

2021

KEENEYVILLE SCHOOL DISTRICT 20

INVITATION

TO BID

CUSTODIAL AND MAINTENANCE SERVICES



**2021
KEENEYVILLE SCHOOL DISTRICT 20
NOTICE TO BIDDERS
AND
SPECIFICATIONS FOR CUSTODIAL SERVICES**

TABLE OF CONTENTS

	Page
Bid Specifications and Conditions.....	1
SECTION	
I. Contractor's Qualifications/Bid Evaluations.....	2 - 8
II. Contractor's Obligations.....	9 - 13
III. Required Proposal Enclosures.....	14 - 15
IV. Bid Elements.....	16
V. Bid Forms.....	17 - 22
VI. Exhibit A and Exhibit B.....	23 - 25
 BID PROPOSAL FORM.....	 26-28
SQUARE FOOTAGE	29
MAPS	



KEENEYVILLE SCHOOL DISTRICT 20

PROPOSAL AND SPECIFICATIONS FOR DAY and NIGHT CUSTODIAL SERVICES

Sealed bids are due and will be opened in the Main Office for Keeneyville School District 20, 5540 Arlington Drive E, Hanover Park, Illinois at 10:00 a.m. on March 12, 2021.

Two fully completed copies are required. All Bid results may not be withdrawn until 90 calendar days after the bid opening date.

All prospective bidders must attend a mandatory pre-bid meeting and walk-through inspection on February 19, 2021 at 3:00 p.m. for the purpose of informing prospective contractors of the facility involved in the request for proposal. Proposals will be accepted only from firms present at this meeting.

It is the responsibility of the contractor to field survey the facility prior to making a proposal. The Assistant Superintendent of Finance and Operations will conclude the pre-bid meeting with a site visit for any interested bidders. By submitting a proposal, the contractor affirms that he/she has full knowledge of the requirements to fulfill the contract.



KEENEYVILLE SCHOOL DISTRICT 20

SECTION I

REQUEST FOR BID FOR DAY AND NIGHT CUSTODIAL SERVICES

A. **AWARD**

The bid will be awarded to the contractor, which the Board of Education determines, at its sole discretion, will serve the best interests of the District. The Board will use the criteria listed below, which criteria is not exhaustive: 1) completeness and accuracy of responses to all proposal document requests and a qualitative analysis of the responses, 2) dollar cost of the proposal; and 3) the school district assessment of the contractor's ability to responsibly fulfill the District's needs. The District has the right to reject any and all bids.

The District will award the contract based on the following point system criteria:

- a. References from Five school districts from last five years 2015 to 2020. (10)
- b. The longevity of the contractor in the cleaning of schools for the five references submitted in a. above. (10)
- c. Quality of bid submittals. Did contractor read specifications and provide all submittals to the district. (10)
- d. Financial soundness, must submit 2015 audited financial statement (10)
- e. Comprehensiveness and thoroughness of customer contract procedures, training program, operations diagrams must be submitted with bidding documents. (10)
- f. Turnover Rate. Work force stability essential to perform obligations of contract. Replacement of absent or terminated employees in a timely manner. Section II, 2A (20)
- g. Price (30)

Upon final board approval, the successful bidding contractor will receive two (2) signed contracts to be signed and notarized. One fully executed contract must be returned to the district office prior to contract start date.

B. **CONTRACT PERIOD**

The contract period will begin *July 1, 2021 through June 30, 2024*. The compensation provisions of this contract shall be in effect for one full year, and the contractor and district shall negotiate changes in the compensation provision, for each of the ensuing contract years no later than *March, 2022*. Annual or multi-year renewals will be negotiated between District and Contractor after initial contract year.

Any such changes shall be limited to an increase of not more than the CPI Index for the previous fiscal year. First Day – The successful contractor must have a full crew and necessary equipment and supplies to commence cleaning on the first day of the contract or the District reserves the right to retain the Contractor's Bid Bond.

C. **INSPECTION AND FIELD SURVEY**

All prospective bidders must attend a mandatory pre-bid meeting and walk-through inspection on February 19, 2021 at 3:00 p.m. for the purpose of informing prospective contractors of the facility involved in the request for proposal.

Proposals will be accepted only from firms present at this meeting. It is the responsibility of the contractor to field survey the facility prior to making a proposal. The Assistant Superintendent of Finance and Operations will conclude the pre-bid meeting with a review of site maps. By submitting a proposal, the contractor affirms that he/she has full knowledge of the requirements to fulfill the contract.

- D. Proposer shall have owned and operated a contract cleaning service for the last five to ten (5-10) years and must give evidence of this. Contractors must submit, per Section III, item 1 at least five references from current school customers for whom the contractor is currently performing cleaning service. Be sure to include all relevant phone numbers.

- E. Contractor shall submit with his/her proposal the following evidence of the company's financial stability:

1. Copies of contractor's most recent annual audit including income statement and balance sheet; if contractor 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.
2. Name or names of contractor's principle bank with names of bank officers as references.

F. **CLEANING STANDARDS**

Cleaning standards will be approved by the Director of Buildings and Grounds for Keeneyville School District 20. The project manager (day time coordinator) and building supervisor (night time supervisor) are responsible for maintaining cleaning standards which meet with the Director of Building and Ground's approval.

G. **MANNER OF PERFORMING WORK AND GENERAL DEFINITIONS**

All work to be performed hereunder shall be done in a prompt, regular, workmanlike, hygienic and safe manner so as to result in a clean, safe, healthful and attractive school environment that complies with the Applicable Life Safety Code of the State of Illinois and the reasonable requirements of the District's administration. All heavy cleaning services shall be performed between the hours of **3:00 p.m. and 11:00 p.m.** except as needed in special or emergency situations. **All employees of the contractor must demonstrate written and verbal skills in English sufficient to communicate with staff and to read and understand equipment and supply instructions, labels and safety requirements.**

H. **JOB CLASSIFICATIONS**

General Housekeeping – These duties include (1) cleaning of all areas, 2) floor maintenance, including waxing, buffing, scrubbing, stripping of all resilient and hard surfaces throughout the school, 3) summer, winter, and spring break cleaning and 4) special work for activities.

1. **BUILDING SUPERVISOR** One full-time person will be assigned between the hours of 3:00 p.m. and 11:00 9.m. who is responsible for the training, supervision and implementing of all cleaning programs at the school. The supervisor must be able to communicate (written and verbal) in English and supervise the functions and duties of all night, weekend/holiday and break period custodians as per assigned. He/she will be available to meet with the building Principal or Superintendent as requested.

2. **PROJECT MANAGER/COORDINATOR**

The Project Manager:

- a. Will be available Monday through Friday, 1:00 p.m.–9:30 p.m. as needed. He/she coordinates all work through his/her supervisor.
- b. Works closely with the school district to ensure timeliness and satisfaction of efforts and responsibilities.
- c. Conducts inspections of different areas and is available to correct omissions or deficiencies. Inspection forms to be turned in on a monthly basis to the Director of Building and Grounds.
- d. Is responsible for the scheduling of periodic cleaning requirements and the logging of dates and time of completion.
- e. conducts in-house training seminars on new techniques or new product usage on a regular basis
- f. reports directly to the Director of Building and Grounds or Assistant Superintendent of Finance and Operations.

I. **CLEANING SPECIFICATIONS AND CUSTODIAL FREQUENCIES**

Winter Break Work

Winter project work will run during the winter break as specified in the school year calendar.

Spring Break Work

Spring project work will run during the spring break as specified in the school year calendar.

NIGHT CUSTODIANS

Cleaning services are to be performed during the periods indicated in the following areas:

CLASSROOMS, OFFICES, HALLWAYS, STAFF LOUNGE, LIBRARY

A. DAILY

1. Empty wastebaskets and recycle bins and return to room from which taken.
2. Transport to and deposit into dumpster all waste materials such as cans, bottles, trays, waste paper and other materials when specifically so directed. Transport to and deposit into container recyclable material.
3. Clean and sanitize drinking fountains.

4. Clean adult desktops.
5. Clean counter tops.
6. Clean glass, including front doors, both sides
7. Damp wipe all whiteboards and ledges.
8. Clean all internal glass in partitions, doors and windows.
9. Clean walls, heating units and lockers as needed.
10. Clean sinks in all laboratories and classrooms.
11. Clean student desktops and remove graffiti.
12. Empty and clean pencil sharpeners; also clean wall area around sharpeners as needed.
13. Remove dust and cobwebs from ceiling areas and behind doors and in corners.
14. Clean all display cases.
15. Dust tops of hallway lockers.

B. WEEKLY

1. Clean and sanitize telephones.
2. Remove fingerprints from front doors, frames, light switches, kick and push plates, handles, railings.
3. Dust all furniture and equipment, including desks, chairs and tables in office area.
4. Dust all exposed filing cabinets, bookcases and shelves, spot clean, if necessary.
5. Low dust all horizontal surfaces to 7-foot heights, including sills, moldings, ledges, shelves, railings and frames.
6. Dust window ledges in all classrooms.
7. Dust hallway radiators, window ledges, window panes/mullions.

C. MONTHLY

1. High dust above 7-foot height all horizontal surfaces - including shelves, moldings, ledges, AV screens, light fixtures.

D. SEMI-ANNUALLY

1. Clean all desktops - office area.
2. Dust window blinds.
3. Wash down all furniture.

WASHROOMS, LOCKER ROOMS (BOYS & GIRLS)

A. DAILY

1. Clean, sanitize and polish all vitreous fixtures - including toilet bowls, urinals and hand basins.
2. Clean and polish all chrome fittings.
3. Clean and sanitize toilet seats.
4. Clean and polish all glass and mirrors.
5. Empty all containers and disposal, insert liner as required.
6. Clean and sanitize exterior of all containers.
7. Empty and sanitize interior of sanitary container.
8. Clean metal partitions.
9. Remove spots, stains, splashes from wall areas; remove graffiti.

B. MONTHLY

1. High dust above 7-foot height all horizontal surfaces, including shelves, ledges and moldings.
2. Wash all door kick-plates.

EATING AREAS –

STUDENT LUNCHROOM, FACULTY LOUNGE AND KITCHENS

A. DAILY

1. Clean and sanitize sinks.
2. Empty, clean and sanitize all garbage cans.
3. Clean interior glass in partitions, doors and all other interior windows.
4. Clean and sanitize all tabletops and seats.
5. Spot clean walls.
6. Low dust all horizontal surfaces to 7-foot height, including sills, moldings, ledges, frames, ducts, heating outlets, etc.
7. Scrub all floor surface areas.

B. WEEKLY

1. High dust above 7-foot height all horizontal surfaces - including shelves, ledges and molding.
2. Clean and sanitize inside of refrigerators.

C. THREE TIMES YEARLY –

DURING SUMMER, WINTER AND SPRING VACATION PERIODS

1. Restorative work will be done to all hard surface flooring.
2. Wash down all walls.
3. Wash down all furniture.

FLOORS – LINOLEUM AND CERAMIC TILE

A. DAILY

1. Dust mop or sweep entire building, including gymnasium.
2. Damp mop classroom spillage.
3. Scrub hallways.
4. Sanitize locker room.
5. Sweep and wet mop stairs and landings.
6. Sweep and damp mop all entry-way vestibules.
7. Buff hallway floors as scheduled by the Principal.

FLOOR-CARPETING AND ENTRY-WAY RUNNERS

A. DAILY

1. Vacuum entire carpeted areas.
2. Inspect for spots and stains. Remove if possible.
3. Vacuum all entryway runners daily and shake out excess dirt as needed
4. Hang up and dry out all wet runners

FURNITURE - FABRIC OR PLASTIC

A. DAILY

Inspect for spots and stains. Remove.

B. YEARLY

Brush or damp wipe clean.

GENERAL

A. DAILY

1. Turn off all lights except those, which must be left on for cleaning in each specific area.
2. Close all windows.
3. Lock all doors.
4. Communication with designated representative.

B. WEEKLY

Review contract performance; contact visits between Contractor's Building Supervisor and Owner's Building Principal or his designate.

C. MONTHLY

Formal review of contract performance between Contractor's Branch Operations or Staff Manager and Owner's authorized School District # designate. Owner shall reserve the right at any or all of these meetings to obtain verification of man-hours expended for any given period during the contractual agreement or to have written monthly verification of same as well as proof of insurance premium payments for the workers to accompany monthly billings.

EVENING SET UP

During the school year the community as well as the school conducts nightly activities that are related to the educational programs of the school. The night cleaning crew of each building within its normal working hours has set up and taken down these set up. Your contract price must include these duties for your employees.

PROJECT WORK

A. SUMMER PROJECT CLEANING

1. Restorative work to be completed for all tile floors.
2. Extraction will occur during summer project work and bonnet cleaning and stain removal will occur as needed.
3. Clean all baseboards.
4. Wash all whiteboards and ledges.
5. Wash all ledges and windowsills.
6. Clean ceramic tile in the bathrooms.
7. Sanitize and deodorize the washrooms completely.
8. Clean inside of windows.
9. Wash all lockers inside and out.
10. Clean and sanitize all desktops and chairs inside and out.

11. Spot clean walls where dirt or marks appear.
12. Cleaning of light fixtures and light bulbs.
13. Clean window screens and blinds.
14. Scrub and sanitize classroom countertops, cabinets, univentilators, file cabinets, shelves.

B. WINTER PROJECT CLEANING

1. Restorative work on all corridors with tile floors.
2. Deep clean, scrub and re-coat cafeteria floors.
3. Clean walls, partitions, and floors in all wash rooms and locker rooms
4. Wash all whiteboards and ledges in classrooms.
5. Clean all desktops - office areas.
6. Dust window blinds - office areas.
7. Wash down all furniture - office areas.
8. Graffiti removal on desks, washrooms, and lockers where needed.
9. Wash desks, washroom walls and lockers.
10. Extract carpet surfaces as needed per the Principal.

C. SPRING PROJECT CLEANING

1. Clean walls, partitions, and floors in all wash rooms and locker rooms.
2. Deep clean, scrub and recoat floors where needed or deep clean and buff.
3. Wash all whiteboards and ledges in classrooms.
4. Graffiti removal on desks, washrooms, and lockers where needed.
5. Extract carpet surfaces where necessary.

SECTION II

CONTRACT OBLIGATIONS

1. All sections and provisions of the Request for Bid shall be considered part of this contract.
2. **PERSONNEL EMPLOYMENT**
 - A. Contractor shall ensure the recruitment supervision and training of sufficient, able personnel to carry out contractor's obligation hereunder. The contractor, therefore, is responsible for providing all equipment and materials to its employees. It is further responsible for all compensation, fringe benefits, insurance, workman's compensation insurance, unemployment compensation insurance, and any and all state and federal tax withholding requirements. Copies of the contractor's training policies and manuals shall be submitted as part of this proposal. If contractor has no training policies or manuals, he shall submit a written statement to that effect. The parties recognize that **work force stability is essential** to perform promptly and adequately contractor's obligations hereunder and that contractor is responsible for **minimizing employee turnover** to the extent possible to affect that end. Contractor shall submit with his proposal a sworn statement regarding employee turnover at a representative sample of job sites for the years
 - B. Criminal background investigations are required for all employees. This ensures that new employees have no prior history that would render said persons undesirable in a school setting, e.g. child molestation, pornography, etc. Contractor will submit all employee names to the district for the purpose of finger printing and processing the Criminal History Background Investigation Form for Illinois School Employment at the cost to the District. Contractor will also be in compliance with current and future local, state and federal laws and regulations. Contractor will also certify that it is not barred from proposing on this contract as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of the Illinois Criminal Code Public Contracts.
 - C. The parties agree and acknowledge that this Contract is awarded on a lump-sum, total cost basis for covered services. The parties further agree that from time to time additional services may be required for special events, etc., at the determination of the District. If such additional services are scheduled so as to interfere with the routine services provided by the Contractor under this Agreement, the District agrees that routine services may be delayed or unavailable, through no fault of the Contractor.
3. **PERSONNEL RULES**
 - A. Keeneyville School District 20 shall reserve the right to require successful contractor to remove from any site any employee of the contractor who shall be deemed incompetent or detrimental to the best interests of Keeneyville School District 20. The contractor agrees to save and hold harmless and indemnify the District from any possible claim by the employee so removed relating to that employee's employment rights arising out of this agreement between the contractor and District. Cleaning service employees may be performing their duties while students, parents or activity groups are in the buildings, therefore, it is absolutely mandatory that all contractor employees be of high moral character and properly attired at all times.

- B. It is the responsibility of the contractor to 1) provide company uniforms approved by the District to all contractor employees, and 2) to require that they be worn. Employees of the contractor shall wear identification badges including picture. Any/all daily absences or truancies must be reported to the Director of Operations office daily via e-mail or written format. **Any long term absences (two days or longer) will result in contract monetary adjustments for the following month.**
- C. Contractor's supervisors are responsible to ensure that contractor's employees at no time tamper with, remove, or otherwise take the personal property of teachers and students or the property and equipment owned by District 20. Should an employee of the contractor quit or be terminated, it is the responsibility of the contractor's supervisor to retrieve any and all District 20 property, e.g. building keys, before the employee leaves the building on the last day of employment.
- D. Asbestos Training. All employees must attend a minimum of two hours of Asbestos Training provided by the Contractor, annually. Employee sign-in sheet must be forwarded to the Principal.

4. SPECIFICATIONS CHANGE

- A. During the period covered by this contractual agreement, it may become necessary to add to or delete from the specifications originally agreed upon between the contractor and District 20. Should such change(s) be deemed necessary and mutually agreed upon by both parties, a formal written contract Change amendment shall be drawn up by the Contractor, which explicitly describes any deviation from the original specifications. Incorporated within the agreement shall be the dollar amount adjustment for said change(s). This dollar amount adjustment will be added to or deducted from the original contract price.
- B. Such amendment to the original contract will in no way invalidate or make void the terms of the original contract. Two copies of said amendment must be signed by an authorized official of each party. One copy will be given to each party after proper execution and then be considered as part of the original contract.

5. BOARD OPTION TO TERMINATE

The Board of Education and/or the contractor may terminate this Agreement for any reason upon sixty (60) days written notice to either party.

6. INSURANCE

Contractor shall purchase and have in force the insurance coverage listed below. Each policy shall be amended to include as additional named insured: Board of Education, Keeneyville School District 20, DuPage County, IL, individual members thereof, and all employees and volunteers of the District. Certificates must be on file in the District Office prior to release of any payments to contractors.

COVERAGE	AMOUNT
A. Comprehensive Automobile Liability-Bodily Injury & Property Damage Combined Single Limit	\$2,000,000
B. Comprehensive General Liability-Bodily Injury & Property Damage Combined Single Limit	\$2,000,000
C. Workmen's Compensation-Employer's Liability-Employee Statutory Liability	\$100,000
D. Excess Liability for all Insurance Risks	\$10,000,000
E. Honesty Bond for each and all employees	\$10,000

7. FEDERAL, STATE AND LOCAL LAWS

Contractor shall in the performance of work or services on this job fully comply with all applicable federal, state and local laws, rules, regulations and ordinances and shall hold District 20 harmless from any liability resulting from failure of such compliance. Contract is subject and governed by rules and regulations of the Illinois Department of Human Rights. Contractor will also be in compliance with current and future local, state and federal laws and regulations.

8. HOLD HARMLESS PROVISION

The successful contractor shall protect, defend, hold harmless and indemnify the District, its officers, agents, servants and employees from and against any and all claims, actions, liabilities, losses and expenses including court costs and attorney's fees relating to any and all losses and/or damages including injury or death to persons and damage to property allegedly or actually arising out of or incidental to the work, services or activities of the contractor in connection with any aspect of the work performed pursuant to this agreement.

9. INDEMNIFICATION AGAINST THEFT OR LOSS OF PERSONAL OR SCHOOL PROPERTY

Contractor agrees and understands that its officers, agents, employees and invitees bring their personal property, and that of the contractor, on project premises at the risk of said officers, agents, employees and invitees of the contractor and of the contractor itself. The contractor indemnifies, holds harmless, and waives any possible claim that it might have, or any possible claim of any of its officers, agents, employees or invitees, against the District on account of any loss, alleged loss or damage to the personal property or business property of the contractor or any of its officers, agents, employees or invitees whether by theft, loss or damage, occasioned by any employee, agent, officer of the District or any student or invitee of the District. Furthermore, the contractor hereby indemnifies the School District against any and all damage, loss, cost and attorney's fees occasioned by the claim of any officer, agent, employee, student or invitee of the School District against the District arising out of any theft, loss or damage to the personal property of any officer, agent, employee, student or invitee of the District, which loss, theft or damage is determined to be on account of either the negligent, intentional or criminal act of any officer, agent, employee, or invitee of the contractor.

Contractors employees are not permitted to use any electronic district owned equipment i.e., televisions, VCR's, computers, calculators, telephones, etc. Any evidence of usage may result in back charges to the contractor.

10. **STORAGE AND INVENTORY OF MATERIALS AND SUPPLIES**
Storage will be provided at the school and will be kept in a neat professional manner. The school reserves the right to determine what can and cannot be stored. The contractor will maintain an inventory of supplies and materials and provide a copy of this inventory to the school on a monthly basis. All MSDS sheets must be maintained at the Principal's Office and the designated office for the contractor supervisor.
11. **PURCHASING OF CLEANING SUPPLIES**
The Contractor will be responsible for supplying **all** cleaning supplies for the District. The Contractor will utilize the existing installed dispensers for these products. If any new dispensers or paper products are purchased by Contractor the District has the right to accept or reject any of these items.
12. **CLEANING EQUIPMENT MAINTENANCE**
 - A. Contractor is required to furnish a detailed list of equipment and materials which is to include quantity that will be used for the cleaning program at the school.
 - B. All equipment must be new and remain on the school premises.
 - C. Contractor is responsible to keep the equipment in good repair over the duration of the contract. Any and all repairs are the responsibility and expense of the Contractor. Cleaning equipment owned by the District will be available for the Contractor's use providing the Contractor pays for all maintenance of equipment.
13. **REPORTING EMERGENCIES**
All emergencies will be reported in writing to the Principal. Written reports of any accidents or situations which might result in liability insurance claims will be prepared and provided to the Principal within 24 hours of the occurrence of the event.
14. **ACTS OF NATURE**
School District 20 shall have the right to deduct from the monthly invoices an amount equal to the per square foot cost for any day or days that schools may be closed because of Acts of Nature, mechanical or electric failures or weather strikes or other reasons.
16. **PAYROLL AND COST ACCOUNTING INFORMATION**
District 20 shall have the right to examine contractor's payroll records and such other financial records necessary to determine compliance by contractor with the requirements of this contract. All workers must be employees of the contractor. No sub contract labor will be allowed. Such request for examination shall be in writing, shall specify what information or documents are to be examined, and shall provide 48 hours notice.
District 20 shall have the right to examine contractor's payroll records and supply purchase records for informational purposes only, and not for the purpose of approving payment to contractor. Such request for examination shall be in writing, shall specify what information or documents are to be examined and shall provide 48 hours notice. District 20 shall maintain the Illinois confidentiality of such records to the fullest extent permitted by the Illinois Freedom of Information Act. Contractor to provide automated control system for daily activities, i.e., swipe card system for attendance and payroll. Monthly tracking receipts to accompany each monthly invoice request.

17. INVOICES

The successful contractor shall submit invoices for custodial services on a monthly basis, prior to the 20th of the month. Payment to the contractor shall be made following the next regularly scheduled Board Meeting.

Invoices shall be submitted to:

Keeneyville School District 20,
Assistant Superintendent of Finance and Operation
5540 Arlington Drive E
Hanover Park, IL 60133

18. PERFORMANCE BOND

The district requires the successful contractor to provide a performance bond for the full amount of the contract that is awarded by the Board of Education. Include cost of performance bond on line provided on page 27.

SECTION III

REQUIRED PROPOSAL ENCLOSURES

1. REFERENCES

On an attached sheet list five (5) school references for which you are currently performing cleaning services (highest priority will be given to current school customers with properties of similar size and scope as District 20 building). For each reference, provide the name of the customer, the city of operation, the contact person, a phone number at which the contact may be reached, the number of consecutive years you have served this account, the nature and scope of the services provided, and the number of square feet involved.

2. FINANCIAL INFORMATION

- a) Bank references and a contact person at the bank.
- b) Two (2) years most recent financial statements

3. INSURANCE CERTIFICATE

Enclose copies of insurance certificates with amount as listed in Section II, Item 6.

4. COPY OF BUILDING INSPECTION FORMS CURRENTLY IN USE.

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

5. CUSTOMER CONTACT PROCEDURES

Enclose a copy of the procedure that will be used for weekly customer review and your monthly Home Office Customer Review document.

6. BID SECURITY

Enclose a bid security deposit in the form of a Bid Bond, Certified Check or Cashiers Check in the amount of 10% of the estimated annual cost of the first year of the contract.

State the dollar amount of the bid security \$_____.

This may be forfeited if contractor does not meet specifications.

7. EQUIPMENT AND MATERIALS TO BE USED

Will be provided by the contractor who must supply a detailed list with bid. (Exhibit A)
Must use Color Coded Microfiber cloth cleaning system. (Red, Yellow, Green, Blue)

8. TRAINING PROGRAMS

Enclose a copy of the training policies, manuals and frequencies that will be utilized for all production employees, on-the-job supervisors and managers assigned to School District 20. (i.e. Asbestos Awareness, Right to Know Laws etc.)

9. OPERATIONS DIAGRAM

Include a diagram/flow chart showing the number of custodians/supervisors, etc. and the number of hours that each will work per night shift in Keeneyville School District 20 during the:

- a) Regular school year
- b) Winter break
- c) Spring break
- d) Summer break

Be as specific as possible.

10. **The Keeneyville School District 20 Board of Education has a specific list of observed Holidays per year. The observed contractor holidays with regards to this contract are as follows: New Year's Day, Memorial Day, and July 4th, Labor Day, Thanksgiving and Friday thereafter, Christmas Day, New Year's Day. All other days are required full staff working days. Contractor will not be paid for any other holidays except for those listed above.**



BID ELEMENTS

Mandatory information to include with Bid Proposal Form and Certifications:

1. Five (5) Illinois references, at least three (3) of which must be schools.
2. Detailed information of your company's background, including organizational chart.
3. Narrative regarding organized labor experience and copies of any applicable collective bargaining agreements.
4. Most recent three (3) of certified audited financial statements.
5. Sample certificate of insurance.
6. Description of current wages and employee benefits.
7. Description of time tracking methodology.
8. Description of safety, licensure, and technical training programs.
9. Description of uniforms, personal protective equipment, and mobile communication devices to be provided to assigned employees
10. Description of Quality Assurance / Quality Control system and reporting system.
11. CONTRACTOR INFORMATION AND AUTHORIZATION FORM
12. CERTIFICATE OF ELIGIBILITY TO SUBMIT BID
13. ANTI-COLLUSION CERTIFICATION OF COMPLIANCE
14. BID BOND STATEMENT
15. HOLD HARMLESS CERTIFICATION
16. CONTRACTOR'S DRUG FREE WORKPLACE CERTIFICATION
17. CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY
18. CONTRACTOR'S BID PROPOSAL FORM



BID FORMS

CONTRACTOR REFERENCES

1.) District Name/Address:	
Name/Phone of Reference Contact:	
Number of Management Personnel:	Number of Production Personnel:
Contract Date(s):	Student Population:
2.) District Name/Address:	
Name/Phone of Reference Contact:	
Number of Management Personnel:	Number of Production Personnel:
Contract Date(s):	Student Population:
3.) District Name/Address:	
Name/Phone of Reference Contact:	
Number of Management Personnel:	Number of Production Personnel:
Contract Date(s):	Student Population:
4.) District Name/Address:	
Name/Phone of Reference Contact:	
Number of Management Personnel:	Number of Production Personnel:
Contract Date(s):	Student Population:
5.) District Name/Address:	
Name/Phone of Reference Contact:	
Number of Management Personnel:	Number of Production Personnel:
Contract Date(s):	Student Population:



CONTRACTOR INFORMATION AND AUTHORIZATION

The undersigned hereby affirms that:

- * He/she is a duly authorized agent of the Contractor.
- * He/she has read and agrees to the terms of the Invitation to Bid and the Bid Specifications.

I certify that I am submitting the following offers as my firm's bid. I understand by virtue of executing and returning with this bid this required response form, I further certify full, complete, and unconditional acceptance of the contents of this RFP. I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within ninety (90) days of bid due date, to provide the specified custodial and maintenance services for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

Print Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____ Telephone: _____

Fax: _____ Email: _____

Signature: _____ Date: _____

CERTIFICATE OF ELIGIBILITY TO SUBMIT BID

_____ (Contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, its) partners, officers, or owners of (his, her, its) business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal code of 2012 as amended.

Contractor also certifies that he/she/it has read, understands and agrees that acceptance by the Philip J. Rock Center and School through its Fiscal Agent, Keeneyville Elementary School District No. 20 of the bidder's offer by issuance of a written contract (specifications and bidding conditions contained therein) will create a binding contract.

For: _____
(Company Name)

By: _____
(Signature)

Its: _____

Date: _____



ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

_____, being first duly sworn, deposes and says:
(Print Name)

that he/she is _____ of _____
(Owner, President, Partner, etc.) (Company Name)

the party making the foregoing bid, that this bid is genuine and not collusive or sham; that Contractor has not colluded, conspired, connived or agreed, directly or indirectly, with any other person, to put in a sham bid or to refrain from submitting a bid, 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 of this bid or that of any other contractor, or to secure any advantages against any other person interested in the contract.

The undersigned further states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale and that he/she is in compliance with Keeneyville School District 20 Board Policy 5: 130, Limitations on Accepting Gifts, which states " ... no school personnel or Board of Education member shall solicit or accept any gift from any prohibited source. A "prohibited source" means any person or entity who (1) is seeking official action by school personnel or the Owner or a Board of Education member, (2) does business or seeks to do business with school personnel or the Owner or a Board of Education member..."

For: _____ By: _____
(Company Name) (Signature)

Its: _____ Date: _____

PROOF OF INSURABILITY

BID SUBMITTED BY: _____
(Contractor Name)

ADDRESS: _____

Being duly sworn, I do hereby acknowledge that I have read the insurance specifications herein and agree the above Contractor is eligible for insurance per aforesaid specifications. (Enclose copies of insurance certificates with amounts required herein.)

Subscribed and sworn before me on the _____ day of _____, 2021.

Signed: _____

Insurance Company: _____

Address: _____

Notary Public



BID BOND STATEMENT

A bid security deposit in the form of a Bid Bond or certified check in an amount not less than 10% of the annual cost of the first year of the contract, is included with this bid. Bid security may be forfeited if a bidder does not meet specifications. A bid security deposit is enclosed in the amount of \$ _____.

For: _____ By: _____
(Company Name) (Signature)

Its: _____ Date: _____

HOLD HARMLESS CERTIFICATION

To the fullest extent permitted by law, the Contractor agrees to indemnify, keep and save harmless the Philip J. Rock Center and School, its agents, officials and employees, and its Fiscal Agent, Keeneyville Elementary School District No. 20, DuPage County, Illinois, its Board of Education and individual members thereof, agents, officials and employees against all injuries, judgments, costs and expenses that may accrue against any of them as a consequence of granting this contract or that may result from this contract or any breach thereof, whether or not it will be alleged or determined the act was caused through negligence or omission of the Contractor or his employees, or any party indemnified hereunder.

The Contractor also agrees to indemnify, keep and save harmless the Philip J. Rock Center and School, its agents, officials and employees, and its Fiscal Agent, Keeneyville Elementary School District No. 20, DuPage County, Illinois, its Board of Education, agents, officials and employees, against all injuries, judgments, costs and expenses that may in any way accrue against any of them in consequence of use by the Contractor's employees of any equipment owned, rented or leased by the Philip J. Rock Center and School or Keeneyville Elementary School District No. 20.

The Contractor understands and agrees that any insurance protection required by this contract, or otherwise provided by Contractor, will in no way limit the responsibility to indemnify, keep, save harmless and defend the Philip J. Rock Center and School and Keeneyville Elementary School District No. 20 as herein provided.

For: _____ By: _____
(Company Name) (Signature)

Its: _____ Date: _____



CONTRACTOR'S DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 et seq. ("Drug Free Workplace Act"), the undersigned certifies to the Philip J. Rock Center and School or Keeneyville Elementary School District No. 20 that it will provide a drug-free workplace by:

1. Publishing a statement:
 - a. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace;
 - b. specifying actions that will be taken against employees for violations of this prohibition;
 - c. notifying employees that, as a condition of employment on this contract, employees will:
 - 1) abide by the terms of the statement,
 - 2) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
2. Establishing a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace;
 - b. the Contractor's policy of maintaining a drug-free workplace;
 - c. available drug counseling, rehabilitation, and employee assistance programs;
 - d. penalties that may be imposed upon employees for drug violations.
3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.
4. Notifying the Owner within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving notice of such conviction.
5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.
6. If required, assisting employees in selecting drug counseling, treatment, and/or rehabilitation, and indicating a trained referral team is in place.
7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Contractor's Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: _____
(Company Name)

By: _____
(Signature)

Its: _____
(Owner, President, Partner, etc.)

Date: _____

NOTICE: This Drug Free Workplace Certification must be completed by Contractors with (25) or more employees at the time of contract: or a department, division, or unit thereof, directly responsible for the performance of a contract of \$5,000 or more with the Owner



CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

_____(Contractor) , does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it) 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; (vii) protection against retaliation.

For: _____ By: _____
(Company Name) (Signature)

Its: _____ Date: _____



EXHIBIT A

(SAMPLE LIST ONLY)

Quantity	Description
1	Advance 16st Carpet Extractor
16	Rubbermaid Buckets and Wringers
12	Rubbermaid Maid Carts
28	Rubbermaid 44 Gal. Mobile Brutes on Wheels
28	Rubbermaid Mobile Brute Caddys
5	Wet-dry Vacuums Complete
5	Walk Behind Floor Scrubbers Tennant
3	High Speed Burnishers
15	Tennant True-hepa Vacuums
3	Tennant Carpet Extractors
3	Floor Scrubbers

MISCELLANEOUS EQUIPMENT

Microfiber Color Coded Clothes for Cleaning System
Dust Mop Handles
Dust Mop Frames
Dust Mops Various Sizes from 24" to 60"
Wet Floor Signs
Quart Pails (10)
Dust Wands
Mop Sticks
Doodle Bug Handles and Frames
Brooms etc.

Must accompany the bid proposal



EXHIBIT B
PROPOSAL FORM

DAY AND NIGHT CUSTODIAL SERVICES EXPENSES SECTION

SPECIFIC CONTRACTOR INFORMATION

NAME OF FIRM: _____

ADDRESS: _____

STATE: _____

PRINCIPAL OFFICER: _____

CORPORATION UNDER STATE LAWS: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

PERSON TO CONTACT REGARDING THIS BID: _____

PHONE NUMBER: _____ FAX: _____

NAME OF PERSON(S) RESPONSIBLE FOR FULL-TIME DIRECT SUPERVISION:



BID PROPOSAL FORM INFORMATION NIGHT CUSTODIAL SERVICES EXPENSE

The Board reserves the right to continue the contract for an additional three years with annual increases not to exceed CPI for all urban consumers for all items published by the U.S. Department of Labor (CPI-U) for 12 months preceding July 1st. Annual or multi-year renewals will be negotiated between District and Contractor after initial term.



**BID PROPOSAL
FOR
NIGHT CUSTODIAL SERVICES
EXPENSES YEAR #1
JULY 1, 2021 TO JUNE 30, 2022**

SECTION I: LABOR

	FTE	Hours Per Day*	Hourly Rate	Total Annual Labor Cost
A. Night Custodians	10	8.5	\$ _____	\$ _____
B. Supervisor	1	8.5	\$ _____	\$ _____

TOTAL ANNUAL HOURS/SUBTOTAL _____ HOURS

* 1/2-hour unpaid lunch included

Subtotal Section I \$ _____

SECTION II: SUPPLIES & EQUIPMENT

- A. Cleaning Supplies *(Including paper, plastic bags, hand soap products) \$ _____
- B. Contractor New Equipment Cost (sample /sheet required). \$ _____
- C. Equipment Repair \$ _____

Subtotal Section II: *\$ _____

*Cleaning Supplies will be reimbursed with detailed invoice showing delivery to District Site.
Not to exceed \$32,000 per bid specifications.

BID PROPOSAL FORM
PAGE TWO

SECTION III: OVERHEAD & PROFIT EXPENSES

A.	Training Cost	\$ _____
B.	Payroll Taxes and Insurance - Include % in (Brackets)	\$ _____
	FICA/Medicare Rate ()	\$ _____
	Federal Unemployment Rate ()	\$ _____
	State Unemployment Rate ()	\$ _____
	Workers Compensation Ins. Rate ()	\$ _____
	General Auto, Liability & Umbrella ()	\$ _____
	Other Payroll Expense	\$ _____
	Total Payroll Taxes and Insurance ()	\$ _____
C.	Vehicle Expenses (Vehicle, Insurance, Gas, Oil and Repair)	\$ _____
D.	Cell Phone and expenses for Supervisor	\$ _____
E.	Health Benefits for each employee (100% paid by Contractor)	\$ _____
	This plan must meet all Federal Affordable Care Act Standards.	\$ _____
	Include details of plan on separate sheet.	
F.	Performance Bond Cost. Must Submit Quote from vendor.	\$ _____
G.	Other (please explain on separate sheet)	\$ _____
	Subtotal - Section III	\$ _____
	TOTALS: Section I, II, III	\$ _____
	SECTION IV: CONTRACTOR PROFIT	\$ _____

GRAND TOTAL (Sections I-IV) CUSTODIAL SERVICES \$ _____
FOR KEENEYVILLE SCHOOL DISTRICT 20

COMPANY NAME

PRINT SIGNATURE

SIGNATURE

DATE

OTHER EXPLANATION SHEET FOR EXPENSES



Maps and square footage for each school are attached for your review.

<u>SCHOOL</u>	<u>SQUARE FOOTAGE</u>
Greenbrook	63,500 sq. ft
Spring Wood	104,250 sq. ft.
Waterbury	58,500 sq. ft.
Early Childhood Center	6,000 sq. ft.



Keeneville School
District 20 -
Greenbrook
Elementary School

For
Owner

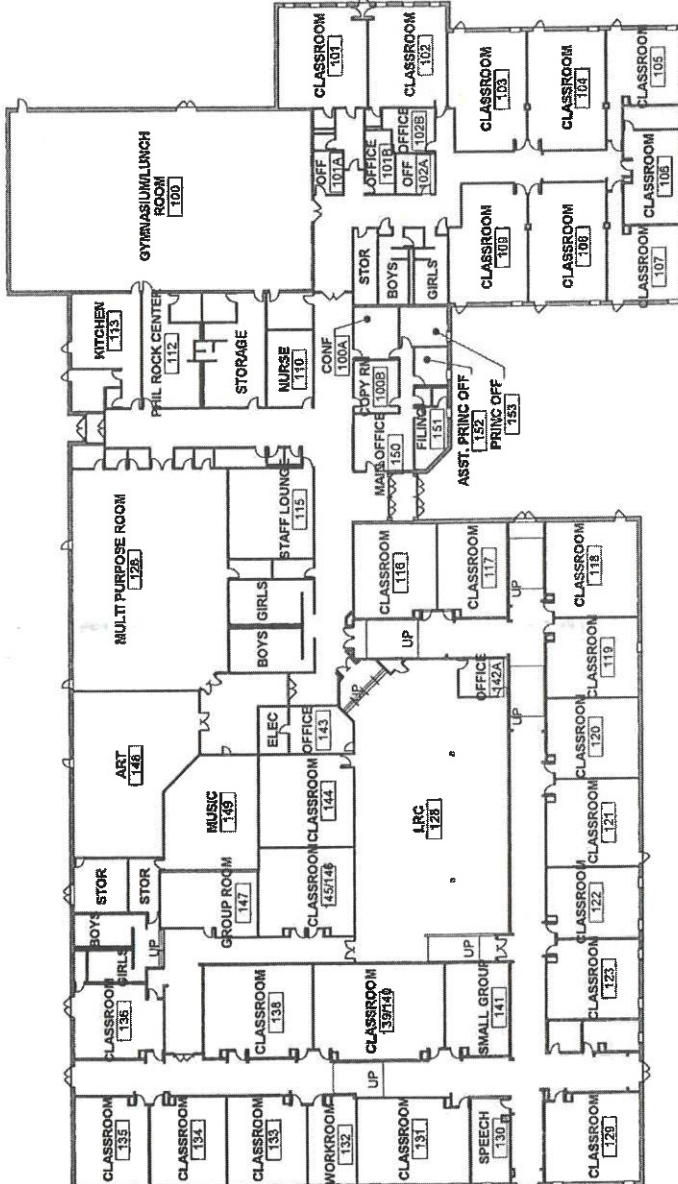
4C
RHS Design Code Manual Part 3, 2012

10/20/2011
No. Description Date

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Page 12/2000



Keeneyville School
 District 20 - Spring
 Wood Middle
 School

For
 Owner

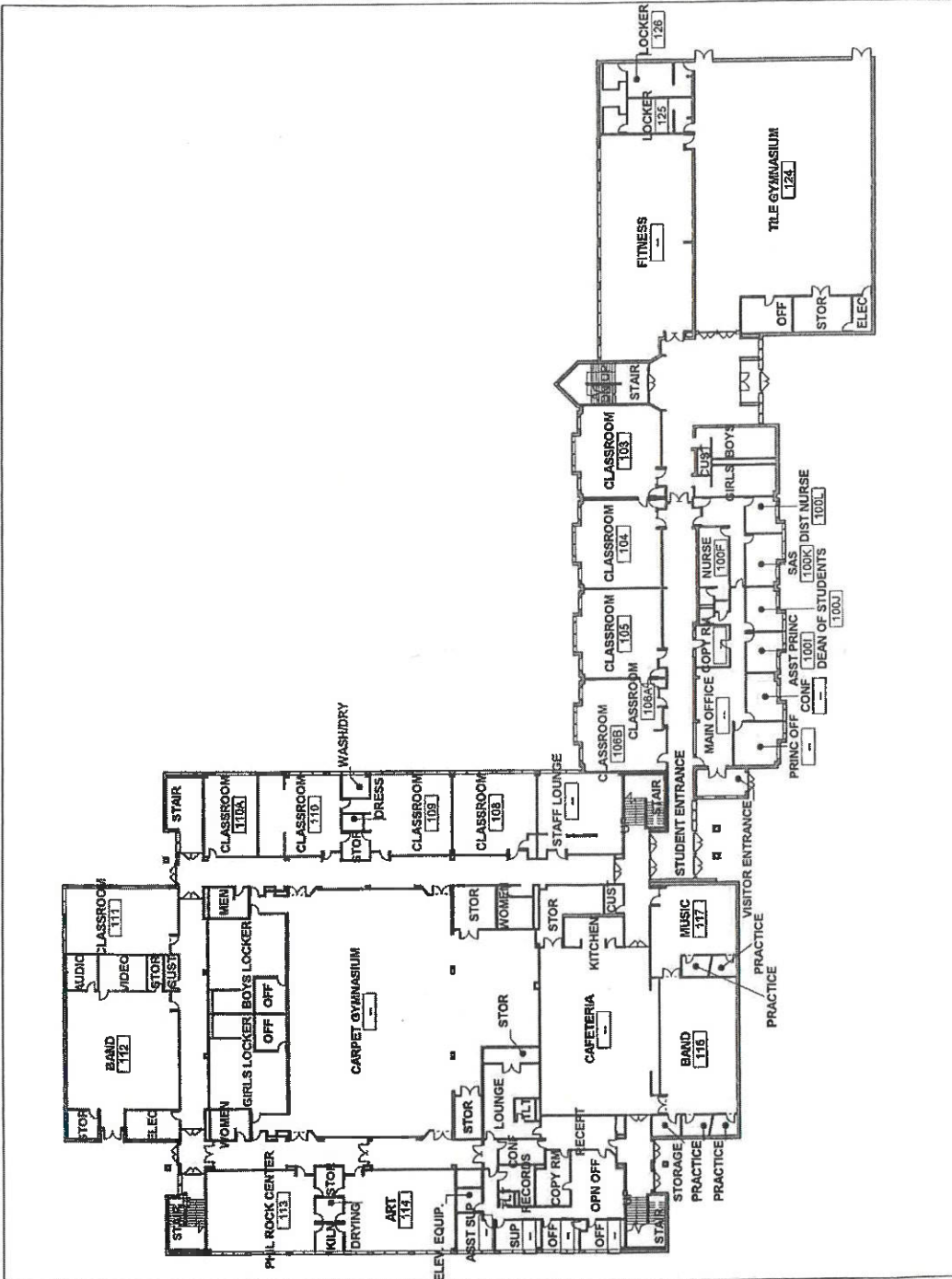
At
 District 20 - Spring

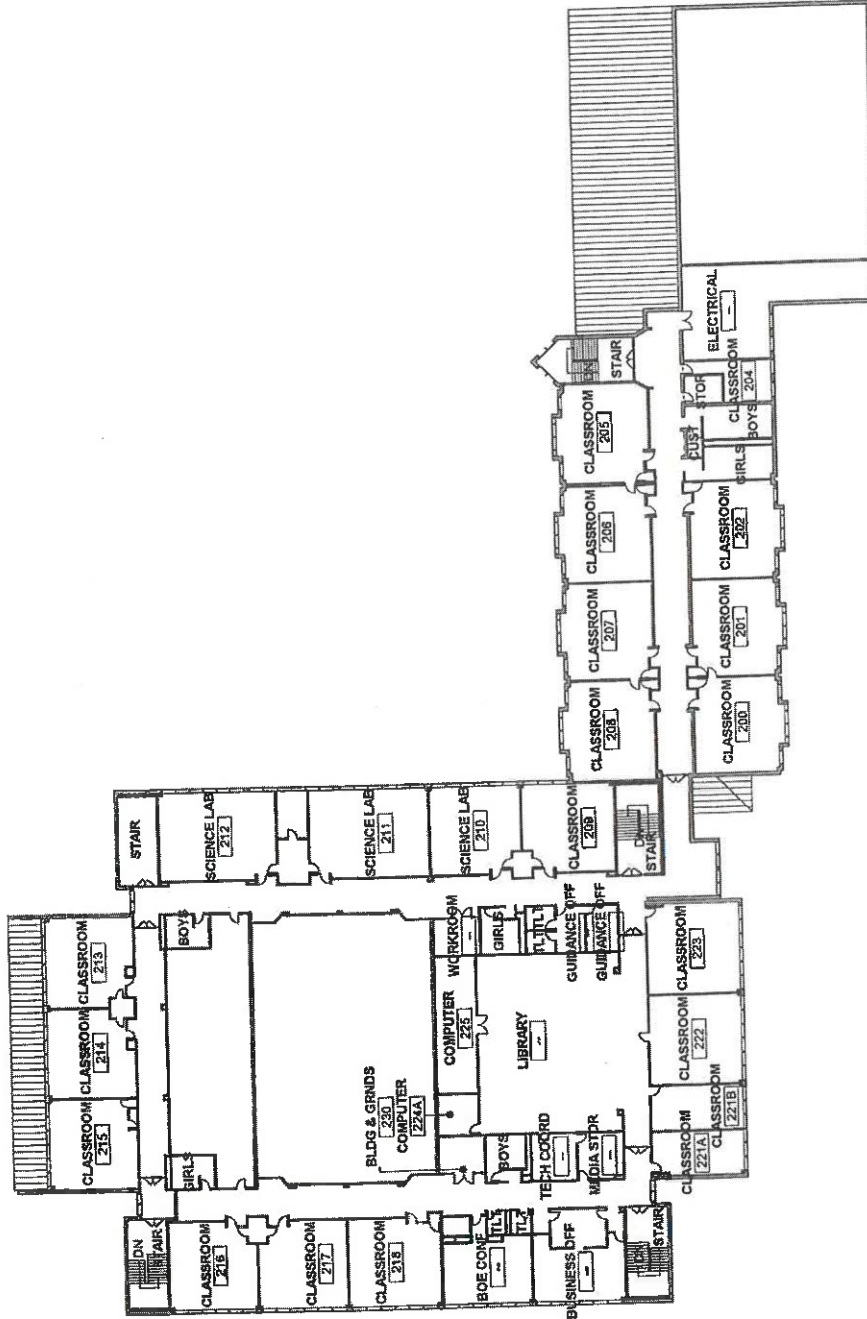
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Project: 20000





**Keeneyville School
District 20 -
Waterbury
Elementary**

For
Owner

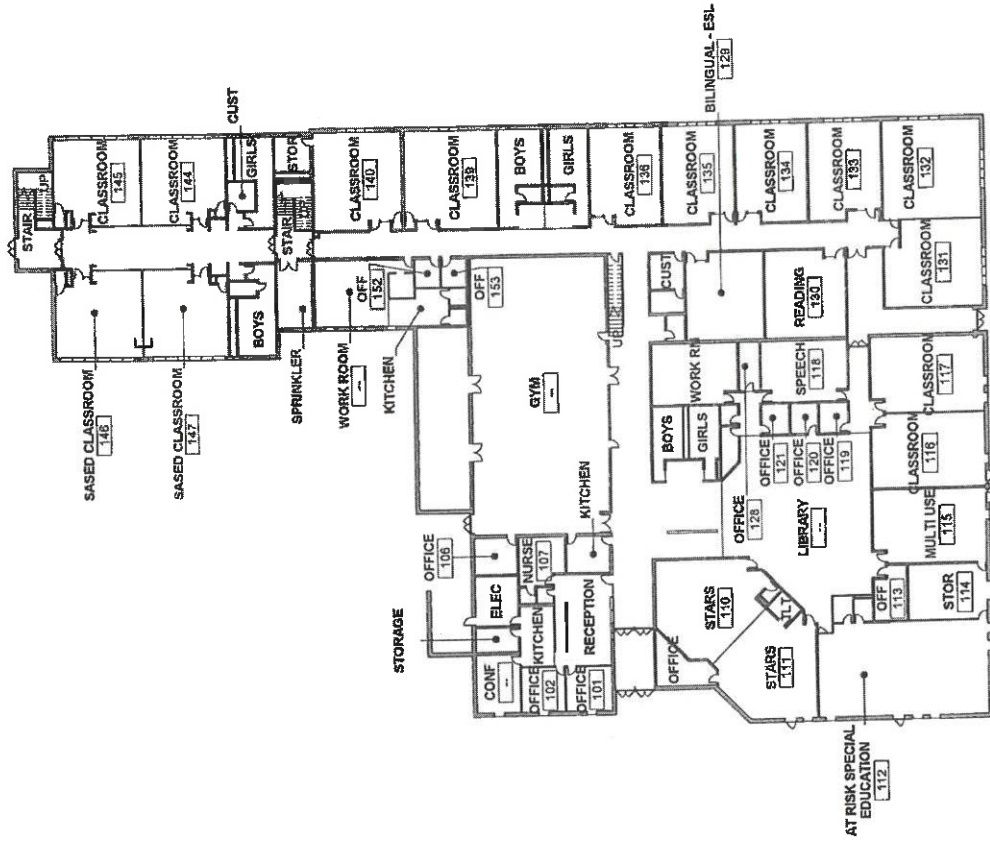
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Keeneyville School
 District 20 -
 Waterbury
 Elementary

For
 Owner

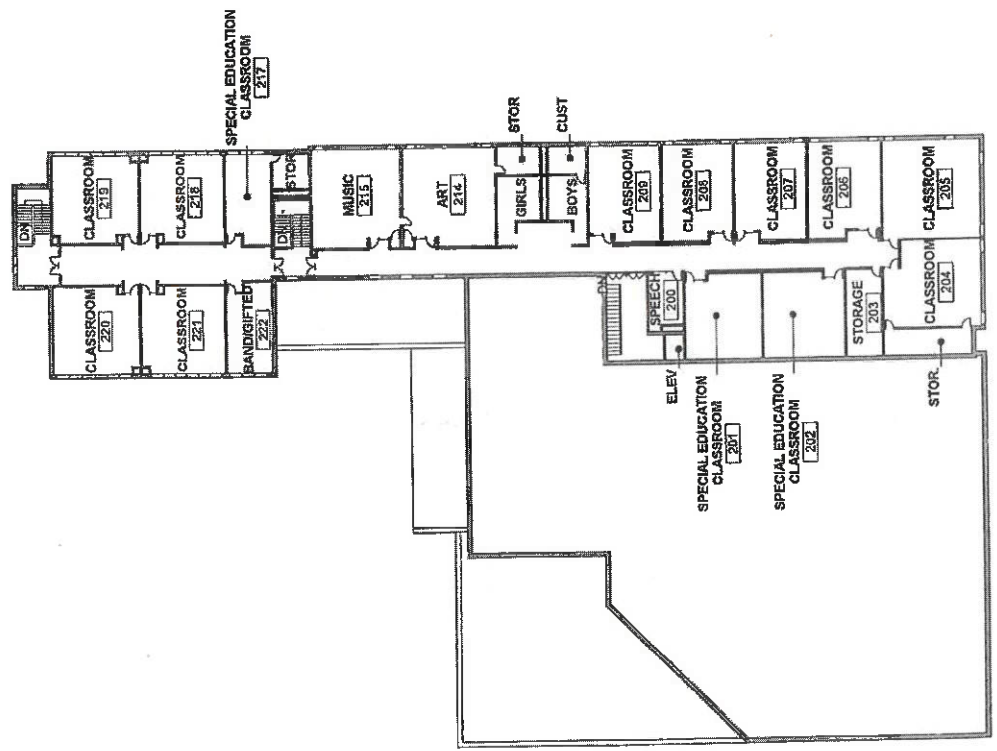
200 West 10th Avenue, Suite 200, Denver, CO 80202

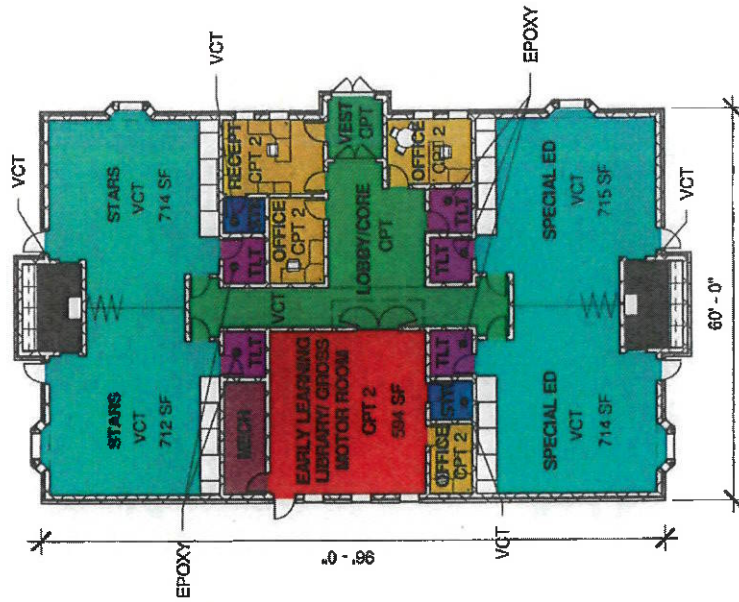
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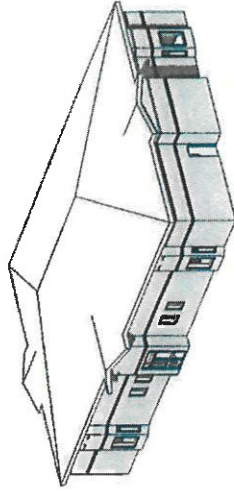
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APPROX. AREA: 5,980 SF



EXISTING PROGRAM CAPACITY:
58
NEW FACILITY CAPACITY:
CLASSROOMS (4) X 15 STUDENTS EACH X 2 SESSIONS = 120 STUDENTS
CLASSROOMS (4) X 20 STUDENTS EACH X 2 SESSIONS = 160 STUDENTS

KEENEYVILLE SD20
 EARLY CHILDHOOD
 PRELIMINARY PLANNING

Greenbrook Elementary