

**MOKENA SCHOOL DISTRICT No. 159
11244 Willowcrest Lane
Mokena, IL 60448**

**INVITATION TO BID ON LOCKSMITH SERVICES
Deadline for Return is March 19, 2013**

Mokena School District 159 is soliciting bids for Locksmith Services. Bids are **due on or before Monday, March 18, 2013 at 2:00 pm.**

BIDS ARE TO BE SUBMITTED TO

Mokena School District 159
Administrative District Office
Attn: Mr. Steve Stein, Superintendent
11244 Willowcrest Lane
Mokena, IL 60448

Bids must be clearly marked "**Locksmith Services**"

1. OPENING OF BIDS

Mokena Public School District 159, Will County, Illinois is requesting bids per the attached specifications for Locksmith Services. Bids must be filed with Mr. Steve Stein, Superintendent of Schools at the District 159 Administrative Office located at 11244 Willowcrest Lane, Mokena, Illinois 60448 no later than 2:00 PM Monday March 18, 2013 at which time they will be opened and acknowledged. Bidders are invited to attend. Bids will be studied and reviewed. The District reserves the right to waive any informalities, irregularities, or defects in any proposal should it be in the best interest of the School District to do so.

2. PREPARATION OF PROPOSAL

Proposal must be submitted on the prescribed Bid Form at the end of this document. All blank spaces for bid prices must be filled in, in ink or typed. All bids must be submitted in a sealed envelope bearing on the outside of the envelope the name of the bidder and the address and must be marked "**Locksmith Services**" No Bid forwarded by mail or messenger will be accepted unless received before the scheduled time for opening bids. Late bids will be returned unopened to the sender.

3. QUALIFICATIONS OF BIDDER

The District reserves the right to make such investigation as it deems necessary to determine the ability of the bidder to deliver the services and the bidder shall furnish all such information and data for this purpose as requested. The District also reserves the right to reject any bid if the evidence submitted, or the investigation of such bidder fails to satisfy that such bidder is properly qualified to carry out their obligation.

4. METHODS OF AWARD

The District reserves the right to reject any and all bids or to accept a bid in whole or in divisible part if deemed to be in the best interest of the School District. The District reserves the right to choose alternates it deems to be in the best interest of the School District. In the case of tie bids, the District shall have the right and authority to award orders to the bidder or bidders best meeting all specifications and conditions based upon the sole judgment of the School District. Following award of bid(s), purchase orders will be written to the successful Bidder(s) within the time for acceptance specified in the Invitation to Bid.

5. DURATION AND WITHDRAWAL OF BIDS

All bids shall be binding for 60 calendar days following the bid opening date, unless the bidder, upon request of the District, agrees to an extension. A written request for the withdrawal of the bid or any part thereof may be granted if the request is received by the District prior to the specified time of bid opening. No bids may be withdrawn after they have been opened.

6. CERTIFICATES

All bidders shall submit all certificates as required by law.

7. INVOICES

The successful Contractor shall submit three copies of invoices. Payment to the contractor shall be made within 30 days after receipt of invoice and acceptance of delivered computers. Payments are approved by the Board of Education at its monthly Board meeting (typically the third Wednesday of each month) provided a valid invoice is received at least one week prior to the Board meeting and said service has been provided and accepted by the Board of Education.

8. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by the respective item in the "Description" column. All prices must be quoted F.O.B. destination. Shipments shall become property of District after delivery and acceptance, and Board approval.

9. LATE BIDS

Formal bids, amendments thereto, or requests for withdrawal of bids received by the District after the time specified for bid opening will not be considered.

10. COMPLETENESS

All information required by the Invitation to Bid must be supplied to constitute a proper bid.

11. AUTHORITY TO ACT AS AGENT

Upon request, the bidder will provide proof to the District that the signatory on the proposal form has the authority to bind the bidder to the price(s) quoted.

12. DEVIATIONS

In the event that the Bidder intends to deviate from the specifications, all such deviations must be listed and attached to the bid. The absence of submitted deviations will assure the District that no deviations from specifications exist.

13. QUESTIONS REGARDING SPECIFICATIONS

Should a bidder find discrepancies or omissions in the specifications or instructions, or should he/she be in doubt as to their true meaning, he/she should notify the Director of Technology, who will in turn, clarify such specifications and notify other bidders of any material change or clarification.

14. SUBLETTING CONTRACT

It is mutually understood and agreed that the Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of his/her contract or right, title or interest therein, or power to execute such contract, to any other person, firm or corporation, without the previous written consent of the District, but in no case shall such consent relieve the Bidder from his/her obligation, or change the terms of the Contract.

15. NON-DISCRIMINATION

No bidder who is the recipient of the District's funds, or proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color, or national origin, nor otherwise commit any unfair employment practice. Bidder further agrees that this article will be incorporated by the bidder into all contracts entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

16. SEXUAL HARASSMENT POLICY

Every party to a public contract and every eligible bidder must have a written sexual harassment policy that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under state law; (iii) a description of sexual harassment, utilizing examples; (iv) the recourse, investigative and complain process available through the Illinois Department of Human Rights and the Human Rights Commission; (v) directions on how to contact the Department and Commission; and (vi) protection against retaliation as provided by Section 6-101 of the Human Rights Act. The bidder/contractor must provide a copy of such written policy to the Department of Human Rights upon request.

17. INDEMNITY

Bidder/contractor shall indemnify, keep and save harmless the District, its agents, officials and employees, against all injuries, death, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the District in consequence of the granting of this contract or which in any way result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, and the Bidder/contractor shall, at his/her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the District in any such action, the bidder/contractor shall, at his/her own expense, satisfy and discharge the same. Bidder/contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by bidder, shall in no way limit the

responsibility to indemnify, keep or save harmless and defend the District as herein provided.

18. COLLUSIVE BIDDING

The bidder certifies that his/her bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

19. IDENTICAL BIDDING - EXECUTIVE ORDER NO. 10946

All identical bids submitted to the District as a result of advertised procurement for materials, supplies, equipment or services exceeding \$2,500.00 in total amount shall, at the discretion of the District, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.

20. CONTRACTOR NOT AN AGENT

The bidder/contractor shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent contractor furnishing services to the District.

21. RESPONSIBILITY FOR MATERIALS SHIPPED

The bidder/contractor shall be responsible for the materials or supplies covered by this contract until they are delivered at the designated point, but the bidder/contractor shall bear all risk on rejected materials and supplies after notice of rejection. Rejected materials or supplies must be promptly removed by and at the expense of the bidder/contractor after notification of rejection.

22. INSPECTIONS

Inspection and acceptance of supplies and materials will be made after delivery. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or equipment will be made as promptly as practicable, but failure to inspect or accept or reject materials or equipment shall not impose liability on the District for such materials or equipment as are not in accordance with the specifications. All delivered materials shall be accepted subject to inspection and physical count.

**Mokena School District No. 159
11244 Willowcrest Lane
Mokena, Illinois 60448**

**SPECIFICATIONS
Locksmith Services**

Mokena Elementary School

11244 Willowcrest Lane, Mokena, IL 60448

Provide and Install the following:

Location: Main Front Door, (1):

- Installation of one (1) new electronic strike and call box on the front door. Install two (2) new Aiphone Box Access Sentry sets.

Location: Front vestibule doors , (2):

- Installation of new electric strike on each door.

Location: Rear Doors, (5):

- Installation of new electronic strikes and new keypads.
-

Mokena Intermediate School

11331 W. 195th Street, Mokena, IL 60448

Provide and Install the following:

Location: Main Front Door (1)

- Installation of one (1) new electric strike and call box on front door. Install one (1) new Aiphone box access sentry set

Location: Front vestibule doors , (1):

- Installation of new electric strike on door

Location: One (1) Rear Door

- Installation of new electronic strikes and new keypads.
-

Mokena Junior High School

19815 Kirkstone Way, Mokena, IL 60448

Provide and Install the following:

Location: Main Front Door (1)

- Installation of one (1) new electric strike and call box on front door. Install one (1) new Aiphone box

access sentry set.

Location: Front vestibule doors , (1):

- Installation of new electric strike on door

Location: Rear Doors, (2)

- Installation of new electronic strikes and new keypads

Parts required (or equivalent):

HES 9600-630 Genesis Rim Exit Strike 9" surface mount 12/24 vdc

Adams-Rite 7400 Electric Strike 1 ¼ x 4 7/8 12 ac/dc-24 ac/dc

Aiphone Box Access Sentry set

Carefree fully-sealed digital access keypad model 1050-A, 1000 personal codes.

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SPECIFIC BIDDER INFORMATION

NAME OF FIRM: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PRINCIPAL OFFICER: _____

PARTNERSHIP OR CORPORATION UNDER STATE LAWS OF: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

TO CONTACT REGARDING THIS BID: _____

PERSON

PHONE NUMBER: _____

This page must be returned signed and notarized for the bid to be considered

**Mokena School District No. 159
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BID FORM

**Total Bid Price for Locksmith Services
Per specification listed.**

\$ _____

Shipping

\$ _____

Delivery Time

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11244 Willowcrest Lane
Mokena, Illinois 60448

Assurances and Certifications

PART 1

STATEMENT OF ETHICS CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
4. Bidder has not been convicted of price fixing nor pleaded "no contest" to such charges within the last five (5) years.
5. Bidder is not subsidiary of a company that has been convicted of price fixing nor pleaded "no contest" to such charges within the last five (5) years.

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

NOTARY PUBLIC

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Assurances and Certifications PART 2

SUPPLIER'S/CONTRACTOR'S CERTIFICATION

As part of its bid, the supplier/contractor does hereby certify that said supplier/contractor is not barred from bidding on the contract as a result of violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

By: _____
Authorized Agent

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT (Suppliers/Contractors with 25 or More Employees)

As part of its bid, the supplier/contractor does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (Ill.Rev.Stat. ch 127. para. 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance or work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

By: _____
Authorized Agent

Does Not Apply (Less than 25 Employees)

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

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Assurances and Certifications PART 3

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

Sexual Harassment Policies

As part of its bid, the supplier/contractor does hereby certify pursuant to 775 ILCS 5/2-105 that [he, she, it] has written sexual harassment policies that include at least the minimum information as required by law; that a copy of the policies shall be provided to the Department of Human Rights upon request; and that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Human Rights Act*.

By: _____
Authorized Agent

Equal Employment Opportunity

As part of its bid, the supplier/contractor does hereby certify pursuant to 775 ILCS 5/2-104 that [he, she, it] complies with the procedures and requirement of the Illinois Department of Human Rights regulations concerning equal employment opportunities and affirmative action, shall provide such information with respect to its employees and applicants for employment and assistance as the Department may reasonably request, and that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Human Rights Act*.

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

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