



**SPECIFICATIONS AND CONTRACT DOCUMENTS**  
**Village of Antioch**  
**PARKS & RECREATION**  
**LED Sport Scoreboards**

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**SECTION A**

**Village of Antioch**

**NOTICE TO BIDDERS:  
REQUEST FOR BIDS  
LED Sports Scoreboards**

**NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Village Clerk of the Village of Antioch, Illinois until 11:00 am on June 7<sup>th</sup> at Antioch Village Hall, 874 Main St, Antioch, IL 60002, for supplying and installing LED Sport Scoreboards at Tim Osmond Sports Complex located at 96 E. Depot St, Antioch, IL 60002 and Williams Park Baseball Field located at 741 Main Street, Antioch, IL 60002 .

Bids shall be identified on the exterior of the sealed envelope with all the information required by law, including the name of the project and the bidder's name and address. If a shipping envelope is used, the bid information shall be clearly printed on the exterior of the shipping envelope and the bid should be contained in a separate labeled envelope inside of the shipping envelope. No bids will be received or accepted after the above specified time for the opening of bids. Bids submitted after the designated hour will be deemed invalid and returned unopened to the bidder.

The Village of Antioch reserves the right to waive any irregularities or reject any or all bids, as well as the right to place orders based on the Village's needs and budget constraints as well as determinations of whether any bidder is appropriately deemed "responsible" under the applicable law; therefore, the Village may not order every item listed in the bid document. Copies of the bid document may be obtained at Antioch Village Hall located at 874 Main St, Antioch, IL 60002. The Village of Antioch complies with all equal opportunity statutes and regulations which may be applicable and imposed by the federal and state government.

**Village of Antioch/LKR**

**SECTION B**  
**Village of Antioch**

**INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS**  
**LED Sports Scoreboards**

**1. Quality and Samples:**

- 1.1. All equipment, material and supplies proposed must conform to the description and specifications stated in the bid documents, or their reasonable equivalent. References to type, style, trade name, and catalog are intended to be descriptive only and not restrictive.
- 1.2. If Bidder proposes to furnish the items specified in the bid document, Bidder shall fill in the unit price in the appropriate spaces on the bid form included herewith.

**2. Interpretations and Addenda:**

- 2.1 No interpretation of the meaning of the bid document will be made to any bidder orally. Any request for such interpretation shall be made no later than five (5) working days prior to the date fixed for the opening of bids and must be made **via email** with the subject heading:

"Bid – LED Sports Scoreboards"

Questions or inquiries should be sent to:  
Robbie Spencer, Parks & Recreation Director  
[rspencer@antioch.il.gov](mailto:rspencer@antioch.il.gov)

Notice of any and all such interpretations and any supplemental instructions will be served upon all bidders of record by the City Recorder in the form of addenda to the bid specifications. All addenda so issued shall become a part of the bid document.

- 2.2 Interpretation of the bid specification shall be decided by Parks & Recreation Director. The Director's decision shall be final and binding on all parties.

**3. Bid Quotations:**

- 3.1 Unit price and total price of each item quoted shall be written in ink, or typed, in the space opposite the name of the item listed on the proposal form.

No proposals will be considered acceptable unless properly filled out on the bid proposal forms provided by the Village of Antioch and signed by Bidder in ink.

- 3.2 In the event of a discrepancy between the unit price and the total price of the bid proposal form, the unit price will govern. All prices must be quoted "per unit" quantity specified. (e.g. do not quote "per case" when "per dozen" is requested). All items not bid shall be indicated as "not bid" in the total price space. When bids are

requested on a lump sum basis, Bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate. Failure to comply with the provisions of this paragraph may be grounds for rejection of the bid proposal by the Village.

**4. Late Bids:**

Bid proposals that arrive after the time stated for the opening of bids shall not be accepted, and will be returned to Bidder unopened. Whether sent by mail or by means of personal delivery, Bidder assumes responsibility for having its bid delivered on time at the place specified in the legal notice.

**5. Bid Opening:**

Sealed Bids will be publicly opened on the date and time specified in the notice included in the bid documents. All bids will be opened and, unless obviously non-responsive or otherwise irregular, read publicly aloud. All bids are then available for inspection by the public and the other bidders.

**6. Acceptance or Rejection:**

6.1 The Village reserves the sole right to waive any informality, to reject any or all bids, and Village's decision shall be final and binding on all parties.

6.2 Acceptance of bids is subject to approval by the Board of Trustees of the Village of Antioch.

**7. Prevailing Wage Act:**

7.1. This job is governed by the Illinois Prevailing Wage Act (820 ILCS 130/0.01, et. seq.) and the local ordinance adopting the same. The Vendor, if any, ultimately awarded a contract hereunder is required to be familiar with this Act, to pay the wages required by this Act and to submit certified payrolls in support of any claim for payment.

**8. Award:**

8.1 Awards will be made to the responsible bidder submitting the lowest bid that fully complies with all the specifications stated in the bid document.

8.2 The Village reserves the right to make awards within sixty (60) days after the date of the bid opening, during which period bids may not be withdrawn, unless Bidder expressly states in its bid that acceptance thereof must be made within a shorter specified time.

8.3 The Village reserves the right to reject all bids and to purchase any or all items on contracts awarded by agencies or departments of the State of Illinois if such items can be obtained on substantially the same terms, conditions, specifications, and at a lower price.

**9. Notice of Award:**

If the bid is accepted by the Village, the successful bidder (also referred to herein as "Vendor") will be notified in writing by the Village Recorder. Vendor will be required to submit a completed W-9 Form with its first invoice.

**10. Delivery:**

- 10.1 Deliveries shall be made in accordance with the specifications and shall be made Monday through Friday from 9:00am to 5:00pm unless otherwise stated in the specifications, at the location set forth in the specifications. F.O.B., except on national, state or local holidays when Village buildings are closed. Bidder shall be responsible to verify that the appropriate Village building for delivery is open prior to delivering items. All bid items shall be unloaded and placed within the particular City building, at points of delivery, and in quantities, as directed by the Village. Any costs incurred by the Village or Bidder due to the failure of Bidder to comply with this requirement will be the responsibility of Bidder. Bidder should be prepared to furnish proof of delivery, if requested by the Village.
- 10.2 If Bidder is shipping bid items to the Village using a third-party carrier (US Postal Service, UPS, FedEx), there shall be no additional shipping charge to the Village.
- 10.3 Delivery of all bid items under this bid shall be made not later than the date specified in the bid document. If Bidder cannot meet the delivery date specified in the bid document, Bidder shall state on the bid form the proposed date of delivery and such date will be considered when determining responsiveness in awarding the bid.
- 10.4 Bidder shall be fully responsible for shipping and delivery of bid items in an undamaged condition. Bidder shall be fully responsible for performance of work in a satisfactory manner with satisfactory results in the discretion of the Village. The Village will not consider the carrier responsible for damaged or delayed deliveries. Any bid item damaged or broken when delivered to the Village shall be replaced immediately by Bidder. The Village shall notify Bidder of damaged or defective goods in writing within ten (10) business days from the date of delivery. The remedies available to the Village in this Article shall be in addition to available remedies provided in the Article entitled Termination / Breach of Contract, below.

**11. Warranty / Guarantee:**

By submitting its bid, Bidder is deemed to warrant and guarantee as follows:

- 11.1 Except as noted in the Summary of Bid and the Specifications, all goods furnished in this bid proposal are guaranteed against defects in workmanship and/or material for a period of one (1) year from the date of delivery to the Village.
- 11.2 Except as noted in the Summary of Bid and the Specifications, any goods furnished must be standard, new, latest model of the regular stock product, as required by the specifications, with parts regularly used for the type of products offered.

11.3 No attachment or part will be substituted or applied contrary to manufacturer's recommended and standard practice. Any equipment provided under the bid proposal which is or becomes defective during the guarantee period shall be replaced or redone by Bidder, free of charge. All replacements shall carry the same guarantee as the original equipment or products. Bidder shall make any such replacement promptly upon receiving written notice from the Village.

**12. Additional Quantities:**

Unless the Village requests Bidder to supply used goods or materials, the Village may purchase additional quantities of the bid items from Bidder at any time during the contract period, for the same price and under the same terms and conditions set forth herein.

**13. Termination / Breach of Contract:**

If Bidder fails to deliver as ordered, or within the time specified, or within reasonable time as interpreted by the Village, or fails to make replacement of rejected or defective goods, whether so requested immediately or as directed by the Village, that shall constitute a breach of the contract, and the Village may purchase goods from other sources to take the place of the goods rejected found defective or not delivered. The Village reserves the right to authorize immediate purchase (within 24 hours) from other sources against rejections on any contract when necessary. On all such purchases, Bidder agrees to reimburse the Village promptly for excess costs occasioned by such purchases. Should the cost be less, Bidder shall have no claim to the difference. Such purchases may be deducted from the outstanding invoices or claims or charged back against future invoices. Without limiting the foregoing, the Village reserves the right to terminate the Contract upon breach upon within ten (10) days of notice provided to Bidder.

**14. Assignment Prohibited:**

Bidder shall not assign, transfer, convey, sublet, subcontract or otherwise dispose of the contract or its right, title, or interest therein, or its power to execute such contract, to any other person, or entity without the prior written consent of the Village.

**15. Special Requirements:**

Special requirements for any bid proposal may supersede and/or be added to any provision contained in the instructions noted above. These instructions are to be considered an integral part of all bid proposals.

**SECTION C**  
**Village of Antioch**

**SUMMARY OF BID**  
**FOR LED Sports Scoreboards**

The Village of Antioch seeks bids from qualified parties to supply power to specified scoreboards in the desired locations, the specifications of which are more fully set forth in Section B of this document.

Bidders should, before submitting a bid, carefully examine and understand the contents of each Section of this bid package including the Notice of Bid, Instructions to Bidders and General Conditions (and any appendices), Summary of Bid, and Bid Proposal Form. These documents set forth the character of the work and materials to be provided by the bidder.

Bidders shall have (5) working days prior to the bid opening date to bring to the attention of the Village Recorder or Parks and Recreation Director any errors or defects in these specifications which would prevent a bidder from providing a responsive bid.

Bidder must be qualified to deliver the goods specified in the Specifications. The Village reserves the right to request references from other parties for which bidder has provided similar goods.

**Additional Specifications / Special Requirements:**

- 1) The price(s) set forth in the bid proposal form shall remain valid for one (1) year from the date of bid award.
- 2) Bid prices must cover all of bidder's costs. There shall be no additional charges to the Village for delivery, art work, set-up, etc.
- 3) The Village reserves the right to award the bid per item or total bid.
- 4) The Village requires that the awarded bidder provide liability insurance in the form of a million dollar policy, with the Village of Antioch being a certificate holder.
- 5) The Village reserves the right to place orders based on the Village's inventory and current needs, including budgetary constraints.
- 6) Delivery of good shall be between 9:00am and 5:00pm, Monday through Friday, at the following address or at designated location set by the Village of Antioch:

**VILLAGE OF ANTIOCH**  
**874 MAIN STREET**  
**ANTIOCH, IL 60002**

- 7) The Village will place orders in writing via email or by telephone to the email address or phone number provided on the Bid Proposal Form.

**SECTION D**



**BID PROPOSAL FORM  
FOR LED Sports Scoreboards**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

In compliance with your legal Notice to Bidders for the Village of Antioch Parks and Recreation LED Sports Scoreboards project, the undersigned bidder, having examined the specifications forms thereto attached, and being fully advised as to the extent and character of the goods to be furnished, hereby propose to supply all of the goods bid upon in accordance with the specifications thereof, within the time limit specified, for the prices so stated below.

BIDDER understands that the Village reserves the right to reject any or all bids and to waive any informality in bidding.

BIDDER agrees that his bid shall be good and may not be withdrawn for a period of sixty (60) days after the scheduled closing time for receiving bids.

By submission of this bid, each BIDDER and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Bid No. PR-2-1**

**Description:**

- LED Sports Scoreboards with Video Capabilities.
- (2) Football Scoreboards with desired dimensions of 75.59"h x 188.97"w- Approximately
- (3) Baseball Scoreboards with desired 60.5"h x 90.7"wApproximately
- Installation must be included with price
- Winning bidder is responsible for installing scoreboards

**Price Per Scoreboard including installation:**

Baseball\_\_\_\_\_

Football\_\_\_\_\_

**Total for All including installation:**\_\_\_\_\_