	256	\$	\$
Brass	272	\$	\$
Percussion	89	\$	\$
Total Cost Year 3			\$

THREE-YEAR TOTAL

\$

COMPANY NAME

SIGNATURE OF BIDDER

PRINT NAME

TITLE

EMAIL ADDRESS

ADDRESS OF COMPANY

(CITY)

(STATE)

(ZIP CODE)

PHONE NUMBER

DATE OF BID RESPONSE

EXHIBIT "C"  
BID #23-010  
MUSICAL INSTRUMENT REPAIR & MAINTENANCE  
MARCH 14, 2023  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

1. The Board of Education, Community Consolidated School District 15, Palatine, Illinois, reserves the right to reject any or all bid to waive any informality in bidding.
2. Having carefully examined all bid documents, as well as the proposed, program, the undersigned hereby proposes to furnish all supplies and services set forth by the Specifications, Notice to Bidders, General Conditions, and Form of Proposal herein referred to and described.
3. By entering into this Agreement, Contractor/Vendor certifies and warranted to the Board of Education that it is not barred from entering into this Agreement for any reason whatsoever, including, but not limited to, a violation of Section 33E-3 (Bid Rigging) or Section 33E-4 (Bid Rotating) of the Illinois Criminal Code of 1961. The Board reserves the right to declare the contract void if this certification is false.
4. The Contractor/Vendor certifies that the Contractor/Vendor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).
5. The Contractor/Vendor acknowledges receipt of all addendum(s) issued, if applicable\_\_\_\_\_

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COMPANY NAME

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SIGNATURE OF BIDDER

PRINT NAME

TITLE

---

EMAIL ADDRESS

---

ADDRESS OF COMPANY

(CITY)

(STATE)

(ZIP CODE)

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PHONE NUMBER

DATE OF BID RESPONSE

EXHIBIT "D"  
BID #23-010  
MUSICAL INSTRUMENT REPAIR & MAINTENANCE  
MARCH 14, 2023  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**REFERENCES**

**COMPANY NAME:** \_\_\_\_\_

**PROVIDE A LIST OF FIVE REFERENCES, PREFERRABLY SCHOOL DISTRICTS, FOR WORK OF SIMILAR SIZE AND SCOPE WITHIN THE LAST THREE (3) YEARS.**

**1.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**2.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**3.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**4.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**5.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

EXHIBIT "E"  
BID #23-010  
MUSICAL INSTRUMENT REPAIR & MAINTENANCE  
MARCH 14, 2023  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**CONTRACTOR QUESTIONNAIRE**

Pursuant to 105 ILCS 5/10-17 all school districts in the State of Illinois are required to annually report the number and value of contracts awarded to minority owned businesses, woman owned businesses, and businesses owned by persons with disabilities as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; veteran owned businesses, and locally owned businesses for contracts over \$25,000. In order to comply with this requirement, contractors must complete the following questionnaire and return it with their bid responses.

Guidance issued by the Illinois State Board of Education requires that we inquire whether your company is certified as a minority, woman, disabled person, or veteran owned business by a certifying agency (e.g., Chicago Transit Authority – Cook County – Illinois Department of Transportation – Metropolitan Transit Authority Metropolitan Water Reclamation District – U.S. Small Business Administration – State of Illinois) or that it would be eligible for certification if an application were made. The Guidance includes the definitions set forth below.

**Definition of Ownership:** "Minority owned business, woman owned business, business owned by a person with a disability, and veteran owned business" means a business concern which is at least 51% owned by one or more minority persons, women, persons with a disability, or veterans; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, women, persons with a disability, or veterans, and the management and daily business operations of which are controlled by one or more of the minority, women, persons with a disability, or veterans who own it. (30 ILCS 575/2)

**Is Your Company a Minority Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Minority person" shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands; or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

**Is Your Company a Woman Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Woman" shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2). Your business must also be at least 51% unconditionally and directly owned by women who are U.S. citizens. The woman or women must manage daily operations, make long-term decisions and hold the highest officer positions available. They must also work at the business full-time during normal working hours, although there is no minimum amount of time for the business to be considered operational.

**Is Your Company a Business Owned By Persons with Disabilities? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

**Is Your Company a Veteran Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Veteran owned" means a business that is at least 51% owned by a veteran or veterans who are U.S. citizens and who control and operate the business

**Is Your Company a Locally Owned Business YES \_\_\_\_\_ NO \_\_\_\_\_ as it relates to this School District?**

For purposes of this questionnaire, "Locally Owned" means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

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COMPANY NAME

---

SIGNATURE OF BIDDER

PRINT NAME

TITLE

---

EMAIL ADDRESS

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ADDRESS OF COMPANY

(CITY)

(STATE)

(ZIP CODE)

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DATE OF BID RESPONSE