



# **SECTION XI**

## **SAMPLE**

### **BOILERPLATE**



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TOWNSHIP HIGH SCHOOL DISTRICT 211

# INVITATION TO BID

Township High School District 211  
will accept sealed bids for:

Submit your bids to the attention of:

Mr. Steven M. East,  
Director of Purchasing and Facilities  
Township High School District 211  
1750 South Roselle Road  
Palatine, Illinois 60067-7336  
(847) 755-6600

Bids must be received at the above address no later than \_\_\_\_\_

Your bid **MUST** be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

“Bid No. \_\_\_\_\_ ; \_\_\_\_\_”

# INSTRUCTIONS TO BIDDERS

## 1. GENERAL

- A. Bid shall be submitted in an envelope properly marked with the title of the bid, date, and time of opening.
- B. Seal and deliver to the Business Office on or before the time scheduled for the opening.
- C. All bids shall be made on this form.
- D. Unsigned or late bids will not be considered.
- E. Township High School District 211 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation, and delivery to the School Building or District Office as designated on the bid.
- G. Correspondence shall be addressed to the Director of Purchasing and Facilities.
- H. Bids are available for inspection in the Business Office by appointment after the award of orders.
- I. Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted. The use of District transmission equipment by Bidders is prohibited.

## 2. ERRORS AND OMISSIONS

All proposals shall be submitted with each space properly completed. The 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 omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Director of Purchasing and Facilities who will issue the necessary clarifications to all prospective Bidders by means of addenda.

## 3. FIRM BID

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

## 4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, FAX, or in person prior to the time and date established for the opening of bids.

## 5. INVESTIGATION OF BIDDERS

A. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements. If requested, the bidder shall be prepared to show completed installations of equipment, types of service, or supplies similar to those included in this bid.

B. The Board of Education reserves the right to reject any bid if it is determined that the Bidder is not properly qualified to carry out the obligations of the Contract.

## **6. RESERVATION OF RIGHTS BY THE DISTRICT**

The Board of Education reserves the right to reject any and all bids, to waive irregularities, and to accept the lowest responsible Bidder, considering conformity with specifications, terms of delivery, quality, and serviceability. All items shall be new unless otherwise specified. By submitting a bid, Bidders agree to mandatory binding arbitration on all bid disputes.

## **7. COMPLIANCE WITH LEGISLATION**

A. It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor (copy attached). Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

While participating on public works projects, the contractor and each sub-contractor must submit (monthly) a certified payroll to the District in accordance with the Prevailing Wage Act.

B. It shall be mandatory that the Contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Human Rights Act (775ILCS 5/1-101) and further that the Contractor will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

## **8. SIGNATURE CONSTITUTES ACCEPTANCE**

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

## **9. CONTRACTS**

The successful Bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

## **10. COMPLIANCE WITH LEGISLATION**

During the performance of this Contract (whether or not Federal funds are involved) the Contractor agrees as follows:

A. The Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin, or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated equally during employment, without regard to their age, race, creed, color, sex, national origin, or disability. Such action shall include, but not be limited to, the following: 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. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex, or national origin.

C. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.

D. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by Law.

E. The Contractor shall include the provisions of paragraphs A through D in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Sec. 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

F. The bidder is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the contract throughout, and will be deemed to be included in the contract the same as though herein written in full; provided that municipal ordinances, policies, practices and other municipal regulations that create a conflict with the bidding requirements of the Illinois School Code are not applicable.

## **11. COMPLETION DELIVERY TIME**

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by the respective items in the "Description" column. All prices must be quoted F.O.B. DESTINATION. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

## **12. EVALUATIONS**

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different Bidders or all items to a single Bidder unless otherwise noted on bid request, and to determine whether in the opinion of the Board of Education: (1) an equal or alternate is a satisfactory substitute, (2) a Bidder is not a responsible Bidder and should be disregarded, and, (3) what exceptions or deviations from written specifications will be accepted. The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.

## **13. EXAMINATION OF DOCUMENTS AND SITE**

Before submitting a proposal for work on any project, each Bidder shall carefully examine the project site and the Contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon its own judgement in making its proposal, and include in its proposal all sums sufficient for it to provide all work required by the Contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work which would have been apparent by examination of the documents and sites. By submitting its proposal, each Bidder shall be held to represent that it has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate, and satisfactory for its completion of the work. A Bidder may visit the project sites during the hours of 8:00 A.M. to 4:00 P.M. on weekdays, Monday through Friday. The site location(s) is (are) at building(s) A, P, F, C, S, H (see Delivery Points section for addresses).

## **14. PERFORMANCE/LABOR AND MATERIAL PAYMENT BONDS (construction projects ONLY)**

Within ten (10) days of the date of the Notice of Award, the successful Contractor shall enter into a formal Contract with the Board of Education and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the Contract. The Bonds shall be in accordance with A.I.A. Documents A311. The Contractor shall pay the cost of premiums for said bonds. The Bonds shall be signed and sealed by an authorized representative of the Bonding Company and authorized officer or representative of the Contractor, and a certificate of the authority of those signing the Bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the Contractor by the prevailing Wage Act, as well as all other duties undertaken by it pursuant to the Contract with the Board of Education, and shall indemnify the Board of Education from any liability or loss resulting to the Board of Education from any failure of the Contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Bond herein provided shall be placed with a Surety Company or companies having a policyholders' rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition). Company must be licensed in the State of Illinois and shall show evidence of same.



## 15. BID SECURITY (construction projects ONLY)

A Bid Bond or Certified Check made payable to Township High School District 211, Cook County, Illinois, in the amount of 10 percent (10%) of the proposal shall accompany each bid as a guarantee that the Bidder, if awarded the Contract, will furnish the required Performance and Labor and Material Payment Bonds, execute the Contract, and proceed with the work. Upon failure to do so, the Contractor shall forfeit the Check or amount of Bid Bonds as liquidated damages. No mistakes or errors on the part of the Bidder shall excuse the Bidder or entitle it to a return of the Check or Bid Bond. No Bidder may withdraw its bid for a period of 60 days after the date of opening thereof.

The Bid Bonds or Checks will, with the exception of those of the three lowest bidders, be returned seven (7) days after the opening of bids, and the remaining Checks or Bid Bonds will be returned when the Contract is executed and Bond provided.

## 16. DELIVERY POINTS

Deliveries shall be made to the following addresses when “specific” locations are indicated in the bid specifications. The delivery points may be indicated by the school names or by the alphabetic code listed next to each of the addresses listed below:

- |   |  |   |   |
|---|--|---|---|
| A | Township High School District 211<br>Administration Center<br>1750 South Roselle Road<br>Palatine, Illinois 60067-7336<br>847-755-6600 | C | James B. Conant High School<br>700 E. Cougar Trail<br>Hoffman Estates, Illinois 60169-3659<br>847-755-3600  |
| P | Palatine High School<br>1111 N. Rohlwing Road<br>Palatine, Illinois 60074-3777<br>847-755-1600   | S | Schaumburg High School<br>1100 W. Schaumburg Road<br>Schaumburg, Illinois 60194-4150<br>847-755-4600        |
| F | William Fremd High School<br>1000 S. Quentin Road<br>Palatine, Illinois 60067-7018<br>847-755-2600                                     | H | Hoffman Estates High School<br>1100 W. Higgins Road<br>Hoffman Estates, Illinois 60169-4050<br>847-755-5600 |

## 17. INSURANCE (construction and service contracts ONLY)

The Contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the School District:

### A. Worker's Compensation Insurance:

Coverage A — Illinois Statutory Limits

Coverage B — Employer's Liability \$500,000 Limit

B. Automobile Liability Insurance: \$1,000,000 combined single limit per occurrence for bodily injury and property damage and include coverage for all owned, non-owned, and hired automobiles.

C. Commercial General Liability Insurance shall provide the following limits:

\$1,000,000 each occurrence  
\$2,000,000 General Aggregate  
\$2,000,000 Completed Operations Aggregate  
\$1,000,000 Personal Injury

This policy shall include the following coverages:

- |                                  |   |
|----------------------------------|---|
| A. Premises/Operations           | D. Contractual Liability – Blanket                              |
| B. Independent Contractors       | E. Broad Form Property Damage                                   |
| C. Products/Completed Operations | F. Personal Injury – Offenses A, B, C,<br>– exclusion C deleted |

Contractual Liability Coverage, including the “Indemnification of School District and Architect” (hold harmless agreement), must be fully insured under this policy for the liability limits set forth above. In addition, Care, Custody and Control, and XCU exclusions shall be removed from all policies under this Contract and suitable coverage provided subject to the approval of the School District’s insurance counselor.

The Contractor is responsible for all claims arising out of sales of vended product on the premises and injury and/or death caused by the vendor’s delivery vehicles on and immediately adjacent to the premises.

D. Umbrella Liability Insurance: It is required that an umbrella policy be written for a minimum of \$2,000,000 for bodily injury and property damage. This umbrella policy would be in excess of the limits of the primary policy outlined above.

All such insurance shall not be cancellable without thirty (30) days prior written notice being given to the School District. All insurance shall indicate that it is primary and any material change shall cause notice to District 211 thirty (30) days prior to the change.

With respect to the insurance required herein, the Contractor shall provide such insurance naming the School District, the Board of Education and its members individually, and its employees and agents as “additional named insured.” The Contractor shall also purchase and maintain such insurance as will protect the School District from and against all claims, damages, loss, and expenses, including attorney’s fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom, and (2) is caused in whole or in part by a negligent act or omission of the Contractor, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award that Certificate(s) of Insurance shall be submitted to the School District 211 Director of Purchasing and Facilities and the School District’s insurance consultant: Mr. Michael D. Nugent, Nugent Risk Management Services, 4731 Bordeaux Drive, Lake in the Hills, Illinois 60102.



## **18. TOTAL PRICE FOR ALL ITEMS BID**

A total bid dollar amount, regardless of whether or not you are bidding all items, *MUST* be entered in the appropriate section of the Bid Form before signing and submitting your bid.

## **19. HOLD HARMLESS AND INDEMNIFICATION**

The Contractor shall assume all liability for, and shall protect, defend, indemnify, and hold harmless the Board of Education and its members individually, their officers, employees, servants, and agents from and against all claims, actions, suits, judgements, costs, losses, expenses, and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the Contractor under this Contract or by reason of anything to be supplied by the Contractor pursuant to this Contract.

B. Bodily injury, including death, to any person or persons (including Contractor's officers, employees, agents, and servants) or damage to or destruction of any property, including the loss of use thereof:

— Caused in whole or in part by any act, error, or omissions by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

— Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent thereto.

— Arising directly or indirectly out of the use, misuse, or failure of any machinery or equipment used directly or indirectly in the performance of this Contract.

## **20. LATE BIDS**

Bids received after the time specified on the Invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the Bidder's risk of untimely receipt by the School District. The use of District equipment for transmission of bids is prohibited.

## **21. RECYCLED PRODUCTS**

District 211 supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to percentage of recycled products in each item.

## **22. PAYMENT**

Although we can accept immediate delivery, payment will not be made until after **July 1, 2010**.

## **23. CERTIFICATIONS**

### **A. Drug-Free Workplace**

Applicable only to companies with 25 or more employees. The Vendor shall hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further

certifies, that the Bidder is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

The Board of Education states that it is in compliance with said law.

**B. Bid-Rigging**

The Bidder hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

**C. Prevailing Wages**

It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work, and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor (copy attached). Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

**D. Background Checks**

All contractors or individual vendor representative(s) who have contact with students or perform work in student areas when students are likely to be present need to have a sex offender background check performed before they may work in any District 211 building. By submitting a bid, the vendor agrees that its employees may be checked by the District prior to working on District property.

**E. MBE/WBE/DBE Status**

Please check one. This firm is a:

Minority Business Enterprise (MBE) – a firm that is at least 51% owned, managed, and controlled by a minority.

Women’s’ Business Enterprise (WBE) – a firm that is at least 51% owned, managed, and controlled by a woman.

Disadvantaged Enterprise (DBE) – a firm that is at least 51% owned, managed, and controlled by a person with a disability.

This form is not a MBE, WBE, or DBE.

Please attach copies of any and all MBE, WBE, and DBE certifications.

**F. Sexual Harassment Clause**

Each Bidder must certify that it has complied with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

**G. Non-Discrimination Clause**

The Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin, or disability. Such action shall include, but not be limited to the following: 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. The Contractor agrees to post, in conspicuous places

available to employees and applicants for employment, notices to be provided setting forth the provisions of the non-discrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex, or national origin.

The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts or federally-assisted construction contracts, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies revoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor shall include the provisions of Paragraph A through D in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the best interest of the United States.

The Bidder is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the Contract throughout, and will be deemed to be included in the Contract the same as though herein written in full; provided that municipal ordinances, policies, practices, and other municipal regulations that create a conflict with the bidding requirements of the Illinois School Code are not applicable.

#### **H. Non-Collusion Affidavit**

The undersigned Bidder or Agent, being duly sworn, on oath, says that he has not, or has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the bid price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without agreement, understanding, or combination with any other person in reference to such bidding.

He further says that no persons, firms, or corporation has, have, or will receive directly, any rebate, fee, gift, commission, or thing of value on account of such sale.

*NOTE: The Board of Education states that it is in compliance with all applicable laws.*

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of the bid due date, to provide the specified items and/or services or work as described in the specifications and the instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

\_\_\_\_\_  
**BY:** \_\_\_\_\_  
*Bidder or Agent*

**FOR:** \_\_\_\_\_  
*Firm or Corporation*

**BID NUMBER** \_\_\_\_\_



# TOWNSHIP HIGH SCHOOL DISTRICT 211

BID NO. \_\_\_\_\_

## BID FORM

TO: Steven M. East, Director of Purchasing and Facilities  
Township High School District 211  
1750 South Roselle Road  
Palatine, Illinois 60067-7336  
(847) 755-6600

FROM: \_\_\_\_\_  
(Name of Company)

FOR: \_\_\_\_\_

TOTAL PRICE FOR ITEMS BID:\$ \_\_\_\_\_

DELIVERY OR COMPLETION: \_\_\_\_\_ weeks

(If this bid is for services or work, indicate date when services or work could be started. \_\_\_\_\_)

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of bid due date, to provide the specified items and/or services or work as described in the specifications and instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE & ZIP CODE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER

REMINDER: YOUR BID **MUST** BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER AND BID NAME CLEARLY MARKED ON THE OUTSIDE.

\* If NO BID is your response, see the opposite side of this Bid Form.

# Courtesy "No Bid" Response Questionnaire

If you are not submitting a price on this bid, District 211 would like your input as to why you are not bidding. Please indicate your reason and return by Bid Due Date to:

Steven M. East, Director of Purchasing and Facilities  
Township High School District 211  
1750 South Roselle Road  
Palatine, Illinois 60067-7336  
(847) 755-6600

- Previous commitments, too busy
- Too small a job
- Too large a job
- Our firm is not suited for this type of work
- Do not like to bid jobs
- Could not schedule site examination
- Cannot get bonding for this job
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

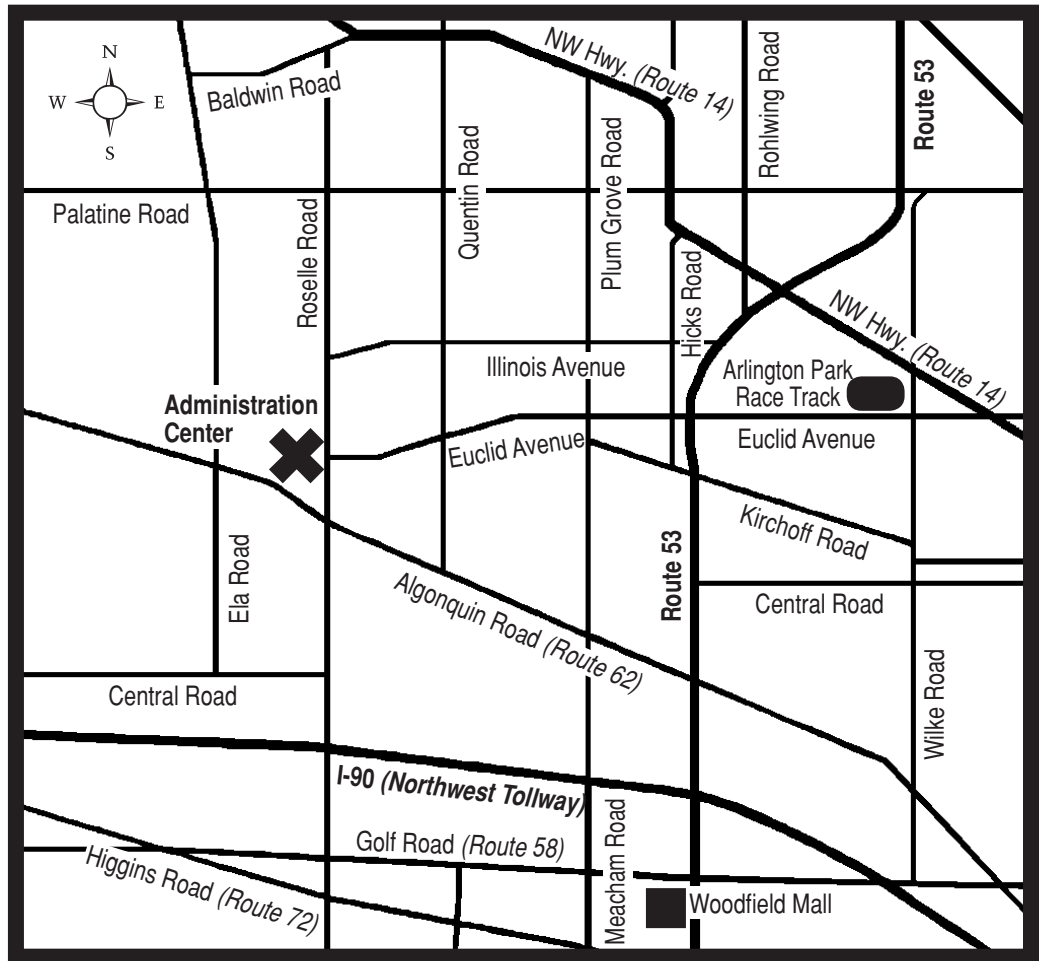


# Check List For Bidders

- 1. Have you carefully reviewed the specification including "Instructions to Bidders?"
- 2. Have you properly completed all portions of the bid?
- 3. Have you signed the bid?
- 4. Have you furnished business references (if required)?
- 5. Have you verified your prices to be sure you have not made an error?
- 6. Have you indicated your total price for items bid on the Bid Form?
- 7. Is your bid sealed in the envelope provided?
- 8. Is the envelope clearly marked as required?
- 9. Have you made arrangements to submit samples if required?

# Directions to G.A. McElroy Administration Center 1750 South Roselle Road • Palatine, Illinois

**Township High School  
District 211**  
(847) 755-6600  
Nancy N. Robb,  
Superintendent



## From the North:

- Take Route 53 south to Euclid Avenue
- Exit Euclid Avenue west
- Euclid Avenue west to Roselle Road
- Left turn (south) on Roselle Road
- Administration Center is on the right side (between Euclid Road and Algonquin Road)

## From the South:

- Take I-290 or I-355 north to Route 53 north
- Route 53 north to Euclid Avenue
- Exit Euclid Avenue west
- Euclid Avenue west to Roselle Road
- Left turn (south) on Roselle Road
- Administration Center is on the right side (between Euclid Road and Algonquin Road)

## From Chicago:

- Take I-90 west to Roselle Road
- Exit Roselle Road north
- Administration Center is on the left side (between Euclid Road and Algonquin Road)

## From the West:

- Take I-90 east to Route 53 north
- Route 53 north to Euclid Avenue
- Exit Euclid Avenue west
- Euclid Avenue west to Roselle Road
- Left turn (south) on Roselle Road
- Administration Center is on the right side (between Euclid Road and Algonquin Road)