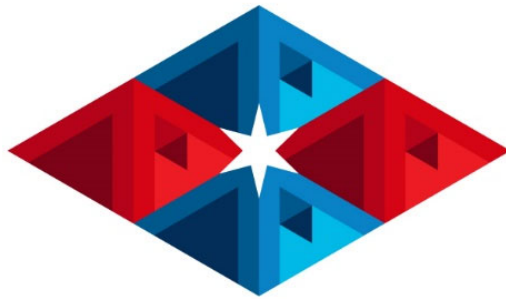


Metropolitan Pier and Exposition Authority  
DIGITAL SOUND MIXERS AND ACCESSORIES

Invitations for Bids (“IFB”)  
#2022-16-M



**McCORMICK**  
SQUARE • PLACE • MPEA

METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

NOTE:

Bidders agree that it is their responsibility to obtain any addenda that may be subsequently issued. Failure to do so may result in rejection of the Bid. Bidders must acknowledge addenda issued in its Bid; if none are issued, indicate N/A in the submittal.

The Authority will not be liable for Bidder's failure to obtain or download any addenda issued for a Bid.

The MPEA requests that all Bidders that choose to download and print bid documents from the MPEA website contact the MPEA Procurement Department by email at [mpeaprocurement@mpea.com](mailto:mpeaprocurement@mpea.com) to register Bidder's company as a document holder, referencing the above IFB number and description.

The forms and affidavits included in an INVITATION FOR BIDS must not be altered or retyped in any manner. Some forms are provided as Word documents for your convenience, altering the text as issued by the MPEA may render a Bid non-responsive.

**IMPORTANT DATES**

**DOCUMENT ISSUED:** Friday, August 26, 2022

**QUESTIONS DUE:** Friday, September 2, 2022 by 12:00 Noon, CDT to:  
[mpeaprocurement@mpea.com](mailto:mpeaprocurement@mpea.com)

**BIDS DUE:** 12:00 Noon, CDT on Monday, September 19, 2022

Hard copy Bids will not be accepted at this time.

All Bids must be submitted electronically to:

[mpeaprocurement@mpea.com](mailto:mpeaprocurement@mpea.com)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**TABLE OF CONTENTS**

**ARTICLES:**

1. GENERAL INFORMATION
2. DEFINITIONS
3. INSTRUCTIONS TO AND REQUIREMENTS OF BIDDERS

**REQUIRED FORMS:**

- A. BID FORM
- B. STATEMENT OF BIDDER'S BUSINESS ORGANIZATION
- C. STATEMENT OF QUALIFICATIONS AND W-9 FORM
- D. BIDDER CERTIFICATIONS
- E. FORM OF TRANSMITTAL LETTER
- F. DISCLOSURE OF LOBBYIST
- G. NOTIFICATION OF EXCEPTIONS
- H. CERTIFICATION OF INSURANCE LIABILITY
- I. SPECIAL CONDITIONS REGARDING MBE AND WBE ENTERPRISES  
(POSTED AS SEPARATE PDF DOCUMENT)

**EXHIBITS:**

1. SCOPE OF CONTRACT
2. BID FORM (POSTED AS SEPARATE EXCEL DOCUMENT)

**ATTACHMENTS:**

FORM OF CONTRACT (POSTED AS SEPARATE WORD DOCUMENT)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**I. GENERAL INFORMATION**

**1.1 General Information**

The Metropolitan Pier and Exposition Authority (“Authority”) is a political subdivision, unit of local government, body politic and Municipal Corporation existing under the laws of the State of Illinois pursuant to the Metropolitan Pier and Exposition Authority Act, as amended, 70 ILCS 210/1 et seq. (the “Act”). The Authority was established to promote, operate and maintain fairs, expositions, meetings and conventions in Cook County, Illinois. The Authority owns and maintains McCormick Place®, an exhibition and convention center located at 23<sup>rd</sup> Street and Martin Luther King Drive in the City of Chicago.

**II. DEFINITIONS**

**2.1 Definitions**

The following terms in the Solicitation shall be defined as follows:

“**Authority**” means the Metropolitan Pier and Exposition Authority

“**Bid**” means the submitted responses to the Bid Document, including samples

“**Bidder**” or “**Bidder/Proposer**” means the firms(s), sole proprietor, corporation(s), partnerships(s) and joint venture(s) that submit Bids

“**Contract**” means the contract that is entered into between the Authority and the Successful Bidder pursuant to the Bid Document(s)

“**Contractor**” refers to the firm(s), sole proprietor, corporation(s), partnership(s), and joint venture(s) that submit Bids, and to the Successful Bidder that enters into the Contract with MPEA

“**Include**” whenever the term “includes” (in any of its format) is used, it means “include, without limitation

“**Law**” shall mean City, State and Federal statues, ordinances, codes, rules and regulations

“**MBE**” means Minority Owned Business Enterprises

“**WBE**” means Women Owned Business Enterprises



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**“Responsive”** Responsiveness is determined by the Authority and relates to compliance with the provisions of the solicitation, including specifications, and contractual terms and conditions.

**“Responsible”** Responsibility is determined by the Authority and related primarily to the ability of a Bidder to successfully carry out a proposed contract, and whether it has the character, reputation, and integrity to receive an award. A Bidder, otherwise able to perform, who has been convicted of felony, or violation of the public procurement requirements of any Federal or State governmental entity, may be found not responsible. Other considerations bearing on a determination of responsibility can include experience, past performance, business and financial capabilities, skills, technical organization and reliability. Some of the mechanisms available to measure a Bidder’s responsibility are the utilization of reference checks, vendor performance on previous contracts and availability of financial credit information.

**“Services”** shall mean the goods and/or services for which the Authority engages the Selected Contractor as set forth herein and, in the Contract, including all tasks reasonably necessary to complete them.

**“Successful Bidder”** means the individual, partnership, corporation, or joint venture that the Authority selects for award of a Contract.

**“Trade Reference”** means a reference concerning the creditworthiness of the Bidder given by another business that extends credit to the Bidder, such as a supplier.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**III. INSTRUCTIONS TO AND REQUIREMENTS OF BIDDERS**

**3.1 DESCRIPTION OF REQUIREMENTS**

The Metropolitan Pier and Exposition Authority (“Authority”) is seeking bids from qualified companies to provide the goods and/or services described herein to the Authority.

**3.2 OBTAINING BID DOCUMENTS**

The Bid Documents are available on-line at:

[Doing Business – MPEA](#)

Click on the “+” by “Current Bids/Proposal Opportunities”

**Bidders acknowledge and agree that it is their responsibility to obtain any addenda that may be subsequently issued. Failure to conform to the requirements of any addenda may result in rejection of the Bid. The Authority will not be liable for Bidder's failure to obtain or download any addenda issued for a Bid.**

**3.3 NO BID DEPOSIT**

The MPEA does not require a bid deposit, however if a bidder fails to honor the terms and conditions that attach to submitting a bid, including but not limited to holding its bid for a period of 90 days from bid opening, the MPEA reserves the right to declare Bidder non-responsible and Bidder will not be eligible to bid on or be awarded contracts with the MPEA for a period of up to one year.

**3.4 SUBMITTAL OF BID**

- A. At this time MPEA is requesting that an electronic copy (converted or scanned to PDF) of the bid be submitted to [mpeaprourement@mpea.com](mailto:mpeaprourement@mpea.com) or via a secure file sharing platform if the file is too large to email.

All Bids must be received no later than **Monday, September 19, 2022, by 12:00 pm (CDT)**. Bids received after this time may be deemed non-responsive and ineligible for consideration for a Contract related to **IFB # 2022-16-M**. No Bid may modify or substitute the items to be furnished or the work to be done. Bids that do not conform to the specifications of this request for bids may be deemed non-responsive.

The Bid Package must include the following:

(Failure to include any of the Required Document may render bids non-responsive)

1. Required Form A - Bid Form
2. Required Form B - Statement of Bidder's Business Organization



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

3. Required Form C - Statement of Bidder's Qualifications and W-9 Form. The Bidder shall submit copies of all certifications, licenses and financials, which are required as part of the Bid qualification process, in addition to any additional requirements and documentation attesting to Bidder's abilities as required by the Statement of Bidder's Business Organization including but not limited to all statements detailing experience in the required fields of work.
4. Required Form D - Bidder/Proposer Certifications. Bidders must be certified to provide and/or repair the specified items.
5. Required Form E – Form of Transmittal Letter
6. Required Form F – Disclosure of Lobbyists
7. Required Form G - Notification of Exceptions
8. Required Form H – Insurance Requirements
9. The MPEA has an overall program goal of 25% MBE and 5% WBE participation on all contractual expenditures. Bidders are required to complete the MBE/WBE Compliance Plan or request for waiver and demonstration of Good Faith Efforts

The Bidder shall be in compliance with the Illinois State Officials and Employees Ethics Act (5 ILCS 430/) and remain in compliance for the duration of the Contract. Non-compliance constitutes grounds for immediate unilateral termination of the Contract

The Bidder shall not offer any gratuities, favors, or anything of monetary value to any Board Member, official, or employee of the Authority for the purpose of influencing consideration of the Bid. The Bidder shall not collude in any manner or engage in any practice with any other party. Violation of this instruction will cause the Bidder's response to this Bid to be rejected by the Authority. Notwithstanding the foregoing, this prohibition is not intended to preclude joint ventures or subcontracts.

The Authority is prohibited by law from contracting with certain persons and entities. Accordingly, ownership interests must be disclosed in Required Form B, STATEMENT OF BUSINESS ORGANIZATION. Bidders must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended.

Bidders who have done business or are seeking to do business with MPEA should review the prohibitions on political contributions to candidates and elected officials, set forth in the City of Chicago Municipal Code on Governmental Ethics, Section 2-156-455.

Bids must be signed as follows:

- (1) If the Bidder is a corporation or limited liability company, the Bid must be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and attested



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

properly. The Bid must show the state in which the corporation is chartered. If the business organization is not chartered in the State of Illinois, the Bid must show whether or not it is licensed to transact business in the State of Illinois.

- (2) If the Bidder is a firm or partnership, the Bid must be signed in the name of style under which the organization is doing business, by the partners, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization must be shown on the Bid.
- (3) If the Bidder is an individual, he/she must sign the Bid in person or by representative, stating the name or style, if any, under which he/she is doing business, by partner, proposer officer, or officers whose official capacity shall be designated. The name and address of each member of the organization must be shown on the Bid.
- (4) If the Bidder is a joint venture, the Bid must be signed by each of the persons or firms which is a party to the Joint Venture Agreement. A certified copy of the Joint Venture Agreement must be attached to the Bid Form sheet. A joint venture will not be accepted unless the Joint Venture Agreement or some other signed and legally binding instrument is certified and attached to the Bid Form sheet containing provisions for one of the parties to the joint venture to be in a full direction of the project and to exercise this direction through a single individual to be appointed Manager of Operations with the consent of all parties to the Joint Venture Agreement.
- (5) In every case, the Bid must show the present business address of the bidder at which communications shall be received and service of notices accepted.

WHERE BID IS SIGNED BY AN AGENT OF THE BIDDER, EVIDENCE OF THE AGENT'S AUTHORITY TO SIGN MUST ACCOMPANY THE BID. If Bidder is a corporation, such evidence shall be a certified copy of that section of corporate by-laws or other authorization such as a Resolution by the Board of Directors, which permits the person to sign the offer for the corporation. The name of each person signing the Bid shall be typed or printed below its signature.

ANY NON-CONFORMING BID OR BID RECEIVED AFTER THE DUE DATE AND TIME SHALL BE DEEMED NON-RESPONSIVE AND INELIGIBLE FOR CONSIDERATION.

Written modifications (via email – [mpeaprocedure@mpea.com](mailto:mpeaprocedure@mpea.com)) of Bids shall be considered only if received prior to the time stated for receipt of Bids. The email must be labeled "MODIFICATIONS TO SEALED BID", NO TELEPHONIC OR ORAL MODIFICATIONS SHALL BE ACCEPTED OR CONSIDERED.

Any Bidder may withdraw its Bid by letter, email, or in person with proper identification at any time prior to the opening of the Bids. NO TELEPHONIC REQUEST TO WITHDRAW A BID SHALL BE ACCEPTED OR CONSIDERED.

### **3.5 CONTRACT TERM**

The Contract begins on the Effective Date and shall remain in effect for a base term of two (2) years. The Authority shall have the option to renew the Contract under the same terms and conditions as the original Contract. However, the Contract may not renew automatically, nor may the Contract renew solely at the Contractor's option.





METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

The Authority reserves the right to renew for a total of three (3) years in one of the following manners:

- a) One renewal covering the entire renewal allowance, or
- b) Individual one-year renewals up to and including the entire renewal allowance.

### 3.6 ADDENDA AND INTERPRETATIONS

- A. No oral interpretation of the meaning of the Bid Documents will be made to any Bidder.
- B. If a material change is to be made to the Bid Documents, it will be issued in the form of a written Addendum which will be e-mailed to all those prospective Bidders who registered as document holders and will also be available for download on the MPEA website at [www.mpea.com](http://www.mpea.com). If e-mailed, interpretations will be transmitted to the Bidder at the submitted email addresses furnished for such purposes not later than ten (10) days prior to the date fixed for opening of Bids.
- C. Failure of any Bidder to receive any such Addendum or interpretation shall not relieve such Bidder from any obligation under his Bid as submitted. All Bidders are responsible for obtaining each Addendum and must acknowledge receipt of each Addendum that has been issued. The Bid Form contains spaces for the Bidders to inscribe the number of each Addendum that may be issued. If none are issued, fill these spaces with the word "NONE". **The Authority will not be liable for supplier's failure to obtain or download any addenda issued for a Bid.**

### 3.7 REJECTION OF BIDS

The Authority intends to award the Contract to the lowest, responsible, and responsive Bidder by Group. Notwithstanding the foregoing, the Authority hereby reserves the right to reject or to accept any or all Bids that, in its judgment, shall be in the best interest of the public.

Bids that contain omissions, erasures, alterations, or additions not called for, conditional or alternate Bids not called for, or that are irregular in any way, may be rejected as informal and insufficient. However, the Authority reserves the right to waive any and all informalities when it may deem such waiver to be in the best interest of the public.

### 3.8 INSTRUCTIONS FOR EXECUTING CONTRACT

The Contract shall be in the form prescribed by the Authority and shall be signed by the Successful Bidder within ten (10) days after receipt and returned to the Authority for execution. The Successful bidder must furnish a certificate of insurance. The Contract must be signed as proscribed above.

### 3.9 EXEMPTION FROM TAXES

Bids shall include all Federal and State taxes in effect on the date of bid opening, except the Retailers' Occupation Tax, the Service Occupation Tax, (both state and local), the Use Tax and the Service Use Tax, since the Authority is exempt from such taxes.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**3.10 COMPLIANCE FROM LAWS**

The Successful Bidder shall comply with all existing and future applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to the provision of services or items hereunder and shall ensure that all necessary licenses required by the City of Chicago and the State of Illinois are obtained.

**3.11 CONTRACT DOCUMENTS**

The Contract Documents shall consist of the Bid documents, including all Attachments, Exhibits, and any Addenda; the submitted Bid to the extent it is consistent with the Bid Documents, and the duly executed Contract. The documents are complementary and binding in whole or in part.

**3.12 DIVISIBILITY AND MULTIPLE AWARDS**

The Authority reserves the right to award this Agreement to one or more Bidders as it deems to be in its best interest.

**3.13 BID CANVASSING**

All bids will be reviewed on the basis of (a) bidder responsiveness, (b) bidder responsibility and (c) the Lowest Total Sum of prices bid for all potential four years of the contract term.

**3.14 AWARD OF CONTRACT**

The Authority shall undertake a thorough review of each submitted Bid. This review process may take approximately ninety (90) days, at which time the Board of the Authority may take the necessary steps to award the Contract or may, at its option, after informing the three (3) lowest Bidders in writing of its intention, extend the time to award the Contract an additional thirty (30) days.

**3.15 CERTIFICATION OF LIABILITY INSURANCE**

The Contractor must provide and maintain during the life of this Contract, at Contractor's own expense, until Contract completion and during the time period following final completion if Contractor is required to return and perform any additional work, the insurance coverages and requirements specified in **REQUIRED FORM H** insuring all operations related to the contract.

**3.16 SPECIAL CONDITIONS REGARDING M/WBE**

In accordance with the Metropolitan Pier and Exposition Authority Act, 70 ILCS 210/23.1 the Authority has adopted and maintains a minority and female owned business enterprise procurement program for any and all work undertaken by the Authority. The Authority requests that all bidders complete the MBE/WBE information in the required documents.

**3.17 TIE BIDS AND PROPOSALS**

Tie bids or proposals are those from responsive and responsible vendors that are, in the case of bids, identical in price, and, in the case of proposals, identical in evaluation.

Tie bids or proposals will be resolved as follows:

1. The award shall be made by lot unless the Director of Procurement determines:



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

- a) Awarding to one of the vendors is in the Authority's best interest because, for example, that vendor is likely to be more reliable or responsive to the Authority's needs, based on past performance; provides a better quality of the supply or service; or provides quicker delivery; or, in the case of proposals, because of a desire to take advantage of the lower price; or
- b) Splitting the award is in the Authority's best interest because of a need to ensure delivery of the supply or service, or is necessary or desirable to promote future competition, and provided the affected vendors agree to the split award.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**REQUIRED FORM A**  
**BID FORM**

**BIDS SUBMITTED BY:**

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TO: THE METROPOLITAN PIER AND EXPOSITION AUTHORITY  
[mpeaprourement@mpea.com](mailto:mpeaprourement@mpea.com)

**COMMITMENT TO ENTER CONTRACT**

A. This is to certify that the undersigned, \_\_\_\_\_, hereinafter referred to as the Bidder, has read (1) the Advertisement, (2) the Instructions to and Requirements of Bidder, and (3) the Specifications issued by the Metropolitan Pier and Exposition Authority, hereinafter referred to as the "Authority", and acknowledges receipt and review of Addenda \_\_\_\_\_ and that the Bidder has made all the investigations and examinations required by said documents.

B. The undersigned hereby agrees to enter into a contract with the Authority, in substantially the Form of Contract attached to these Bid Documents (as Attachment 1) and to furnish all the items or services required under the Contract.

Identify below the person with authorized signature to bind Proposer's agreement, if selected:

Signatory's Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

The final contract will be routed via *Adobe Sign* to the person identified here.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

CONTRACT PRICE

A. It is understood that (i) as to the Contract which may be awarded upon this Bid, the Authority shall purchase from the Bidder supplies and services of the kind described in the Contract; and (ii) it is the intention of the Authority that a Contract shall be awarded by the Board to the lowest, responsible and responsive Bidder in terms of its fitness and capacity to furnish the quality of materials and workmanship considered to be best to meet the requirements of the Authority; and (iii) the Bid submitted under this document shall be on the basis of the Lowest Total Sum of prices bid.

B. The undersigned hereby offers and agrees to furnish and deliver the goods and/or services to the Authority.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

BIDDER NAME: \_\_\_\_\_

**BIDDER PROPOSAL AND QUALIFICATIONS**

All bidders must provide the requested information below, failure to do so will render a bid non-responsive. **Attach additional pages as needed.**

1. Has Bidder been in the business of supplying the variety and volume of specific goods and services requested herein to entities or building complexes of similar size to McCormick Place for at least 5 years? (Y/N) \_\_\_\_\_ For how many years? \_\_\_\_\_

2. Provide information regarding inventory management system, stock on hand and time frame for acquiring goods and services needed.

3. Where is your office and distribution point that would serve MPEA located?  
Note that an answering service in lieu of offices or distribution points is not acceptable.

Location of facility where inventory is maintained:

Address \_\_\_\_\_

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

Email \_\_\_\_\_

4. List all other distribution point locations that would be used to support this contract. Indicate whether your company owns this location, and if not, the entity that does own it and the nature of the relationship between Bidder and that entity.

5. List all will-call pick up locations and business hours.

6. Confirm that Bidder can provide delivery within three days from issuance of a purchase order. If not, list the typical delivery time for the parts outlined on Bid Form.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

7. Provide information regarding protocol for emergency and after hours contact, provide information regarding what time is considered “after hours”/emergency and if there are any additional fees associated with contacting Bidder at these times. Successful bidder must provide and keep current the name and contact information for such contact.
  
8. Provide the names, contact information and resumes of all key personnel/account representative(s) that would service this contract. Contractor must be able to provide technical support as requested by the Authority including but not limited to familiarity with the materials being supplied and what materials/products may be substituted if any items are discontinued or not currently available.

In addition to the above information, Bidders must also complete the pricing on the **Bid Form** provided in Excel format.

Note: Bidders must complete every line item on the **Bid Form**.

Pricing must be **all inclusive** (taxes, delivery charges, etc.)

Payment will be subject to acceptance by the Authority of the services provided by the contractor.

Person to contact regarding Bid:

Name \_\_\_\_\_ FEIN \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**SIGNATURES**

(If an Individual)

Signature of Bidder \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(SEAL)

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METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**SIGNATURES** (Continued)  
(If a Partnership)

Firm Name \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

Names and addresses if all member of the firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(SEAL)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**SIGNATURES** (Continued)  
(If a Corporation or Limited Liability Company)

Corporate or Company Name \_\_\_\_\_

Signature of  
President, Manager,  
or Authorized Officer \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

Note: In the event that this Bid is signed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws, company operating agreement, or other authorization, such as a Resolution by the Board of Directors or Managers, which permits the person to sign the offer for the corporation.

CORPORATE SEAL

President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Attest \_\_\_\_\_

Secretary

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(SEAL)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**SIGNATURES** (Continued)  
(If a Joint Venture)

Joint Venture Name \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Signature for Joint Venture Firm \_\_\_\_\_

Title \_\_\_\_\_

Signature of Parties to Joint Venture

Firm \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Signatures of Parties to Joint Venture Firm

\_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(SEAL)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

REQUIRED FORM B  
STATEMENT OF BUSINESS ORGANIZATION

BIDDER NAME \_\_\_\_\_

NAME OF PROJECT: **DIGITAL SOUND MIXERS AND ACCESSORIES**  
BID NUMBER: **#2022-16-M**

*Note:* Each Bidder/Proposer is obligated to notify the Authority of any changes in its ownership or in its officers and directors at the time such changes occur if the change occurs during bid evaluation or during the Contract term.

**1. If the Bid/ Proposal is submitted by an individual, answer questions listed below:**

- (a) Name \_\_\_\_\_
- (b) Official Address \_\_\_\_\_
- (c) Telephone \_\_\_\_\_ Email address \_\_\_\_\_
- (d) Fax Number \_\_\_\_\_
- (e) FEIN \_\_\_\_\_
- (f) Is the individual authorized to do business in Illinois?     YES  NO

**2. If the Bid/Proposal is submitted by a partnership, answer questions listed below:**

- (a) Firm Name \_\_\_\_\_
- (b) Official Address \_\_\_\_\_
- (c) Fax Number \_\_\_\_\_
- (d) Telephone Number \_\_\_\_\_
- (e) FEIN \_\_\_\_\_



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

- (e) List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization.

Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary).

Name	Percentage Ownership

- (g) List the names of all managing partners:

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METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**3. If the Bid/Proposal is submitted by a corporation or limited liability company (LLC), answer questions listed below:**

- (a) Corporate or Company Name \_\_\_\_\_
- (b) Date of Incorporation \_\_\_\_\_
- (c) State of incorporation \_\_\_\_\_
- (d) If incorporated in another State, are you authorized to do business in the State of Illinois?  
 YES  NO
- (e) Name and address of registered agent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (f) Fax Number \_\_\_\_\_
- (g) Telephone \_\_\_\_\_ Email address \_\_\_\_\_
- (h) FEIN \_\_\_\_\_
- (i) List the names of all officers and directors:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (j) List each individual having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization.  
Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).  
Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

Name	Percentage Ownership

4. Is Company a certified minority or woman owned business enterprise?  YES  NO

If yes, check one:  MBE  WBE

- Certified by:  City of Chicago  
 Chicago Minority Supplier Development Council  
 County of Cook  
 Women's Business Development Center  
 State of Illinois, Department of Central Management Services

Date of Certification: \_\_\_\_\_

**Please attach copy of current certification letter.**

---

I declare that this Statement of Bidder's Business Organization has been examined by me and to the best of my knowledge and belief is a true, correct, and complete statement of the business organization.

\_\_\_\_\_  
(Signature)

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(SEAL)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M  
**REQUIRED FORM C**  
**STATEMENT OF QUALIFICATIONS**

BIDDER NAME \_\_\_\_\_

NAME OF PROJECT:           **DIGITAL SOUND MIXERS AND ACCESSORIES**  
BID NUMBER:               **#2022-16-M**

Bidder must furnish all of the following information relative to its ability, experience, and financial resources available for the fulfillment of the Contract.

1. The number of consecutive years that Bidder has been engaged in the business under the present firm name \_\_\_\_\_.

Number of consecutive years at this location: \_\_\_\_\_.

Date when business was organized \_\_\_\_\_.

2. List all pertinent organizations and associations of which Bidder is currently a member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Provide the overall ratio of managers to personnel. \_\_\_\_\_

4. State approximately the value of the three (3) largest contracts your organization has had **providing products or services similar** to the requirements set forth in the Bid/Request Document, giving the name and location of the firm with whom you contracted.

<u>Firm</u>	<u>Location</u>	<u>Contract Value</u>
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____





METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

State the names and locations of any governmental bodies with whom your organization has had contracts **providing products or services similar** to the requirements set forth in the Bid/Request Document.

<u>Firm</u>	<u>Location</u>	<u>Contract Value</u>
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

5. **Within the last five (5) years**, list below three (3) references for the three (3) largest contracts your organization has had **providing products or services similar** to the requirements set forth in the Bid/Request Document, giving the name of the person we are authorized to contact:

Company Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email address \_\_\_\_\_  
Contract Duration \_\_\_\_\_

Company Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email address \_\_\_\_\_  
Contract Duration \_\_\_\_\_

Company Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email address \_\_\_\_\_  
Contract Duration \_\_\_\_\_



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

6. List two (2) trade references below:

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

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Length Relationship \_\_\_\_\_

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

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Length of Relationship \_\_\_\_\_

7. List one (1) bank reference below:

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

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Length of Relationship \_\_\_\_\_

8. Identify all union contracts to which you are a signatory.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

9. Has Bidder provided evidence of the ability to provide insurance coverage as specified in Required Form H? Y \_\_\_ N \_\_\_

10. Has Bidder ever refused to sign a contract? Y \_\_\_ N \_\_\_ At the original price? Y \_\_\_ N \_\_\_

If yes to either question, provide details. \_\_\_\_\_

\_\_\_\_\_

11. Has Bidder ever been terminated for cause? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Has Bidder ever defaulted on a contract? \_\_\_\_\_ If yes, provide details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Has Bidder or any related or affiliated entity, ever been adjudged a bankrupt, been subject to a receivership or an order of reorganization, or other similar action involving the rights of creditors against vendors? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Is Bidder or its business at this time subject to any court order relating to bankruptcy, receivership, liquidation, reorganization, or similar relief? \_\_\_\_\_ If yes, provide details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

15. Has Bidder ever forfeited a performance bond? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

16. Bidder shall provide copies of its annual financial statement or annual report, such as balance sheets, profit and loss statements, or financial report, for the last three (3) years.

I declare that this Statement of Qualifications has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of the business organization.

\_\_\_\_\_  
(Signature)

(REMAINDER OF PAGE IS BLANK)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**REQUIRED FORM D  
BIDDER CERTIFICATIONS**

BIDDER NAME \_\_\_\_\_

NAME OF PROJECT: **DIGITAL SOUND MIXERS AND ACCESSORIES**  
BID NUMBER: **#2022-16-M**

Bidder certifies that it is fully authorized to enter into an Agreement with the Authority, has no known conflicts of interest as described in the MPEA Act (70 ILCS 210/25.3), or otherwise, and further specifically certifies that:

1. Neither Bidder nor its agents, officers or employees, has entered into any agreement or arrangement with any individual or entity to refrain from bidding, or to do any act or omit to do any act, the result of which would restrain free competition among Bidder.
2. Pursuant to 70 ILCS 210/25.3, neither Bidder, nor its agents, officers or employees, has made any offer to, nor been solicited by, any member of the Board, Trustee, officer or employee of the Authority, either directly or indirectly, regarding any money or other thing of value as a gift or bribe or means of influencing his or her vote or action in his or her official character.
3. Bidder, its affiliated entities and affiliated persons of Proposer's organization have not made any contributions to any political committees established to promote the candidacy of any declared candidate for the office of Mayor of Chicago or Governor of Illinois in violation of the restrictions in 70 ILCS 210/25.5(a).
4. Neither Bidder, nor its agents, officers or employees, is barred from contracting with any unit of state or local government as a result of being convicted of bid-rigging, as defined in Section 33E-3 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3) or of bid-rotating, as defined in Section 33E-4 (720 ILCS 5/33E-4) or of any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.
5. Bidder will, pursuant to 720 ILCS 5/33E-6, report to the Illinois Attorney General and Cook County State's Attorney any prohibited communication that would constitute interference with contract submission and award by a public official.
6. Pursuant to 775 ILCS 5/2 105, Bidder complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies.
7. Bidder will, pursuant to the Drug Free Workplace Act (30 ILCS 580), provide a drug free workplace. Bidder certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This requirement applies to contracts of \$5000 or more with individuals, and to entities with twenty-five (25) or more employees.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

8. Bidder or its employees and subcontractors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and the rules applicable to each as well as the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).
9. Neither Proposer, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in the Proposer's organization has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.
10. Proposer is not in arrears to the State of Illinois for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the Proposer has not defaulted on any other project with the State of Illinois, US Federal Government, or any governmental entity of Cook County or the City of Chicago

My name is \_\_\_\_\_.

I am *(Please choose one of the following and fill in the name of the Bidder):*

(i) the sole proprietor of \_\_\_\_\_  
Name of Bidder

(ii) a partner in \_\_\_\_\_  
Name of Bidder

(iii) I am the \_\_\_\_\_ of \_\_\_\_\_  
Title Name of Bidder



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

This certification is attached to and is a part of the Bid submitted to the Metropolitan Pier and Exposition Authority on behalf of Bidder.

Signature \_\_\_\_\_

Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this

\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
(SEAL)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**REQUIRED FORM E  
FORM OF TRANSMITTAL LETTER**

**(To be duplicated and completed on Bidder's firm letterhead)**

(Date)

Metropolitan Pier and Exposition Authority  
301 East Cermak Road  
Chicago, Illinois 60616  
Attention: MPEA Procurement

**Re: DIGITAL SOUND MIXERS AND ACCESSORIES**

On behalf of (Full legal name of Bidder), I submit with this letter its response to the Metropolitan Pier and Exposition Authority's INVITATION FOR BIDS ("IFB") **2022-16-M**. In this connection, I state the following:

1. have full authority to bind Bidder with respect to this response to the IFB and any oral or written presentations and representations made to the Authority.
2. (Full legal name of Bidder) has read and understands the IFB and is fully capable and qualified to provide the goods and or services as described within this IFB.
3. I have read and understand the IFB, including addenda numbers \_\_\_\_\_.
4. (Full legal name of Bidder) understands that the Metropolitan Pier and Exposition Authority will rely on Bidder's response to the IFB and Bidder agrees to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. (Full legal name of Bidder) agrees to hold its Bid open for a period of 90 days from the date and time established for submission of Bids, and, if requested by the Authority, for an additional 60 days thereafter.
6. If requested by the Authority, Bidder agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist the Authority in evaluating its Bid.
7. If selected by the Authority, Bidder agrees to enter into a Contract for IFB **#2022-16-M** with the Authority in accordance with the FORM OF CONTRACT attached to this Invitation for Bids and to supply all of the items or services required.





METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

8. Neither I nor Bidder has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with the Authority and no conflict of interest which could interfere with the provision of services to the Authority.
9. Bidder understands that the Authority will rely upon the material representations set forth in the Bid and that Bidder has a continue obligation to update any information which changes or which Bidder learns to be incorrect.
10. It is understood that an original and multiple copies of the Bidder have been submitted for consideration. Bidder warrants that all copies are identical to the original in all respects.
11. Bidder acknowledges that any comments, requests or **exceptions** to the form of agreement or any other requirements stated in this procurement have been identified on **REQUIRED FORM G, NOTIFICATION OF EXCEPTIONS.**

Signed \_\_\_\_\_

\_\_\_\_\_  
Typed/lettered name of signatory

As \_\_\_\_\_  
(Relationship to Bidder/Title/etc.)



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**REQUIRED FORM F  
DISCLOSURE OF LOBBYISTS**

**DEFINITIONS AND DISCLOSURE REQUIREMENTS**

1. The Board of the Metropolitan Pier and Exposition Authority (“MPEA”) has determined that all bids, proposals and contracts requiring Board approval must be accompanied by a statement disclosing information about Lobbyists.
2. "Lobbyist" means any person (i) who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action, or (ii) any part of whose duty as an employee of another includes undertaking to influence any legislative or administrative action. Subconsultants or subcontractors hired by the Applicant who do not fit this definition are not considered Lobbyists.
3. In particular, the Applicant must disclose the name of each such person, his/her business address, the nature of the relationship, and the amount of the fees paid or estimated to be paid. All Lobbyists must be disclosed.
4. If the Applicant is uncertain whether a disclosure is required under this Section, the Applicant must either ask the MPEA whether disclosure is required or make the disclosure. The Applicant is not required to disclose employees who are paid solely through the Applicant's regular payroll or sub-contractors.
5. MPEA prohibits the participation of Lobbyists when the payment to the Lobbyist is contingent on the award to the party of a contract. (Contingency Fee Agreements).

**B. CERTIFICATION**

Each and every Lobbyist or other person retained or anticipated to be retained directly by the Applicant with respect to or in connection with lobbying for the award of the contract that is the subject of this DISCLOSURE OF LOBBYISTS is listed below [begin list here, add sheets as necessary]:

Name	Business Address	Fees (indicate whether paid or estimated)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**[ ] CHECK HERE IF NO SUCH PERSON HAS BEEN RETAINED DIRECTLY BY THE APPLICANT OR IS ANTICIPATED TO BE RETAINED DIRECTLY BY THE APPLICANT.**

**The Undersigned understands and agrees that:**

A. The certifications, disclosures, and acknowledgments contained in this DISCLOSURE OF LOBBYISTS will become part of any contract awarded to the Applicant by the MPEA in connection with the project or transaction that is the subject of this DISCLOSURE OF LOBBYISTS.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

B. Some or all of the information provided on this DISCLOSURE OF LOBBYISTS, including any REQUIRED FORMS, may be made available to the public in response to a Freedom of Information Act request, or otherwise. By completing and signing this DISCLOSURE OF LOBBYISTS, the Undersigned waives and releases any possible rights or claims which it may have against the MPEA in connection with the public release of information contained in this DISCLOSURE OF LOBBYISTS and also authorizes the MPEA to verify the accuracy of any information submitted in this DISCLOSURE OF LOBBYISTS.

C. Lobbyists and all other parties retained in connection with the award of contract are agents of the Undersigned and are therefore subject to the same rules as the Undersigned, including but not limited to the prohibition of conflicts of interest and the prohibition of direct contact with any official, employee or agent of the MPEA regarding outstanding procurement projects, except as provided herein. The only officials, employees or agents of the MPEA who may be contacted regarding outstanding procurement projects are the Director of Procurement, to whom questions for clarification regarding an outstanding procurement may be submitted in writing, and members of the MPEA's Business and Workforce Diversity Department, who may be contacted regarding the Undersigned's Minority and Women's Business Enterprise participation.

D. If the MPEA determines that any information provided in this DISCLOSURE OF LOBBYISTS is false, incomplete or inaccurate, or if any provision of this DISCLOSURE OF LOBBYISTS is violated, any contract or other agreement in connection with which it is submitted may be void or voidable, and the MPEA may pursue any remedies under the contract, at law, or in equity, including terminating the Undersigned's participation in the project or transaction and/or declining to allow the Undersigned to participate in future transactions with the MPEA.

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

\_\_\_\_\_  
(Print or type name of individual or legal entity submitting this DISCLOSURE OF LOBBYISTS)

By: \_\_\_\_\_  
(sign here)

Title of signatory: \_\_\_\_\_

Print or type name of signatory: \_\_\_\_\_

County of \_\_\_\_\_

State of \_\_\_\_\_

Acknowledged under oath on [date] \_\_\_\_\_

before me by \_\_\_\_\_

as [title] \_\_\_\_\_

of [firm] \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M  
**REQUIRED FORM G**  
**NOTIFICATION OF EXCEPTIONS**

The Undersigned understands and agrees that:

**PLEASE CHECK ONLY ONE**

Bidder acknowledges that there are **no exceptions** to the form of contract, or any other requirements stated in this Procurement #2022-16-M.

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Typed/lettered name of signatory)

As: \_\_\_\_\_  
(Relationship to Bidder/Title/etc.)

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

Bidder acknowledges that **there are exceptions** to the Form of Contract, that conflicts of interest exist, or any other requirements stated in this Procurement #2022-16-M and has attached them to this Required Form G, Notification of Exceptions. Bidder must redline the Form of Contract with listed exceptions.

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Typed/lettered name of signatory)

As: \_\_\_\_\_  
(Relationship to Bidder/Title/etc.)

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



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**REQUIRED FORM H  
INSURANCE REQUIREMENTS**

***Bidders must include a sample certificate of insurance, verifying that they can meet the limits set forth below, with their Bid.***

1. The Selected Contractor must procure and maintain, at its own expense, until final completion of the Services covered by this Contract and during the time period following final completion if required to return and perform additional Services, for any reason whatsoever, the types of insurance specified below by the Authority's Risk Manager. The Selected Contractor must provide the Authority with certificates evidencing such coverage prior to receiving the contract:

**a. Commercial General Liability**

<b><u>Coverage</u></b>	<b><u>Limit</u></b>
General Aggregate	\$2,000,000
Products Liability/Completed	
Oper. Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000

If Commercial General Liability or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit.

**b. Workers' Compensation and Employer's Liability**

<b><u>Coverage</u></b>	<b><u>Limit</u></b>
Workers' Compensation	Statutory
Employer's Liability	
Each Accident	\$ 1,000,000
Per Employee - Disease	\$ 1,000,000
Annual Aggregate - Disease	\$ 1,000,000

Workers' Compensation/ Employer's Liability policies shall be endorsed to waive the insurer's right of subrogation against the Authority.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

c. **Automobile Liability**

<u>Coverage</u>	<u>Limit</u>
Bodily Injury and Property Damage Combined - Occurrence	\$1,000,000
Uninsured/Underinsured Motorist - Occurrence	\$1,000,000

This Policy must provide coverage for all owned, non-owned, and hired autos.

d. **Umbrella Coverage**

Per occurrence and Aggregate \$2,000,000

Coverage must be in excess of Commercial General Liability, Auto Liability and Employer's Liability. It must be no more restrictive than the primary coverage listed.

2. All insurance companies must be rated A-VIII or better by the A. M. Best Company.
3. Contractor's assumption of liability is independent from, and not limited in any manner by, the Contractor's insurance coverage obtained pursuant to this Contract, or otherwise. All amounts owed by Contractor to the Authority as a result of the liability provisions of the Contract shall be paid on demand.
4. Contractor expressly understands and agrees that any insurance or self-insurance programs maintained by the Authority shall apply in excess of and not contribute with insurance provided by them under the Agreement.
5. Policies should be written on an occurrence basis.
6. All coverages must contain a Waiver of Subrogation in favor of the MPEA
7. All policies must amend the other insurance clause to be Primary and Non-Contributory for any liability arising directly or indirectly from the Services.
8. The Metropolitan Pier and Exposition Authority, its trustee, facilities, agents, officers, board members and employees are named as an additional insured.
9. Any subcontractors of the contractor shall be required to maintain and provide the same insurance as listed in these requirements, or the contractor can name the subcontractor as a named insured on their policies. The limits for subcontractors shall be agreed upon by both the contractors and the MPEA Risk Management Department.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

10. If policies are canceled, non-renewed, or a material change has occurred for any reason, the contractor must provide a 60-day prior written notice via certified mail. A 10-day prior written notice must be given for non-payment of premium.
11. The contractor must furnish MPEA's Risk Management Department with an original certificate of insurance, with any additional insured endorsement, prior to the execution of the contract, and at any renewal.
12. Any deductible or self-insured retention for insurance coverage must be the responsibility of the contractor.
13. Any Insurances provided by the contractor will in no way limit or restrict the contractor's responsibilities stated within the contract or by law.
14. The required insurance to be provided by the contractor shall not be limited by indemnification language stated in this contract.
15. At its discretion, the MPEA Risk Management Department has the right to modify and/or delete these insurance requirements.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**EXHIBIT 1**  
**SCOPE OF CONTRACT**

MPEA requires the supply and delivery of various digital sound mixers, accessories and supplies to support internal and external customers.

Under the Contract, of which these Specifications are a part, the Successful Bidder shall furnish and deliver digital sound mixers and accessories of the grade, type, quality named in the accepted Bid to the locations listed herein. The material furnished shall be free from defects in materials or workmanship. Defective materials will be replaced at no extra cost to MPEA.

The quantities provided herein are neither maximum nor minimum, MPEA does not intend to purchase these quantities at one time.

Unless otherwise stated on the Bid Form, MPEA will **not** accept substitutions for the brand(s) specified for each item. Any proposed alternate or substitute products must be compatible with the Allen & Heath equipment.

**PRICING**

Prices quoted in Required Form A– Bid Form are delivered prices (FOB Destination). No shipping, handling or delivery charges of any kind shall be honored by MPEA. Bidders must provide the unit price for each item listed and the extended price based on the estimated quantities provided. Bidders must respond to **EACH** item to be considered for award.

**DELIVERY LOCATIONS**

**North Building**

450 East 23<sup>rd</sup> Street  
Chicago, Illinois 60616

**South Building**

2301 South Mines Drive  
Chicago, Illinois 60616

**\*Lakeside Center**

2301 South Lake Shore Drive  
Chicago, Illinois 60616

**West Building**

2301 South Indiana  
Chicago, Illinois 60616

\*The Receiving dock at the Lakeside Center has an entrance clearance of eleven feet two inches (11'2"). Deliveries that cannot clear this height shall be refused.

MPEA reserves the right to add receiving locations as it deems necessary.

**SHIPMENT**

Purchase Orders shall be issued periodically specifying the materials and quantities required. Shipment shall be made in accordance with the quantities specified on each specific Purchase Order. It is not MPEA's intention that items be ordered and delivered at one time, but rather throughout the term of the contract.

Delivery shall be made in accordance with the requirements of the User Department and shall be requested via a Purchase Order distributed by the Procurement Department. Any





METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

orders placed without a valid MPEA Purchase Order shall be refused and MPEA will not be liable for payment. Any delivery other than what is requested will not be accepted.

**AUTHORIZED DISTRIBUTOR**

The Successful Bidder must either be the manufacturer, supplier or an authorized distributor of the proposed equipment, materials and supplies and be capable of furnishing original product warranty and manufacturer's related equipment, materials and supplies, as well as attendant items, such as product information, product re-call notices, etc.

**REPRESENTATION AND WARRANTY**

The Successful Bidder represents that all materials are of good quality and workmanship, and free from faults, deficiencies, and defects in material, both latent and patent. MPEA may return any nonconforming or defective materials to the Successful Bidder or require replacement of the materials at the time the defect is discovered, all at the Successful Bidder's expense. The Successful Bidder must replace any nonconforming or defective materials within 10 (ten) days of notification from MPEA's designated representative. Acceptance of materials and supplies by MPEA by payment shall not relieve the Successful Bidder of the responsibilities herein.

All equipment, including refurbished items and parts, must be free from defects in parts, materials and workmanship under normal use and service for a period of 1-year from date of delivery. Parts and labor are included in the warranty. The warranty must be transferable to MPEA, or the Successful Bidder must be authorized by the manufacturer to repair the equipment and repair and/or replace any defective unit(s) during that one-year (1-year) period.

**RETURN POLICY**

The Successful Bidder will be responsible for any mis-shipments or damaged shipments and shall make arrangements with its common carrier or personnel to pick-up unacceptable items upon notification by MPEA, all without additional charge to MPEA. MPEA shall not be subject to restocking charges.

**BACK ORDERS**

Notification must be made during the ordering process when an item is on back order. Electronic or written notification of anticipated ship date must be sent to MPEA for any back orders that cannot be filled within ten (10) business days. MPEA will have the option of accepting or canceling the backorder or may submit a request for a substitute item. MPEA shall not be charged for expenses incurred due to the cancellation of backorders.

**DISCONTINUED EQUIPMENT AND SUPPLIES**

Contractor must notify MPEA within five (5) business days of placing an order of any discontinued equipment, materials and/or supplies. An alternate product may be accepted if the alternate is comparable to the item ordered. Approval of such alternate must be obtained from MPEA prior to delivery.

**AVAILABILITY**

In the event Bidder is unable to fill a specific Purchase Order (in full or in part), MPEA reserves the right to purchase same from available sources. MPEA also reserves the right to substitute or cancel certain items should a change in the requirements warrant.



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

**RELATED ITEMS**

MPEA reserves the right to purchase related items from the Successful Bidder at the discount quoted within this document.

**CONTRACT TERM**

The Contract begins on the Effective Date and shall remain in effect for two (2) years. MPEA shall have the option to renew this Contract under the same terms and conditions for an additional three (3), one (1) year renewal options.

**REPORTS AND REPORTING CAPABILITES**

Successful Bidder should have the ability to supply detailed reporting of all items supplied to MPEA under this Contract; including, but not limited to, quantities, manufacturer numbers and descriptions, pricing, etc.

**ECONOMIC ADJUSTMENT CLAUSE**

In the event In the event the contractor's costs for the goods covered by a purchase order (issued as the result of this Invitation for Bid) should increase by more than one percent (1%) and above during the period of time in which the purchase order is in effect, the contractor shall, upon submission of written proof of such increase to MPEA, be entitled to adjust the price by an amount sufficient to compensate the contractor completely and precisely for such increase. The claim for such adjustment must include a certification from the contractor's supplier verifying its cost at the time of the Bid award and at the time of the requested increase. The increase will be allowed only on the cost to the contractor, no increase or change in the contractor's profit will be approved. MPEA reserves the right to ask for invoices, published price lists, or any other evidence establishing contractor's costs to support the increase.

In the event such costs should decrease by more than one percent (1%) and above during the period of time that such purchase order is in effect, the MPEA reserves the right to adjust the price downward to compensate it completely and precisely for such decrease in the same manner as described above. The vendor must notify the MPEA of any such decrease.

In all cases the contractor must file a claim for such adjustments prior to the delivery of the goods. All claims for adjustment shall be made in writing to the MPEA Purchasing Department and accompanied by both an unaltered, published and dated copy of the product manufacturer's national price listing in effect the first day/month/year of this contract and a dated copy of a subsequent national price list reflecting the percentage of increase requested.

**MANUFACTURER**

In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference it is understood that the Bidder proposes to furnish the item so identified and does not propose to furnish an "equal".

Reference to a specific manufacturer, trade name or catalog is intended to be descriptive, but not restrictive unless the item is marked "No Substitute", and only to indicate to the prospective Bidder articles that will be satisfactory. Bids on the other makes and catalogs will be considered provided each Bidder clearly states on the face of his/her Bid exactly



METROPOLITAN PIER AND EXPOSITION AUTHORITY  
INVITATION FOR BIDS  
IFB #2022-16-M

what he/she proposes to furnish, or forwards with his/her Bid, a cut, illustration, or other descriptive matter which will clearly indicate the character of the article covered by his/her Bid.

MPEA hereby reserves the right to approve as an equal, or to reject as not being an equal, an article the Bidder proposes to furnish which contains major or minor variations from Specifications required but which may comply substantially therein.

**INVOICES**

Successful Bidder must address all invoices to the following:

MPEA  
Accounts Payable Department/Operations  
301 East Cermak Road  
Chicago, Illinois 60616  
Attention: Alichia Johnson

All electronic invoices must reference or include the contract number ("O1") and order number ("O2") and be submitted via email to: Alichia Johnson, [ajohnson@mccormickplace.com](mailto:ajohnson@mccormickplace.com) and [accounts-payable@mpea.com](mailto:accounts-payable@mpea.com)

**ENVIRONMENTAL PREFERABLE PRODUCTS**

MPEA desires to use environmentally preferable purchasing (EPP) criteria when making purchases for equipment and services. Environmentally preferable purchasing refers to the procurement of equipment and services that has the least adverse effect on human health and the environment when compared with competing equipment or services that serve the same purpose. In determining the effect of equipment on human health and the environment, consideration may be given to raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the equipment. EPP's minimize the consumption of natural resources, reduce the creation of solid waste, air pollution, or water pollution, minimize the use of materials or processes which compromise the environment and contribute to the goal of mitigating climate change, and/or promote the use of non-toxic substances and avoid toxic materials or processes.

Bidders able to supply EPP's that meet performance requirements are encouraged to offer them in their Bid. Refer to the U.S. Environmental Protection Agency's (EPA) website at [www.epa.gov/epaoswer/non-hw/procure/index.htm](http://www.epa.gov/epaoswer/non-hw/procure/index.htm) for guidelines regarding minimum recycled content standards.

