

# **REQUEST FOR BIDS**

## **Three Year Custodial Service Contract**

**Riverdale Community Unit  
School District 100**

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**Instructions to Bidders**  
**REQUEST FOR BIDS**

FOR: **Full-Service Custodial Services**

BID OPENING: **9:00 AM on Thursday, April 13, 2017**

**1. Notice requesting bids**

Notice is hereby given that bids for a **three (3) year Contract for Custodial Services** will be received at the District Office at 9624 256<sup>th</sup> Street North, Port Byron, Illinois, 61275 at the time and date indicated above. The initial Contract period will begin July 5, 2017 and end July 31, 2020, with successive one (1) year renewals with Board approval.

**2. Bid submission**

The Bid Package is attached hereto as **Exhibit I**. The sealed bids shall be delivered to the District Office any time prior to **9:00 AM on Thursday, April 13, 2017**. A public opening of the Bids will take place at **9:00 AM on Thursday, April 13, 2017**. Bidders must submit one (1) original and four (4) copies of each bid. Only the names and total contract prices will be read aloud. No bid received after said designated time will be considered. The Bidder assumes the risk of any delay in handling or delivery of mail. No bid by email will be considered.

**3. District's rights related to accepting bids/Basis of Award**

The District reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any bid should it be deemed to be in the best interest of the District to do so. The District reserves the right to negotiate with the successful Bidder to the extent permitted by law. The Contract will be awarded, if at all, to the lowest responsible Bidder demonstrating an ability to perform and meet specifications as determined by the District

**4. Price Sheet/Three Year Cost Projection**

- a. The proposed cost of services must be presented to the District utilizing the price sheet provided with these specifications (**Exhibit I/FORM 2**) and must be contained in a sealed envelope with the following information on the outside thereof:
  - i. Bid for Custodial Services
  - ii. Name and address of Bidder
  - iii. Envelope should be addressed to:

**Riverdale Community Unit School District 100**  
**Attention: Superintendent Ron Jacobs**  
**9624 256<sup>th</sup> Street North, Port Byron, IL 61275**

**5. Price validity**

All bids submitted must remain firm/cannot be withdrawn or modified for a minimum period of one hundred twenty (120) days after the date set for bid opening during which time the District will act to accept or reject the bids.

**6. Mandatory pre-bid conference**

- a. All prospective Bidders must attend the pre-bid conference which will be held at the District Office at 9624 256<sup>th</sup> Street North, Port Byron, Illinois, 61275 at **9:00 AM on April 5, 2017**. It shall be the responsibility of the Bidder to carefully examine the project site(s). Each Bidder shall inform itself of existing conditions, bid documents and any limitations of the project sites. The Bidder shall rely entirely upon its own judgment in making its bid and include in its bid all sums sufficient for it to provide all work required by the bid documents. If, as a result of the pre-bid conference, it is necessary to modify these instructions or the specifications, an addendum shall be issued and made available to the public and all parties to the pre-bid conference. Failure to attend the pre-bid conference shall be grounds for the rejection of a bid.
- b. After opening of the bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each Bidder shall be held to represent that it has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate, and satisfactory for its completion of the work.

**7. Field Survey Responsibilities/Mandatory Tours of Facilities**

It shall be the responsibility of the Bidder to field survey all facilities prior to bidding. **See Exhibit B and Exhibit C**, "Building List" (Name, Size and Enrollment) for data related to the buildings/areas included in the scope of this Request for Bid. A mandatory tour of facilities will take place after the pre-bid meeting on **April 5, 2017**. These tours will start at the District Office by bus. Failure to attend the mandatory tour of facilities shall be grounds for the rejection of a bid.

**8. Communication with the District**

- a. For further information or clarification regarding the bid, please contact: Superintendent Ron Jacobs at [rjacobs@riverdaleschools.org](mailto:rjacobs@riverdaleschools.org). All questions must be submitted in writing no later than noon on **April 7, 2017**. Responses to questions will be emailed to all Bidders who attended the mandatory pre-bid conference and the mandatory tour of buildings.
- b. Other than as provided above, once this bid is issued, communications are not permitted with any member of the faculty, staff or student body regarding facilities services. Violation of this restriction may lead to disqualification.
- c. During the process of evaluation of the bids the District may need additional information. This need will be communicated through the District and each vendor shall be responsible to respond in written or electronic form.

**9. Bid consideration**

The District will consider the following criteria and the information provided in response to **Exhibit I/Form 3** in determining which Bidders are responsible Bidders and awarding the Contract:

- Positive references
- The longevity of the Contractor in the contract cleaning and custodial industry for public schools
- Longevity and turnover factors regarding administrative and executive personnel with the Contractor
- Employee turnover rates
- Financial soundness and stability
- Comprehensiveness and thoroughness of customer contact procedures
- Training programs
- Price

**10. Contents of bids – See Bid Packet – Exhibit I**

Each bid must be contained in a sealed envelope and include the following information:

**a. NAME AND ADDRESS OF BIDDER**

**b. COMPLETED FORMS 1-12**

- **FORM 1 - INFORMATION AND ACKNOWLEDGMENT FORM**
- **FORM 2 - PRICE SHEET/THREE YEAR COST PROJECTION**
- **FORM 3 - EVIDENCE OF QUALIFICATIONS**
- **FORM 4 - INSURANCE REQUIREMENTS**
- **FORM 5 - CRIMINAL BACKGROUND INFORMATION**
- **FORM 6 - CERTIFICATE OF ELIGIBILITY TO BID**
- **FORM 7 - DRUG FREE WORKPLACE**
- **FORM 8 - CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**
- **FORM 9 - STATEMENT OF NONDISCRIMINATION**
- **FORM 10 - ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE**
- **FORM 11 -CERTIFICATE OF BENEFITS**

- **FORM 12 - COMMITMENT TO PROVIDE INFORMATION**

- c. **COPY OF BUILDING INSPECTION FORMS CURRENTLY IN USE**

- Enclose a copy of a daily building inspection report currently being utilized by your firm.

- d. **CUSTOMER CONTACT PROCEDURES**

- Enclose a copy of the procedure that will be used for weekly customer contact.

**e. BID SECURITY BOND**

The bid shall be accompanied by cashier's check, certified check, or a satisfactory bid bond in an amount equal to ten percent (10%) of the bid amount for the first year of the Contract unless otherwise specified. The bid deposit guarantees that if the Contract is awarded, the Bidder will execute the Contract, furnish the performance bond, if required, and furnish the services specified. The bid deposit may be retained as liquidated damages and the award withdrawn in case Bidder fails to meet these guarantees. Compliance with the provisions herewith will be determined in all cases by the District and its determination will be final. Any bid submitted without being accompanied by any of the foregoing, when required, may be rejected. Any bid accompanied by a bid deposit not properly executed in the opinion of the District may be rejected. Checks or bid bonds of all unsuccessful Bidders will be returned promptly after the awarding of the bid to the successful Contractor. The certified check or bid bond of the successful Bidder shall be returned after the filing of said performance bond, proper execution of the Contract, and the furnishing of the required insurance certificates.

**f. TRAINING PROGRAMS**

Enclose a copy of the training policies and manuals that will be utilized for all production employees, on-the-job supervisors and managers assigned to the District buildings.

**g. NAME OR NAMES OF PRINCIPAL BANKS WITH NAMES OF BANK OFFICERS AS REFERENCES**

**h. DRUG AND ALCOHOL TESTING PROCEDURES.** Each bid must be accompanied by a copy of the Bidder's current drug and alcohol testing procedures, which must be in strict compliance with State and Federal regulations.

**i. ESTABLISH COMPLIANCE WITH SECTION 10-22.34c.** The Contract and each bid is subject to the terms and conditions of Section 10-22.34c of the Illinois School Code (105 ILCS 5/10-22.34c) including, but not limited to, the following:

- i. The Contract shall take effect only upon the expiration of the current collective bargaining agreement between the District and SEIU Local #73 on June 30, 2017.
- ii. Each bid submittal must contain the following:
  - a) Evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the District pursuant to Section 10-22.3 of the Illinois School Code, which insurance is described in Section 14 and on the attached **Exhibit I/FORM 4**.
  - b) A benefits package for the Bidder's employees who will perform the work under the Contract comparable to the benefits package provided to District employees who currently perform the custodial services described in the bid documents. **Exhibit I/FORM 11**.
  - c) The number of employees who will provide the services under the Contract, the job classifications of those employees and the wages the

- Bidder will pay to those employees in accord with **Exhibit I/FORM 2**.
- d) A minimum three-year cost projection, using generally-accepted accounting principles, which the Bidder is prohibited from increasing if the bid is accepted by the Board, for each and every expenditure category and account for performing the services. The expenditure categories and accounts are set forth on the attached **Exhibit I/FORM 2**.
  - e) A commitment to provide upon request of the Board of Education complete information about the criminal and disciplinary records, including alcohol or other substance abuse, Department of Children and Family Services Complaints and investigations, traffic violations and license revocations or any other licensure problems, of any employees who may perform the work. **EXHIBIT I/FORM 12**.
  - f) A notarized affidavit from the president or chief executive officer of the Bidder that each of its employees has completed a criminal background check as is required under Section 10-21.9 of the Illinois School Code within three months prior to submission of the bid. The form of affidavit is attached as **Exhibit I/FORM 5**. Such background checks must be made available upon request of the District.
- iii. The successful Bidder (also referred to herein as the “Contractor”), commits to offer conditional employment positions under the Contract to qualified District employees whose employment is terminated because of the Contract, Such conditional employment must be offered prior to July 1, 2017.
  - iv. The Contractor commits to comply with a policy of non-discrimination and equal employment opportunity for all persons and take affirmative steps to provide equal opportunity for all persons.

## 11. Financial Information

Bidders, and at a later date, the Contractors may be requested to submit the following evidence of Bidder’s financial ability:

- a. Copies of Bidder’s most recent annual audit including Income Statement and Balance Sheet; if Bidder is an individual proprietor or does not have an income statement or balance sheet, a copy of Contractor’s Schedule C from Contractor’s U.S. Income Tax Return showing financial results of Contractor’s business may be submitted in lieu thereof.
- b. Copies of reports for state and federal taxes and Workers Compensation, unemployment, and FICA.
- c. Name or names of Bidder’s principal banks with names of bank officers as references.



**12. Performance Bond**

The Contractor shall furnish a Performance and Payment Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the total Contract Sum per the base bid selected by the District. The bond surety must carry a BEST RATING of A. Such bond shall be in a form and with a surety acceptable to the District and shall not include a limitation period shorter than provided by Illinois law. The Performance Bond shall guarantee the performance of the duties placed on the Contractor under this Contract and its compliance with any applicable laws, and shall indemnify the District and its Board members, employees, and agents (the "Indemnities"), from any liability or loss to the Indemnities from any failure of the Contractor to fully perform each or all of said duties. The Performance Bond must be updated for any Contract extension that is approved by the District.

**13. Hold Harmless and Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify, save harmless, and defend the District, its Board, Board members, employees, agents, volunteers, and successors against all claims, losses, liability, costs, and expenses (including attorneys' fees) related to damages to property or person (including death) that may arise out of or in connection with Contractor's, its employees' or agents' acts or omissions. The indemnities set forth herein shall survive the expiration or termination of the Contract.

**14. Insurance**

The Contractor's insurance obligations that must be maintained for the life of the Contract are set forth in **Exhibit I/FORM 4** in the bid packet.

**15. Personal Liability of Public Officials**

In carrying out any of the provisions of this Contract or in exercising any power or authority granted to him thereby, there shall be no personal liability upon the Board, its members or employees.

**16. Freedom of Information Act**

The Contractor acknowledges that, as an independent contractor of the School District, records in the possession of the Contractor related to the custodial services bid, Contract and services may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq. The Contractor shall, at the Contractor's cost, immediately provide the District with any such records requested by the District in order to timely respond to any FOIA request received by the District. The District will review all such records to determine whether FOIA exemptions apply before disclosing the records. If the Contractor refuses to provide a record that is the subject of a FOIA request to the District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the District in any way, the Contractor shall reimburse the District for all costs, including attorneys' fees, incurred by the District related to the FOIA request and records at issue.

## **17. Compliance with Law**

- a.** The Contractor and its employees and agents shall strictly comply with all Federal, State and Municipal codes and regulations, such as, but not limited to OSHA and the Right-To Know, and shall comply with all applicable local, county, State and federal laws, regulations and rules including without limitation those regulating the issuance of contracts, employment, environmental safety, and school janitorial and cleaning operations. The Contractor and its employees shall abide by all Board of Education policies and District regulations.
- b.** The Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices, including the Illinois Human Rights Act. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice.
- c.** Bidder certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Section 2-105A (4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A) (4), and in case of Bidder having 25 or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 30 ILCS 580/3.
- d.** Bidder certifies that it is not barred from bidding on this project, or entering into the Contract, by Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a public Contract by a Contractor who has been convicted of bid-rigging or bid-rotating.
- e.** Bidder certifies that it is not ineligible for award of the Contract by reason of debarment for a violation of any of the above-referenced laws and regulations and acknowledges that any breach of the foregoing provisions shall constitute a breach of the Contract. Failure of the Contractor to be in compliance with this Section shall be cause for the District to immediately terminate the Contract.
- f.** Certification forms must be signed by a duly authorized agent of the Bidder and submitted with the bid and are included here as Exhibits. Failure to submit the properly signed certifications may subject the bid to disqualification.
- g.** If applicable, the Contractor must pay its employees the applicable prevailing wage rate adopted by the District, in accord with the requirements of the Illinois Prevailing Wage Act and shall otherwise comply with all provisions of the Illinois Prevailing Wage Act. All record keeping requirements are the obligation of the Contractor and the School District reserves the right to request Bidder to provide a certified copy of payroll.
- h.** All District buildings and grounds are no smoking areas. It is the policy of the District to establish and maintain an Alcohol & Drug-Free Workplace. The successful Contractor shall have in-place an effective Substance Abuse Policy (Drug and Alcohol), which conforms to the District's policies and all applicable Federal, State,

and Local rules and regulations.

**18. Damage to Property**

In the event the District's property is damaged by the Contractor, the Contractor shall, at the Contractor'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. If the Contractor does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the Contractor shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the Contractor.

**19. Security of Buildings**

The Contractor is responsible for the security of the building during the cleaning operation. The Contractor shall secure the building at the end of each shift and set the alarm (secure all doors, turn off all but designated lights, and close all windows). If the Contractor fails to properly secure any building, the cost of the District's response, at the overtime rate, shall be deducted from the monthly payment.

**20. Taxes**

The Board is exempt from the payment of taxes imposed by the federal government and/or the State of Illinois. Such taxes should not be included in any bid price involving the payment of funds from the District.

**21. Termination of Contract by Reason of Default**

- a. If the Contractor at any time fails to comply with the terms of the Contract, or does not fully perform and strictly adhere to any of the terms hereof required to be performed, the District may, at its discretion, terminate the Contract, as provided herein.
- b. In the event that the District determines that the Contractor has failed to comply fully, perform, or strictly adhere to the Contract, then the District may, at its discretion, through its Superintendent, send written notice to the Contractor indicating the intention of the District to declare the Contractor in default. In such notice, the District shall state in what respect the Contractor has failed to comply with the terms of the Contract, and shall further state a date upon which the Contract will terminate, unless the Contractor, prior to such date, cures the defect to the satisfaction of the District. The Contractor shall provide the District a written correction plan to provide a cure for the non-compliance concerns within 48 hours after the receipt of the District's notification. If prior to the date of termination stated in said notice, the District notifies the Contractor that the defect has been cured, the Contract will not terminate on the date stated in the notice but will be deemed to have remained in effect as of the date such notice was given. In the event the District does not so notify the Contractor that the defect has been cured, this Contract shall be terminated without further action by the District on the date of termination stated in the notice.

- c. The date of termination stated in the notice of intent to declare the Contractor in default, as provided in “A” above, may not be sooner than fifteen (15) calendar days following the date of such notice unless there is a safety concern or the Contractor does not have the requisite insurance amounts, in which event the date of termination may be immediate following the date of such notice.

The right of the District to terminate the Contract as provided in this Section is cumulative with all other rights of the District contained herein.

**22. Without Cause Termination**

The District may terminate the Contract with the Contractor for any reason after providing 120 days written notice.

**23. Incorporation into the Contract**

The terms contained in these bid documents shall be incorporated into a Contract signed by the District and the Contractor that is substantially in the form of **Exhibit H** to these bid documents. Each Bidder, by submitting a bid, agrees to all of the terms contained in these bid documents.

## EXHIBIT A

### **SPECIFICATIONS FOR PROVIDING CLEANING AND CUSTODIAL SERVICES**

Riverdale CUSD #100 consist of three (3) school buildings, a classroom and bathrooms within an Agriculture Education building, an office and single bathroom in our Bus Garage area, and an outside concession stand area with bathroom facilities for events. District green space involved in mowing portion of services is approximately 10 acres.

Riverdale CUSD #100 is requesting bids for cleaning/custodial services in the above areas that include the following tasks daily at a minimum, during the academic school year:

1. Develop competency in the use of machinery, materials, and methods related to housekeeping responsibilities.
2. Exhibit a friendly and cooperative working relationship with administrators, teachers, students, and patrons of the District.
3. Exhibit initiative and motivation to complete tasks within the work assignment.
4. Exhibit manual dexterity, coordination, and sufficient strength to perform required tasks.
5. Perform minor repairs of furniture, equipment, and building.
6. Develop a working knowledge of the school plant to be able to assist in the care and use of electrical, mechanical, heating, air conditioning, plumbing, lighting, and alarm systems.
7. Receive, load, and unload school supplies and materials and be responsible for proper storage.
8. Develop a working knowledge of all chemicals and cleaning agents for the safe utilization and application.
9. Remove snow by snow-blowing or shoveling building entrances, and sidewalks.
10. Monitor building security and safety by performing such tasks as keeping doors locked and checking electrical cord use to ensure no hazards are created.
11. Service, clean, and supply restrooms.
12. Gather and empty trash.
13. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
14. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
15. Strip, seal, finish, and polish floors.
16. Notify the Principal concerning the need for major repairs or additions to building operating systems.
17. Request supplies and equipment needed for cleaning and maintenance duties.
18. Clean windows, glass partitions, and mirrors using appropriate cleaners.
19. Steam-clean or shampoo carpets.
20. Set-up, arrange, and remove decorations, tables, chairs, ladders, and other equipment and materials to prepare facilities for school events.
21. Clean and polish furniture and fixtures.
22. Dust furniture, walls, machines, and equipment.
23. Attend staff meetings as requested.

Additionally, Riverdale CUSD #100 expects a more thorough cleaning of the above facilities during school breaks and summer. Specifically, that would include stripping and waxing of hallways and classroom floors and cleaning and shampooing carpeted areas.

#### SPECIFICATIONS FOR SPECIFIC AREAS TO BE CLEANED

- A. Offices, Library and Nurse's Room
- B. Restrooms, Shower Rooms and Locker Rooms
- C. Corridors, Lobbies, Vestibules
- D. Classrooms and Art Room
- E. Science Rooms
- F. Gymnasiums
- G. Cafeteria and Study Hall
- H. Kitchen
- I. Agriculture Education classroom
- J. Trash Disposal, Carpets, Supplies and Window Cleaning
- K. Winter and Spring Break Priority Areas
- L. Summer Clean

##### a. Offices, Library and Nurse's Room

1.	Waste Containers – empty and wipe clean or replace lintors	Daily
2.	Glass, interior side of doors and partitions – dust and spot clean	Daily
	Glass, exterior windows – clean interior side	Monthly
3.	Furniture, Sills and Ledges – dust and spot clean	Daily
4.	Doors, Door Frames and Light Switches – dust and spot clean	Daily
5.	Ceilings and Lights – remove cobwebs	Weekly
6.	Upholstered Furniture – vacuum	Monthly
7.	Paneled Walls & Book Shelves – dust (remove gum)	Daily
8.	Tile Floors – dust mop, damp mop (remove gum)	Daily
9.	Carpeted Floors – vacuum and spot clean (remove gum)	Daily
10.	Telephones – clean and sanitize	Weekly
11.	Tile Floors – spray buff	Monthly
12.	Tile Floors – recondition	3 times/year
13.	Carpeted Floors – shampoo with rug maintainer	3 times/year
14.	Venetian Blinds – dry dust	2 times/year
15.	Replace light bulbs	Daily

##### b. Restrooms, Shower Rooms and Locker Rooms

1.	Bowls and Urinals – clean, sanitize (Contractor furnishes odor blocks/chemicals)	Daily
2.	Sinks – clean and sanitize and polish fixtures	Daily
3.	Mirrors – clean	Daily
4.	Hand Soap, Towels and Tissue Containers – refill	Daily
5.	Waste Containers – empty and wipe clean and sanitize	Daily
6.	Doors, Lockers, Partitions and Walls – dust spot clean	Daily
7.	Floors – sweep/damp mop with germicidal detergent (remove gum)	Daily
8.	Walls – spot clean and remove graffiti	Daily
9.	Showers – Walls and Floors – remove scum	Weekly

10.	Floors – scrub with germicidal detergent	Quarterly
11.	Walls – wash summer shutdown	Yearly
12.	Replace light bulbs	Daily
13.	Partitions – remove graffiti and gum and spot clean	Daily

c. Corridors, Lobbies and Vestibules

1. Drinking Fountains - clean and sanitize	Daily
2. Waste Containers - empty and wipe	Daily
3. Sills and Ledges - dust	Daily
4. Entry Mats - remove and clean under area	Weekly
5. Tile floors - dust mop and spot mop (remove gum)	Daily
6. Tile floors – machine scrub	Daily
7. Tile floors - burnish	2 times/week
8. Tile floors - spray buff	Monthly
9. Doors and Light Switches - spot clean	Daily
10. Ceiling and Lights - remove cobwebs	Daily
11. Stairways - dust mop and spot mop (remove gum)	Daily
12. Stairways, Railings and Balustrades - dust	Weekly
13. Stairways - complete damp mop	Weekly
14. Tile Floors - recondition	3 times/year
15. Carpeted Floors - vacuum and spot clean (remove gum), include entrance mats	Daily
16. Carpeted Floors - shampoo with rug maintainer	2 times/year
17. Venetian Blinds - dry dust	2 times/year
18. Outside Entrance Areas - clean and sweep	As Needed
19. Glass - Doors and Sidelights, entrance door glass	Daily
20. Replace light bulbs	Daily

d. Classrooms and Art Room

1. Teachers Desks, Ledges and Sills - dust	Daily
2. Waste Containers - empty and wipe clean	Daily
3. Chalk Boards and Whiteboards – erase/dust a. DO NOT remove if marked "SAVE"	Daily
4. Chalk Boards and Whiteboards - damp wipe	Weekly
5. Chalk Tray - damp wipe (dust daily)	Weekly
6. Chairs and Desks – clean	Weekly
7. Chairs, Desks, Shelves and Venetian Blinds - Align	Daily
8. Pencil Sharpener - empty	Daily
9. Erasers - vacuum	Monthly
10. Tile and Concrete Floors - dust mop, spot mop and remove gum	Daily
11. Ceilings and Lights - remove cobwebs	Weekly
12. Doors, Door Frames and Light Switches - dust and spot clean	Weekly
13. Tile and Concrete Floors - surface scrub and refinish	3 times/year
14. Carpeted Floors - vacuum and spot clean (remove gum)	Daily
15. Carpeted Floors - shampoo with rug maintainer (Monetary deductions will be made from the Contractor's invoices if this schedule is not adhered to.)	3 times/year
16. Venetian Blinds - dry dust	2 times/year
17. Replace light bulbs	Daily
18. Air intakes at base of univents - vacuum	Weekly

- |   |              |
|---|--------------|
| e. Science Rooms  |              |
| 1. Same as Classrooms plus:   |              |
| a. Sinks - clean  | Daily        |
| f. Gymnasiums   |              |
| 1. Wood Floor - dust mop with dry or micro fiber mop (remove gum)   | Daily        |
| 2. Tile Floor - dust mop; spot mop (remove gum)   | Daily        |
| 3. Tile Floor - remove marks - auto scrub   | 2 times/week |
| 4. Sills and Ledges - dust  | Weekly       |
| 5. Bleachers - dust mop, spot mop and spot clean (remove gum)   | As Necessary |
| 6. Tile Floors - recondition  | 2 times/year |
| 7. Replace light bulbs  | Daily        |
| g. Cafeteria and Study Hall   |              |
| 1. Floors - scrub with automatic scrubber   | Daily        |
| 2. Resilient Tile Floors - damp mop (remove gum)  | Daily        |
| 3. Resilient Tile Floors - spray buff   | Monthly      |
| 4. Tables and Chairs - realign tables and remove chairs from table tops   | Daily        |
| 5. Wall, Sills, Ledges, Doors, Door Frames and Light Switches - dust and spot clean   | Daily        |
| 6. Waste Containers - empty, damp wipe, replace liners  | Daily        |
| 7. Waste Containers – scrub clean   | Weekly       |
| 8. Replace light bulbs  | Daily        |
| h. Kitchen  |              |
| 1. Tile Floors - damp mop using germicidal detergent  | Daily        |
| 2. Floors - tile - scrub  | Quarterly    |
| 3. Waste Containers – empty, wipe clean with germicidal detergent and replace liners  | Daily        |
| 4. Sills and Ledges - dust  | Daily        |
| 5. Walls – wash   | 3xYear       |
| 6. Equipment - vacuum coils/clean behind  | Yearly       |
| 7. Floor, grates and drains   | Daily        |
| 8. Replace light bulbs  | Daily        |
| i. Agriculture Classroom  |              |
| 1. Waste Containers - empty   | Daily        |
| 2. Tile, Concrete - dust mop (remove gum)   | Daily        |
| 3. Walls and ducts - dust   | Weekly       |
| 4. Ledges, Sills and Rails - dust   | Daily        |
| 5. Stairs - dust mop or sweep   | Daily        |
| 6. Tile, Concrete– recondition (summer)   | Yearly       |
| 7. Replace light bulbs  | Daily        |
| j. Trash Disposal, Carpets, Supplies and Window Cleaning  |              |
| 1. Trash collected from building and taken to central disposal area   | Daily        |
| 2. Carpet (include entrance mats) shampoo   | 3 times/year |
| 3. Equipment and materials used in actual cleaning procedures as outlined in service schedule supplied by Contractor and approved by District #302. The Owner will furnish supplies, such as toilet tissue, |              |



hand soap, towels, and sanitary napkins. Odor blocks and chemicals are to be furnished by Contractor.

- 4. Window Cleaning
  - a. Entrance Way Doors - clean glass Daily
  - b. Exterior Glass - (April/August) 2 times/year
  - c. Interior of exterior glass – clean glass As Needed
  - d. All other interior glass - dust and spot clean Daily

k. Winter and Spring Break Priority Areas. Work to include but not limited to:

- 1. Library books and shelves - dust
- 2. Furniture - wash and polish
- 3. Locker, exteriors - wash
- 4. Carpets - shampoo as needed
- 5. Carpets - spot clean
- 6. Walls - wash as needed
- 7. Tile Floors - refinish
- 8. Waste Containers and Wastebaskets - wash
- 9. Draperies - vacuum

l. Summer Clean

- 1. Furniture - classrooms and offices
- 2. Furniture upholstered - vacuum and shampoo
- 3. Tile Floors – refinish (strip and wax to specifications)
- 4. Walls - wash
- 5. Ceilings - dust
- 6. Air Vents - vacuum
- 7. Carpet - shampoo and extract
- 8. Draperies, blinds – vacuum and wash
- 9. Kick plates and other hardware - polish
- 10. Exterior and interior of windows - wash
- 11. Interior hallway lockers
- 12. Other custodial duties as assigned

m. Contract Includes

- 1. Snow Removal – All entryways, exits and sidewalks to be kept clear.
- 2. Replacement (changing) of light bulbs. Used light bulbs should be taken to the maintenance shop for control grinding by maintenance personnel.
- 3. Trash, paper, glass and other waste on school grounds will be removed on a prompt, daily, regular basis during daylight hours.
- 4. Mowing – Weekly mowing (or as needed) of all grounds owned by the District (approximately 10 acres), except for the main football field area which is contained by a fence. District employees will maintain all area inside of the fenced area.

n. Sub-contractor Listing

The Contractor must list the duties of which the Contractor intends to use a sub-contractor.

The successful bidder would provide all chemicals, supplies, and equipment needed to maintain and clean all facilities.

Riverdale would provide an outside vendor to perform annual stripping and re-sealing of the gymnasium surfaces.

**EXHIBIT B**  
**BUILDING LIST**

Elementary School

58,148 Square feet, 581 Enrollment

Middle School

46,178 Square feet, 276 Enrollment

High School

63,146 Square feet, 323 Enrollment

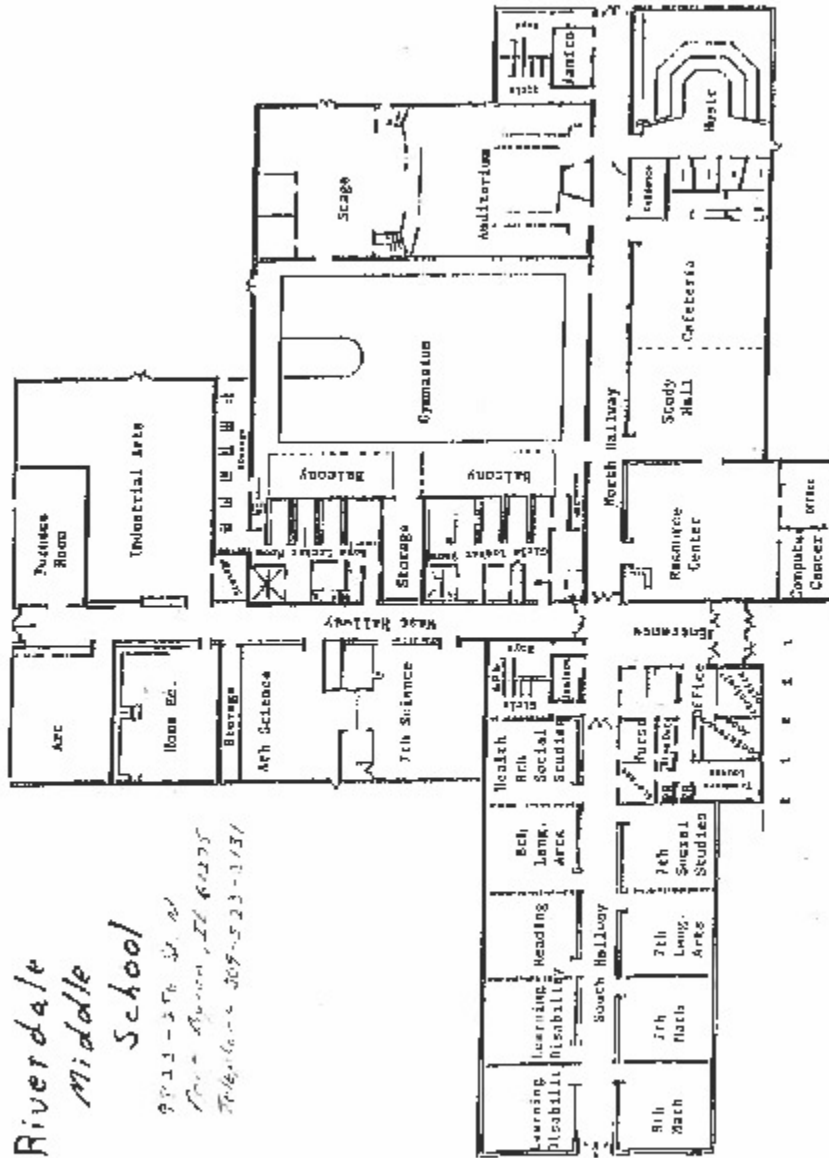
Ag/Transportation/Maintenance Building

15,648 Square feet



Riverdale  
Middle  
School

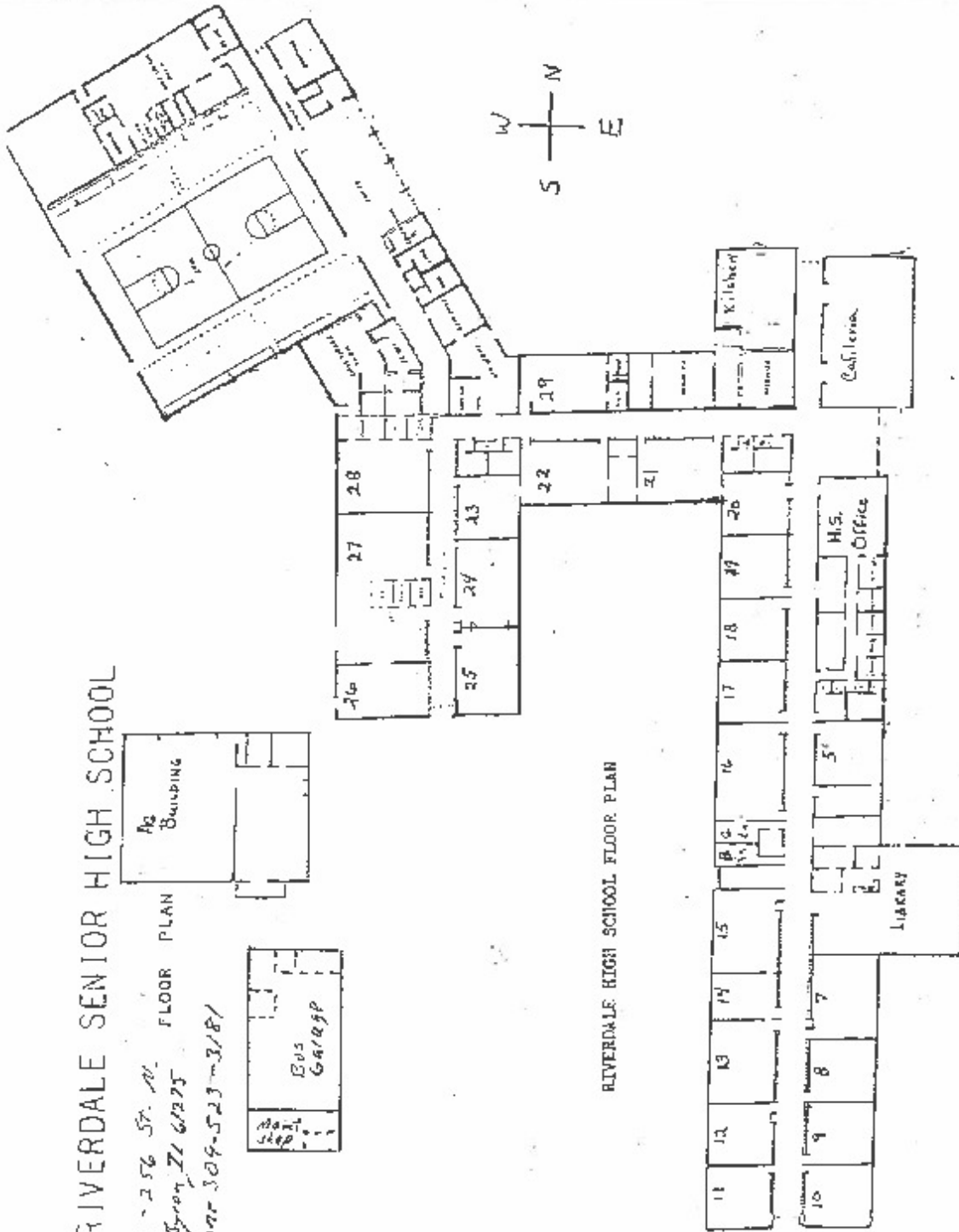
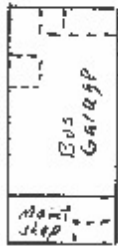
9011-356 St. W.  
P.O. Box 111, IL 60475  
Telephone 309-523-3131



# RIVERDALE SENIOR HIGH SCHOOL

9622 256 St. N.  
 Port Arney, IL 61275

Telephone 309-523-3181



RIVERDALE HIGH SCHOOL FLOOR PLAN

## **EXHIBIT D**

### **POSITIONS, WAGE RATES AND BENEFITS INFORMATION**

#### **Day Custodian: 3 currently on staff**

(6:30 a.m. – 3:00 p.m. during breaks and summer)

#### **Evening Custodian: 4.5 currently on staff**

(3:00 – 11:30 p.m. during school year)

(6:30 a.m. – 3:00 p.m. during breaks and summer)

#### **Overtime Schedule - Set-up/Tear-down for Games**

##### Current Staffing

Riverdale Elementary School – 1 day custodian; 2 evening custodians

Riverdale Middle School – 1 day custodian; .5 evening custodian

Riverdale High School (included central office, bus garage and agricultural building) – 1 day custodian; 2 evening custodians

#### **Custodian Benefits**

Starting pay is \$10.69 per hour (plus .20 shift differential for evening hours)

5 vacation days until completion of 2<sup>nd</sup> year, 10 vacation days after 2 years

12 Holidays

14 Sick Days

2 Business Days

Activity Pass (family or guest)

IMRF Pension: .1096 rate; Tier 1 (hired before 1/1/11) vested after 8 years; Tier 2 (hired after 1/1/11) vested after 10 years.

##### PPO Health Insurance/Prescriptions

For employees hired prior to May 1, 2007, the Board of Education shall pay 95% of the premium for each individual employee, and 65% of the additional cost for each employee electing employee/spouse, employee/dependent or family coverage. For employees hired on or after May 1, 2007, the Board of Education shall pay 75% of the premium for each individual employee, and no additional cost for an employee electing employee/spouse, employee/dependent or family coverage. The Board shall pay the full cost of the Employee's term life insurance premium. When health insurance premium costs increase by more than 8%, all employees shall contribute 50% of the increased health insurance premium cost over that 8%.

Employee cost of premiums

Single	Hired before 5/1/07	\$25.02	Hired after 5/1/07	\$125.10
Family	Hired before 5/1/07	\$396.86	Hired after 5/1/07	\$1,187.52
Employee/Spouse	Hired before 5/1/07	\$216.42	Hired after 5/1/07	\$671.98
Employee/Child(ren)	Hired before 5/1/07	\$205.46	Hired after 5/1/07	\$640.62



Life Insurance

\$10,000 Policy is paid by the Board

Voluntary

Long Term Disability, Vision, Flex, 403(b) Annuity

## EXHIBIT E

### CUSTODIAL EQUIPMENT LIST

	<b>Supplies</b>	<b>Model</b>
1.	Scott Roll Towels	02000 00
	a. Kimberly Clark Professional Dispenser	
2.	Appeal Jumbo Jr. Bathroom Tissue	APP12500 WB
	a. Kimberly Clark Professional Dispenser	
3.	Renown Hand Free Foam Soap	880373 Green Seal
	a. Renown Dispenser	
4.	Purell Foam Sanitizer	5392-02
	a. Purell Hand Station	
5.	Renown Can Liners	
	a. 24 x 32 @ .60 mil	
	b. 33 x 40 @ 1 mil	
	c. 38 x 60 @ 22 mic	

	<b>Custodian Supplies</b>	<b>Model</b>	<b>Quantity</b>	<b>Age</b>
1.	NSS Vacuum	M-1 Pig	6	20+
2.	Supply Cart		4	10
3.	Vacuum (Upright)	Task Commercial (CH53010)	3	2
4.	Mop Bucket		12	20+
5.	Nobles 24V Floor Scrubber	Speed Scrub 2601	2	15
6.	Tom Cat 240 Floor Scrubber	210-3639	1	12
7.	Floor Buffer (110V Swing)	20" Thoroughbred	1	20+
8.	Floor Buffer (110V Swing)	Dayton 6VFR4 20"	1	4
9.	Floor Buffer (110V Swing)	16" Multi-clean	1	12
10.	Floor Buffer (110V Swing)	20" SSSIS 20XL	2	10
11.	High Speed Buffer (110V Swing)	20" NSS Charger	1	20+
12.	Advance Carpet Extractor	110V Aqua Clean XP	1	15
13.	Advance Carpet Extractor	110V ES 300 ST	1	3
14.	Nobles Pac Man	Typhoon EV 110V	2	20+
15.	Nobles Pac Man	WD 1692 110V	1	20+
16.	Toro Snow Blower	16" 38180	2	20+
17.	Toro Snow Blower	Power Clean 621R	1	3

## **EXHIBIT F**

### **MOWING EQUIPMENT**

Per the bid specifications, the bid for cleaning/custodial services also includes mowing of all grounds owned by the District, except for the main football field area which is contained by a fence. District employees will maintain all area inside of the fenced area.

1. John Deere Diesel Mower, 72" Front Deck, 1435 Series II, 1647 Hours, 3 years
  
2. Stihl Weed Trimmer, FS-90R, 9 years
  
3. Toro Self-propelled Push Mower, 20" Recycler, 5 years

# EXHIBIT G

## SCHOOL CALENDARS

**RIVERDALE C.U.S.D. #100**

**2017 - 2018**

**SCHOOL CALENDAR**

JULY 2017						
Mon	Tue	Wed	Thu	Fri		Total
3	x 4	5	6	7		0
10	11	12	13	14		0
17	18	19	20	21		0
24	25	26	27	28		0
31						0
Total						0

AUGUST 2017						
Mon	Tue	Wed	Thu	Fri		Total
	1	2	3	4		0
7	8	9	10	11		0
o 14	o 15	( 16	17	* 18		3
21	22	23	24	25		5
28	29	30	31			4
Total						12

SEPTEMBER 2017						
Mon	Tue	Wed	Thu	Fri		Total
				1		1
x 4	5	6	7	8		4
11	12	13	14	15		5
18	19	s 20	21	22		5
25	26	27	28	* 29		5
Total						20

OCTOBER 2017						
Mon	Tue	Wed	Thu	Fri		Total
2	3	s 4	5	6		5
x 9	10	11	12	13		4
16	17	18	19	20		5
23	* 24	p/t 25	p/t 26	s 27		5
30	31					2
Total						21

NOVEMBER 2017						
Mon	Tue	Wed	Thu	Fri		Total
		1	2	3		3
6	7	8	9	x 10		4
13	14	15	16	17		5
20	21	- 22	x 23	-x 24		2
27	28	29	30			4
Total						18

DECEMBER 2017						
Mon	Tue	Wed	Thu	Fri		Total
				1		1
4	5	6	7	8		5
11	12	13	14	15		5
18	19	20	* 21	- 22		4
x 25	- 26	- 27	- 28	- 29		0
Total						15

JANUARY 2018						
Mon	Tue	Wed	Thu	Fri		Total
x 1	- 2	- 3	- 4	- 5		0
8	9	10	11	12		5
x 15	16	17	18	19		4
22	23	24	25	26		5
29	30	31				3
Total						17

FEBRUARY 2018						
Mon	Tue	Wed	Thu	Fri		Total
			1	hpt 2		2
5	6	7	8	9		5
12	13	14	15	16		5
x 19	20	21	22	23		4
26	27	28				3
Total						19

MARCH 2018						
Mon	Tue	Wed	Thu	Fri		Total
			1	2		2
5	6	s 7	8	9		5
12	13	14	15	16		5
19	20	21	22	23		5
- 26	- 27	- 28	- 29	-x 30		0
Total						17

APRIL 2018						
Mon	Tue	Wed	Thu	Fri		Total
- 2	3	4	5	6		4
9	10	11	12	13		5
16	17	s 18	19	20		5
23	24	25	26	27		5
o 30						0
Total						19

MAY 2018						
Mon	Tue	Wed	Thu	Fri		Total
	1	2	3	4		4
7	8	9	10	11		5
14	15	16	17	18		5
21	22	j 23	o 24	e 25		3
x 28	e 29	e 30	e 31			0
Total						17

JUNE 2018						
Mon	Tue	Wed	Thu	Fri		Total
			e 1			0
4	5	6	7	8		0
11	12	13	14	15		0
18	19	20	21	22		0
25	26	27	28	29		0
Total						0

Holidays		x
Labor Day	September 4	
Columbus Day	October 9	
Veterans Day	November 11 (10)	
Thanksgiving	November 23	
Christmas	December 25	
New Year's Day	January 1	
Martin Luther King Jr. Day	January 15	
Presidents' Day	February 19	
Memorial Day	May 28	

175	Student Attendance Days
1	Full-Day P/T Conference
4	Teacher Institutes
5	Emergency Days
185	Total Days
Approved 2/27/17	

Teacher Institute	o
Not in Attendance	-
School Begins	(
School Closes	)
Half-day Inservice	^
Parent/Teacher Conference	p/t
Half-day Parent/Teacher Conference	hpt
Half-day School Improvement	s
Emergency Day	e
School Improve/1 hr Early dismissal	*

**RIVERDALE C.U.S.D. #100**

<b>DATE</b>	<b>2017-18</b>	<b>DISMISSAL/EVENT TIME</b>
July 26	Registration	11:00am-3:00pm, 4:00-7:00pm
July 27	Registration	11:00am-3:00pm, 4:00-7:00pm
August 2	Makeup Registration	8:00am-12:00pm, 1:00-3:30pm
August 14	Teacher Institute	No School for Students
August 15	Elementary Open House	5:30pm - 7:00pm
	Middle/High School Open House	6:00pm - 7:30pm
August 16	First (K-12) Student Day	1 Hour Early Dismissal
August 17	First (PreK) Student Day	*PreK-AM 10:40am/PreK-PM 3:00pm
August 18	Half-day In-service	*Elem 11:30am/MS 11:40am/HS 11:45am
September 4	Labor Day	No School
September 20	Half-day School Improvement	*Elem 11:30am/MS 11:40am/HS 11:45am
September 29	School Improvement/Homecoming	1 Hour Early Dismissal
October 4	Half-day School Improvement	*Elem 11:30am/MS 11:40am/HS 11:45am
October 9	Columbus Day	No School
October 24	PT Conference Prep/School Improvement	1 Hour Early Dismissal
October 25 -26	Parent/Teacher Conferences (Elem/High)	1 Hour Early Dismissal
	Student Led Conferences (Middle)	Conferences 2:30-7:30pm
October 27	Half-day School Improvement	*Elem 11:30am/MS 11:40am/HS 11:45am
November 10	Veterans' Day	No School
November 22 - 24	Thanksgiving Break	No School
December 21	School Improvement	1 Hour Early Dismissal
December 22 - January 5	Winter Break	No School
January 15	Martin Luther King, Jr. Birthday	No School
February 2	Half-day Parent/Teacher Conferences	*Elem 11:30am/MS 11:40am/HS 11:45am Conferences 12:00-3:30pm
February 19	Presidents' Day	No School
March 7	Half-day School Improvement	*Elem 11:30am/MS 11:40am/HS 11:45am
March 26 - April 2	Spring Break	No School
April 18	Half-day School Improvement	*Elem 11:30am/MS 11:40am/HS 11:45am
April 30	Teacher Institute	No School for Students
May 5	Prom	6:30pm
May 16	Class Night	7:00pm
May 20	Graduation	1:30pm
May 23	** 8th Grade Promotion **	8:00am
	** 5th Grade Promotion **	10:00am
	** Last Student Day **	1 Hour Early Dismissal
May 24	** Teacher Institute **	No School for Students
May 28	Memorial Day	No School
May 25, 29, 30, 31, June 1	Emergency Day(s)	Use as Needed

Regular Board Meetings are held the 4th Monday of each month unless otherwise posted.

\*\* Dates are subject to change due to use of emergency days. \*\*

SUBJECT TO CHANGE

Approved 2/27/17

\* NO LUNCH SERVED

## EXHIBIT H

### FORM CONTRACT FOR CUSTODIAL SERVICES

THIS CONTRACT is made as of the Effective Date set forth in Section 13 of this Contract, by and between \_\_\_\_\_, having a principal place of business at \_\_\_\_\_, \_\_\_\_\_ (“Contractor”), and the Board of Education of Riverdale Community Unit School District 100 (“Board”), as follows:

1. Scope of Services. The Board retains Contractor to provide regular contractual custodial services more fully described in the attached Bidding Documents, in accordance with Contractor’s Bid, and Contractor agrees to provide the services described in the Bidding Documents. For the purposes of this Contract, the Bidding Documents shall constitute the attached Bid Specifications and Exhibits A-R, all of which are attached as Exhibit 1 to this Agreement and incorporated herein by reference. The Bidding Documents together with this Contract for contractual custodial services constitute the entire Contract between the Board and the Contractor for the contractual custodial services. When the term “Contract” is used in this document, it shall include this document and the Bidding Documents.

2. Costs. Contractor shall be authorized to charge the School District the amounts provided in Exhibit P of the Bidding Documents that specifically relate to the contractual custodial services provided to the School District.

3. Term. The term of this Contract will be for three years, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_. The School District reserves the right to extend this Contract for additional one year terms on the same terms and conditions as is set forth herein subject to the price increases outlined in the Bidding Documents.

4. Status as Independent Contractor. The Contractor and the Board 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 Contractor shall be responsible for payment of all taxes imposed in connection with its performance of services and receipt of fees under this Contract.

5. Insurance. The Contractor shall provide the Board with original signed certificates of insurance showing that the coverage required in the Bidding Documents is in effect and the performance bond required in the Bidding Documents. The Contractor must maintain such coverage during the life of the Contract.

6. Applicable Laws. The Contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect. The Contractor shall comply with all applicable federal, State, County, and municipal laws and ordinances, as well as all School District policies. Failure of the Contractor to be in compliance with this Section shall be cause for the Board to immediately terminate this Contract.

7. Notice. Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by certified mail, postage prepaid, addressed:

If to the Board: **Riverdale Community Unit School District 100**  
Attn: Superintendent Ron Jacobs

If to Contractor: \_\_\_\_\_

8. Binding Effect of Contract. This Contract shall inure to the benefit of the Board, its agents, representatives, officers, directors, assigns, and successors and shall bind the Contractor, its agents, representatives, successors, and assigns.

9. Complete Understanding. This Contract and the Bidding Documents set forth all of the promises, agreements, conditions, and understandings between the parties relative to the

subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth.

10. Assignments. This Contract shall not be assigned or any part of the same subcontracted without the written consent of the Board, which shall not be unreasonably withheld or delayed, but in no case shall such consent relieve the Contractor from its obligations, or change the terms of the Contract.

11. Amendments. Except as otherwise provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

12. Conflicts. If there are any conflicts between the terms of this Contract with those of the Bidding Documents or the Contractor's service bid, the terms of the Bidding Documents shall control over this Contract and the Contractor's service bid; and the Bidding Documents shall control over the terms of the Contractor's service bid.

13. Effective Date. This Contract shall be deemed dated and become effective on the date the last of the parties executes the Agreement as set forth below.



IN WITNESS WHEREOF, the parties have caused this Contract to be executed and do hereby warrant and represent that their respective signatories whose signatures appear below have been and are on the date of this Contract duly authorized by all necessary and appropriate corporate action to execute this Contract.

<p>[Contractor] <b>[THIS DOCUMENT IS A FORM. BIDDER'S DO NOT NEED TO SIGN THIS. ONLY THE SUCCESSFUL BIDDER WILL SIGN THIS AFTER AWARD IS MADE.]</b></p> <p>By: _____ President</p> <p>Date: _____</p> <p>ATTEST: By: _____</p> <p>Its _____</p>	<p>BOARD OF EDUCATION OF RIVERDALE COMMUNITY UNIT SCHOOL DISTRICT 100</p> <p>By: _____ Superintendent or Board President</p> <p>Date: _____</p> <p>ATTEST: By: _____ Its Secretary</p>
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**EXHIBIT I**

**BID PACKET**

**Name and Address of Bidder:**

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**COMPLETE AND SUBMIT FORMS ATTACHED HERETO**

- **FORM 1 - INFORMATION AND ACKNOWLEDGMENT FORM**
- **FORM 2 - PRICE SHEET/THREE YEAR COST PROJECTION**
- **FORM 3 - EVIDENCE OF QUALIFICATIONS**
- **FORM 4 - INSURANCE REQUIREMENTS**
- **FORM 5 - CRIMINAL BACKGROUND INFORMATION**
- **FORM 6 - CERTIFICATE OF ELIGIBILITY TO BID**
- **FORM 7 - DRUG FREE WORKPLACE**
- **FORM 8 - CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**
- **FORM 9 - STATEMENT OF NONDISCRIMINATION**
- **FORM 10 - ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE**
- **FORM 11 -CERTIFICATE OF BENEFITS**
- **FORM 12 - COMMITMENT TO PROVIDE INFORMATION**

**ADDITIONAL REQUIRED SUBMITTALS (SEE SECTION 10 OF GENERAL INSTRUCTIONS)**

- **COPY OF BUILDING INSPECTION FORMS CURRENTLY IN USE**
- **CUSTOMER CONTACT PROCEDURES**
- **BID SECURITY BOND**
- **TRAINING POLICIES AND MANUALS**
- **NAME OR NAMES OF PRINCIPAL BANKS WITH NAMES OF BANK OFFICERS AS REFERENCES**
- **DRUG AND ALCOHOL TESTING PROCEDURES**

**EXHIBIT I/FORM 1**

**BIDDER'S INFORMATION AND ACKNOWLEDGMENT FORM**

Having carefully examined all the Bid Documents and having inspected the premises and the conditions affecting the work, the undersigned, \_\_\_\_\_[INSERT NAME OF BIDDER], proposes to furnish all labor, equipment, supplies and materials called for by them for the entire work in accordance with the bid documents.

In submitting this bid, the undersigned agrees:

- A. To hold the bid open at the prices set forth in **Exhibit I/FORM 2** until 120 days after Bid opening during which time the District will act to accept or reject the bids.
- B. To accept the provisions of the Instructions to Bidders regarding disposition of bid security.
- C. To enter into and execute a Contract in substantially the form of **Exhibit H** to the bid documents and to furnish bonds and insurance required by the bid documents.
- D. To accomplish the work in accordance with the bid documents at the prices set forth in **Exhibit I/FORM 2**.
- E. To complete and submit the forms attached hereto and submit additional required information.

The undersigned acknowledges that the terms, conditions, and specifications of this Request for Bids are understood and unconditionally accepted.

Bidder: \_\_\_\_\_

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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

**EXHIBIT I/FORM 2**

**PRICE SHEET/ THREE YEAR COST PROJECTION**

See attached.

Bidder must provide the number of employees who will provide the services under the Contract, the job classifications of those employees and the wages and benefits the Bidder will pay to those employees.

Bidder must also provide a three year cost projection, using generally-accepted accounting principles, which the Bidder is prohibited from increasing if the bid is accepted by the Board, for each and every expenditure category and account for performing the services.

**For the Period July 5, 2017 to July 31, 2018**

1. Cost of Productive labor	
• Custodial staff wages & benefits	\$
• Wages and benefits related to mowing	\$
2. Operating costs and other expenses	\$
• Custodial equipment	\$
• Custodial supplies	\$
• Custodial consumable products	\$
• On-going operational costs	\$
• Equipment/supplies related to mowing	\$
3. Company's overhead and profit	\$
Total annual price	\$

**For the Period August 1, 2018 to July 31, 2019**

1. Cost of Productive labor	
• Custodial staff wages & benefits	\$
• Wages and benefits related to mowing	\$
2. Operating costs and other expenses	\$
• Custodial equipment	\$
• Custodial supplies	\$
• Custodial consumable products	\$
• On-going operational costs	\$
• Equipment/supplies related to mowing	\$
3. Company's overhead and profit	\$
Total annual price	\$

**For the Period August 1, 2019 to July 31, 2020**

1. Cost of Productive labor	
• Custodial staff wages & benefits	\$
• Wages and benefits related to mowing	\$
2. Operating costs and other expenses	\$
• Custodial equipment	\$
• Custodial supplies	\$
• Custodial consumable products	\$
• On-going operational costs	\$
• Equipment/supplies related to mowing	\$
3. Company's overhead and profit	\$
Total annual price	\$

**Total Contract Price**

_____ Annual Price	\$
_____ Annual Price	\$
_____ Annual Price	\$
Total Contract Price	\$

**Services that Exceed the Scope Agreement**

The District may request the Contractor to perform services that exceed the scope of the Contract. The Contractor is expected to invoice the District for services that exceed the scope of this bid. All invoices require prior approval via a Purchase Order number from the District.

- Please indicate the fully loaded cost per hour for additional “special request” work. Materials to be invoiced at cost.
  - Custodial  
\$ \_\_\_\_\_

The District may request the Contractor to support after hour functions. In instances where the District is renting facilities to an external party, the Contractor will be permitted to invoice the District for the expenses directly related to the event. All invoices require prior approval via a Purchase Order number from the District.

- Please indicate the fully loaded labor cost per hour for additional “building coverage” work. Materials to be invoiced at cost.
  - Custodial  
\$ \_\_\_\_\_

**The District is not obligated to purchase any of the items under the “Operating Costs and other Expenses” category during any year of the Contract.**



**EXHIBIT I/FORM 3**

**EVIDENCE OF QUALIFICATIONS  
ATTACH ADDITIONAL PAGES WHERE NEEDED**

**Provide general information about Bidder organization and background (financial results for at least the past three (3) years may be required under separate cover).**

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**Provide evidence that Bidder has owned and operated a Contract cleaning service serving public school districts for at least the last five.**

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**Provide three (3) school district references for which the Bidder is currently performing custodial services of similar complexity as what is required within this bid. For each school district listed, indicate the type of service provided, enrollment, number of buildings in the district, contact name and phone number.**

Name of school district \_\_\_\_\_

Type of service provided: \_\_\_\_\_

Length of service provided: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Number of buildings in the district: \_\_\_\_\_

Contact name and phone number: \_\_\_\_\_

Name of school district \_\_\_\_\_

Type of service provided: \_\_\_\_\_

Length of service provided: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Number of buildings in the district: \_\_\_\_\_

Contact name and phone number: \_\_\_\_\_

Name of school district \_\_\_\_\_

Type of service provided: \_\_\_\_\_

Length of service provided: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Number of buildings in the district: \_\_\_\_\_

Contact name and phone number: \_\_\_\_\_

Name of school district \_\_\_\_\_

Type of service provided: \_\_\_\_\_

Length of service provided: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Number of buildings in the district: \_\_\_\_\_

Contact name and phone number: \_\_\_\_\_

**List all accounts that were not renewed in the last five years and the reasons why.**

Name of client: \_\_\_\_\_

Date contract not renewed: \_\_\_\_\_

Reason for non-renewal: \_\_\_\_\_

Contact name and phone number: \_\_\_\_\_

Name of client: \_\_\_\_\_

Date contract not renewed: \_\_\_\_\_

Reason for non-renewal: \_\_\_\_\_

Contact name and phone number: \_\_\_\_\_

Name of client: \_\_\_\_\_

Date contract not renewed: \_\_\_\_\_

Reason for non-renewal: \_\_\_\_\_

Contact name and phone number: \_\_\_\_\_

**List any litigation, arbitration, or mediation matters involving the Bidder and a client in the last ten years related to contracts for cleaning services and/or other services.**

Name of client: \_\_\_\_\_

Date of litigation/arbitration/mediation: \_\_\_\_\_

Basis for litigation/arbitration/mediation: \_\_\_\_\_

Results: \_\_\_\_\_

Name of client: \_\_\_\_\_

Date of litigation/arbitration/mediation: \_\_\_\_\_

Basis for litigation/arbitration/mediation: \_\_\_\_\_

Results: \_\_\_\_\_

Name of client: \_\_\_\_\_

Date of litigation/arbitration/mediation: \_\_\_\_\_

Basis for litigation/arbitration/mediation: \_\_\_\_\_

Results: \_\_\_\_\_

**Provide/attach information demonstrating Bidder providing quality services, including, but not limited to, the following areas of emphasis: evidence of satisfactory performance in other school districts; motivation programs and other educational program support systems; training and in-service education; and written standards, procedures, schedules and records.**

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**Identify any services to be provided directly by a subcontractor.**

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**Identify any other pertinent information, which demonstrates the Bidder's capability to successfully provide these services.**

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## EXHIBIT I/FORM 4

### INSURANCE REQUIREMENTS

#### **A CERTIFICATE OF INSURANCE FROM YOUR INSURANCE CARRIER INCLUDE AS A MINIMUM THE FOLLOWING COVERAGE AND LIMITS OF LIABILITY**

The Contractor shall purchase and maintain in force the following kinds of insurance for operations under the Contract as specified below during the life of the Contract and provide an insurance certificate upon execution of the Contract attesting to the same.

- a. Commercial/Comprehensive General Liability
  - i. \$1,000,000 per occurrence for bodily injury and property damage
  - ii. \$2,000,000 aggregate with defense outside the limits
- b. Comprehensive Automobile Liability
  - i. \$1,000,000 combined single limit for bodily injury and property damage for owned, leased, hired and non-owned vehicles
- c. Workers compensation statutory coverage. Employers Liability coverage:
  - i. \$500,000 bodily injury by accident-each accident
  - ii. \$500,000 bodily injury by disease-each employee
  - iii. \$500,000 bodily injury by disease-policy limit
- d. Umbrella or Excess Liability. Coverage must be following form.
  - i. \$10,000,000 Per Occurrence

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 automobile insurance policies shall name the School District, its Board, 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 Consultant 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 the Contract entitling the District to terminate the Contract 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.

I, being duly sworn, do hereby acknowledge that I have read the insurance specifications herein and agree that the above Bidder is eligible for insurance per aforesaid specifications.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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

**EXHIBIT I/FORM 5**

**CRIMINAL BACKGROUND INVESTIGATION**

The undersigned certifies that each of its employees has completed a criminal background check as is required under Section 10-21.9 of the Illinois School Code within three months prior to submission of the bid. Such background checks shall be made available upon request of the District.

The undersigned further 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.

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

Address: \_\_\_\_\_

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

By: \_\_\_\_\_  
(signature)

Title: \_\_\_\_\_  
(President or Chief Executive Officer)

Phone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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

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

1. The Contractor 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 Contractor 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.

**EXHIBIT I/FORM 6**

**CERTIFICATE OF ELIGIBILITY TO BID**

Bidder, 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.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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



**EXHIBIT I/FORM 7**

**DRUG FREE WORKPLACE**

Bidder, 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.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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

**EXHIBIT I/FORM 8**

**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

Bidder, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that Bidder/Contractor 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.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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

**EXHIBIT I/FORM 9**

**STATEMENT OF NONDISCRIMINATION**

Bidder certifies:

- A. That in the hiring of employees for the performance of work under the Contract, the undersigned Bidder, 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.
- B. That the Bidder, 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.
- C. That the Bidder shall comply with all state laws regarding nondiscrimination. The Bidder 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.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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

**EXHIBIT I/FORM 10**

**ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE**

Bidder, being first duly sworn, deposes and says:

That he is \_\_\_\_\_  
(Partner, Officer, Owner, etc.)

The party making the foregoing bid or bid, that such bid is genuine and not collusive, or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid 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 bid price element or said bid, or of that of any other Bidder, or to secure any advantages against any other Bidder or any person interested in the proposed Contract.

(Name of Bidder if Bidder is an Individual)  
(Name of Partner if Bidder is a Partnership)  
(Name of Officer if Bidder is a Corporation)

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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

EXHIBIT I/FORM 11

CERTIFICATE OF BENEFITS OFFER

**Provide a detailed account of how the benefits offered to employees under the Contract are comparable to those set forth in Exhibit D.**

I, being duly sworn, do hereby acknowledge that I have reviewed the benefits information attached to the bid documents as Exhibit D and agree to provide employees hired under the Contract with a benefits package comparable to the benefits package set forth in Exhibit D.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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

**EXHIBIT I/FORM 12**

**COMMITMENT TO PROVIDE INFORMATION**

Bidder, pursuant to 105 ILCS 5/10-22.34c, hereby commits to provide upon request of the Board of Education complete information about the criminal and disciplinary records, including alcohol or other substance abuse, Department of Children and Family Services Complaints and investigations, traffic violations and license revocations or any other licensure problems, of any employees who may perform work under the Contract.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Subscribed to and Sworn  
Before me this \_\_\_\_ day of  
\_\_\_\_\_, 2017.

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