



**Plainfield Community Consolidated
School District 202**

We prepare learners for the future.

Rick Engstrom
Assistant Superintendent for Business and Operations

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January 30, 2017

**REQUEST FOR MUSIC INSTRUMENT &
SERVICE PROPOSAL**

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I. INSTRUCTION TO RESPONDERS

The Board of Education of PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT 202 (the “District”) is formally requesting proposals for a qualified music instrument & service proposal to provide services for three (3) years ending: June 30, 2018; June 30, 2019; June 30, 2020 with the option of renewal two (2) additional years ending: June 30, 2021; June 30, 2022

All proposals must be received no later than 9:00 AM, February 9, 2017. Proposals must be in a sealed envelope clearly marked “**Sealed Proposal: Music Instrument & Service Contract**”. One (1) original clearly marked as such, one (1) hard copies, and one (1) electronic copy of the complete proposal are required.

Proposals are to be submitted to:

Plainfield Community Consolidated School District 202
Rick Engstrom, Assistant Superintendent for Business and Operations
15732 South Howard Street
Plainfield, IL 60544

Requests for additional information must be submitted in writing via electronic mail to Rick Engstrom, rengstro@psd202.org, no later than 4:00 pm, Thursday, February 2, 2017. The District response, if any, will be provided on or before February 6, 2017. A School District response may be issued by addendum(s) through electronic mail, regular mail, and/or facsimile to all firms expressing an interest in providing a proposal. In addition, the District responses through addendum(s) will be available for viewing via the District website, www.psd202.org. Lack of knowledge will not be grounds to alter a proposal after the opening or recommendation of the award. The District retains the right to reject any or all submissions. Final Board approval of the recommended solution will be reviewed on February 22, 2017 during Site/Finance Committee and decided on February 27, 2017 during the Board meeting.

Regards,

Rick Engstrom
Assistant Superintendent for Business and Operations

II. PURPOSE AND INTENT STATEMENT:

Plainfield Community Consolidated School District 202 is a creative, proactive school system in the southwest Chicago suburbs, dedicated to ensuring that all students learn, achieve and grow to their maximum potential. The District now serves students from a 64 square-mile area with over 27,500 students enrolled in a K-12 public school system. Over 2,300 students currently participate in the band program.

For students and families participating in our 6-12 band program, selecting and maintaining a high-quality musical instrument is vital to their success. In an effort to ensure all parts of the instrumental music experience are positive and accessible to every student, we are requesting service proposals to support the band program. Our goal is to increase the number of students joining band, increase the satisfaction that parents and students express with instrument selection, quality, and maintenance, and reduce the amount of time that students are without an instrument due to repair.

III. QUALIFICATIONS

Respondents must provide quality products including information about music products, assessment/rental/purchase agreements for instruments and related accessories, exceptional service including on-going communication with the District staff, student assessments for instrument selection, instrument repairs, and loaner instruments, as well as provide on-site support for the District band events.

Ability to support incoming 6th grade students in selecting appropriate instruments for the 2017-2018 school year. This would take place in spring 2017 based on interest and aptitude.

- Provide staffing and instruments to conduct aptitude testing and allow students hands-on experience with multiple instruments at 17 elementary schools between March and May 2017. Dates will be established with the District band staff after the execution of the contract.
- Assist band staff with providing written letters to parents containing assessment data with dates for parent informational meetings and instrument rental nights.
- Provide staff and instruments for parent information and instrument rental nights for each middle school allowing additional demonstration of instruments and individual student testing with the opportunity for parent questions between March and May 2017
- Assist/Provide creation and distribution of information brochures to all potential new band members

IV. REQUIRED SERVICES FOR GRADES 6 – 12

- Ability to deliver and pick-up instruments at the District schools (weekly or as needed).
- Commitment to prioritize the District repairs and emergency repairs. If the repair will cause the student to be without an instrument during class, provide a loaner instrument free of charge until repairs are completed.
- Provide 3 references for similar service to a public school.
- Capability of supporting the rental and servicing of instruments during the school year.
- Multiple options for parents in rental or exchange of musical instruments at competitive market pricing.
- Discount pricing and/or price matching on rentals/purchase/accessories for the District families.
- Discount pricing and/or price matching on rentals/purchase/accessories for the District.

Membership and affiliations with National Association of School Music Dealers (NASMD), National Association of Professional Band Instrument Repair Technicians (NAPBIRT), or other similar organizations is preferred.

V. REQUEST FOR PROPOSAL TIMELINE

Date	Task
1. January 30, 2017	Legal Notice in Local Newspaper
2. January 30, 2017	Publish RFP on District Website
3. February 2, 2017	Questions submitted to the District
4. February 6, 2017	Addendum(s) Posted on the District Website
5. February 9, 2017	Proposals Due to the District
6. February 9, 2017	Proposals Open at the District
7. February 9 – February 13	Review and Score Proposals
8. February 22, 2017	Review with Site/Finance Committee
9. February 27, 2017	Recommendation by Board of Education
10. February 28, 2018	Letter sent to vendors

VI. SELECTION PROCESS:

Written Proposal Criteria and Scoring	Low High				
• Proposal responsive to all components of RFP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proposal is well organized, easy to read and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Proposal includes general experience statement and vendor has demonstrated experience with providing the products and services outlined in the RFP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Minimum of three references substantiate high quality of products, services, and customer experience with the vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Instrument Assessment/Fitting					
• Adequate resources (equipment) and qualified staff to meet needs – number of students, during the assessment/fitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Description of assessment/fitting is efficient, thorough, positive, age appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sample reporting for parents of assessment/fitting is easy to read and informative for parents, includes summary for district in easy to process format (Excel preferred)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Quality design and printing of flyers and other marketing ideas to support assessment/fitting of instruments and parent information. <i>(informative, creative, appealing)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Additional services to support an effective experience for students, parents, and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Sale, Service and Repair					
• Vendor has inventory capacity to meet anticipated the District needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pricing lists included and pricing is competitive for purchase, rental, and repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Timelines for pick up, repair, and delivery will meet needs of students and program, prioritization of the District repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clearly defined loaner program/process and proven capacity to meet needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Quality of services (service proposal, planned communications, follow up, track record, previous experiences with students/instructional staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Access to various quality brands (beginning, intermediate, advanced instruments, accessories)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Discounts to Puyallup families for rental, purchase, accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other					
• Additional services/benefits to district/program/students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII. RECRUITING SUPPORT AND SERVICES

- If support is requested by our beginning band staff, explain the philosophy, strategy, and plans your company can offer to assist and support in recruitment efforts.
- Describe an ideal schedule for recruiting events including in-school and after-school needs for space and time requirements. Include suggestions for the process and expectations of beginning band registration.
- Explain the unique advantages of your rental and purchase programs and how they benefit parents, students, and teachers.
- Explain in detail the provisions for protection (maintenance and replacement coverage) of rental instruments including any exclusions.
- Explain how you feel your rental programs assist in the retention of beginning students.

VIII. PRODUCT SELECTION AND PRICING

- List and provide documentation for the instrument manufacturers you are authorized to represent.
- List the square footage of your retail space.
- How many band instruments do you keep in stock? And indicate if you have a standard formula that you follow (e.g. student instruments compared to step up instrument stock).
- Explain the standard discount offered to our students involved in our program for music books, supplies and new instruments.
- Do you offer private lessons at your facility? If so, list all instructor's names, years of service, areas of specialization, your vetting process for hiring instructors, and educational background.
- Do you have a flexible "turn-key" program for providing annual lease of traditional background wind, string, and percussion instruments? If so, describe how this program would work.
- Do you offer online rental options? How many sku's are offered on your website?
- Do you offer an online option for parents to order books, supplies, etc? How many sku's are offered on your website?
- Do you offer any options, specials/credits, or packages for families renting through a different vendor to switch to your company?
- To what degree are band directors able to customize rental packages for their school?
- Explain your procedure for discount pricing and/or pricing matching on rentals, purchasing, and accessories for the District.
- The District will not require students to rent of buy musical equipment from awardee.

IX. REPAIR SERVICES

- List the location of your repair facility and describe the breadth of repair services offered for woodwind, brass, string and percussion. What type of work is outsourced?
- List the names of repair staff, their qualifications, any specialized training (if applicable), and the number of years they have been in your employment.
- Describe your process for cleaning brass instruments.
- What is the standard turn-around time for instrument repair?
- What provisions do you make for emergency repair service?
- Will you do on site repair of instruments at the school? If so, give examples or describe the system or supplies/materials you bring.
- What provisions do you make for loaner instruments? Do you provided a full set of loaner instruments to each school, or only to customers on an ‘as needed’ basis?
- Provide with detail an annual preventative maintenance plan for school-owned wind instruments?

X. SCHOOL SERVICE STAFF AND GENERAL QUESTIONS

- Please list the names of your retail customer service personnel, their qualifications and education, and number of years they have been in your employment.
- Please indicate the school service representative(s) that would be assigned to our district and provide their unique qualifications, years of service, any areas of specialization, and whether or not the band directors and school district will be able to choose and/or change our service representative. Please provide three references about this representative from other schools in our area.
- Explain what you believe to be your company’s greatest strength.
- Explain what you believe to be your company’s greatest weakness.
- Does your company provide any educational opportunities for students and educators? If so, explain in detail.

XI. CONTRACT TERMS

The successful Vendor shall agree to enter into a contract with the District regarding the services that includes at least the following terms:

- I. Duration of Contract.** The contract is a three (3) year contract ending in June 30, 2020 with two (2) additional renewal years ending in June 30, 2022.
- II. The District Liability.** The District nor any District employee or agent will be liable for unpaid instrument rental or purchase balance, all rental and purchase transactions are between the music service provider and individual family.
- III. Status as Independent Vendor.** Vendor and the District are independent of one another, and neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Vendor shall be responsible for payment of all taxes imposed in connection with its performance of services and receipt of fees under this Contract.
- IV. Insurance.** During the term of this Agreement, the Vendor, at its sole cost and expense, and for the benefit of the District, shall carry and maintain the following insurance:
 - I.** Comprehensive general liability and property damage insurance, insuring against all liability of the Vendor related to this Agreement, with a minimum combined single limit of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000) general aggregate;
 - II.** Professional Liability Insurance with limits in the per claim amount of not less than Two Million Dollars (\$2,000,000.00) and the annual aggregate of not less than Three Million Dollars (\$3,000,000);
 - III.** Automobile liability Insurance with a combined single limit of \$1,000,000;
 - IV.** Cyber liability/identity theft insurance with a combined limit of \$1,000,000;
 - V.** Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for the Vendor's respective employees; and
 - VI.** Umbrella liability insurance with a minimum combined single limit of One Million dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000) general aggregate.

The insurance shall include sexual abuse and molestation coverage. All insurers shall be licensed by the State of Illinois and rated A+-VII or better by A.M. Best or comparable rating service. The comprehensive general liability and property damage insurance policy shall name the District, its Board, the Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the District. The Vendor shall provide the District with certificates of insurance and/or copies of policies reasonably acceptable to the District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the District by certified mail, return receipt requested.

- V. Compliance with Laws. The Vendor shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety. In addition, the Vendor shall comply with all the District policies. It shall be mandatory that the Vendor will not discriminate against members of the public, any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental impairment unrelated to ability, or unfavorable discharge from military service; and further that the Vendor will comply with all the provisions of the Illinois Human Rights Commission as required by the rules and regulations for public contracts.
- VI. Criminal Background Check. The Vendor shall authorize the District to execute fingerprint/criminal background investigations of any employee regularly assigned to perform work at the District and shall provide the District with a list of the names and addresses of each employee who may be so assigned. Costs related to criminal background investigation of the Vendor's employees are the responsibility of the Vendor.
- VII. No Assignment. The contract shall not be assigned, nor shall any part of the same be subcontracted, without the written consent of the District, and in no case shall such consent relieve the Vendor from its obligations, or change the terms of the contract.
- VIII. Removal of Employees. The District reserves the right to request that the Vendor remove any employee for unsatisfactory performance, appearance, behavior, or attitude.
- IX. Termination.
 - a) With Cause. The District reserves the right to terminate Vendor upon 30 days written notice if in the judgment of the District the Vendor has breached any provision of the contract or failed to perform to the satisfaction of the District.
 - b) Without Cause. The District may terminate the contract without cause after providing 60 days' notice to the Vendor.

VIII. Hold Harmless and Indemnification. To the extent permitted by law, the Vendor shall assume all liability for, and shall protect, defend, indemnify, and hold harmless the District and its members individually, their officers, employees, servants, and agents from and against all claims, actions, suits, judgments, costs, losses, expenses, and liabilities of whatsoever kind or nature including reasonable legal fees incurred by the District 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 Vendor under this Contract or by reason of anything to be supplied by the Vendor pursuant to this Contract.
- b) Bodily injury, including death, to any person or persons (including Vendor's officers, employees, agents, and servants) or damage to or destruction of any property, including the loss of use thereof:
 - (i) Caused in whole or in part by any act, error, or omissions by the Vendor 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.
 - (ii) 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.

IV. Damage to Property. In the event the District's property or any of the surrounding areas are destroyed or damaged as a result of the Vendor's work under the contract, the Vendor shall, at Vendor's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage.

V. Responsibility for Equipment/Materials Shipped. The Vendor shall be responsible for the equipment or supplies covered by this contract until they are delivered at the designated point, but the Vendor shall bear all risk on rejected equipment and supplies after notice of rejection. Rejected equipment or supplies must be removed by and at the expense of the Vendor promptly after notification of rejection. Upon failure to do so within ten days after date of notification, the District may return the rejected equipment or supplies to the Vendor at the Vendor's risk and expense, or dispose of them as its own property.

VI. Governing Law. This Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Will County, Illinois, or the federal district court for the Northern the District of Illinois.

XII. ADDITIONAL REQUIRED DOCUMENTS

- Your company's philosophy or mission statement
- The price structure for in-store private lessons:
- Copy of rental Agreement for band and orchestra instruments
- Detailed pricing information regarding monthly payments and rental/purchase plan
- Description and cost of maintenance & replacement plan for purchase and rental customers
- Method of payments accepted; finance plans
- Repair service and price list for specific repairs
- List specific events, scholarships, and awards your company has sponsored to benefit the communities or school districts you serve.
- Attach a separate sheet listing all considerations or incentives that would be provided to the District. This may include monetary or non-monetary incentives, useful to the District and not previously included in any of the above specification.
- List the service and professional organizations to which your company belongs and their role in Music Education.
- List any awards or special recognition your company has received.
- List one references that we may contact regarding similar services with a similar size District
- List three references that we may contact regarding your company as it relates to School Music service
- In addition, Vendor's must complete the following:
 - a. Exhibit A - VENDOR INFORMATION AND AUTHORIZATION
 - b. Exhibit B - AKNOWLEDGEMENT OF ADDENDUM
 - c. Exhibit C – CERTIFICATIONS
 - d. Exhibit D - DEVIATIONS FORM

Exhibit A - VENDOR INFORMATION AND AUTHORIZATION

NOTE: UNSIGNED PROPOSALS WILL NOT BE ACCEPTED

The undersigned Vendor declares that it has examined and familiarized itself with the request for proposal document dated February __, 2017. In making this proposal, the undersigned waives all right to plead any misunderstanding of the request for proposal document and agrees to perform all of the work required herein. If this proposal is accepted, the undersigned offers and agrees to furnish all services upon which prices are quoted, at the price and times stated, and subject to all conditions and terms recorded on this proposal.

Company Name: _____

Signed: _____ Date: _____

Print Name: _____ Title: _____

Address: _____ City: _____ State: _____

Telephone: _____

Fax: _____ E-Mail: _____

Subscribed to and Sworn
Before me this ____ day of
_____, 2017.

Notary Public

NOTE: If a joint venture is proposed, each party must provide this authorization.

Exhibit B - ACKNOWLEDGEMENT OF ADDENDUM (if any)

Addendum #1: acknowledge receipt on _____

Addendum #2: acknowledge receipt on _____

Addendum #3: acknowledge receipt on _____

Signed: _____ Date: _____

Print Name: _____ Title: _____

Address: _____ City: _____ State: _____

Telephone: _____

Subscribed to and Sworn
Before me this ____ day of
_____, 2017.
Notary Public

Exhibit C - CERTIFICATIONS

A. CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education to request a criminal background investigation from the Illinois State Police, as to any employee assigned to the District and to receive criminal history record information pursuant thereto.

Pursuant to section 5/10-21.9 of Illinois School Code, the undersigned hereby certifies as follows:

1. The Vendor shall not send to any school building or on school property any employee or agent who is a child sex offender as defined in the Child Sex Offender and Murderer Community Notification Law and who has any direct or indirect contact with any student.
2. The Vendor shall not send to any school building or on school property any employee or agent who has been convicted of any offense identified in section 5/10-21.9 (c) of the Illinois School Code and who may have any direct or indirect contact with any student.

B. CERTIFICATE OF ELIGIBILITY TO BID

Vendor, pursuant to section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended.

C. DRUG FREE WORKPLACE

Vendor, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it 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 it is not ineligible for award of the Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Or

Vendor, having less than 25 or more employees, shall provide a drug free workplace for all employees engaged in the performance of the work under the contract.

D. CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

Vendor, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that Vendor/Vendor has a written sexual harassment policy that includes, 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) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

E. STATEMENT OF NONDISCRIMINATION

Vendor certifies:

1. That in the hiring of employees for the performance of work under the Contract, the undersigned Vendor, or any persons acting on its behalf, shall not, by reason of race, creed, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.
2. That the Vendor, nor any person on his or her behalf shall not, in any manner, discriminate against or intimidate any employee hired for the performance of work under the Contract on account of race, creed, or color.
3. That the Vendor shall comply with all state laws regarding nondiscrimination. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, ancestry, or sex.

F. ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE

The proposal is genuine and not collusive, or sham; that said Vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any Vendor or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element or said proposal, or of that of any other Vendor, or to secure any advantages against any other Vendor or any person interested in the proposed Contract.

(signature page follows)

Signed: _____ Date: _____

Print Name: _____ Title: _____

Address: _____ City: _____ State: _____

Telephone: _____

Subscribed to and Sworn
Before me this ____ day of

_____, 2017.

Notary Public

Exhibit D - DEVIATIONS FORM

In the event that the undersigned Vendor intends to deviate from the specifications, all such deviations are listed hereon, with complete and detailed specifications and information being also attached. In the absence of any entry on the Deviations Form, the Vendor assures the District of their FULL compliance with the specifications and conditions. The District must approve any deviations indicated.

THIS FORM MUST BE SIGNED EVEN BY THOSE NOT PLANNING DEVIATIONS

Signed: _____ Date: _____

Print Name: _____ Title: _____

Address: _____ City: _____ State: _____

Telephone: _____

Subscribed to and Sworn
Before me this ____ day of
_____, 2017.
Notary Public