

Pana Community Unit School Dist. No. 8

14 East Main Street
P.O. Box 377
Pana, IL 62557

Be A Part of the Pride

TELEPHONE: 217-562-1500
FAX: 217-562-1501

INVITATION FOR BID (IFB) Sr. High Football Scoreboard

Bid Issue Date	April 17, 2018
Final Date for Written Questions	April 24, 2018
Bid Due Date and Time	April 30, 2018 @2:00 PM
Bid Opening Date and Time	April 30, 2018 @2:00 PM
Bid Opening Location	District Office, 14 E Main St., Pana, IL
Formal Award Date	May 15, 2018
Start Date	May 16, 2018
Demolition/Removal Deadline	June 1, 2018

BID FOR	NAME OF PRODUCTS	LABEL SEALED ENVELOPE
X	Equipment	Pana Sr. High Football Scoreboard

In accordance with Federal Law and

U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age and disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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**SECTION 1
TRANSMITTAL PAGE**

The Pana Community Unit School District #8 is requesting sealed bids for the sale & removal of the current football scoreboard currently erected at Brummett Field, Pana Sr. High School, 201 W. 8th Street, Pana, IL.

Sealed bids are due by the date and time shown on the Invitation to Bid. Bids will be opened at the date, time and location shown on the Invitation to Bid (Page #1 of this document).

Sealed Bids shall be mailed or delivered to:

Pana Community Unit School District #8
14 E Main Street
P O Box 377
Pana, IL 62557

Questions regarding this Invitation for Bid shall be directed to Lori Ade, Facilities Director, at lade@panaschools.com or 217/562-1524.

I. INTENT

- a) It shall be the intent and purpose of this IFB to cover the terms and conditions under which a successful Bidder shall be responsible to dismantle & remove the Sr. High football scoreboard from its current fixed position. Once removed, buyer is responsible for transporting scoreboard off grounds, without damage to existing school property.
- b) The Board reserves the right to accept or reject any or all bids.

II. CONTRACT TIME PERIOD

- a) **Initial Term** - The initial term of this contract, which results from the award of this IFB, shall commence and terminate on the dates shown on the INVITATION TO BID
- b) **Extension Option** –No extension will be granted to successful Bidder.

III. **BID SUBMISSION PROCEDURES**

The Pana Community Unit School District #8 is not liable for any costs incurred by Bidders prior to issuance of or entering into contract. Costs associated with developing the bid, preparing for oral presentations, and any other expenses incurred by the Bidder in responding to this IFB are entirely the responsibility of the Bidder, and shall not be reimbursed in any manner by Pana Community Unit School District #8.

- a) Bids must be enclosed in a sealed envelope. The outside of the envelope shall be clearly marked as shown on page #1 of this document entitled **“Pana Sr. High Football Scoreboard.”**
- b) Bids must be received at 14 E. Main Street, Pana, IL no later than the date and time shown on page #1 of this document entitled INVITATION FOR BID.
- c) Late bids shall not be accepted. The Pana Community Unit School District #8 Board of Education shall not be responsible for late receipt of bids. Emailed and faxed bids are not acceptable and will not be considered for SEALED BIDS.

Bids must be mailed or delivered to:

Pana Community Unit School District #8
Attn: Lori Ade, Facilities Director
14 E. Main Street, P O Box 377
Pana, IL 62557

IV. **BID OPENING DATE/TIME/PLACE**

Bids will be opened at the date and time shown on page #1 of this document entitled INVITATION FOR BID.

V. **AWARD DETERMINATION STATEMENT**

- a) This IFB is intended to be awarded to a single Bidder and to result in a firm price contract. All bids presented at time of bid opening are considered firm.
- b) The Pana Community Unit School District #8 will award the contract to the lowest responsive and responsible Bidder meeting all terms, conditions, and specifications of the IFB as noted on page #1 of this document entitled INVITATION FOR BID. The Pana Community Unit School District #8 reserves the right, in its sole discretion, to accept or reject any and all bids or parts thereof.

- c) An official motion of acceptance for the successful Bidder will be made by the Pana Community Unit School District #8 Board of Education on Monday, May 15, 2018.
- d) Upon acceptance and award of a bid, the successful Bidder is welcome to begin demolition, removal, transport of scoreboard at his/her earliest convenience, with the contract deadline as noted on page #1 of this document. All work and equipment for this contract shall be removed from school property by June 1, 2018. This contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.

VI. CONTACT INFORMATION

This Invitation for Bid (IFB) is issued by the Pana Community Unit School District #8. All inquiries, clarifications, or interpretations regarding this IFB should be directed by email to lade@panaschools.com or in writing to:

Pana Community Unit School District #8
 Attn: Lori Ade
 14 E. Main Street, P O Box 377
 Pana, IL 62557

VII. BIDDER CONTACT INFORMATION

Bidder Name	
Street Address	
City, State, Zip	
Contact Person	
Telephone	
Email address	

SECTION 2
STANDARD TERMS AND CONDITIONS

This contract between the Pana Community Unit School District #8 and the Bidder shall be governed in accordance with the laws of the State of Illinois and all applicable Federal regulations.

I. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE STATEMENT (for bids over \$10k)

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992. (Voice) Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

II. CIVIL RIGHTS STATEMENT

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age and disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

III. DUTY TO EXAMINE

It is the responsibility of each bidder to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time not shall it give rise to any contract claim.

SECTION 3
SPECIAL TERMS AND CONDITIONS

I. METHOD OF PAYMENT

- a) The successful Bidder warrants that the bid amount in his/her bid shall be firm through the bid process and until the time the award is made at which time the bid amount shall remain firm.
- b) The successful Bidder shall make payment to Pana Community Unit School District #8. Payment must be received no later than 5:00 p.m. on May 16, 2018.

Payment can be mailed or delivered to:

Pana Community Unit School District #8
14 E. Main Street, P O Box 377
Pana, IL 62557

II. ADDITIONAL BID INSTRUCTIONS

- a) **Bid modifications** - Bids cannot be modified after receipt of bids. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the Bidder to disqualification. The Board reserves the right to request information or respond to inquiries for clarification purposes only.
- b) **Bid withdrawal** - Bidders may withdraw bids at any time up to the scheduled time for receipt of bids. Bidders desiring to withdraw their bid must submit the withdrawal in writing before the bid opening deadline. Bidders may resubmit bids provided it is prior to the scheduled time for receipt of bids.
- c) **Addenda** -If clarification of the specifications/instructions is required the request shall be made in writing prior to April 24, 2018. The school district will respond to the request in the form of an addendum issued to all potential bidders. No addenda will be issued within three working days of the date and time of bid opening. Should a question arise which requires clarification during this time period the date and time of bid opening will be delayed to allow issuing an addendum.
- d) **Bid examination**
 - i) Bidders shall carefully examine all documents in the solicitation to obtain knowledge of existing conditions, limitations, and requirements. Failure to examine the documents will not relieve the Bidder of responsibilities stated herein.

e) Rejection or Disqualification of bids

- i) A bid that is incomplete, obscure, conditioned or contains additions not called for or irregularities of any kind, (including alterations or erasures), which are not initialed, may be rejected as non-conforming.

- ii) Issuance of this IFB in no way constitutes a commitment by the Pana Community Unit School District #8 to award a contract. Pana Community Unit School District #8 reserves the right to accept or reject, in whole or part, all bids submitted and/or to cancel this solicitation if it is determined to be in the best interest of the School District.

- iii) Any Bidder who has demonstrated poor performance during a current or previous Agreement with the Pana Community Unit School District #8 may be considered a non-responsible Bidder and their bid may be rejected. The Pana Community Unit School District #8 reserves the right to exercise this option as is deemed proper and/or necessary.

III. INDEPENDENT CONTRACTOR AND INDEMNITY

The successful Bidder shall act as an independent Contractor and not as an employee of Pana Community Unit School District #8. Bidder agrees to indemnify and hold harmless Pana Community Unit School District #8, its elected officials, employees and agents from and against any and all liability, damages, claims, suits, liens, and judgments (including reasonable attorney's fees), of whatever nature, for injuries to or death of any person or persons, or loss of or damage to property, to the extent attributable to the negligent acts of said Bidder, its subcontractors or its respective agents, servants, or employees or such parties' failure to perform in accordance with the provisions of the contract resulting from this IFB.

IV. TIME OF PERFORMANCE

Notwithstanding any delay in the preparation and execution of the formal contract agreement, the successful Bidder shall be prepared, upon notice of bid award, to commence all work related to the removal of the scoreboard as noted as "Start Date" shown on page #1 of this document entitled INVITATION FOR BID.

V. EVIDENCE OF INSURANCE

a) The successful bidder, at its expense, shall carry and maintain in full force at all times during the term of the contract resulting from this IFB the following insurance:

Coverage	Limits of Liability
Workmen's Compensation	Statutory
General Liability/Property Damage	\$500,000 each occurrence \$1,000,000 aggregate
Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Automobile Liability/Property Damage	\$500,000 each occurrence
Bodily Injury	\$500,000 each occurrence \$1,000,000 aggregate

b) Prior to commencement of the work of this Agreement, the successful Bidder shall furnish to Pana Community Unit School District #8 a certificate of liability insurance evidencing all required coverage in at least the limits required herein, naming Pana Community Unit School District #8 as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled within this contract period. Such certificate shall be issued to Pana Community Unit School District #8, 14 E. Main, P O Box 377, Pana, IL 62557.

c) Said policies shall remain in full force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the Bidder, whichever shall occur later.

VI. PRE-BID CONFERENCE: No pre-bid conference is planned for this bidding process.

ATTACHMENT A

CONTRACT SIGNATURE PAGE

This agreement is dated as of _____ by and between the Pana Community Unit School District #8, (hereinafter called Pana CUSD #8) and _____ hereinafter called BIDDER.

Pana CUSD #8 and BIDDER, in consideration of the mutual covenants hereinafter set forth, agrees as follows:

ARTICLE 1. Scope of Work

BIDDER shall provide all services as required to dismantle and remove current football scoreboard from its current location at Brummett Field, in its entirety, without causing damage to school property. BIDDER provide own equipment for the scope of work herein.

ARTICLE 2. CONTRACT TIME

Per Page #1 under Information for Bid, the contract time is from April 17, 2018 to June 1, 2018.

ARTICLE 3. CONTRACT PRICE

BIDDER shall pay to Pana CUSD #8 the amount agreed upon between the two entities. Amount should be paid no later than 5:00 p.m., May 16, 2018, and received at Pana CUSD #8 Unit Office, 14 E. Main Street, Pana, IL.

ARTICLE 4. CONTRACT DOCUMENTS

The Contract Documents, which comprise the entire agreement between School Nutrition Program and CONTRACTOR concerning the work, consist of the following:

- Transmittal Page
- Standard Terms and Conditions
- Special Terms and Conditions
- Attachment A - Contract Signature Page
- Attachment B – Bid Form

There are no Contract Documents other than those listed above in this Article 4. The Contract Documents may only be amended, modified or supplemented by written agreement between both parties.

IN WITNESS WHEREOF, Pana CUSD #8 and BIDDER have signed this Agreement. One counterpart each has been delivered to Pana CUSD #8 and BIDDER.

This Agreement will be effective May 15, 2018

_____ Signature of Board member or designee

_____ Name of Board member or designee

_____ Date

_____ Signature of Bidder

_____ Name of Bidder

_____ Date

ATTACHMENT B

BID FORM

Bid Amount:

Unless specifically noted in the Bid, Pana CUSD #8 shall deem the Bid to be complete and shall not charge any costs above and beyond the Bid amount as set forth by the Bidder herein.

Total Bid Price: \$ _____

Authorized Signature of Bidder:

Bidder attests that:

He/she has thoroughly reviewed this IFB and that this Bid response is submitted in accordance with the IFB requirements.

Name: _____

Street Address: _____

Signature: _____

Signatory's Name: _____