Request for Bid

Proposal and Specifications
For
Custodial Services

North Shore School District #112
Highland Park, IL

March 20, 2019
**NORTH SHORE SCHOOL DISTRICT 112**

**PROPOSAL AND SPECIFICATIONS FOR CUSTODIAL SERVICES**

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The Board of Education of North Shore School District 112 invites sealed bid proposals for the provision of Custodial Services. Request for Bid document can be obtained from the District’s website at www.nssd112.org/bids_proposals or by contacting Kevin Liebe at (224) 765-3454 or kliebe@nssd112.org.

Sealed Proposal packages must be clearly marked: “Proposal for Custodial Services for North Shore School District 112” and delivered to Mr. Christopher Wildman, Chief Financial Officer and Treasurer, North Shore School District 112, 1936 Green Bay Road, Highland Park, Illinois, 60035. The deadline for submission of Proposals is April 4, 2019 at 10:00 a.m. At that time, the proposals will be publicly opened and read aloud. Three (3) fully completed hard copies of the proposals and one (1) copy of the proposal on a USB thumb drive in a usable PDF format are required. Proposals may not be submitted via fax or email. Late Proposals will not be accepted and will be returned to the sender.

A mandatory Pre-Bid Meeting and walk-thru will be held on, March 26, 2019 at 10:00 a.m. at Edgewood Middle School, 929 Edgewood Road, Highland Park, IL 60035. All interested bidders must attend this meeting to be considered for the work.
INSTRUCTIONS TO BIDDERS: SECTION I

A. DEFINITIONS

“Bid Documents” include:
1. Invitation to Bid
2. Instructions to Bidders
3. Bid Specifications
4. Contract Obligations
5. Required Proposal Enclosures
6. Exhibit A: Sample Inventory List
7. Exhibit B: Proposal Form and Certifications
8. Exhibit C: Custodial Services Agreement
9. Exhibit D: District Map, School Buildings & Address, and Floor Plans

“Board” or “District” is the Board of Education of North Shore School District No. 112

“Contractor” is the successful bidder

“New Equipment” is the equipment necessary for the performance of the duties and obligations under the Bid Documents and Custodial Services Agreement and was not purchased prior to the award of the bid.

B. SERVICES SOUGHT BY THE BOARD

The Board is soliciting proposals for a contract for custodial services. The initial contract period will begin July 1, 2019, and shall terminate on June 30, 2020, with an option to extend the agreement based on satisfactory service/performance, at the sole discretion of the Board, with successive one (1) year renewals of the contract upon terms and conditions acceptable to the Board for a total of a five (5) year contract. The Board may terminate the Agreement at any time for its convenience by providing at least ninety (90) days advance written notice thereof.

C. PROPOSAL SUBMISSION

1. Bid Documents will be available beginning March 20, 2019, on the District’s website at www.nssd112.org/bids_proposals or by contacting Kevin Liebe at (224) 765-3454 or kliebe@nssd112.org. Sealed Proposal packages must be clearly marked: “Proposal for Custodial Services for North Shore School District 112” and delivered to Mr. Christopher Wildman, Chief Financial Officer and Treasurer, North Shore School District 112, 1936 Green Bay Road, Highland Park, Illinois, 60035. Sealed proposals must be received on or before 10:00 a.m. on April 4, 2019. All proposals will be publicly opened and read aloud in the Business Office of North Shore School District 112, 1936 Green Bay Road, Highland Park, IL 60035. Included in the envelope shall be three (3) original hard copies of the proposal, and one copy (1) of an electronic version of your proposal on a USB thumb drive in a usable PDF format. Late proposals will not be accepted and will be returned to sender. Proposals may not be withdrawn until ninety (90) calendar days after the bid opening date.
2. Proposals must be submitted on bid forms supplied by the District. The bidder shall complete and enclose all required documents referenced in Section IV and included in Exhibit B. Bidders must provide information solely in the form, unit, and quantity detailed for each item.

3. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal, and shall be written on or attached to the document provided in Exhibit B titled “Other Explanation Sheet for Expenses.”

4. In submitting a proposal, the bidder represents that he or she has complied in strict accordance with the Bid Documents.

5. Special attention of bidders is directed to the fact that no claims for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to their proposals as submitted.

D. MANDATORY PRE-BID CONFERENCE, INSPECTION, AND FIELD SURVEY

All prospective bidders are required to attend a mandatory pre-bid conference and walk-through inspection held by Kevin Liebe, Director of Operations for the District, at 10:00 a.m. on March 26, 2019, at Edgewood Middle School, 929 Edgewood Road, Highland Park, IL 60035. We will proceed to Indian Trail Elementary School, 2075 St. Johns Avenue, Highland Park, IL 60035 after meeting and walk through of Edgewood Middle School. All interested bidders must attend this meeting to be considered for the work. Proposals will be accepted only from firms present at this meeting. If, as a result of the pre-bid meeting, it is necessary to modify the proposal documents, an addendum shall be issued and made available to the public and all parties attending the pre-bid meeting. It is the responsibility of the bidder to field survey all facilities prior to making a proposal. The Director of Operations will conclude the pre-bid meeting with a District-wide site visit for any interested bidders. By submitting a proposal, the bidder affirms that he/she has full knowledge of the requirements to fulfill the contract.

E. MODIFICATION AND WITHDRAWAL OF PROPOSALS

Bidders may submit or withdraw any proposal prior to the scheduled time for opening bids, at 10:00 a.m. on April 4, 2019. Any change may be made only by substitution of a new proposal. Proposals may not be withdrawn by bidders nor received by the Board after the scheduled time for opening proposals, at 10:00 a.m. on April 4, 2019. No bidder shall withdraw, cancel, or modify his/her proposal for a period of ninety (90) calendar days after the advertised closing time for the receipt of proposals, nor shall the Contractor withdraw, cancel, or modify his/her proposal after having been notified by the Board that said proposal has been accepted.

F. AWARD

The bid will be awarded, if at all, to the contractor which the Board determines, at its sole discretion, to be the lowest responsible and responsive bidder considering conformity with specifications, terms of delivery, quality and serviceability. 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 Board’s assessment of the bidder’s ability to responsibly fulfill the Board’s needs. Each bidder understands that the award of the bid is in the sole discretion of the Board, and agrees to indemnify the Board from any costs and expenses, including legal fees, incurred by the Board in defending a legal challenge by the bidder to the Board’s contract award. The Board reserves the right to reject any and all proposals or any part thereof and to waive any irregularities or technicalities in the proposals.
and to make awards that, in its opinion, will serve the best interests of the District. Board decisions are final in all instances and not subject to recourse. All bidders will be notified of the results of the determination of the Board.

The Board will award the Custodial Services Agreement (“Contract” or “Agreement”) to the lowest responsible and responsive bidder (“Contractor”). In addition to the discretion and criteria stated above, the Board will also consider the below factors in assigning point values to guide its decision:

1. References (10%)
2. Longevity of the Contractor in the contract cleaning and custodial industry for public schools (10%)
3. Longevity and turnover factors regarding administrative and executive personnel with the Contractor as well as employee turnover rate (10%)
4. Financial soundness and stability (9%)
5. Comprehensiveness and thoroughness of customer contract procedures, training program, operations diagrams, other enclosures required by Section IV of these proposal specification materials; and (10%)
6. Price (51%)

The Board will assign point values for each of the above factors:

1. 2.5pts – Very Good
2. 1pt – Fair
3. 0pts – Poor

G. WRITTEN AGREEMENT

As a condition of all proposals, the Contractor shall enter into the Custodial Services Agreement as prepared by the Board (Exhibit C). Contractor shall submit this executed Agreement with the proposal. Upon the Board’s award of the bid to the Contractor, a contract shall be formed.

H. ITEMS REQUIRED WITH BID SUBMISSION

The following documents must be completed, signed, and submitted with your proposal in accordance with Section IV of the Bid Documents:

1. References
2. Financial Information
3. Insurance Certificates
4. Copy of Building Inspection Forms Currently in Use
5. Customer Contact Procedures
6. Bid Security
7. Equipment and Materials to be used
8. Training Programs
9. Operations Diagram
10. Employee Background Checks
11. Litigation Summary
12. Executed Contract
13. Required Certifications
I. BIDDER REPRESENTATIONS

1. Each bidder warrants and represents that he or she has read and understands the Bid Documents in their entireties.
2. Each bidder agrees that the specifications and criteria in the bid documents are clear (or have been clarified) and constitute acceptable standards for the award of the bid.
3. Each bidder warrants and represents that he or she has visited the site for the project and is familiar with the conditions under which the work will be performed.
4. Each bidder warrants and represents that the proposal is based on and complies with the specifications and terms and conditions contained in the Bid Documents.
5. Each individual executing any document required by these Bid Documents warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the proposal.

J. CONTACT INFORMATION AND INTERPRETATION

All questions about Bid Documents, or for further information or clarification must be raised prior to the submission of the proposal. **All questions must be submitted via email format. Contractors are not to contact administrators or employees of District 112 directly. All questions must be submitted no later than by 12:00 p.m. on March 29, 2019 to Kevin Liebe, Director of Operations at kliebe@nssd112.org. Please include in the subject line: Custodial Services Question(s).**

Interpretations or clarifications considered necessary by the Board in response to questions will be issued by addenda no later than 2:00 p.m. on April 1, 2019. A copy of such addendum will be emailed to each person who has provided his/her email address to the district, received the bid documents, and attended the mandatory pre-bid meeting on March 26, 2019. Again, please include in the subject line: Custodial Services Question(s). Only questions answered by formally written addenda will be binding. Oral and other interpretations or classifications will be without legal effect.

K. TAXES

The Board is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Taxes, and any federal transportation tax. The Contractor will be responsible for payment of any such taxes applicable to its purchase of goods.

L. WAIVER

The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board’s right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights set forth under these Bid Documents unless specifically set forth in writing.

M. DEFAULT

If any bidder fails to fulfill any or all terms and conditions under these Bid Documents, said bidder may be declared to be in default by the Board and shall be subject to any and all other remedies available to the Board, including the prompt termination of the contract. The termination of the contract by the Board for a breach shall not in any way limit the Board’s damages or remedies.
N. ASSIGNMENT

The bidder shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.

O. INDEPENDENT CONTRACTOR

Contractor acknowledges that it is an independent contractor and not an employee of the Board and that the Contractor’s employees are, and shall remain at all times, employees of the Contractor. Accordingly, neither the Contractor nor its employees are entitled to any rights, benefits or privileges whatsoever to which the Board’s employees are entitled.

P. COMPLIANCE WITH APPLICABLE LAWS

The Contractor agrees to fully comply with the requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et. seq., including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. The Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the Americans with Disabilities Act, 42 U.S.C. Section 12101 et. seq. and rules and regulation promulgated thereunder.

The following provisions of this Section are included in these Bid Documents pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code, and the Contractor shall be required to comply with these provisions only if and to the extent they are applicable under the law.

As required by Illinois law, in the event of the Contractor’s non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of the contract, the Contractor agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, creed, sex, marital status, national origin or ancestry, age, citizenship, physical or mental handicap or disability, military status, or an unfavorable discharge from military service or arrest record status or sexual orientation; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department’s Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, sexual orientation, or an unfavorable discharge from military service.
D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor’s obligation under the Illinois Human Rights Act and the Department’s Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Acts and Rules, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

E. That it will submit reports as required by the Department’s Rules, furnish all relevant information as the reports may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department’s Rules.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department’s Rules.

G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed so that such provisions will be binding upon such subcontractor. In the same manner, as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails to or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
NORTH SHORE SCHOOL DISTRICT 112

BID SPECIFICATIONS: SECTION II

A. CONTRACT PERIOD

The Contract term will begin on July 1, 2019. Each Contract Year will be July 1-June 30. The Total Cost (as defined in Section IV, “Contractor Profit” of the Bid Proposal Form) set forth in the proposal shall be in effect for Year 1 of the Contract. Both Parties may mutually agree to renew the Contract thereafter on a year-to-year basis. No later than May 1 in Years 1-4, the Contractor and the Board shall negotiate changes in the Total Cost for the subsequent contract year (Years 2-5). With the exception of the change, such as the number of personnel, the negotiated changes shall be limited to an increase of no more than the Consumer Price Index for the previous fiscal year. If the Board and Contractor are unable to mutually agree to compensation provisions by May 1 of each Contract year, the Board may terminate this Agreement.

B. CLEANING STANDARDS

Cleaning standards will be approved by the Director of Operations for the District in conjunction with each Building Principal. The Project Manager (day coordinator) and Building Supervisor (night supervisor) are responsible for maintaining cleaning standards which meet with the Director’s and Principal’s approval.

C. 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, including but not limited to following Green Cleaning Schools Act (105 ILCS 140/1 et seq.), Green Cleaning for Elementary and Secondary School (23 Ill. Admin. Code § 2800 et seq.), and Board Policy 4:150, available on the District’s website, where applicable. The Contractor and its employees shall comply with Board of Education policies with respect to conduct of the work and presence on school property. All heavy cleaning services shall be performed between the hours of 3:00 p.m. and 11:30 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 the equipment and supply instructions, labels and safety requirements, and to communicate and respond in the event of an emergency. The District reserves the discretion to administer standardized language proficiency exams at any time to determine worker eligibility at Board expense.

D. JOB CLASSIFICATIONS

General Housekeeping – These duties include: (1) cleaning of all areas and general District building maintenance; (2) floor maintenance, including waxing, buffing, scrubbing, stripping of all resilient and hard surfaces throughout each school; (3) summer, winter, and spring break cleaning; (4) special work for activities; and (5) daily trash pick-up on and around building grounds.

1. All Custodial Staff. All custodial staff will assist in the various recycling programs through a collection of materials as designated by the Building Principal. Work may include, but not limited to, unloading classroom recycle bins into building bins located on premises, separating
recyclable material from non-recyclable materials, unloading recyclable materials into designated recyclable containers and removing recyclable materials from plastic containers and/or bags. All custodial staff will also be responsible for daily trash pick-up on and around building grounds on a daily basis.

2. Building Supervisor (Night Coordinator). The Contractor will assign one full-time person to all District buildings Monday through Friday, 3:00 p.m. and 11:30 p.m. who is responsible for the training, supervision, and implementation of all cleaning programs at the respective schools. The supervisor must be able to communicate (written and verbal) in English and Spanish and supervise the functions and duties of all night, weekend/holiday and break period custodians as assigned. He/she will be available to meet with the Building Principals or Director of Operations as requested.

3. Project Manager (Day Coordinator). The Project Manager:
   a. Present on the premises Monday through Friday, 1:00 p.m.–9:30 p.m., including school holidays and breaks.
   b. Coordinate all work through the Building Supervisor and report directly to the Director of Operations.
   c. Work closely with the District to ensure timeliness and satisfaction of efforts and responsibilities.
   d. Conduct daily inspections of District buildings and immediately respond to omissions or deficiencies.
   e. Submit inspection forms to the Director of Operations on a monthly basis.
   f. Schedule and implement periodic cleaning and log dates and times of cleaning and completion.
   g. Conduct in-house training seminars on new techniques or new product usage on a regular basis.
   h. Communicate in both English and Spanish (written and verbal).
   i. Utilize computer skills to maintain communication with all District buildings and the Director of Operations, including knowledge of Microsoft applications.

E. CLEANING SPECIFICATIONS AND CUSTODIAL FREQUENCIES

Listed in the paragraphs below are examples of cleaning functions which will be performed within each District building at the frequencies indicated. This list is not exhaustive but describes the general type of work to be done. Additional descriptions and/or changes may be made prior to signing the Contract.

<table>
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<td>1. Buildings</td>
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<td>- Unlock/Lock and secure buildings</td>
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<tr>
<td>- Trash pick-up on and around building grounds</td>
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<td>- Snow removal at all entryways and sidewalks (District to provide equipment and material as needed)</td>
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2. **Classroom/Learning Center**
   
a. **Floor Tile**
   - Strip (with stripping solution) and wax (4 coats of wax)  
     Every 3 Years  
     (Summer break)
   - Top scrub, recoat (2 coats of wax) and burnish  
     Yearly  
     (Summer break)
   - Dust mop  
     Daily
   - Wet mop (with disinfectant solution)  
     2x a week
   - Spot mop (with disinfectant solution)  
     Daily
   - Clean baseboards/floor molding  
     Weekly or as needed

b. **Carpet/Area Rugs**
   - Hot Water Extraction  
     Yearly  
     (Summer break)
   - Vacuum  
     Daily
   - Spot clean  
     Daily
   - Floor area rugs removed and cleaned  
     2x Yearly  
     (July-December)

c. **General Cleaning**
   - Remove gum from all floors  
     Daily
   - Empty wastebaskets (transfer all recyclable material to collection area)  
     Daily
   - Wash and disinfect waste and garbage cans  
     2x Yearly  
     (July-December)
   - Empty pencil sharpeners  
     Daily
   - Clean chalkboards/Marker boards  
     Daily
   - Clean chalkboard/Marker boards sills  
     Daily
   - Clean erasers  
     Weekly
   - Dust all horizontal/vertical surfaces (for example, but not limited to carts, bookcases, unit ventilators tables and countertops)  
     Weekly
   - Wash windows (inside only)  
     Two times yearly  
     (or as Needed - winter/summer)
   - Wash interior door and sight windows  
     Daily
   - Clean walls  
     Yearly
   - Spot clean walls  
     Daily
- Wash and disinfect desks, chairs, tables, and doorknobs
  (daily during cold/flu season as instructed by the Director of Operations) Weekly
- Wash markings, etc. off desks, chairs, and tables As needed
- Dust blinds Monthly
- Remove cobwebs Daily
- Clean sinks Daily
- Check and refill soap dispensers, hand sanitizers, towel dispensers, etc. Daily

3. **Lavatories in Classrooms/Staff Lounge/ Nurse’s Office/Administrative Office**

  - Strip with stripping solution and wax (4 coats of wax) Yearly
  (Summer break) Daily
  - Dust mop
  - Wet mop (with disinfectant solution) Daily
  - Wash and disinfect commodes and urinals Daily
  - Wash and disinfect basins Daily
  - Wash and disinfect pipes on commodes, urinals and basins Daily
  - Wash and disinfect toilet partitions Daily
  - Remove graffiti As needed
  - Empty waste baskets/use new liner Daily
  - Wash waste baskets Monthly
  - Wash mirrors Daily
  - Clean and disinfect walls Daily
  - Clean baseboard/floor molding Daily
  - Remove cobwebs Daily
  - Fill dispensers/paper towel/toilet paper/soap/sanitary napkins Daily
  - Empty sanitary napkin receptacles Daily
4. **Corridors**

   **Floor Tile**
   - Strip with stripping solution and wax (4 coats of wax)  
     Yearly  
     (Summer Break)
   - Top scrub, recoat (2 coats of wax) and burnish  
     Spring & Winter Breaks  
   - Clean (using automatic floor machine)  
     Daily
   - Burnish  
     Weekly
   - Dust mop
     Carpet/Runners/Mats  
     Daily
   - Clean twice  
     Yearly  
     (Summer/winter breaks)
   - Vacuum/Sweep/Dust  
     Daily
   - Clean baseboards/floor molding  
     Weekly or as needed
   - Empty corridor garbage cans/use new liner  
     Daily
   - Clean walls  
     Yearly
   - Spot clean walls  
     Daily
   - Dust locker tops  
     Monthly
   - Remove graffiti  
     As needed
   - Clean drinking fountains  
     Daily
   - Dust all horizontal/vertical surfaces (examples: lockers, bookcases, display cabinets, shelves, window sills, etc.)  
     Weekly
   - Wash windows (both sides inside/out classroom doorways inside corridor/smoke doors)  
     Weekly
   - Wash windows (inside/out exterior/interior)  
     Yearly  
     (Summer break)

5. **Stairways**
   - Strip (with stripping solution) and wax (2 coats of wax)  
     Twice yearly  
     (Summer/winter breaks)
   - Sweep/dust  
     Daily
   - Wet mop  
     Daily
   - Clean walls  
     Daily
6. **Gang Washrooms/Locker Room Floor**
   - Strip (with stripping solution) for concrete floors use sealer (2 coats) -No wax
     Yearly/Summer break
   - Sweep/dust
     Daily
   - Wet mop (with disinfectant solution)
     Daily
   - Wash and disinfect commodes
     Daily
   - Wash and disinfect basins
     Daily
   - Wash and disinfect pipes on commodes, urinals and basins
     Daily
   - Empty waste baskets/use new liner
     Daily
   - Wash waste baskets
     Per building request
   - Wash mirrors
     Daily
   - Wash and disinfect partitions
     Daily
   - Clean and disinfect walls
     Daily
   - Wet mop and disinfect shower floor
     Daily
   - Remove cobwebs
     Daily
   - Dust/wipe off lockers
     Monthly
   - Clean baseboards/floor molding
     Daily
   - Fill towel dispenser
     Daily

7. **Administrative Offices/Lounge/Health Room Work Room/Conference Room Floors**
   - Strip with stripping solution and wax (4 coats of wax) Yearly (Summer break)
   - Sweep/dust
     Daily
   - Wet mop (w/cleaning/disinfect solution)
     Daily
   - Clean baseboards/floor molding
     Daily

**Carpet**
- Shampoo Yearly (Summer break)
- Vacuum Daily
- Spot shampoo Per building request
- Vacuum furniture Weekly
- Shampoo furniture Twice yearly (Summer/winter breaks)
- Wash and disinfect beds Daily
- Wash and disinfect all horizontal/vertical surfaces in Health Room Daily
- Dust desks/chairs/tables Daily
- Clean walls Yearly or as needed
- Wash windows indoors and around doors Weekly
- Empty waste baskets/use new liners Daily
- Wash waste baskets Yearly (Summer break)
- Remove cobwebs Monthly
- Clean countertops Daily

8. Gymnasium Floor Tile
   - Strip with stripping solution and wax (4 coats of wax) Yearly (Summer break)

Wood
   - Screen w/ 100 grit pads, recoat with water-based urethane finish Yearly (Summer break)
   - Wet mop (with disinfectant solution) floors/mats/wrestling, etc. Daily
   - Sweep/dust Daily
   - Clean baseboards/floor molding Weekly (or as needed)

9. Shop Areas with Concrete Floors Only
   NOTE: Shop areas with tile floor revert back to Classroom Section

Floor
   - Sweep/dust Daily
   - Vacuum around machinery Weekly
   - Scrub (with cleaning solution) and coat with sealer Yearly (Summer break)

Woodshop
   - Clean off all walls and dust/sawdust venting equipment Weekly
10. **Washrooms/Student and Faculty Floor**
- Strip (with stripping solution) and seal (two coats) Twice Yearly (Summer/Winter breaks)
- Sweep/dust Daily
- Wet mop (with disinfectant solution) Daily
- Wash and disinfect commodes Daily
- Wash and disinfect basins Daily
- Wash and disinfect pipes on commodes, urinals and basins Daily
- Empty waste baskets/use new liners Daily
- Wash waste baskets Per building request
- Wash mirrors Daily
- Wash and disinfect partitions Daily
- Clean and disinfect walls Daily
- Remove cobwebs Daily
- Dust sills (window, etc.) Daily
- Clean baseboards/floor molding Daily
- Fill dispensers (paper towels/toilet paper/soap etc.) Daily

11. **Miscellaneous**
- Assist in locker problems, set-ups for the different functions-on call for moving of boxes, etc., and for any emergency.
- Removal of snow and the application of salt to the sidewalks of each District building. Equipment necessary for snow removal, including salt, shall be provided by the District.

- Schools that have carpeted corridors:

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braeside School</td>
<td>Hallway outside of the office</td>
</tr>
<tr>
<td>Indian Trail School</td>
<td>Hallway outside of the office</td>
</tr>
<tr>
<td>Green Bay School</td>
<td>One hallway</td>
</tr>
<tr>
<td>Wayne Thomas School</td>
<td>One hallway</td>
</tr>
</tbody>
</table>

- Schools that have wood gym floors and the square footage associated:

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgewood Middle School</td>
<td>6,500</td>
</tr>
<tr>
<td>Elm Place Middle School</td>
<td>10,500</td>
</tr>
<tr>
<td>Indian Trail School</td>
<td>6,000</td>
</tr>
</tbody>
</table>

Page 17
Oak Terrace School 6,000
Ravinia School 3,800
Red Oak School 5,500
Sherwood School 3,000
Wayne Thomas School 3,000

- Schools that are multi-leveled, with no elevator:
  Braeside, Green Bay, Indian Trail, and Ravinia Schools

F. INSPECTION

All material, equipment, and workmanship shall be subject to inspection and test by the District. The District reserves the right to reject any goods which contain defects in material, equipment, or workmanship or which fail to meet the specifications contained herein or bidder’s warranties (express or implied). The bidder shall supply New Equipment, as defined herein, for each District building at the beginning of the term of the Agreement. As a result of the inspection, any rejected goods shall be removed at the expense of the bidder, including transportation both ways, promptly after notification of rejection. As to rejected goods, the bidder shall bear all costs of inspection and all risk of loss.

G. GENERAL HOUSEKEEPING

Included in daily, weekend, holiday or break period functions of the custodial staff, as directed by the Director of Operations, are the following:

A. The moving, setting up and taking down of furniture, equipment, etc. for either permanent or temporary placement in the classroom(s), athletic facilities) or for meeting functions. Where temporary set-ups are required, all equipment etc. is to be returned and the area cleaned prior to the next day’s normal use. Day to day set-up information will be coordinated with the Project Manager and the Building Principal, or his/her designee.

B. The moving of furniture, equipment, etc. for storage purposes.

C. The moving of furniture, equipment, etc. for storage to areas designated.

Approval for overtime hours and schedule must be pre-approved by the Director of Operations.

H. RECYCLING

The Contractor must provide means by which the custodial staff collects, sorts and stores all recyclable paper in a designated area. Personnel shall not sort recyclable items from non-recyclable items. The District shall provide appropriate recyclable containers. All custodial staff will be responsible for unloading classroom recycle bins into building bins located on premises, separating recyclable material from non-recyclable materials, unloading recyclable materials into designated recyclable containers and removing recyclable materials from plastic containers and/or bags. All custodial staff will also be responsible for trash pick-up on and around building grounds on a daily basis.
NORTH SHORE SCHOOL DISTRICT 112

CONTRACT OBLIGATIONS: SECTION III

A. All sections and provisions of the Bid Documents shall be considered part of the written Agreement between the Contractor and the Board.

B. PERSONNEL EMPLOYMENT

1. First Day – The Contractor must have a full crew and necessary new equipment and supplies to commence cleaning on the first day of the Contract or the Board reserves the right to retain the Contractor’s Bid Security.

2. Contractor shall ensure the recruitment, supervision and training of thirty-four (34) Custodians, one (1) 3rd Shift Utility Custodian/Security, one (1) Building Supervisor and one (1) Project Manager/Coordinator, as further described in the Bid Proposal Form, (see Exhibit B), to carry out the Contractor’s obligations hereunder. The Contractor is responsible for providing all equipment and materials to its employees and 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. The parties recognize that workforce stability is essential to perform the Contractor’s obligations hereunder promptly and adequately and that the Contractor is responsible for minimizing employee turnover to the extent possible to effect that end. The Contractor shall submit with his proposal a sworn statement regarding employee turnover at a representative sample of job sites for the years 2015 to the present.

3. The Contractor shall further ensure that two (2) day custodians possess a current and valid Illinois Commercial Driver’s License (“CDL”) with a “P” passenger and “S” school bus endorsement. Custodians possessing a valid CDL may be required to transport custodial supplies and/or other District items between District buildings. The Contractor is responsible for all costs associated with the custodians’ CDL. The Contractor must submit a copy of each custodian’s current CDL to the Director of Operations before August 1 of each school year.

4. All employees or contractors of Contractor who are or will be performing services under this Agreement must submit to a fingerprint-based criminal background check as detailed in 105 ILCS 5/10-21.9, at the expense of Contractor, to ascertain whether such employees and contractors have been convicted of any of the offenses enumerated therein, and such background check must be initiated prior to commencing the provision of services under this Agreement. No employee or contractor that has been convicted of any of the enumerated offenses in 105 ILCS 5/10-21.9 shall provide any services to the Board. Pursuant to the Illinois Criminal Code, 720 ILCS 5/11-9.3, it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of eighteen (18) are present without the specific notice to and permission of the Superintendent or Board. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. The Contractor shall ascertain that its employees and subcontractors providing services to the Board are notified of this law and that said employees and subcontractors are directed to notify the Contractor if they have been convicted of a sex offense restricting their presence on school property. The Contractor will then provide appropriate and immediate notification to the Board. The costs related to such removal and substitution of personnel shall be borne solely by the Contractor. The Contractor will submit
all employee names to the District for the purpose of processing the *Criminal History Background Investigation Form for Illinois School Employment*. All employees will also be required to authorize the District to conduct a criminal background check with the Illinois State Police. Further, the Contractor shall certify to the Board that all employees and contractors that have direct daily contact with students of the District have provided evidence of physical fitness to perform the duties assigned and freedom from communicable disease, as required by 105 ILCS 5/24-5, to the Contractor. Finally, The Contractor will also be in compliance with current and future local, state and federal laws and regulations.

5. 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 will be required for special events, etc., at the determination of the Board. If such additional services are scheduled so as to interfere with the routine services provided by the Contractor under this Agreement, the Board agrees that routine services may be delayed or unavailable, through no fault of the Contractor.

C. PERSONNEL RULES

1. The Board reserves the right to request the removal from Board property of any persons, including, but not limited to, employees of the Contractor and subcontractors providing services to the Board, who engage in conduct in violation of the law or Board policy or otherwise disruptive to the educational process or detrimental to students or whose performance or conduct is unsatisfactory or detrimental to the best interests of the District, this includes a non-passing grade for an administered language proficiency test. Contractor employees may be performing their duties while students, parents or activity groups are in the District’s buildings; therefore, it is absolutely mandatory that all Contractor employees be of high moral character at all times. The Contractor agrees to indemnify and hold the District harmless from any possible claim by any employee so removed relating to that employee’s employment rights arising out of this Agreement between the Contractor and District.

2. All Contractor employees must be properly attired at all times. Attire is at the Contractor’s expense and must be pre-approved by the Director of Operations. 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 are worn. Employees of the Contractor shall wear picture identification badges, provided by the District at the District’s sole cost and expense, whenever they are present in District buildings or on District grounds.

3. The Contractor is responsible for staff buildings at all times with qualified personnel, trained in the current state-of-the-art custodial procedures.

4. Any/all daily employee absences or truancies must be reported to the Director of Operations’ office daily via e-mail or in writing. The Contractor is required to supply staff as needed to fill in for sick time and vacation time. Any long-term absences (two (2) days or longer) that are not filled by Contractor will result in Contract monetary adjustments for the following month’s invoice. Failure to do so may result in the Board’s immediate termination of the Contract.

5. The Contractor’s Building Supervisor and/or Project Manager are responsible to ensure that the 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. Should an employee of the Contractor quit or be terminated, it is the responsibility of the Building Supervisor and/or Project Manager to retrieve any and all District property before the employee
leaves the building on his/her last day of employment. Failure to do so will result in the Contractor’s responsibility to replace the lost and/or stolen property at market value, determined by the District.

6. The District 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, July 4th, Labor Day, Thanksgiving and Friday thereafter, Christmas Day, and New Year’s Day. All other days (Monday—Friday) are required full staff working days. The Contractor will not be paid for any other holidays except for those listed above. Failure to fully staff on non-observed days will result in a reduction of the next monthly invoice based upon a per diem cost.

7. Asbestos Training. All employees must attend a minimum of four (4) hours of asbestos training provided by the Contractor, annually, prior to the beginning of each school year for the term of the Contract. The employee sign-in sheet must be forwarded to the Director of Operations, no later than August 1 of each Contract year. In the event the Contractor does not provide the Director of Operations with the said sign-in sheet, the Contractor will be responsible for the full cost of the asbestos training, to be conducted by the District.

D. PROVISIONS APPLICABLE TO PUBLIC WORKS PROJECTS

The District has determined that a portion of the services provided pursuant to these Bid Documents may constitute public works project services. Accordingly, the Contractor must comply with the following:

1. PREVAILING WAGE

   It is hereby stipulated that all laborers, workers, and mechanics performing work under the contract shall not be paid less than the prevailing wage as found by the Illinois Department of Labor of the District, and that Contractor and all subcontractors shall in all other respects comply with the Prevailing Wage Act in carrying out work under the contract. If during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, the District will notify Contractor and each subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised rate of hourly wages is paid by Contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the Contract Sum. Contractor shall protect, defend, indemnify and hold harmless the Board of Education, the District, and its Board members, agents, volunteers, and employees, from any claims or demands made as a result of Contractor’s failure to comply with this paragraph.

2. SUBSTANCE ABUSE PREVENTION

   The Contractor will comply with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/) unless exempted therefrom.

3. PERFORMANCE AND PAYMENT BOND

   Successful bidder(s) will be required to furnish a $1,000,000 Performance Bond as a Guarantee of Performance to remain in effect for the entire term of the Agreement (Years #1-5).
4. PAYROLL RECORDS

The Contractor will maintain and submit payroll record in accordance with the Payroll and Cost Accounting Section of these Bid Documents.

E. SPECIFICATIONS CHANGE

1. During the term of this Agreement, it may become necessary to add to or delete from the specifications originally agreed upon between the Contractor and District. 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 Agreement’s original specifications. Incorporated within the Agreement shall be the specific dollar amount adjustment for said change(s). This dollar amount adjustment will be added to or deducted from the original Contract price.

2. Such amendment to the original Contract will in no way invalidate or make void the terms of the original Contract. Two (2) copies of said amendment must be signed by an authorized official of each party. One (1) copy will be given to each party after the proper execution and then be considered as part of the original Contract.

F. BOARD OPTION TO INCREASE/DECREASE NUMBER OF CUSTODIAL STAFF

In the event the Board chooses to increase or decrease the number of square feet defined in the Contract (due to an addition of closure of attendance centers or otherwise), the Board retains the right to require the Contractor to immediately increase or decrease the Contractor’s custodial staff to meet the needs of District. Further, the Board retains the right to require the Contractor to increase or decrease the total number of contracted custodial staff at any time during the term of the Agreement.

G. BOARD OPTION TO TERMINATE

1. In the event of an alleged breach of any of the provisions of this Agreement at any time following the date which services commence hereunder, the Board shall, by written notice, provide the Contractor fourteen (14) days, commencing with the receipt of said notice, to correct the alleged breach. In the event said alleged breach is not so remedied to the satisfaction of the Board within the fourteen (14) day period, the Board may at its discretion give written notice to the Contractor that, at the end of an additional sixty (60) day period commencing with the expiration of the above mentioned fourteen (14) day period, the Board shall consider this Agreement terminated and that it intends to be released from all obligations thereunder. Upon such termination, the Board has the option to purchase all equipment and unused supplies sold to the Contractor, at the cost paid by the Contractor, less supplies used and depreciation cost of existing equipment.

2. In the event of termination of the Contract pursuant to Section III-G(1)above, the Contractor shall remain liable to the Board for the cost of replacement cleaning and custodial services procured by the Board in excess of the cost that would have been payable to the Contractor pursuant to this Contract had the Contract not been terminated as a result of the Contractor’s breach. Such liability shall continue to the end of the contractual period.

3. In addition to termination for a breach in Section III-G(1) above, this Contract may be terminated immediately, prior to its expiration, under any of the following circumstances:
a. In the event the Contractor shall breach or be in default under the insurance provisions of this contract, the Board may terminate the Contract immediately without affording the Contractor an opportunity to cure the breach or default, upon written notice to the Contractor.

b. In the event the Contractor shall have: (1) filed a voluntary petition in bankruptcy or made an assignment for benefit of creditors; (2) consented to the appointment of a receiver or trustee of all or part of its property; or (3) an involuntary petition in bankruptcy filed in regard to Contractor and the petition shall not have been dismissed within ten (10) days of such filing, the Contract shall immediately terminate.

H. INSURANCE

The Contractor shall purchase and have in force the insurance coverage listed below. Each policy shall be amended to include as additional named insured: District 112, the Board of Education of North Shore School District No. 112, Lake County, Illinois, both individually and collectively, and all employees, agents, and volunteers of the District should be named as an additional insured on a primary and non-contributory basis. Certificates must be on file at the District Office prior to the release of any payments to Contractor. Upon request of the Board, the Contractor shall provide a copy of the requested policy.

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Comprehensive Automobile Liability-Bodily Injury &amp; Property Damage Combined Single Limit Per Occurrence, including all owned, non-owned and hired automobiles</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>2. Comprehensive General Liability-Insurance shall provide the following limits:</td>
<td></td>
</tr>
<tr>
<td>$1,000,000 per occurrence</td>
<td></td>
</tr>
<tr>
<td>$2,000,000 general aggregate</td>
<td></td>
</tr>
<tr>
<td>$2,000,000 products/completed operations aggregate</td>
<td></td>
</tr>
<tr>
<td>$1,000,000 personal &amp; advertising injury</td>
<td></td>
</tr>
<tr>
<td>Coverage must be included for Sexual Misconduct</td>
<td></td>
</tr>
<tr>
<td>3. Workmen’s Compensation-Statutory limits Employers Liability Limits of</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>4. Umbrella or Excess Liability for all Insurance Risks $10,000,000 Per Occurrence $10,000,000 General Aggregate</td>
<td></td>
</tr>
<tr>
<td>5. Honesty Bond for all employees</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Above coverage shall be from a company authorized to do business in Illinois and with at least an “A VII” rating from A.M. Best Company

I. FEDERAL, STATE AND LOCAL LAWS

The Contractor shall fully comply with all applicable federal, state and local laws, rules, regulations and ordinances and shall hold the District harmless from any liability resulting from failure of such
compliance, including the rules and regulations of the Illinois Fair Employment Practices Act, the Illinois Human Rights Act, and the Illinois Drug Free Workplace Act. The Contractor also agrees to comply and to cause its employees to comply fully with the federal Equal Employment Opportunities Act, the Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964, as amended. The Contractor also agrees to be in compliance with current and future local, state and federal laws and regulations.

J.  HOLD HARMLESS PROVISION

The Contractor shall protect, defend, hold harmless and indemnify the Board and the District, its Board Members, officers, agents, volunteers, and employees from and against any and all claims, actions, liabilities, losses and expenses, including court cost and attorney’s fees, 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 (or failed to be performed) pursuant to this Agreement. This indemnification shall include, but shall not be limited to, coverage for actions related to injury or death to persons, damage to or loss of property of the District or third parties, or imposition of fines or penalties on the District by a governmental agency.

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

The 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 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 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.

L.  USE OF DISTRICT PROPERTY

The Contractor’s employees are not permitted to use any electronic District-owned equipment, i.e., televisions, audio/visual equipment, computers, calculators, telephones, etc. In the event an employee uses such equipment, the Contractor will be required to reimburse the District for the value of the equipment.

M.  SUPPLY AND MATERIALS STANDARDS, STORAGE AND INVENTORY

Storage will be provided to the Contractor at the District’s central warehouse and in janitorial closets. All storage must be kept in a neat professional manner. The District reserves the right to determine what items can and cannot be stored. Supplies provided by the Contractor must comply with the Green Cleaning Schools Act (105 ILCS 140/1 et seq.), Green Cleaning for Elementary and Secondary Schools (23 Ill. Admin. Code § 2800 et seq.), and Board of Education Policy 4:150, and are subject to the approval of the Director of Operations. The Project Manager will maintain an inventory of supplies and materials and provide a copy of this inventory to the District on a
monthly basis. All MSDS sheets must be maintained at the Director of Operations’ Office and the designated office of the Building Supervisor.

N. PURCHASING OF CLEANING SUPPLIES

The Contractor will be responsible for supplying all cleaning supplies for the District. These supplies must comply with the Green Cleaning Schools Act (105 ILCS 140/1 et seq.), Green Cleaning for Elementary and Secondary Schools (23 Ill. Admin. Code § 2800 et seq.), and Board of Education Policy 4:150. The Contractor will provide paper and plastic products along with hand soap for the District. The Contractor will utilize the existing installed dispensers for these products. If any new dispensers or paper products are purchased by the Contractor, the District has the discretion to accept or reject any of these items. Upon request, the District will provide the product utilization data for the previous year. The Contractor will supply all cleaning equipment and related non-consumables.

O. CLEANING EQUIPMENT MAINTENANCE

A. The Contractor is required to furnish a detailed list of new equipment and materials, including manufacturer and model number, which is to include quantity that will be used for the cleaning program at each District building. (Submit separate list for each school).

B. All equipment shall remain on the school premises throughout this Agreement. If equipment breaks down or needs to be replaced for any reason, the Director of Operations must approve its removal and replacement prior to any action.

C. All equipment supplied for the use of the cleaning program at each District building is required to be new at the start of this Agreement. The Contractor is required to keep any and all equipment in good working repair over the duration of the Contract. Any and all repairs or replacement will be the responsibility and at the expense of the Contractor. Cleaning equipment owned by the District may be available for the Contractor’s use providing the Contractor pays for the maintenance of such equipment.

P. BUILDING SUPERVISOR’S OFFICE

An office space with basic furniture and a telephone shall be provided to the Building Supervisor. Employees are not to use the school telephones at any time for personal calls, or the Contractor will be billed. The monthly bill for servicing the phone located in the Building Supervisor’s office will be paid for by the Contractor.

Q. REPORTING EMERGENCIES

All emergencies will be reported in writing to the Director of Operations. Written reports of any accidents or situations which might result in liability insurance claims will be prepared and provided to the Business Manager within twenty-four (24) hours of the occurrence of the event.

R. TEMPORARY SCHOOL CLOSURES

The District shall retain the right to deduct an amount equal to the per square foot cost from the payment of the Contractor’s monthly invoices for any day or days that schools may be closed because of Acts of Nature, including, but not limited to, mechanical or electric failures, weather, strikes or other similar reasons.
S. PAYROLL AND COST ACCOUNTING INFORMATION

1. The District shall have the right to inspect the Contractor’s payroll records, supply purchase records, and such other financial records as necessary to determine compliance by the Contractor with the requirements of this Contract. Such requests for examination shall be in writing to the Contractor, shall specify what information or documents are to be examined, and shall provide forty-eight (48) hours’ notice. The District shall maintain the confidentiality of such records to the fullest extent permitted by the Illinois Freedom of Information Act.

2. The Contractor will provide automated control timekeeping systems for daily activities, i.e., a swipe card system for attendance and payroll.

3. Wage Schedule. At a minimum, Day Custodians are to be paid at the rate of $12.85/hour, Night Custodians are to be paid at the rate of $11.85/hour, and 3rd Shift Utility Custodian/Security is to be paid at the rate of $14.85/hour.

The breakdown at each school is as follows:

<table>
<thead>
<tr>
<th>Schools</th>
<th>Custodians Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braeside:</td>
<td>1 Day and 2 Night Custodians</td>
</tr>
<tr>
<td>Edgewood:</td>
<td>2 Day and 4 Night Custodians</td>
</tr>
<tr>
<td>Green Bay:</td>
<td>1 Day and 1 Night Custodian</td>
</tr>
<tr>
<td>Indian Trail:</td>
<td>2 Day and 3 Night Custodians</td>
</tr>
<tr>
<td>Elm Place:</td>
<td>1 Day and 4 Night Custodians</td>
</tr>
<tr>
<td>Oak Terrace:</td>
<td>1 Day and 3 Night Custodians</td>
</tr>
<tr>
<td>Ravinia:</td>
<td>1 Day and 2 Night Custodians</td>
</tr>
<tr>
<td>Red Oak:</td>
<td>2 Night Custodians</td>
</tr>
<tr>
<td>Sherwood:</td>
<td>2 Night Custodians</td>
</tr>
<tr>
<td>Wayne Thomas:</td>
<td>3 Night Custodians</td>
</tr>
</tbody>
</table>

3rd Shift Utility Custodian/Security (Wednesday to Sunday)

4. The Contractor is to supply a certified copy of their monthly payroll to the Director of Operations, attached to the monthly invoice. Each monthly payroll report must include: (1) the hourly rates paid to each employee; (2) a specific description of where (i.e., which District building) each employee performed his/her services; (3) a specific description of the custodial services each employee performed; and (4) a specific description of when each employee performed custodial services. The District will retain these records for a minimum of three (3) years to the extent required by the State of Illinois, or for the duration specified in the Board’s public records maintenance and destruction schedule. Failure to supply certified payroll records will result in non-payment for services until such records are provided.

T. INVOICES

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

Invoices shall be submitted to:
Mr. Kevin Liebe, CFM, CPMM
Director of Operations
North Shore School District 112
2023 St. Johns Avenue
Highland Park, IL 60035
REQUIRED PROPOSAL ENCLOSURES: SECTION IV

A. REFERENCES

Attached to the proposal, list five (5) 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 buildings). 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.

B. FINANCIAL INFORMATION

a) Annual audit for the last three (3) tax years, including income statement and balance sheet.

b) Bank references and names of bank officers as references.

c) Dun and Bradstreet Rating, if available.

d) Sworn statement regarding employee turnover at a representative sample of job sites for the years 2015-present.

C. INSURANCE CERTIFICATES

Enclose copies of insurance certificates with the amount as listed in Section III-H.

D. COPY OF BUILDING INSPECTION FORMS CURRENTLY IN USE

Enclose a copy of a daily building inspection report currently utilized by your firm and how this tool is utilized to enhance performance.

E. 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.

F. BID SECURITY

Enclose a Bid Security deposit in the form of a Bid Bond, Certified Check or Cashier’s Check in the amount of 10% of the Total Cost of the first year of the Contract contained in bidder’s proposal.

This bid security may be forfeited if the bidder does not honor his/her proposal through the ninety (90) period stated in Section I.E.

G. EQUIPMENT AND MATERIALS TO BE USED

Enclose a complete listing of the New Equipment, as defined herein, to be used in the cleaning maintenance program, including manufacturer and model numbers. A separate list for each school is required. Refer to the sample included under Exhibit A.
The Contractor is to assume no existing equipment is available at the District buildings, nor is the Contractor permitted to utilize equipment previously used or purchased prior to the award of this Contract.

H. 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 District buildings. (i.e. Asbestos Awareness, Right to Know Laws etc.)

I. OPERATIONS DIAGRAM

Include a diagram/flowchart showing the number of custodians/supervisors, etc., and the number of hours that each will work per shift in every building in the District during the:

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

**Be as specific as possible.

J. EMPLOYEE BACKGROUND CHECKS

Attach a sworn statement of employee background checks as required by, Section III-B-4.

K. LITIGATION SUMMARY

Attach a description of any litigation filed by or against the bidder in the past seven (7) years including, the name and case number, the jurisdiction of the court, and summary of the case.

L. EXECUTED CONTRACT

Enclose the original executed Contract (Exhibit C). Please keep a copy of the contract for your own records.

M. REQUIRED CERTIFICATIONS

Bidder shall enclose an original executed document for each certification or form found in Exhibit B.
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Automatic Floor Scrubbers (20 in)</td>
</tr>
<tr>
<td>4</td>
<td>HEPA Upright Vacuum Cleaners</td>
</tr>
<tr>
<td>2</td>
<td>Backpack Vacuums</td>
</tr>
<tr>
<td>2</td>
<td>Single Disc Scrubbers (20 in)</td>
</tr>
<tr>
<td>1</td>
<td>Floor Buffer</td>
</tr>
<tr>
<td>4</td>
<td>Rubbermaid Maid Carts</td>
</tr>
<tr>
<td>0 (at OT)</td>
<td>Carpet Extractors (Not On-Site, but In-District)</td>
</tr>
<tr>
<td>1</td>
<td>Carpet Spotter</td>
</tr>
<tr>
<td>5</td>
<td>Mop Buckets / Wringers</td>
</tr>
<tr>
<td>3</td>
<td>44 Gallon Brutes W/Dollies</td>
</tr>
<tr>
<td>2</td>
<td>Floor Fans</td>
</tr>
<tr>
<td>0 (at OT)</td>
<td>Kalvac Bathroom Power Washers (Not On-Site, but In-District)</td>
</tr>
<tr>
<td>2</td>
<td>Floor Wet/Dry Vacuums W/Squeegees</td>
</tr>
</tbody>
</table>

A separate list is required for each District facility. Must accompany the bid proposal.
EXHIBIT B: PROPOSAL FORM AND CERTIFICATIONS

PROPOSAL FORM AND CERTIFICATIONS

CUSTODIAL, HOUSEKEEPING, PROJECT WORK, SUPPLIES/EQUIPMENT, AND MISCELLANEOUS 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:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
CORPORATE SEAL
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; (1) the illegality of sexual harassment; (2) the definition
of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an
internal complaint process including penalties; (5) the legal recourse, investigative and complaint process
available through the Department of Human Rights and Human Rights Commission; (6) directions on how
to contact the Department of Human Rights and Human Rights Commission; (7) protection against
retaliation. Said policy is attached to this certificate.

_________________________________________
Name of Contractor

By:

_________________________________________
Signature

_________________________________________
Title

Date: ________________________________
NORTH SHORE SCHOOL DISTRICT 112
HIGHLAND PARK, ILLINOIS 60035

(Applicable Only to Contractors with 25 or More Employees)

CERTIFICATE OF COMPLIANCE
WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_______________________________ (contractor), having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (the “Act”) (30 ILCS 580/3) that (he, she, it) shall provide drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Act and, further certifies, that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the Act.

_________________________________
Name of Contractor

By:

_________________________________
Signature

_________________________________
Title

Date: ________________________________
NORTH SHORE SCHOOL DISTRICT 112
HIGHLAND PARK, ILLINOIS 60035

CERTIFICATE OF ELIGIBILITY TO BID

___________________________(contractor), 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 proposal-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended and that neither (he, she, its) partners and officers have ever been convicted of the offense of proposal-rotating under Section 33-E4 of the Illinois Criminal Code of 1961, as amended.

___________________________
Name of Contractor

By:

___________________________
Signature

___________________________
Title

___________________________
Date: ____________________________
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.

Subscribed and sworn before me this ___________ day of ___________.

Signed: __________________________________________________________________ (Authorized Agent)

Date: __________________________________________________________________

Insurance Company: __________________________________________________________________

Address: __________________________________________________________________

Notary Public

CERTIFICATES OF INSURANCE TO BE SUBMITTED WITH BID
Anticollusion Affidavit of Compliance

Being first duly sworn, deposes and says:

That he/she is______________________________________________________

(Partner, Officer, Owner, etc.)

____________________________________________________________________________________

(Contractor)

The party making the foregoing proposal 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)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this_________________day of________________, 2019.

By: ___________________________________________________________
REFERENCES

BIDDER: ________________________________________________________________

List at least five (5) present contracts 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 buildings).

Reference No. 1
Name of Client: ____________________________________________________________

City of Operation: __________________________________________________________

Contact Person and Phone Number: ___________________________________________

Consecutive Years Serving This Account: ______________________________________

Nature of Services Provided: __________________________________________________

__________________________________________________________________________

Square-Footage of Account Facilities: _________________________________________

Reference No. 2
Name of Client: _____________________________________________________________

City of Operation: __________________________________________________________

Contact Person and Phone Number: ___________________________________________

Consecutive Years Serving This Account: ______________________________________

Nature of Services Provided: __________________________________________________

__________________________________________________________________________

Square-Footage of Account Facilities: _________________________________________

Reference No. 3
Name of Client: _____________________________________________________________

City of Operation: __________________________________________________________

Contact Person and Phone Number: ___________________________________________

Consecutive Years Serving This Account: ______________________________________

Nature of Services Provided: __________________________________________________

__________________________________________________________________________

Square-Footage of Account Facilities: _________________________________________
Reference No. 4
Name of Client: _______________________________________________________________

City of Operation: ______________________________________________________________

Contact Person and Phone Number: _____________________________________________

Consecutive Years Serving This Account: _________________________________________

Nature of Services Provided: _____________________________________________________

Square-Footage of Account Facilities: _____________________________________________

Reference No. 5
Name of Client: _______________________________________________________________

City of Operation: ______________________________________________________________

Contact Person and Phone Number: _____________________________________________

Consecutive Years Serving This Account: _________________________________________

Nature of Services Provided: _____________________________________________________

Square-Footage of Account Facilities: _____________________________________________
BID PROPOSAL FORM

CUSTOM HOUSEKEEPING, PROJECT WORK, SUPPLIES/EQUIPMENT, AND MISCELLANEOUS EXPENSES

All values entered below for each category must represent the total cost over five (5) years of the Agreement averaged for one (1) year. For example, the total cost of cleaning and paper supplies for five (5) years must be divided by five (5) to arrive at the values to be included on this form.

YEAR #1 – JULY 1, 2019 TO JUNE 30, 2020

<table>
<thead>
<tr>
<th>SECTION I: LABOR **</th>
<th>Custodial Staff</th>
<th>*Hourly Rate</th>
<th>Total Annual Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General Housekeeping, Set-Ups Cafeteria, Custodians ***</td>
<td>35</td>
<td>8.5</td>
<td></td>
</tr>
<tr>
<td>B. 3rd Shift Utility Custodian/ Security (Wed-Sun)</td>
<td>1</td>
<td>8.5</td>
<td></td>
</tr>
<tr>
<td>C. Building Supervisor (Hourly or Salary)</td>
<td>1</td>
<td>8.5</td>
<td></td>
</tr>
<tr>
<td>D. Project Manager/Coordinator (Hourly or Salary)</td>
<td>1</td>
<td>8.5</td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS/SUBTOTAL</td>
<td>38</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*1/2 hour unpaid lunch included

**NOTICE: The Board retains the right to require the Contractor to increase/decrease the total number of contracted custodial staff at any time during the term of the Agreement.

***Thirty-five (35) FTEs include two (2) day custodians with valid CDL license.

SECTION II: SUPPLIES

A. Cleaning and Paper Supplies (Including paper, plastic bags, hand soap products, flooring, etc) 

B. Finish Floor Supplies (Including, but not limited to stripper, wax, varnish, etc.)

C. Contractor Equipment Cost (Must include cost of New Equipment required for all District buildings)

SUBTOTAL Section II - Labor & Supplies
SECTION III: OVERHEAD EXPENSES

A. Training Cost
   (Including CDL, safety meetings, safety personnel, safety classes) __________

B. Payroll Taxes, Workers Compensation, General Liability, State
   And Federal Unemployment, Social Security __________

C. Vehicle Expenses __________

D. Upon approval from the Board, the Successful bidder(s) will be required to furnish a $1,000,000
   Performance Bond as a Guarantee of Performance to remain in effect for the entire term of the
   Agreement (Years #1-5). Attached to the Bond should be a letter from Insurer indicating proper
   Coverage has been obtained.

   Performance Bond Acquisition Amount __________

E. Other (please explain on form provided) __________

   SUBTOTAL Section III – Overhead Expenses __________

   TOTALS: Section I, II, III __________

SECTION IV: CONTRACTOR PROFIT __________

   GRAND TOTAL (I-IV)
   Total Cost for Custodial Services For North Shore SD 112
   FOR YEAR #1 (For the 2019-2020) __________

BID SECURITY (BID BOND, CERTIFIED CHECK OR CASHIER’S CHECK) in the amount of 10%
   of the above TOTAL COST FOR YEAR #1 MUST BE SUBMITTED WITH CONTRACTOR’S
   PROPOSAL.

For Every Additional FTE requested by the District in addition to the number specified in this proposal,
   the District should add $_______________ to the contractor proposal.

Cost of the years beyond the first year of the Agreement shall be based on the total one (1) year cost
   provided above unless an adjustment in total cost is negotiated between the District and the
   Contractor.

No bidder shall withdraw, cancel, or modify his/her proposal for a period of ninety (90) calendar days
   after the advertised closing time for the receipt of proposals, nor shall the Contractor withdraw, cancel,
   or modify his/her proposal after having been notified by the Board that said proposal has been accepted.

__________________________
COMPANY NAME

__________________________
PRINT SIGNATURE

__________________________
SIGN SIGNATURE          DATE
OTHER EXPLANATION SHEET FOR EXPENSES
PAPER SUPPLY INVENTORY USAGE
7/1/17 – 6/30/18

Toilet Paper – 2 ply
(#REN06126, 48 rolls/case)
720 cases

Controlled Roll Paper Towels, 8” width, 800 ft.
(#BWP31300 Eco Soft, Natural-6 rolls/case)
720 cases

Renowned Luxury Foam Hand wash
(#REN22510-CL 1250 ml, 3 bottles/case)
480 cases

C-Fold Hand Towels
(#REN06000-WB Eco Soft, White, 240/pk, 10 pk/cs)
240 cases

Medium plastic liners (30”x 36”)
(#REN22510-CL-250/cs)
360 cases

Large plastic liners (40”x 48”)
(#REN14540-CL – 25RL/10 cs)
360 cases

Dispensers currently being used in the District:
1. Roll paper towel – Prime Source
2. Toilet paper – Bay West #72300
3. Lotion soap - Renown

The District will submit a supply order to the Contractor as needed and delivery to the District warehouse must be within forty-eight (48) hours.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>SQUARE FOOTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braeside Elementary School</td>
<td>43,636</td>
</tr>
<tr>
<td>Edgewood Middle School</td>
<td>136,492</td>
</tr>
<tr>
<td>Green Bay Building</td>
<td>60,808</td>
</tr>
<tr>
<td>Indian Trail Elementary School</td>
<td>65,403</td>
</tr>
<tr>
<td>Elm Place Middle School</td>
<td>131,500</td>
</tr>
<tr>
<td>Oak Terrace Elementary School</td>
<td>85,000</td>
</tr>
<tr>
<td>Ravinia Elementary School</td>
<td>51,634</td>
</tr>
<tr>
<td>Red Oak Elementary School</td>
<td>57,153</td>
</tr>
<tr>
<td>Sherwood Elementary School</td>
<td>50,863</td>
</tr>
<tr>
<td>Wayne Thomas Elementary School</td>
<td>56,221</td>
</tr>
</tbody>
</table>

TOTAL CLEANING SQUARE FEET | 738,710
EXHIBIT C: CUSTODIAL SERVICES AGREEMENT

NORTH SHORE SCHOOL DISTRICT 112
HIGHLAND PARK, ILLINOIS 60035

CUSTODIAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of ________, 2019, by and between the Board of Education of North Shore School District No. 112, Lake County, Illinois (“Board”), and _______________________ (“Contractor”) (collectively, the “Parties”, individually, the “Party”).

WITNESSETH

WHEREAS, the Board has requested public bids for the provision of custodial services (“Services”); and

WHEREAS, the Contractor has submitted a proposal for the provision of Services; and

WHEREAS, the Board has awarded this Agreement to the Contractor to provide Services in accordance with the specifications set forth in the Bid Documents as defined by the Bid Conditions.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **BID SPECIFICATIONS.** The Contractor shall provide Services to the Board in accordance with the Bid Documents, which is attached hereto as Exhibit A and incorporated herein, as well as in accordance with all other exhibits attached hereto and incorporated herein. The Invitation to Bid, Advertisement to Bid, Instruction to Bidders, Bid Specifications, Contract Obligations, Required Proposal Enclosures, all attached Exhibits, and this Agreement (collectively, the “Contract Documents”) shall constitute the full and entire Agreement for the services contemplated hereunder.

2. **EQUIPMENT AND SUPPLIES.** The Contractor represents and affirms that it is required to purchase and provide all required equipment and supplies as set forth in the Contract Documents. Failure to comply with the equipment and supplies obligations as set forth in the Contract Documents, including, but not limited to, the use of New Equipment, as defined in the Contract Documents, shall constitute a breach of the Agreement.

3. **TERM OF AGREEMENT.** The Agreement shall be effective from July 1, 2019, and shall continue in force and effect through June 30, 2020, and then on a year-to-year basis thereafter as may be mutually agreed by the Parties until June 30, 2024.

4. **COMPENSATION.** In consideration for the Services provided in the Bid Documents, the Board shall pay to the Contractor all sums due and owing and calculated in accordance with the rates set forth on the Contractor’s bid proposal form, as may be modified pursuant to the terms of the Bid Documents, including, but not limited to adjustments through annual negotiations or for Specifications Changes, temporary school closures or increase or decrease in square footage subject to this Agreement.

5. **INDEMNIFICATION.** The Contractor shall protect, defend, hold harmless and indemnify the Board and the District, its Board Members, officers, agents, volunteers, and employees from and
against any and all claims, actions, liabilities, losses and expenses, including court cost and attorney’s fees, 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 (or failed to be performed) pursuant to this Agreement. This indemnification shall include, but shall not be limited to, coverage for actions related to injury or death to persons, damage to or loss of property of the District or third parties, or imposition of fines or penalties on the District by a governmental agency.

6. **PERFORMANCE BOND.** Before commencing services under this Agreement, Contractor shall provide a performance bond in the amount specified in the Bid Documents and a certificate of insurance reflecting coverage in the types and amounts specified in the Bid Documents.

7. **ASSIGNMENT.** The Services contemplated under this Agreement are deemed to be in the nature of personal services. The Contractor shall not assign this Agreement without the prior written consent of the Board. The Parties agree that assignment by the Contractor of any sums due and owing to the Contractor under this Agreement shall not constitute an assignment of the Agreement.

8. **CONFLICT OF TERMS.** In the event any term or provision of this Agreement conflicts with a term or provision of another, the term or provision of this Contract then the Bid Documents and any Addenda shall prevail over all other documents.

9. **COMPLETE UNDERSTANDING.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the Parties.

10. **AMENDMENTS.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by each of them.

11. **SAVINGS CLAUSE.** In the event, any provision specified herein is determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect. If the terms and conditions of this Agreement are found to be illegal in their entirety, then this Agreement shall no longer be in force and the obligations of the Parties hereunder shall cease and neither shall have recourse against the other.

12. **COMPLIANCE WITH LAWS.** Contractor shall comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the Services provided hereunder.

13. **PRESENCE OF CHILD SEX OFFENDERS ON SCHOOL PROPERTY.** The Contractor acknowledges that pursuant to the Illinois Criminal Code (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Superintendent or the Board of Education. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. The Contractor shall ascertain that its employees are notified of this law and that said employees are directed to notify the Contractor if they have been convicted of a sex offense restricting their presence on school property. The contractor will then provide appropriate and immediate notification to the Board. The Board reserves the right to request the removal from the project of any persons, including, but not limited to, employees of the Contractor, who engage in conduct in violation of the law or a Board policy or in conduct otherwise disruptive to the education process or detrimental to students in the area. The costs related to such removal and substitution of personnel shall be borne solely by the Contractor.
14. **ALCOHOL AND TOBACCO USE PROHIBITED.** In accordance with state and federal law and Board policy, the use of alcohol and any tobacco products on school property is prohibited.

15. **TERMINATION.** The Board reserves the right to terminate this Agreement with or without cause at any time during any contract period by giving the Contractor not less than ninety (90) days prior written notice. In the event that this Agreement is terminated, the Contractor shall only be entitled to fees for services provided up to the date of termination. In no event shall the Contractor be entitled to consequential or incidental damages or lost profits as a result of the termination of this Agreement.

16. **RIGHT TO EXCLUDE.** The Board retains the sole right to exclude any employee of the Contractor for any reason at any time from school property.

17. **ILLINOIS USE TAX.** As required by the Illinois School Code (105 ILCS 5/10-20.21), a condition of this Agreement is that the Contractor and its affiliates collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act regardless of whether the Contractor or its affiliate is a “retailer maintaining a place of business within this State” as defined in Section 2 of the Use Tax Act.

18. **STATUS OF CONTRACTOR.** Employees of the Contractor shall not be deemed to be employees of Board, but shall remain employees of the Contractor.

IN WITNESS WHEREOF, the parties have signed this Agreement on the _____ day of ____________, 2019.

CONTRACTOR: BOARD OF EDUCATION OF NORTH SHORE SCHOOL DISTRICT NO. 112 LAKE COUNTY, ILLINOIS:

BY: ___________________________ BY: ___________________________

Its: ___________________________ Its: President

Date: ___________________________ Date: ___________________________

ATTEST: ATTEST:

_____________________________ _______________________________

Its: Secretary Its: Secretary
EXHIBIT E: NUMBER OF STUDENTS

Number of Students at Each School

<table>
<thead>
<tr>
<th>School</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braeside Elementary School</td>
<td>266</td>
</tr>
<tr>
<td>Edgewood Middle School</td>
<td>797</td>
</tr>
<tr>
<td>Green Bay Pre-K School</td>
<td>251</td>
</tr>
<tr>
<td>Indian Trail Elementary School</td>
<td>429</td>
</tr>
<tr>
<td>Northwood Middle School</td>
<td>515</td>
</tr>
<tr>
<td>Oak Terrace Elementary School</td>
<td>481</td>
</tr>
<tr>
<td>Ravinia Elementary School</td>
<td>225</td>
</tr>
<tr>
<td>Red Oak Elementary School</td>
<td>249</td>
</tr>
<tr>
<td>Sherwood Elementary School</td>
<td>386</td>
</tr>
<tr>
<td>Wayne Thomas Elementary School</td>
<td>329</td>
</tr>
</tbody>
</table>

*Please note: All Students currently at Northwood Middle School will be transferred to Elm Place Middle School, for the 2019-2020 School Year. Northwood Middle School will be closed for renovations.*
EXHIBIT F: DISTRICT MAP, SCHOOL BUILDINGS & ADDRESSES, AND FLOOR PLANS
School Buildings

Braeside School
Edgewood Middle School
Elm Place Middle School
Green Bay Pre-School
Indian Trail School
Northwood Jr. High School
Oak Terrace School
Ravinia School
Red Oak School
Sherwood School
Wayne Thomas School
## School Building Addresses

<table>
<thead>
<tr>
<th>Braeside School</th>
<th>Edgewood Middle School</th>
<th>Elm Place Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 Pierce Road</td>
<td>929 Edgewood Road</td>
<td>2031 Sheridan Road</td>
</tr>
<tr>
<td>Highland Park, IL 60035</td>
<td>Highland Park, IL 60035</td>
<td>Highland Park, IL 60035</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Green Bay Pre-K School</th>
<th>Indian Trail School</th>
<th>Northwood Jr. High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>1936 Green Bay Road</td>
<td>2075 St. Johns Ave.</td>
<td>945 North Avenue</td>
</tr>
<tr>
<td>Highland Park, IL 60035</td>
<td>Highland Park, IL 60035</td>
<td>Highland Park, IL 60035</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oak Terrace School</th>
<th>Ravinia School</th>
<th>Red Oak School</th>
</tr>
</thead>
<tbody>
<tr>
<td>240 Prairie Avenue</td>
<td>763 Dean Avenue</td>
<td>530 Red Oak Lane</td>
</tr>
<tr>
<td>Highwood, IL 60040</td>
<td>Highland Park, IL 60035</td>
<td>Highland Park, IL 60035</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sherwood School</th>
<th>Wayne Thomas School</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1900 Stratford Road</td>
<td>2939 Summit Avenue</td>
<td></td>
</tr>
<tr>
<td>Highland Park, IL 60035</td>
<td>Highland Park, IL 60035</td>
<td></td>
</tr>
</tbody>
</table>
School Building Floor Plans