Community HIGH SCHOOL District 99

Bid Specifications 2025
Downers Grove North
Band Uniforms

Bid Specifications 2025 Downers Grove North Band Uniforms

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PART 001 - INFORMATION FOR BIDDERS

1.01 Description

A. Sealed proposals for all items and services as outlined in this document for **Downers Grove North Band Uniforms** shall be received at the office of the Purchasing Agent no later than 9:00 AM on December 8, 2025, at the **Administrative Service Center, 6301 Springside Avenue, Downers Grove, Illinois 60516.** Sample uniforms should be sent to **Downers Grove North High School as described in section 1.10 of this document.**

B. Bidder is to furnish a full time sales representative to handle all details of the order. This includes measuring and servicing, “after the sale”. Bidder is to provide name, address and phone number of the representative or representatives who are to be responsible for handling the order.

C. Quantities indicated are estimates. The School reserves the right to adjust quantities up to 60 days after bid opening.

1.02 Invitation

Your company is hereby invited to submit a **BID QUOTATION ON THE ITEMS AND QUANTITY**, as described further in this written invitation. Please return the bid form page(s) with your official bid. If you are unable to submit a bid quotation at this time and wish to remain on our list of potential suppliers, simply send a written explanation.

1.03 – Deviations

Whereas considerable time and expense has gone into the preparation of the enclosed specifications, **deviations are NOT anticipated. ANY DEVIATION(S) MUST BE DOCUMENTED.** Unless fully documented, such deviations may disqualify a bidder at the discretion of the buyer.

1.04 – Bid Requirements

Bidder is to furnish **itemized quotations** showing:

- Cost of each item
- Total price per uniform
- Total price of the entire order

Any allowance or cash discount for payment within a certain period before or after delivery is to be indicated on the bid; otherwise, payment will be in line with section 1.17 - Method of Payment. The timeline of payment will be finalized by the Owner.

1.05 – Buyer Rights

The buyer reserves the right to accept or reject any or all bids in the best interest of the buyer. Factors considered for best value include:

- Quality of the garment
- Service and responsibility of the company and representatives
- Price

Low bid is not necessarily awarded the contract.

1.06 – Sales Representative

Bidder is to furnish a **full-time sales representative** to handle all details of the order, including measuring and after-sale service. Provide the **name, address, and phone number** of the representative(s) responsible for handling the order.

1.09 – Delivery Timeline

In submitting your bid, specify the **time required for delivery** of the complete order after receipt of all details.

1.10 – Sample Uniforms

Bids must be accompanied by a **complete sample uniform**. This sample:

- Does not need to exactly match specifications
- Must show basic construction, style, and fabric
- Stock samples are acceptable
- Sample size: **Male 38 Regular**
- Must arrive at the school prior to the official bid opening. If a sample that meets the above criteria has already been submitted, a second sample is not necessary. Ship the sample to:
    - Gina Wych
      Downers Grove North High School
      4436 Main St.
      Downers Grove, IL 60515

The buyer reserves the right to **inspect workmanship**, including inner construction, and may open the uniform for inspection if necessary.

1.11 Examination of Specifications

Each bidder shall acquaint themselves with the conditions as they exist so that they may be completely familiar with the conditions pertinent to the fulfillment of the work required under this contract. Bidders shall also thoroughly examine all contract documents. The failure of any bidder to exercise the foregoing privileges will in no way relieve the bidder from any obligation with respect to their bid.

1.12 Discrepancies - Addenda

Should a bidder find, during the examination of the contract documents, any discrepancies, omissions, ambiguities, or conflicts in or among the contract documents, or should they be in doubt as to their meaning, the bidder shall at once bring the questions to the attention of the Owner for answer and interpretation.The Owner will review the question and, where information sought is not clearly specified, will issue an addendum to all bidders in which the interpretation will be made. All addenda to bidders are to be incorporated in the bids and will become a part of the contract documents. **No oral interpretation** by the Owner will be binding; only instructions in writing will be deemed valid. To receive consideration, requests for interpretation must be made no later than **three (3) working days prior** to the date set for receipt of bids.

1.13 Bid Security

See section 1.17 C. for information on the required Performance Bond.

1.14 Qualification of Bidder

A. The Owner may take such investigation as it deems necessary to determine the ability of the bidder to perform.
B. The bidder shall furnish all materials and labor required to deliver the specified product to the Owner's satisfaction.
C. The Owner reserves the right to reject any or all bids, to waive any informality in bidding, and to award the contract in the best interest of the Owner. No proposal may be withdrawn for a period of **sixty (60) days** after the time set for opening bids.

1.15 Communications

All questions shall be addressed to the **Fine Arts Department Chair**:

Gina Wych
Downers Grove North High School
4436 Main St.
Downers Grove, IL 60515
Phone: (630) 795-8081

1.16 Equal Employment Opportunity Agreement

During the performance of this contract, the vendor agrees as follows:

A. Non-Discrimination Clause:

The vendor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service. The vendor will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to these factors. This includes, but is not limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

B. Equal Opportunity

In setting forth these specifications, it is the intention of the buyer to offer **equal opportunity to all bidders**. Styles referred to by number and company name are for descriptive purposes only and are not restrictive. The buyer feels that specified styles, materials, linings, and sundry items are equally available to all reputable manufacturers.

C. Posting Requirements:

The vendor agrees to post, in conspicuous places available to employees and applicants for employment, notices provided by the local public agency outlining the provisions of this non-discrimination clause.

C. Advertising Compliance:

The vendor will state, in all solicitations or advertisements for employees placed by or on behalf of the vendor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service.

D. Subcontractor Compliance:

The vendor will include the foregoing provisions in all subcontracts for any work covered by this contract, so the provisions are binding upon each subcontractor. However, these provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

E. Conflicting Provisions:

In case of conflicting provisions, the conditions contained in this document shall prevail over the standard general conditions. Special conditions, if any, shall prevail over these general conditions. Drawings and/or Specifications shall prevail over both general and special conditions.

1.17 Method of Payment

A. The Board of Education approves payment of invoices once a month at its regularly scheduled business meeting, usually held on the third Monday of the month. Invoices received by the 1st of the month are assured of being paid that month, provided they meet administrative approval. Invoices received after the 1st of the month may be held for payment until the following month.

B. The District will not entertain pre-payment invoices, deposit requests, or down payments unless previously approved and explicitly stated in the Specifications, Contract Documents, or Purchase Order.

C. The successful bidder shall furnish a Performance Bond in an amount equal to 100% of the total contract value. The bond must be executed by a surety company licensed to do business in the State of Illinois and acceptable to the School District. The Performance Bond shall be delivered to the District within ten (10) calendar days of the Notice of Award and prior to execution of the contract. Failure to provide the required bond within the specified timeline may result in withdrawal of the award and forfeiture of any bid security. The Performance Bond shall guarantee the faithful performance of all terms, conditions, specifications, and obligations of the contract, including but not limited to:

- Timely delivery of all uniforms in accordance with the finalized schedule; and
- Compliance with all design, quality, materials, and workmanship standards; and
- Correction or replacement of defective or non-conforming uniforms at no cost to the District; and
- Fulfillment of all vendor obligations related to warranties, alterations, and follow-up services.

The Performance Bond shall remain in full force and effect until:

- All contracted uniforms have been delivered, inspected, and accepted by the District; and
- Any required corrections or replacements have been completed to the District's satisfaction; and
- Acceptance of final delivery shall not relieve the Vendor or the Surety from obligations arising under the bond.

The Vendor shall provide the Performance Bond on a form acceptable to the District, such as:

- AIA A312 Performance Bond; or
- A bond form supplied or approved by the District.

The District reserves the right to reject any non-conforming bond forms.

End of Section

PART 002 - BID PROPOSAL FORM

Bid Proposal Form

The undersigned bidder, being familiar with the "Contract Documents" pertaining to said work, including Information for Bidders, the Bid Proposal Form, and all authorized Addenda distributed by the owner, hereby proposes to furnish all labor, materials, tools, equipment, and all services necessary to perform and complete, in a satisfactory and workmanlike manner, in accordance with said "Contract Documents," all the work described herein.

Bidder hereby acknowledges the receipt of the following Addenda (if any) distributed by the owner:

Addendum No.: _____ Dated: _____
Addendum No.: _____ Dated: _____
Addendum No.: _____ Dated: _____

The owner reserves the right to add to, or deduct from, any item herein set forth or delete in total as its best interest may be served, in which event the "Contract Amount" will be altered in accordance with the increase or decrease of the item description affected.

Contract Bid Amounts

A. Total Base Bid:

$ _____

B. Timeline:

Start Date: _____

Completion Date: _____

TO:

Downers Grove North High School
4436 Main St
Downers Grove, Illinois 60515

FROM:

Name of Vendor: _____

Street Address: _____

☐ Individual

☐ Partnership

☐ Corporation

City: _____ State: ____ ZIP: _____

Phone Number: _____

Signature of Bid Preparer: _____ Date: _____

FOR:

Board of Education
Community High School District 99
6301 Springside Avenue
Downers Grove, Illinois 60516

In accordance with the Contract Documents as prepared by Samantha Andree.

Contract Bid Amounts			
Item	**Quantity**	**Unit Price**	**Total Price**
Vests – Band	250		
Drape – Band	250		
Bib Trousers – Band	250		
Shako – Band	250		
Shako Storage Box – Band	250		
Shako Wrap – Band	250		
Plumes – Band	250		
Compression Tops	250		
Hangers	250		
Uniform Management System	1		
Total Freight			
Total Bid			

All certifications, affidavits, and notary forms remain as in original draft (Criminal Background, Non-Collusion, Tax Certification, Sexual Harassment Policy, Prevailing Wage Affidavit, EEO, etc.)

Verification that a sample uniform, in line with section 1.10 - Sample Uniforms, was received no later than December 8, 2025, at 9:00 AM:

- ☐ A sample uniform was received
- ☐ A sample uniform was not received

Contractor's Certification

Bid Proposal as part of its proposal on a contract for

Name of Bidder _____

General Description of item(s) bid on - Band uniforms along with a uniform management system.

Contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of Illinois Revised Statutes.

_____

Authorized Agent of Bidder

SUBSCRIBED AND SWORN to before me
This _____ day of _____**, 20**

_____

NOTARY PUBLIC

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS

The Contractor certifies that it has in place a written program that meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), and will provide a copy thereof to Community High School District No. 99 prior to commencement of work on the Project.

By: _____
(Authorized Agent of Contractor, Name and Title)

SUBSCRIBED AND SWORN to before me
This _____ day of _____**, 20**

_____

NOTARY PUBLIC

TAX CERTIFICATION

I, _____, having been first duly sworn, depose and state as follows:

I, _____, am the duly authorized agent for _____ (Firm Name), which has submitted a proposal to **Community High School District No. 99** for **Downers Grove North Band Uniforms**, and I hereby certify that _____ (Firm Name) is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

1. It is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
2. It has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

By: _____
(Authorized Agent of Contractor, Name and Title)

SUBSCRIBED AND SWORN to before me
This _____ day of _____**, 20**

_____

NOTARY PUBLIC

SEXUAL HARASSMENT POLICY

_____, having submitted a bid for **Downers Grove North Band Uniform** to **Community High School District No. 99**, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(4).

By: _____
(Authorized Agent of Contractor, Name and Title)

SUBSCRIBED AND SWORN to before me
This _____ day of _____**, 20____**

_____

NOTARY PUBLIC

EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the Rules and Regulations of the Department of Human Rights (hereinafter referred to as the Department), the 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 this Contract may be canceled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status, or an unfavorable discharge from military service; 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.

2. That, if it hires additional employees to perform this Contract, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) 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.

3. 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, or physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.

4. 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 the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with the Act and Rules and Regulations, the Contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.

5. That it will submit reports as required by the Department's Rules and Regulations, 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 Department's Rules and Regulations.

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6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations.

7. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the 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, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

ACKNOWLEDGED AND AGREED TO:

By: _____
(Authorized Agent of Contractor, Name and Title)

DATE: _____

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 CERTIFICATION **REQUIRES** that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with the bidder's bid proposal. **FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.**

_____ (Firm Name), as part of its bid for the work for Community High School District 99, Downers Grove, Illinois, DuPage County, Illinois, certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

Firm: _____

By: _____
(Signature)

(Printed Name & Title): _____

SUBSCRIBED AND SWORN to before me
This _____ day of _____**, 20**

_____

NOTARY PUBLIC

CRIMINAL CODE CERTIFICATION

AS REQUIRED BY:
STATE OF ILLINOIS CRIMINAL CODE OF 2012, 720 ILCS 5/33E-11

I, the individual whose signature appears below on this bid/contract for **Downers Grove North Band Uniforms**, hereby certify that the bidding party/contracting party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of 720 ILCS 5/33E-3 or 5/33E-4 of the Illinois Compiled Statutes, as amended.

By: _____
Authorized Agent of Contractor (name and title)

SUBSCRIBED AND SWORN to before me
This _____ day of _____**, 20**

_____

NOTARY PUBLIC

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 that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with the bidder's bid proposal. **FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.**

_____, as a part of its bid for the **Downers Grove North Band Uniform** work for Community High School District 99, Downers Grove, Illinois, certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

(Printed Name & Title): _____

SUBSCRIBED AND SWORN to before me
This _____ day of _____**, 20**

_____

NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit any of the following offenses as outlined in the "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), 5/12-16 (Aggravated criminal sexual abuse), and/or offenses defined in the "Cannabis Control Act," 720 ILCS 550/1 et seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et seq.) and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant to this certification. All applicants for such employment shall furnish with their applications the attached written **"Authorization for Criminal Background Information"** form authorizing the Board of Education to request a criminal background investigation of the applicant pursuant to Section 5/10-21.9 of the School Code of Illinois, and to receive criminal history record information to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. The contractor further agrees to submit payment for any costs associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing or attempting to commit any of the above enumerated offenses shall be employed in any position that involves or may involve contact with students of the school district.

Firm: _____

By: _____
(Signature)

(Printed Name & Title): _____

Date:_____

CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community High School District 99, Downers Grove, Illinois, to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9, and to receive criminal history record information pursuant thereto.

By: _____
(Signature)

(Printed Name & Title): _____

Date:_____

End of Section

PART 003 - GENERAL MANUFACTURING SPECIFICATIONS

A. GENERAL

Coats, trousers, blouses and all major parts of the uniform are made to fit the nearest stock size from the information supplied by the company representative. This is done for a better year to year fitting program and allows more fitting flexibility. Exceptions are made on unusual sizes wherein the garment is cut and produced to the measurements taken by the company representative.

B. IDENTIFICATION

Each major garment item is to have identification numbers sewn into the individual pieces to allow for quick and easy issuing. Coats and hip drapes are to have woven numerals. Trousers are to include waist information for future reference; coats shall have chest size and length indicated on a linen ticket. The original order is to include a bound booklet with the numbers of each uniform corresponding to the particular size of that uniform, arranged from the smallest to the largest. Size information shall include chest size,height, weight, and inseam for each uniform. Bound in the identification record shall be a size chart for use as reference for purchase of future uniforms.

C. INSPECTION

All garments are to be carefully inspected before final packing and shipment. All thread ends to be picked and cut and specifications, trim and details to be critically checked for each individual garment before shipment. Buttons to be applied and sewn at that time.

End of Section

PART 004 - SCOPE OF WORK / UNIFORM SPECIFICATIONS

4.01 General Conditions

- Follow all instructions and specifications in the bid document.
- Include sample uniform for evaluation (Male size 38 Regular).

4.02 Uniform Description

- Coats, Drape, Bib Trousers, Shakos, Shako Wraps, Plumes, Compression Tops, Hangers, and Uniform Management System.
- Itemized pricing and total order cost must be included.
- Identification and record keeping as specified.
- Deviations must be documented.

4.03 Construction & Manufacturing Specifications

- Coats: Self-lined, foam shoulder pads, embroidery, soft collar, machine stitched, zipper specifications.
- Trousers: Snap cuffs, reinforced crotch, bib style.
- Shakos: Black vinyl, flat top, specified hardware.
- Plumes: 12” upright, black feathers, silver mylar.
- Shako Wrap: Fully dye sublimated, lined.
- Compression Tops: Crew neck, silver/white prism sleeves fade to black lycra body.

End of Section

PART 005 - STYLE & QUANTITY DETAILS

Quantity	Item	Description
250	Coats – Band	Waist length, 11oz polyester, concealed center back zipper, snap closure, embroidery, soft collar, woven ID numeral
250	Hip Drape – Band	11oz polyester, lined, Velcro attachment, woven ID numeral
250	Bib Trousers – Band	14oz polyester, regular & short lengths, reinforced crotch, snaps at cuffs
250	Shakos – Band	Black vinyl, flat top, black visor, silver I-band, chinstrap, side button
250	Shako Wrap – Band	11oz polyester/lycra, lined, dye sublimated
250	Plumes – Band	12” French upright, black feathers, silver mylar
250	Compression Tops – Band	Crew neck, silver/white prism sleeves fade to black lycra body
250	Shako Storage Box	Individually boxed, molded plastic
250	Hangers	Standard uniform hangers
1	Uniform Management System	Complete tracking system

End of Section