

ADVERTISEMENT TO BID

The ROUND LAKE AREA PUBLIC LIBRARY DISTRICT does hereby invite sealed bids for the lease of

Desktop Computers and Monitors 2011 Public Workstation Lease

Bids will be received until **2:00 p.m., January 14 , 2011** by mail or delivered by hand to Executive Director, Jim DiDonato, Round Lake Area Public Library District, 906 Hart Rd. Round Lake, Illinois. Bid opening will be held in the District Offices, 906 Hart Rd. Round Lake, Illinois, 60073 promptly at **3:00 p.m. on January 14, 2011.**

Those desiring to bid may obtain copies of the Specifications and other bidding information during normal business hours from the District Offices, Round Lake Area Public Library District 906 Hart Rd Round Lake, Illinois, **after 3:00 p.m., December 16, 2010.**

The Round Lake Area Public Library District will accept the lowest responsible bid or may reject all bids without disclosure of a reason. The failure to make such a disclosure will not result in accrual of any right, claim, or cause of action by any Bidder against the Round Lake Area Public Library District.

Round Lake Area Public Library District

Jim DiDonato

Executive Director

Dated: December 16, 2010

To appear in _____ **Daily Herald** On **December 21, 2010.**

PROJECT MANUAL

**ROUND LAKE AREA
PUBLIC LIBRARY
DISTRICT**

Desktop Computers and Monitors 2011 Public
Workstation Lease

OWNER:

Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

DATE:

December 2010

INVITATION TO BID
ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

The Round Lake Area Public Library District will receive bid quotations for the lease of computes as listed in project titled, Desktop Computers and Monitors 2011 Public Workstation Lease.

Sealed bids will be received in the office of the Executive Director until 2:00 PM, prevailing time, January 14, 2011, and will be opened at 300 pm in the Board Room at that time.

Detailed specifications and Bid Forms may be secured from the Round Lake Area Public Library District, 906 Hart Rd, Round Lake, IL 60073.

BIDDING AND CONTRACT REQUIREMENTS
(Specifications to be attached hereto)

1. **Identification of Project**

The official name and location of the project shall henceforth be known as:

Desktop Computers and Monitors 2011 Public Workstation Lease

The official name and address of the project owner shall henceforth be known as:

Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

Bids Due: **January 14, 2011, 2:00 PM**
Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

Bids Opened: **January 14, 2011, 3:00 PM**
Round Lake Area Public Library District

Board Approval: **January 26, 2011, 6:00 pm**

Bid Awarded: **January 26, 2011, 6:00 pm**

Commencement of Work: Work shall be commenced within ten (10) days of Notice to Proceed, weather permitting.

Completion: See Bid specifications for schedule

2. **Contract Documents**

The Invitation to Bid, Instructions to Bidders, Specifications, Bid Form, and the accepted Bid Sheet comprise the Contract Documents. Copies of these documents can be obtained from:

Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

3. Explanation to Bidders

Any explanation desired by a Bidder regarding the meaning or interpretation of the Invitation to Bid, Drawings, Specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach Bidders before the submission of their bids.

Any interpretation made will be in the form of an addendum of the Invitation to Bid, Drawings, Specifications, etc., and will be furnished to all prospective Bidders. Its receipt by the Bidder must be acknowledged in the space provided on the Bid Form or by letter or telegram received before the time set for opening of bids. Oral explanations or instructions given before the award of the contract will not be binding.

4. Conditions Affecting the Work

Bidders should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Failure to do so will not relieve Bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work.

5. Bid Guarantee

Where a Bid Guarantee is required by the Invitation to Bid, failure to furnish a Bid Guarantee in the proper form and amount, by the time set for opening of bids, will render the bid deficient and ineligible for acceptance.

A Bid Guarantee shall be in the form of a bid bond, postal money order, certified check, or cashier's check made payable to the Owner. Bid Guarantees, other than those stated, will be returned (a) to unsuccessful Bidders as soon as practicable after the award of job, and (b) to the successful Bidder upon execution of such further contractual documents and bonds as may be required by the bid as accepted.

The successful Bidder, upon being given a written "Notice of Award," will have ten (10) calendar days to provide the required Labor and Material Payment Bond, Performance Bond, and Insurance Policies or certificates for same, and commence with the work. Failure to comply with the conditions set forth in the Contract Documents shall result in the termination of the contract for default. In such event, the Contractor may be liable for any costs of performing the work which exceed the amount of his bid, and the Bid Guarantee shall be available toward offsetting such difference, if not previously returned to the Contractor.

6. **Preparation and Submission of Bids**

Before submitting a proposal, each Bidder shall examine carefully all documents pertaining to the work and visit the site to verify conditions under which work will be performed.

Submission of a bid will be considered presumptive evidence that the Bidder has visited the site and is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, the state of Labor and Material Markets, and has made due allowance in his bid for all contingencies. Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the Specifications on which proposal is made, including all trades, without further cost to the Owner. Obtain all permits and arrange for all inspections. Pay all fees and costs incurred.

No compensation will be allowed by reason of any difficulties which the Bidder could have discovered or reasonably known prior to bidding.

All proposals must be made upon the Bid Form furnished by the Owner, attached hereto, and should give the amounts bid for work, in numbers, and must be signed and acknowledged by the contractor. In order to insure consideration, the Bid Form should be enclosed in the envelope provided or in an envelope marked Desktop Computers and Monitors 2011 Public Workstation Lease showing the name and return address of the sender and addressed to:

Round Lake Area Public Library District
Executive Director
906 Hart Rd, Round Lake, IL 60073

Bids must be sealed, marked and addressed as directed above. Failure to do so may result in a premature opening of, or a failure to open, such bid. The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid.

Modifications of bids already submitted will be considered if received at the office designated in the Invitation to Bid by the time set for opening of bids. Telegraphic modifications will be considered, but should not reveal the amount of the original or reversed bid. Unless called for, alternate bids will not be considered.

7. Prices

The prices are to include the furnishing of all materials, plant, equipment, supplies, tools, scaffolding, transportation, superintendency, insurances, bonds, warranties, and all other facilities, and the performance of all labor and services necessary for the proper completion of the work except as may be otherwise expressly provided in the Contract Documents.

8. Time Schedule

The timely execution of any project is extremely important. As timing is of importance to us, we ask that you submit scheduling information along with your bid. Failure to supply this information may be considered cause for rejecting your bid.

9. Late Bids and Modifications or Withdrawals

A. Bids and modifications or withdrawals thereof received at the office designated in the Invitation to Bid after the exact time set for opening of bids will not be considered.

10. Withdrawal of Bids

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time set for opening of bids.

11. Public Opening of Bids

Bids will be publicly opened at the time set for opening in the Invitation to Bid. Their content will be made public for the information of Bidders and others interested, who may be present either in person or by representative.

12. Award of Contract

A. Award of Contract will be made to lowest responsible Bidder as determined by the Library Board of Trustees, Round Lake Area Public Library District

B. The Library Board of Trustees will accept the lowest responsible bid or may reject all bids without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any Bidder against the **Round Lake Area Public Library District.**

.

13. Contract and Insurance

The accepted Bidder shall enter into a written contract, provide the Owner with a Labor and Material Payment Bond, Performance Bond, and copies of Workman's Compensation and Public Liability Insurance Policies, Sexual Harassment 33E-11 or certificates thereof, within ten (10) calendar days of the written "Notice to Proceed" and prior to the commencement of work.

All Contractors must comply with the provisions of the Illinois Human Rights Act (Act) dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also

must provide for the adoption and implementation of written Sexual Harassment Policies. The Contract with the Bidder will provide for this requirement. The statutory provisions setting forth what such policies shall include as a minimum under the Act are on file with the District and available to the Contractor upon request.

14. Postponement of Date for Opening Proposals

The Owner reserves the right to postpone the date of presentation and opening of bids and will give telegraphic notice of any such postponement to each interested party.

END OF DOCUMENT

INSTRUCTIONS TO BIDDERS

ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

906 Hart Rd
Round Lake, IL 60073

1. PROJECT DESCRIPTION: **Lease of Desktop Computers and Monitors 2011 Public Workstation Lease**

2. PREPARATION AND SUBMISSION OF BIDS:

A. Each bid shall be submitted in duplicate on the exact form furnished. All blank spaces for bid prices, unit costs, and alternatives must be filled in, in ink, in both words and figures. In case of any discrepancy in the amount bid, the prices expressed in written words shall govern.

B. Bids shall be submitted in a sealed envelope addressed "Desktop Computers and Monitors" - Attention: Round Lake Area Public Library, Executive Director. Mailed in bids shall be sent to the attention of the Round Lake Area Public Library District, Executive Director, 906 Hart Rd, Round Lake, IL 60073. If mailed, the sealed bid envelope shall be enclosed inside an outer mailing envelope.

C. The sealed bid envelope shall be clearly marked with the bidder's name and address and the label "Desktop Computers and Monitors" shall be clearly marked on both faces of the sealed envelope, and be received by the Executive Director on or before 2:00 PM, prevailing time, January 14, 2010. Proposals received after this time will not be considered. Bids will be publicly opened at 3:00 pm, prevailing time, January 14, 2010.

D. Bidders may attach separate sheets to the proposal form for the purpose of explanation, exception, or alternate proposal and to cover unit prices required.

E. By submitting a bid, the bidder understands and agrees that if that proposal is accepted and the bidder fails to enter into a contract forthwith, the bidder shall be liable to the Owner for any damages the Owner may thereby suffer.

F. Bids may not be modified after submittal. Bidders may withdraw proposals either personally or by written request at any time before the hour set for the bid opening, but may not resubmit them. No proposal may be withdrawn or modified after the bid openings except if the award of contract has been delayed for a period more than 45 days.

3. BASIS OF AWARD:

A. The **Round Lake Area Public Library District** reserves the right to waive any informality in or to reject any or all bids and to accept any bids deemed most favorable to the interest of the District after all bids have been examined and tabulated.

B. The District may award a contract on individual items within a particular group or

upon the total group of items.

4. **BREAKDOWN OF COSTS: Delivered and Installed:** Include unit and total costs per item for the delivery of the item(s) to their designated locations ready for use.

5. **SUBSTITUTIONS:**

A. Certain materials and equipment are specified by a manufacturer or trade name to establish standards or quality and performance and not for the purpose of limiting competition. Bidders are invited to submit bids not only on named items but also on items that they propose for substitution of named items. Products of other manufacturers may be substituted if, in the opinion of the District, they are equal to those specified in quality, performance, design, and suitability for intended use. When two or more items are specified, the selection among those specified is the Contractor's option, or the Contractor may submit a bid on all such items.

B. Bids shall be based on materials and equipment included in the specifications. Substitutions for the purpose of evaluating bids will be considered only if proposed substitutions are set forth in a sealed bid and will be accepted only prior to the award of contract. The offer of substitutions shall be an integral part of the proposal, appearing immediately after all requested bids and before the signature of the bidder for the entire proposal.

C. Substitutions of materials other than those specified will not be considered in the base bid price. However, other substitutions may be listed in the specified place in the proposal form, with the indication of the change in the base bid price for the entire work.

D. In addition to the requirements heretofore mentioned, in order for substitutions to qualify for consideration, the following shall accompany each proposal:

1. Each proposed substitution shall be itemized, showing manufacturer's name, catalog number, quantity, unit cost, and total cost. The bidder shall prepare the necessary forms to list his or her substitutions in the manner outlined.
2. Each proposal offering substitutions shall be accompanied by descriptive literature, catalog data, complete technical specifications, and reports of all pertinent tests concerning the bidder's proposed substitutions.
3. Within five days after request by the District, each bidder offering substitutions shall deliver an assembled sample of each proposed substitution. Delivery charges shall be prepaid by the bidder.

BIDDING AND CONTRACT REQUIREMENTS
(Specifications to be attached hereto)

1. **Identification of Project**

The official name and location of the project shall henceforth be known as:

Desktop Computers and Monitors 2011 Public Workstation Lease

The official name and address of the project owner shall henceforth be known as:

Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

Bids Due: **January 14, 2011, 2:00 PM**
Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

Bids Opened: **January 14, 2011, 3:00 PM**
Round Lake Area Public Library District

Board Approval: **January 26, 2011, 6:00 pm**

Bid Awarded: **January 26, 2011, 6:00 pm**

Commencement of Work: Work shall be commenced within ten (10) days of Notice to Proceed, weather permitting.

Completion: See Bid specifications for schedule

2. **Contract Documents**

The Invitation to Bid, Instructions to Bidders, Specifications, Bid Form, and the accepted Bid Sheet comprise the Contract Documents. Copies of these documents can be obtained from:

Round Lake Area Public Library District
906 Hart Rd
Round Lake, IL 60073

3. Explanation to Bidders

Any explanation desired by a Bidder regarding the meaning or interpretation of the Invitation to Bid, Drawings, Specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach Bidders before the submission of their bids.

Any interpretation made will be in the form of an addendum of the Invitation to Bid, Drawings, Specifications, etc., and will be furnished to all prospective Bidders. Its receipt by the Bidder must be acknowledged in the space provided on the Bid Form or by letter or telegram received before the time set for opening of bids. Oral explanations or instructions given before the award of the contract will not be binding.

4. Conditions Affecting the Work

Bidders should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Failure to do so will not relieve Bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work.

5. Bid Guarantee

Where a Bid Guarantee is required by the Invitation to Bid, failure to furnish a Bid Guarantee in the proper form and amount, by the time set for opening of bids, will render the bid deficient and ineligible for acceptance.

A Bid Guarantee shall be in the form of a bid bond, postal money order, certified check, or cashier's check made payable to the Owner. Bid Guarantees, other than those stated, will be returned (a) to unsuccessful Bidders as soon as practicable after the award of job, and (b) to the successful Bidder upon execution of such further contractual documents and bonds as may be required by the bid as accepted.

The successful Bidder, upon being given a written "Notice of Award," will have ten (10) calendar days to provide the required Labor and Material Payment Bond, Performance Bond, and Insurance Policies or certificates for same, and commence with the work. Failure to comply with the conditions set forth in the Contract Documents shall result in the termination of the contract for default. In such event, the Contractor may be liable for any costs of performing the work which exceed the amount of his bid, and the Bid Guarantee shall be available toward offsetting such difference, if not previously returned to the Contractor.

6. **Preparation and Submission of Bids**

Before submitting a proposal, each Bidder shall examine carefully all documents pertaining to the work and visit the site to verify conditions under which work will be performed.

Submission of a bid will be considered presumptive evidence that the Bidder has visited the site and is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State or Local Codes, the state of Labor and Material Markets, and has made due allowance in his bid for all contingencies. Include in bid all costs of labor, material, equipment, allowance, fees, permits, guarantees, applicable taxes, insurance and contingencies, with overhead and profit necessary to produce a complete project, or to complete those portions of the work covered by the Specifications on which proposal is made, including all trades, without further cost to the Owner. Obtain all permits and arrange for all inspections. Pay all fees and costs incurred.

No compensation will be allowed by reason of any difficulties which the Bidder could have discovered or reasonably known prior to bidding.

All proposals must be made upon the Bid Form furnished by the Owner, attached hereto, and should give the amounts bid for work, in numbers, and must be signed and acknowledged by the contractor. In order to insure consideration, the Bid Form should be enclosed in the envelope provided or in an envelope marked **Desktop Computers and Monitors 2011 Public Workstation Lease** showing the name and return address of the sender and addressed to:

Round Lake Area Public Library District
Executive Director
906 Hart Rd, Round Lake, IL 60073

Bids must be sealed, marked and addressed as directed above. Failure to do so may result in a premature opening of, or a failure to open, such bid.

The proposal submitted must not contain erasures, interlineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid.

Modifications of bids already submitted will be considered if received at the office designated in the Invitation to Bid by the time set for opening of bids. Telegraphic modifications will be considered, but should not reveal the amount of the original or reversed bid. Unless called for, alternate bids will not be considered.

7. Prices

The prices are to include the furnishing of all materials, plant, equipment, supplies, tools, scaffolding, transportation, superintendency, insurances, bonds, warranties, and all other facilities, and the performance of all labor and services necessary for the proper completion of the work except as may be otherwise expressly provided in the Contract Documents.

8. Time Schedule

The timely execution of any project is extremely important. As timing is of importance to us, we ask that you submit scheduling information along with your bid. Failure to supply this information may be considered cause for rejecting your bid.

9. Late Bids and Modifications or Withdrawals

A. Bids and modifications or withdrawals thereof received at the office designated in the Invitation to Bid after the exact time set for opening of bids will not be considered.

10. Withdrawal of Bids

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time set for opening of bids.

11. Public Opening of Bids

Bids will be publicly opened at the time set for opening in the Invitation to Bid. Their content will be made public for the information of Bidders and others interested, who may be present either in person or by representative.

12. Award of Contract

A. Award of Contract will be made to lowest responsible Bidder as determined by the Library Board of Trustees, Round Lake Area Public Library District

B. The Library Board of Trustees will accept the lowest responsible bid or may reject all bids without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any Bidder against the Round Lake Area Public Library District.

13. Contract and Insurance

The accepted Bidder shall enter into a written contract, provide the Owner with a Labor and Material Payment Bond, Performance Bond, and copies of Workman's Compensation and Public Liability Insurance Policies, Sexual Harassment 33E-11 or certificates thereof, within ten (10) calendar days of the written "Notice to Proceed" and prior to the commencement of work.

All Contractors must comply with the provisions of the Illinois Human Rights Act (Act) dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the

Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The Contract with the Bidder will provide for this requirement. The statutory provisions setting forth what such policies shall include as a minimum under the Act are on file with the District and available to the Contractor upon request.

14. Postponement of Date for Opening Proposals

The Owner reserves the right to postpone the date of presentation and opening of bids and will give telegraphic notice of any such postponement to each interested party.

END OF DOCUMENT

Bid Specifications - Addendum
Desktop Computers and Monitors 2011 Public Workstation Lease
Round Lake Area Public Library District

Following is a list of specifications for the Desktop Computers and Monitors 2011 Public Workstation Lease to be furnished to the Round Lake Area Public Library District. Reference should be made to required specifications in final proposal.

Project

The Round Lake Area Public Library District will lease 50 desktop computers and 50 monitors for a 3-year period. The lease agreement will provide the library the opportunity to return the equipment or purchase it for a “dollar buyout” at the end of the lease.

Desktop Computer Specifications

Desktop computers provided shall meet or exceed the following specifications:

Microtower case

AMD or Intel 3 core processor, 3.0 GHz

4 GB DDR3 Memory

160 GB HDD

DVD±RW Drive

Integrated Graphics Adapter, VGA connector

Integrated 10/100/1000 Ethernet NIC

USB Standard Keyboard

USB Optical Mouse

All hardware, chipsets, motherboard, processor, and components must be fully Microsoft Windows 7 Professional compatible.

These specifications are based on an HP 505B Microtower PC. HP is the preferred manufacturer for Round Lake Area Public Library District and will be given priority in bid evaluation.

Monitor Specifications

Monitors provided shall meet or exceed the following specifications:

19” LCD Widescreen Monitor

1440 x 900 resolution

Operating System

The computers may be supplied with or without an operating system. The library will be installing Microsoft Windows 7 Professional obtained separately.

Warranty: Computers and monitors supplied under this lease shall carry a minimum of three (3) years manufacturer’s warranty, commonly referred to as a “9x5 Next-Business Day On-Site” warranty. The warranty should provide “on-site” labor and replacement of parts for the full three (3) years of the equipment lease. Leasing company is responsible for ensuring the library has “loaner” equipment if replacement time for any part or full system exceeds five (5) business days.

Schedule and Completion Time:

This project should commence by February 1, 2011, or as close to that date as is possible, and be completed by February 28, 2011.

Facility Workflow: Interruption in workflow to patrons and staff of the Round Lake Area Public Library District shall not exceed a level acceptable to the library.

Delivery and of Materials: Delivery of all materials is the responsibility of the contractor.

Material and Products to be Furnished: Equipment and materials furnished shall be new and unused, prior to this installation, first grade commercial quality and shall be essentially the standard cataloged products of a manufacturer regularly engaged in manufacture of the products. Rebuilt or remanufactured equipment will not be permitted. All computer components must be installed and guaranteed to work correctly in workstation upon delivery.

Lease Agreement: Vendors must provide a complete lease agreement that details pricing, interest, payment terms, early termination procedures and fees, and length of lease. This lease agreement must be presented as if it would be signed by the library upon delivery. The library's legal counsel will provide the library an opinion on the terms of each lease agreement submitted by all vendors. Preference may be given to those vendors that provide a lease with a "dollar buyout" option to purchase equipment at the end of the three (3) year lease.

BID FORM
ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

Proposal of _____, hereinafter
called "BIDDER", (a)/(an)_____ (corporation, partnership,
individual) doing business as

_____. To the Round Lake Area Public Library District, hereinafter called the
"Owner".

The Bidder, in response to your advertisement for bids for the **Desktop Computers
and Monitors 2011 Public Workstation Lease**, having examined the Specifications
and other documents, hereby proposes to furnish and deliver all materials and
supplies in accordance with the Contract Documents, within the time set forth
therein and at the prices stated below. These prices are to cover all expenses
including delivery to the Round Lake Area Public Library District, Round Lake,
Illinois.

Bidder acknowledges receipt of the following Addenda, which are a part of the
Contract Documents:

Numbers: **Bid Specification Addendum** .

Bidder agrees to perform all of the work described in the Specifications and shown
on the Drawings for the following Unit Prices:

Accompanying this is a (Bid Bond, Certified Check, Cashier's Check) In the amount
of _____
(Dollars)
(\$_____), the same being subject to forfeiture in the event of default
by the undersigned.

In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids and it is agreed that this bid may not be withdrawn during the period of days provided in the Contract Documents.

The Bidder hereby certifies:

- A. That this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- B. That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid.
- C. That he has not solicited or induced any person, firm, or corporation to refrain from bidding.
- D. That he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the "Owner".
- E. That he will comply with all provisions of the Prevailing Wage Ordinance. *00-0-14 adapted by the Northbrook Police Department.
- F. That he is in compliance with the Criminal Code Act of 1961, Article E-11, Public Contracts, and Public Act 85-1295.
- G. That all materials, methods and workmanship shall conform to the drawings, specifications, manufacturer's standards and specifications.

Round Lake Area Public Library District

FIRM NAME

BY _____
(Sign and Date)

(Address)

BY _____
(Sign and Date)

(Phone)

BY _____

(Print Name)

ROUND LAKE AREA PUBLIC LIBRARY DISTRICT PROPOSAL FORM

Desktop Computers and Monitors 2011 Public Workstation Lease

CONTRACTOR'S NAME:

ADDRESS:

PROPOSAL FORM FOR ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

906 Hart Rd
Round Lake, IL 60073
(To be submitted in duplicate)

1. **COST OF WORK:** The undersigned, having familiarized himself with conditions affecting the cost of the work and its performance and having carefully examined and fully understood the **INSTRUCTIONS TO BIDDERS**, hereby affirms and agrees to enter into a contract with **ROUND LAKE AREA PUBLIC LIBRARY DISTRICT;**

TO PROVIDE all supervision, labor, material, equipment, and all other expense items to perform completely the entire work covered by all specifications for the entire work;

FOR THE LUMP MONTHLY SUM OF _____ Dollars (\$ _____).

2. **COSTS:** The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the District for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits, and all other work, services, and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the contract documents considered severally and collectively. All bids shall be held valid for a period of 45 days after the bid due date.

3. **DELIVERY REQUIREMENTS:** The undersigned hereby affirms and states that the prices listed as "Delivered and Installed" are the unit and total costs for the delivery of item(s) to their designated locations ready for use.

4. **TIME OF COMPLETION:** The undersigned affirms and declares that if awarded the contract for said _____, he will completely perform said contract in strict accordance with its terms and conditions within _____ consecutive calendar days after notification of

award of contract.

5. SPECIFICATIONS: Furnish all labor, material, equipment, and services necessary for said _____, in accordance with the following specifications and drawings (if required) as attached.

6. CONDITIONS:

A. I understand that the District is exempt from federal excise tax and the Illinois Retailers' Occupation Tax. I hereby certify that this proposal does not include any amounts of money for these taxes.

B. To be valid, bids shall be itemized so that selection for purchase may be made, there being included in the price of each item the cost of delivery, insurance, bonds, overhead, and profit.

C. The District shall reserve the right to add to or deduct from the base bid and/or alternate bid any item at the prices indicated in itemization of bid.

7. SUBSTITUTION OF MATERIALS: If the materials listed below are permitted for use in lieu of those specified, the base bid is changed by the amounts indicated.

MATERIAL MANUFACTURER SUBSTITUTED FOR ADD (+) DEDUCT (-)

MATERIAL	MANUFACTURER	SUBSTITUTED FOR	ADD (+)	DEDUCT (-)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NAME _____

BY [signed] _____

OFFICE _____

[if a corporation]

ADDRESS _____

TELEPHONE NO. _____

DATE _____