

**NOTICE OF RFP**

**BOARD OF EDUCATION OF  
RICH TOWNSHIP HIGH SCHOOL DISTRICT 227, COOK COUNTY, ILLINOIS  
FOR TELEPHONE VOIP SOLUTION**

The Board of Education of Rich Township High School District 227, Cook County, Illinois, is seeking proposals for replacing the current telephone system with a highly reliable, Enterprise-level Communication Solution.

Copies of the Request for Proposals (“RFP”) will be available at the District Administrative Center, starting on May 4, 2021.

Proposals must be submitted in a sealed envelope in accordance with the RFP Documents no later than 11:30 am, May 12, at Rich Township High School District 227 District Office. Facsimile and electronic proposals will not be accepted. The party submitting a proposal is responsible for ensuring timely delivery of its proposal; no late proposals will be accepted. Proposals will be opened and read aloud at the Rich Township High School District 227 District Office at 11:30 am, on May 12, 2021.

The contract will be awarded based on the proposal that best meets the Board’s needs, as determined by the Board. The Board reserves the right to reject any and all proposals or any part thereof and to waive technicalities in the RFP process. Any such decision shall be considered final.

**PROPOSAL SUBMISSION FORM**

**BOARD OF EDUCATION OF  
RICH TOWNSHIP HIGH SCHOOL DISTRICT 227, COOK COUNTY, ILLINOIS**

**Proposal Description:** TELEPHONE VOIP SOLUTION

**Proposal Submission Date:** May 12, 2021 at 11:30 am

**Date and Time of Proposal Opening:** May 12, 2021 at 11:30 am

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from submitting this proposal as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois *Criminal Code of 2012* (720 ILCS §§ 5/33E-3, 33E-4), or as a result of a violation of any other law, rule, ordinance or regulation. The undersigned further certifies that he or she has read and understands the RFP Documents and that his or her proposal is in compliance therewith.

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

Firm Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Its: \_\_\_\_\_

City: \_\_\_\_\_

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

State: \_\_\_\_\_

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

**Subscribed and sworn to before me  
this \_\_ day of \_\_\_\_\_, 20\_\_.**

**Notary Public:**

\_\_\_\_\_

## **PROPOSAL CONDITIONS**

### **1. DEFINITIONS**

- 1.1 “BOARD” or “SCHOOL DISTRICT”: The Board of Education of Rich Township High School District 227, Cook County, Illinois.
- 1.2 “RFP DOCUMENTS” include:
- I. Notice of RFP
  - II. Proposal Submission Form
  - III. Proposal Conditions
  - IV. Project Specifications
  - V. Addenda, if any
  - VI. Contract
  - VII. Qualification Statement
  - VIII. Vendor’s Proposal
- 1.3 “SELLER” or “CONTRACTOR”: The successful vendor.

### **2. FORM OF PROPOSAL**

- 2.1 Proposal Submission: The Proposal Submission Form, the Qualification Statement, the executed Contract, and all other documents the vendor would like the Board to consider must be submitted to the Administrative Office at 20550 S Cicero Ave, Matteson, IL 60443, no later than the date and time set forth on the Proposal Submission Form. The proposal must be submitted in a sealed envelope addressed to Dr. Alicia Evans - Assistant Superintendent of Business and Operations and labeled Telephone VOIP Solution. The name, address, and phone number and a contact must be listed on the outside of the proposal. The sealed proposal must be submitted on the forms provided.
- 2.2 Delivered Price: All costs of the services to be provided must be outlined in the proposal in detail. Such costs must be firm for at least sixty (60) calendar days after the latest date for submission of proposals.
- 2.3 Qualification: The vendor shall submit a fully completed and executed Qualification Statement on the form contained in the RFP Documents.
- 2.4 Contract: The vendor shall submit a fully executed Contract with its proposal on the form contained in the RFP Documents.

### **3. WITHDRAWAL, CANCELLATION, OR MODIFICATION OF PROPOSAL**

- 3.1 Withdrawal, Cancellation, or Modification of Proposals: A vendor may withdraw, cancel, or modify a proposal at any time prior to the time specified in the RFP Documents as the closing time for the receipt of proposals.
- 3.2 Late Proposals: Proposals received after the time specified in the RFP Documents will not be considered.

### **4. VENDOR REPRESENTATIONS**

- 4.1 Complete Understanding: Each vendor warrants and represents that he or she has read and understands the RFP Documents.
- 4.2 Project Familiarity: Each vendor warrants and represents that he or she has visited the site for the project and is familiar with the conditions under which the work will be performed.
- 4.3 Specifications: Each vendor warrants and represents that its proposal is based on the Proposal Specifications and terms and conditions contained in the RFP Documents.
- 4.4 Authorized Representative: Each vendor warrants and represents that he or she is the authorized representative of the vendor and has the authority to bind the vendor under the terms and conditions contained in the proposal.
- 4.5 Bid Rigging and Bid Rotating: As required by the *Criminal Code*, 720 ILCS § 5/33E-11, by executing this Contract, the Contractor certifies that it is not barred from contracting with any unit of State of Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The Contractor agrees that if this certification is false, the Board may declare the Contract void. The Contractor further certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* If applicable, the Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 §§ ILCS 105/1 *et seq.*, regardless of whether the Contractor is a retailer maintaining a place of business within this State” as defined in Section 2 of the Use Tax Act.

### **5. AWARD**

- 5.1 Award of Proposal: The Contract shall be awarded to the vendor whose proposal that best meets the District’s needs, as determined by the Board.

- 5.2 Reservation: The Board reserves the right to reject any and all proposals or any part thereof and to waive technicalities in the RFP process, and to request clarifications of proposals.
- 5.3 Interpretation of RFP Documents: If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the RFP Documents, he or she may submit to Dr. Alicia Evans - Assistant Superintendent of Business and Operations a written request for an interpretation. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the RFP Documents will be made only by addendum duly issued by Dr. Alicia Evans - Assistant Superintendent of Business and Operations. A copy of such addendum will be emailed to each person who has requested that they be furnished with a copy of each addendum. Failure on the part of the vendor to receive a written interpretation prior to the time of the opening of proposals will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

## **6. QUALITY OF WORK/CONDITION OF GOODS**

- 6.1 Title and Risk of Loss: Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.
- 6.2 Inspection: All material and workmanship shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the Proposal Specifications contained herein or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.
- 6.3 Payment and Price: 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.
- 6.4 Warranties: The Seller makes the following warranties to the 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. The Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the Board by the Seller. The Seller shall, at its sole cost and expense, promptly repair or replace to the Board's complete satisfaction all goods/services received for a period of one (1) year from date of acceptance, unless the Proposal Specifications require a greater warranty period.

- 6.5 Patent Infringement: The Seller shall indemnify and hold harmless the Board, its successors, employees, agents, assigns, and users of the goods herein described against any and all liability, loss, damage, or injury arising out of 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. The Seller agrees that it will assume, upon request, the defense of any and all such suits and pay all costs and expenses incidental thereto.
- 6.6 Maintenance and Repair Services: If the RFP Documents specify that maintenance or repair services must be provided by the Contractor, each vendor should explain in the proposal how the services will be provided, whether by the vendor or through another person or firm.

## 7. DELIVERY

- 7.1 Shipping Instructions: Unless otherwise specified, packages must bear the Board's order number and bulk containers must also show gross and net weights and/or quantity. No packaging charge shall be made to the Board unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier's requirement.
- 7.2 Deliveries/Time: Time is of the essence. Deliveries shall be made to the Board's receiving area or designated installation site.
- 7.3 Rejection and Cancellation: The Board reserves the right to reject any goods or services and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods or services described in the RFP Documents. Acceptance of any part of the goods or services covered by the RFP Documents shall not obligate the Board to accept future shipments or work nor deprive it of its right to revoke any acceptance theretofore given. If the Seller 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 the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment of or for the benefit of creditors is made by the Seller, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the RFP Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

- 7.4 Earliest Delivery Time: The Contractor must make delivery upon receipt of order unless otherwise specified in the RFP Documents. The vendor must indicate time required for delivery on the proposal.

## 8. MISCELLANEOUS

- 8.1 Taxes: The Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the proposal price.
- 8.2 Waivers: The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights under the RFP Documents unless specifically set forth in writing.
- 8.2 Default: If the Contractor fails to fulfill any or all terms and conditions of the RFP Documents, the Contractor shall be declared to be in default, and shall be subject to any and all other remedies available to the Board.
- 8.3 Compliance with Applicable Law: The Contractor shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS § 5/1 *et seq.*) in performing under the RFP Documents.
- 8.4 Prevailing Wage: In accordance with the *Prevailing Wage Act*, the vendor shall guarantee that not less than the prevailing wage will be paid to laborers, workers and mechanics performing work under the contract. In the event the vendor is awarded the contract, the Payment Bond must include a provision which guarantees performance of the prevailing wage clause of the contract. The prevailing rate of wages are revised by the Department of Labor and are available on the Department's official website.

8.5 Assignment: The Contractor shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.

8.6 Insurance: The Contractor shall procure and maintain at its own cost and expense:

- Commercial General Liability Coverage
- \$1,000,000 Per Occurrence
- \$5,000 Medical Expenses
- \$1,000,000 Personal & Advertising Injury
- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- The District and its Board of Education, both individually and collectively, and all agents, representatives, volunteers and employees should be named as an additional insured on a primary & non-contributory basis

• Sexual Misconduct

Commercial Automobile Liability Coverage

- \$1,000,000 Combined Single Limit
- The District and its Board of Education, both individually and collectively, and all agents, representatives, volunteers and employees should be named as an additional insured

Workers Compensation Coverage

- Statutory limits
- Employers Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000

Umbrella or Excess Liability

- \$5,000,000 Per Occurrence
- \$5,000,000 General Aggregate

Above coverages shall be from a company authorized to do business in Illinois and with at least an “A VII” rating from A.M. Best Company

The Contractor shall provide a certificate of insurance on a form acceptable to the Board evidencing the required insurance. The certificates of insurance and all insurance policies required to be obtained by the Contractor shall provide that coverages afforded under the policies will not be canceled, reduced or allowed to expire without at least thirty days prior written notice given to the Board. If any of the insurance coverages are required to remain in force after final payment, all additional certificates evidencing continuation of such coverage shall be submitted with the final application for payment.

All insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the



additional insureds have other insurance which is applicable to the loss, it shall be on an excess or contingent basis.

- 8.7 Indemnification: The vendor shall indemnify and hold harmless the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns (“Indemnitees”), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys’ fees and litigation costs) (collectively, “Claims”) brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the vendor; and (2) any breach by the vendor of the RFP Documents.
- 8.8 Criminal Background Checks. The Contractor represents and warrants that none of its employees or employees of any of its subcontractors performing work under the Contract are prohibited by law from being present on school and/or public property. The Board reserves the right to direct the Contractor, at any time during the project, to immediately obtain criminal background investigations of any of the Contractor’s or subcontractor’s employees who are or will be performing work in or around a building when students are or will be present to ascertain whether such employees have been convicted of any of the offenses enumerated in 105 ILCS § 5/10-21.9 or 105 ILCS § 5/21B-80. Each employee of the Contractor or subcontractor who will have direct, daily contact with students must cooperate during the Board’s fingerprint-based criminal history records check on him or her. Such criminal background checks will be performed at Contractor’s or subcontractor’s expense and at no cost to the Board. In the event any employee of the Contractor or subcontractor has been convicted of any prohibited offense set forth in 105 ILCS § 5/10-21.9 or 105 ILCS § 5/21B-80, said employee shall be promptly removed from the site and replaced by another individual.
- 8.9 Presence of Child Sex Offenders or Disruptive Persons On Board Property. The 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 18 are present without the specific notification to and permission of the Board. 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. The Contractor shall ensure that its employees and employees of subcontractors are notified of this law and that said employees are directed to notify the Contractor if they have been convicted of a sex offense restricting their presence on school property. The Contractor will then provide appropriate and immediate notification to the Board. The Board reserves the right to request the removal from the project of any person, including, but not limited to, employees of the Contractor and any subcontractors, who engage in conduct in violation of the law or the Board’s policies or conduct otherwise disruptive to the educational process or detrimental to students in the area. The costs related to such removal and substitution of personnel shall be borne solely by the

Contractor or subcontractor.

- 8.10 Physical Fitness to Perform Job Duties: All employees of the Contractor or subcontractors for whom a criminal history records check is required must also provide the Board with evidence of physical fitness to perform the duties assigned and freedom from communicable disease, if the employee will have direct, daily contact with students. The Board reserves the right to require additional health examinations of the employees of the Contractor or subcontractors, and subject said employees to additional health screenings, including screening for tuberculosis, as required by the rules adopted by the Department of Public Health, or by order of a local public health official.
- 8.11 Freedom of Information Act Compliance: The Board is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. (“FOIA”), and any and all information submitted by the Contractor to the Board may be subject to disclosure to third parties in accordance with FOIA. If the Contractor requests that the Board withhold any submitted information as trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the Contractor must notify the Board of such request at the time such information is submitted to the Board, along with a statement that disclosure of such information will cause competitive harm to the Contractor, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the Contractor at the time of submission to the Board will be presumed to be open to public inspection. The Contractor may be required to substantiate the basis for its claims at a later time. Notwithstanding timely notice received from the Contractor in accordance with Section 7(1)(g), the Board reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request. The Contractor waives any rights it may have, or claim to have, to challenge, protest, enjoin or otherwise assert a claim relating to, connected with or arising from any FOIA request. As a potential provider of a governmental function on behalf of the Board, the Contractor agrees to cooperate with the Board, without additional charge, in responding to any FOIA request, including by timely providing any documents requested by the Board that directly relate to the governmental function that the Contractor has been engaged to perform on behalf of the Board.

## **PROPOSAL SPECIFICATIONS**

The District Requests Proposals for replacing the current telephone system with a highly reliable, Enterprise-level Communication Solution capable of handling the District's incoming and outgoing phone calls.

### A. Project Description

The District will need the following number of telephone lines at each building:

Campus	Extensions
STEM	370
FAC	320
DISTRICT	60
TOTAL	750

The District will need 750 voicemail boxes.

The District will need 450 mobile phone Apps.

The vendor will be responsible for running data cable to any telephone location that does not currently have a data connection.

### B. VOIP Telephone System Requirements

The following section summarizes the District's requirements.

- i. Provide solution and equipment for seven hundred fifty (750) SIP color display HD audio phones.
- ii. The solution should allow future expansion to all Rich Township HS locations to be part of one telephone system with a single database for system administration.
- iii. The system must integrate with the emergency notification system.
- iv. Caller ID must be presented on all incoming calls (where provided by the Telco) to either the person's DID or as a second call (call waiting) to the person.

- v. Single System Functionality – should allow for four digits dialing between locations, centralized management, and centralized voicemail;
- vi. Cloud Hosted – The vendor must host in a cloud.
- vii. Direct Inward Dial – for direct calls to telephone sets
- viii. Tracking and reporting of internal and external inbound/outbound calls from every extension, including telephone numbers and length of calls, minimum 180 days of data retention.
- ix. Resilient with High Availability – Cloud-hosted system required for maximum reliability.
- x. The standard telephone requirement is for a multiline set capable of supporting at least two extension appearances with a minimum of 6 fixed feature keys.
- xi. Accessible via fixed or soft feature keys are required:
  - 1. hold
  - 2. transfer
  - 3. message waiting indicator
  - 4. five-party conference call
  - 5. system speed dial access
  - 6. personal speed dial access
  - 7. forward to voicemail
- xii. LCD display
- xiii. Two-way speakerphone
- xiv. Email and SMS integration
- xv. Ability to mute both speakerphone and handset calls
- xvi. Classroom function- station will not ring based on a time schedule.
  - 1. Ability to receive calls from Administration while in Do Not Disturb mode
  - 2. E911 REQUIRED
  - 3. Outbound call restrictions, when enabled, will not block 911 calls
- xvii. Existing DID numbers must be maintained and incorporated into the VoIP system.
- xviii. The system must allow users to log into “flex” stations with their credentials and temporarily “become” their assigned SCHOOL DISTRICT telephones.

- xix. The SCHOOL DISTRICT and the successful vendor will collectively create a punch list of items for the project

### C. Infrastructure

1. The School District will provide the following minimum configuration at each location where VoIP telephones are located:
  - i. The School District will purchase the necessary LAN Power over Ethernet (PoE) equipment to support the VoIP telephones and various end-points
2. The School District requires that your proposed solution be E911 compatible. Please describe how your solution will meet the following requirements and your overall E911 strategy and abilities. In our opinion, E911 means that you must be able to:
  - i. Allow a 911 call to be made from any station, even if that station is restricted to extension dialing
  - ii. Allow internal user to dial 911 or 9,911

### D. Infrastructure and Expansion

1. Voice over IP protocol
2. It is expected that a Voice over IP installation will be reliable and provide high voice quality.
3. The School District define the following as our minimum acceptable performance for VoIP telephone systems
  - i. Provide 99.99% uptime of all applications during regular office hours
  - ii. Provide 99.9% total uptime, including after-hours system maintenance.
4. Vendors must furnish all space, power, and environmental requirements for the proposed telephone system and voice messaging equipment.
  - i. Space – Provide the physical dimensions of the proposed equipment.
  - ii. Power – Provide the number of power outlets and types required

### E. Software

1. Manufacturer must provide software updates to address security flaws in the OS and applications at no additional cost (other than labor to implement) during the warranty and maintenance period (all updates must be included in the initial costs).
2. Software Version
  - i. The vendor will implement the most recent and stable version of all supplied software.

- ii. If the manufacturer releases a software update to fix flaws, bugs, or security during the installation timeframe, the vendor will update the district's system at the earliest reasonable opportunity during a scheduled maintenance window.
- iii. This maintenance window will be scheduled after hours for service-impacting upgrades to an operational and partially deployed system.

#### F. Installation

1. Responsibility - The selected vendor is solely responsible for the complete turn-key engineering of the new telephony system
2. Initial Work - The vendor will perform needs analysis, station reviews, database preparation, and original program initializations.
3. Transparency - The installation of the new system must be as transparent as possible to the users. There should be no telephone service interruptions, no interim changes in dialing procedures, and no perceived degradation in the quality of service.
4. Project Plan - Vendors will be required to supply a complete description of the key activities needed to install the proposed system upon contract award.
5. Timeline: The successful vendor will meet with the Technology Director no later than May 25, 2021 to formulate the project implementation plan and specifications.
  - A. The vendor must complete the installation (hardware, licensing, mounting, and configuration) by July 23, 2021.

#### G. Training

1. The successful vendor must conduct end-user training on School District premises, explicitly tailored to School District's requirements:
  - i. Voice over IP administrator training
  - ii. End user training
2. Each user should have access to a live (in person) telephone instrument during training
3. Classes should not exceed 60 minutes (45 minutes preferred)
4. All users will require training on the new telephone system and voicemail.

#### H. System Acceptance

1. System acceptance to be defined as follows:
2. All equipment delivered and installed.
3. All training completed
4. All installation issues were resolved to School District satisfaction.
5. The School District may agree to system acceptance through the completion of the punch list.
6. The School District expects to move from installation support to warranty/maintenance support only upon executing a Delivery and Acceptance agreement.

#### I. Pricing

Breakdown in pricing to include the following:

1. Hardware costs \$ \_\_\_\_\_
2. Installation and Labor \$ \_\_\_\_\_
3. Support/Maintenance/Training \$ \_\_\_\_\_
4. Any other costs \$ \_\_\_\_\_
5. Total first-year costs \$ \_\_\_\_\_

Ongoing Monthly Costs after initial installation \$ \_\_\_\_\_

## QUALIFICATION STATEMENT

**PROPOSAL DESCRIPTION:** \_\_\_\_\_

**VENDOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

- A. The vendor listed above hereby submits the name of the following insurance company(ies) meeting the requirements set forth in the Proposal Specifications, who would write the General Liability Insurance, in the event the vendor is awarded the Contract.
1. Corporate Name:  
Address:
  2. Agent's Name:  
Address:  
Telephone Number:
- B. The vendor verifies that he or she has accounts at the following bank(s):
1. Name of Bank:  
Address:
  2. Name of Bank:  
Address:
- C. Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items: (i) current assets; (ii) net fixed assets; and (iii) current liabilities.
- D. List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.
- E. List at least three (3) material suppliers with whom you are currently doing business and have been for at least one (1) year:



1. Name:

Address:

2. Name:

Address:

3. Name:

Address:

F. List at least three (3) projects/contracts of approximately the same size and type completed:

1. Name of Project:

Address of Job:

Contact and Telephone No.:

2. Name of Project:

Address of Job:

Contact and Telephone No.:

3. Name of Project:

Address of Job:

Contact and Telephone No.:

G. How many years has your organization been in business:

H. Have you ever failed to complete any work awarded to you within the last three years?

If yes, note when, where, and why:

I. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? If yes, please provide a summary of such and the case number and jurisdiction in which the matter is pending.

J. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? If yes, please provide a summary of such and the case number and jurisdiction in which the matter is pending.

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

Vendor Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Its: \_\_\_\_\_

City: \_\_\_\_\_

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

State: \_\_\_\_\_

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

**Subscribed and sworn to before me  
this \_\_ day of \_\_\_\_\_, 20\_\_.**

**Notary Public:**

\_\_\_\_\_

## CONTRACT

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Board of Education of Rich Township High School District 227, Cook County, Illinois (“District”), and \_\_\_\_\_ (“Contractor”) (collectively referred hereto as “the Parties”).

**WHEREAS**, District has requested proposals for \_\_\_\_\_ (“Work”)

**WHEREAS**, Contractor has submitted a proposal for provision of the Work; and

**WHEREAS**, District desires to enter into this Agreement with Contractor to provide the Work in accordance with the Proposal Specifications.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Duration of Contract. This Agreement shall be effective from \_\_\_\_\_, 20\_\_, and shall continue in force and effect through \_\_\_\_\_, 20\_\_.
2. Contract Documents. The documents comprising the entirety of this Agreement are the RFP Documents as defined in the Proposal Conditions, and this Agreement.
3. Document Supremacy. In the event any term or provision of this Agreement conflicts with a term or provision of the RFP Documents, the term or provision of this Agreement shall prevail. In the event any term or provision of the Contractor’s proposal conflicts with a term or provision of the RFP Documents, the term or provision most favorable to the District shall prevail.
4. Compensation. Contractor shall provide all services as awarded by District and shall be compensated in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the Work, in accordance with the terms of the RFP Documents.
5. Complete Understanding. This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.
6. Amendments. No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by both Parties.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**BOARD OF EDUCATION OF  
RICH TOWNSHIP HIGH SCHOOL  
DISTRICT 227,  
COOK COUNTY, ILLINOIS**

**CONTRACTOR**

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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

ATTEST:

ATTEST:

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

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

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