INVITATION TO BID

for

Custodial Cleaning Services

Hawthorn School District 73

February 2019

Hawthorn School District 73
841 West End Court • Vernon Hills, Illinois 60061
Phone (847) 990-4223 • Fax (847) 367-3290

GENERAL SPECIFICATIONS AND INSTRUCTIONS FOR ALL BIDS

1. **NOTICE OF BID**
Notice is hereby given that bids for a three year contract for Custodial Cleaning Services will be opened and read in the Business Office of the District Administration Offices, located at 841 West End Court in Vernon Hills, Illinois 60061 on Tuesday, March 5, 2019 at 11:00 a.m.

The initial contract period will begin July 1, 2019 and end June 30, 2022, with four potential successive 1-year renewals with the Hawthorn School District #73 Board approval.

2. **PREBID MEETING / FACILITY TOUR**
All prospective bidders are required to attend a pre-bid conference, which will be held at the Hawthorn School District Office, located at 841 West End Court, Vernon Hills, Illinois 60061 on Wednesday, February 6, 2019 at 1:45 p.m. If, as a result of the pre-bid conference, it is necessary to modify these instructions or the specifications, an addendum shall be issued and made available to all parties attending the pre-bid conference. Oral explanations will not be binding. Bidders may visit the project sites during a set time immediately following the pre-bid meeting. All bidders must attend the pre-bid conference to be allowed to submit a bid.

It shall be the responsibility of the bidder to carefully examine the project site(s) during a scheduled time following the pre-bid meeting. Each bidder shall inform himself of existing conditions, contract documents and any limitations of the project sites. The bidder shall rely entirely upon his own judgment in making his proposal and include in his proposal all sums sufficient for him to provide all work required by the contract documents.

After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting his proposal, each bidder shall be held to represent that he had made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for his completion of the work. See Exhibit D School Listings/Staff Sizing (Name, Size, Enrollment, Staff Requirement)

3. **CONTRACT**
Term of this contract is from July 1, 2019 through June 30, 2022. One contract will be issued on a district-wide basis to include the eight locations as stipulated. The District shall have the right to renew the contract for up to four (4) additional one (1) year terms. If the District renews the contract, for subsequent years**,** rates shall be determined as follows: The annual cost to provide services and the special request rates shall be increased annually in accordance with the percent increases for the preceding twelve (12) months pursuant to the consumer price index (CPI) for Urban Consumers for December issued by the Bureau of Labor Statistics of the United States Department of Labor but in no event shall such cost exceed 5% of the prior year's cost or less than 2%. *For example: December 2017 CPI adjusted the 7-01-2018 to 6-30-19 contract year.*

The District shall have the right to terminate the contract at any time for convenience by providing a thirty (30) day written notice of termination.

4. **NO BID**
if you are unable to provide a bid, please so state on the last page of this document titled, Courtesy "No Bid" response questionnaire.

5. **BID SUBMISSION DATE**
The sealed bids shall be delivered to the District Offices, located at 841 West End Court, Vernon Hills, IL 60061 to the attention of Abe Singh any time prior to, but not later than March 5, 2019 at 11:00 a.m. No proposal received after said designated time will be considered. The bidder assumes the risk of any delay in handling or delivery of mail and any delays due to traffic, trains or other reasons. No bid by facsimile will be considered. Bids should be submitted in a sealed

envelope, marked in the lower left-hand corner "BID: Custodial Cleaning Service" and received by the Business Office located in the District office, at 841 West End Court, Vernon Hills, IL 60061, on or before 11:00 a.m. on Tuesday, March 5, 2019. The sealed bid must be submitted on the forms provided and each space properly completed. No claim for relief because of errors and omissions in the bidding will be considered, and Bidders will be held strictly to proposals as submitted. The bidder's signature on the Bid Proposal Form (Exhibit E) must be an actual signature. A stamped or typed signature may disqualify the bid. Bidder's signature is construed as acceptance of and willingness to comply with all provisions of these specifications and accompanying bid documents.

6. Two copies of submitted bids must be valid for a minimum period of 60 days after the date set for bid opening.

7. The Hawthorn School District 73 reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any proposal should it be deemed to be in the best interest of the School District to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting specifications as determined by the Board of Education. In determining same, the actual dollar cost of the proposal as submitted by each bidder may not be the sole criterion.

The Board of education may consider the following criteria in awarding the contract:

- References
- The longevity of the contractor in the contract cleaning and custodial industry for public schools
- Longevity and turnover factors regarding administrative and executive personnel with the contractor as well as employee turnover rate
- Financial soundness and stability
- Comprehensiveness and thoroughness of customer contact procedures, training program operations diagrams, and other enclosures required by the proposal specification materials
- Price

A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing the issuance of contracts in the State of Illinois, including the Rules and Regulations of the Illinois Fair Employment Practices Act, Illinois Human Rights Act as well as applicable local regulations and laws.

8. It shall be the responsibility of the bidder to field survey all facilities prior to bidding. Before submitting a proposal for work on the project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions, if applicable, and limitations of the project sites, rely entirely upon his own judgment in making his proposal, and include in his proposal all sums sufficient for him to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work which would have been apparent by examination of the documents and sites. By submitting his proposal, each bidder shall be held to represent that he had made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for his completion of the work. A bidder may visit the project sites during a set time immediately following the pre-bid meeting. See Exhibit D School Listings/Staff Sizing (Name, Size, Enrollment, Staff Requirement)

9. Each proposal (Exhibit E) **must be submitted on the proposed bid form** provided with these specifications and must be contained in a sealed envelope which shall be endorsed on the outside thereof with the following information:

a. Proposal for Custodial Cleaning Services
b. Name and address of bidder

NOTE: The following items must accompany this bid as separate attachments

10. INSURANCE CERTIFICATE (Exhibit C)
Enclose a copy of insurance certificate with amounts as listed in Exhibit C.

11. CUSTOMER CONTACT PROCEDURES
Enclose a copy of the procedure that will be used for weekly customer contact, and monthly Home Office Formal Customer Reviews.

12. BID SECURITY BOND

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

13. Performance Bond

The successful bidder will be required to furnish a performance bond and labor and material bond, in the amount of 100% of the first year's contract amount within ten (10) days after acceptance of the bid guaranteeing the faithful performance of the contract. The form of the bond, and the surety shall be acceptable to Board. Failure to furnish such bonds will result in forfeiture of the bid security as liquidated damages. Such bond shall remain in full force until completion and final acceptance of the job by the Board.

14. TRAINING PROGRAMS

Enclose a copy of the training policies and manuals that will be utilized for all production employees, on-the-job supervisors and managers assigned to the Hawthorn School District 73 buildings.

15. BID PROPOSAL FORM COMBINED - COST WORKSHEET

16. Sworn statement of employee background checks as referred to in Exhibit B.

17. Name or names of principal banks with names of bank officers as references. Exhibit E.

18. For further information or clarification of specifications for this portion of the bid, please contact Abe Singh at Hawthorn School District #73, 847-990-4221 or via e-mail at singha@hawthorn73.org.

19. A bidder may be requested to submit the most recent annual audit including Income Statement and Balance Sheet or Schedule C from most recent U.S. Income Tax Return after the bid opening.

20. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify, reimburse and hold harmless, Board, their officers, employees, volunteers, servants and agents, from and against all claims, actions, suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of the contractor performance or lack of performance of its obligations under this agreement.

21. INSURANCE

The contractor shall keep in force, at all times during the performance of this contract insurance as required herein. Contractor shall not commence work under the contract until all the required insurance has been obtained, approved and until Board has been furnished with certificates of insurance in duplicate stating that such policies will not be cancelled, transferred, or terminated prior to their stated expiration date, except upon thirty (30) days prior written notice to the Board. All policies will list as additional insured's, the District and its Board of Education, both individually and collectively, employees and volunteers of the District. The Certificate shall affirmatively state that the coverage therein shall not be cancelled until thirty days written notice has been given to the District. All insurance shall be in form and substance and issued by companies satisfactory to Board and shall be of the following kinds and with at least the following limits of coverage unless otherwise stated in the Project Bid Specifications. (Exhibit C)

A. Worker's Compensation Insurance: Shall provide the following minimum limits:
Coverage A - Illinois Statutory Limits
Coverage B - Employer's Liability $500,000 Limit

B. Comprehensive Automobile Insurance: Shall provide $1,000,000 combined single limit for bodily injury and property damage and shall include coverage for all owned, non-owned and hired automobiles.

C. Comprehensive General Liability Including Contractual Liability Insurance: Coverage shall include covering the liability of the contractor under the "Hold Harmless and Indemnification" provisions above, and shall provide the following minimum limits:

Bodily Injury	Property Damage
$1,000,000 each occurrence	$1,000,000 each occurrence
$1,000,000 in the aggregate	$1,000,000 in the aggregate

D. Umbrella Liability Insurance: Shall provide an umbrella policy for a minimum of $10,000,000 for bodily injury and property damage. This umbrella policy would be in excess of the limits of the primary policy outlined above.

E. Employee Group Insurance:
The contractor is required to offer a standard set of benefits to all of its employees consistent with current practices. A complete and detailed description of the Contractors employee benefits and costs including insurance coverage, deductibles, co-payments, employee contributions, etc. must be included with the bid. Failure to do so will result in disqualification.

i. District #73 requests to have this contract provide an optional medical coverage benefit package for all full-time employees provided in this contract.

ii. As part of the bid package, the contractor must provide the specifics of the medical insurance package to be provided to the staff.

22. PERSONAL LIABILITY OF PUBLIC OFFICIALS

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

23. PROGRESS SCHEDULE

Promptly after the award of the contract, if requested in the Project Bid Specifications, the contractor shall be required to submit to the Board a satisfactory progress schedule which shall show the proposed sequence of work, and how the contractor proposes to complete the various items of work within the number of calendar days set up in the contract. This schedule shall be used as a basis for establishing major construction operations, and for checking the progress of the work.

24. EQUAL EMPLOYMENT OPPORTUNITY

It shall be mandatory that the contractor will be in compliance with the Equal Employment Opportunity requirement of the Illinois Fair Employment Commission and School Board Resolution adopted 1986. (See below.) In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared not responsible and therefore ineligible for subdivisions or municipal corporations, and the contract may be cancelled 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.

The Illinois Fair Employment Practices Commission has adopted rules and regulations requiring the inclusion of the following in all of our contracts and purchase orders, and the same are hereby incorporated.

During the performance of this contract, the contractor agrees to comply with the following rules and regulations of the Illinois Fair Employment Practices Commission.

25.1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; 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.

25.2. 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 Commission's Rules and Regulations for Public Contracts) or 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.

25.3. That, in all 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, national origin or ancestry.

25.4. That it will send to each labor organization or representative or 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 obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from there sources when necessary to fulfill its obligations there under.

25.5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

25.6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

25.7. That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10(b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6, and 7 in every supply Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every 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 all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be not responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

26. INTERPRETATION OF CONTRACT DOCUMENTS

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, he may submit to the Director of Finance and Business Operations a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by an addendum duly issued by the Director of Finance and Business Operations. A copy of such addendum will be mailed or delivered to each person receiving a set of such contract documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his proposal. Bidders shall acknowledge receipt of each addendum issued in the space provided on the Bid Proposal Form. Oral explanations will not be binding.

27. Enclose information regarding company history and an organizational chart of key personnel.

28. Enclose a listing of all education accounts that you have serviced in the past five years. Hawthorn School District 73 is particularly interested in those accounts which the company no longer services. You many not exclude any previous or present accounts from disclosure.

29. Enclose a listing of all governmental agencies in the Vernon Hills area that have been served in the past five years.

Hawthorn School District 73
841 West End Court • Vernon Hills, Illinois 60061
Phone (847) 990-4223 • Fax (847) 367-3290

EXHIBIT A

SPECIFICATIONS

SECTION I

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 Life Safety Code Circular Series A-156 and A-157 of the State of Illinois and the reasonable requirements of the District's administration.

The following job classifications will be utilized at six (6) Schools, see Exhibit D School Listings/Staff Sizing (Name, Size, Enrollment, Staff Requirements)

GENERAL HOUSEKEEPING PERSONNEL

A. DAY CUSTODIANS. Personnel to perform all of the housekeeping functions, as well as the reoccurring duties listed under Section IV of Specifications, Monday through Friday between the hours of 6:00 a.m. and 03:30 p.m.

B. NIGHT CUSTODIANS. Personnel to perform all of the housekeeping functions, both heavy cleaning as well as reoccurring duties listed under Section III of Specifications, Monday through Friday between the hours of 2:00 p.m. and 11:30 p.m.

C. GROUNDSKEEPERS/CROSSING GUARDS. Personnel to perform all crossing guard duties and landscaping functions, as listed under Section VI of Specifications, Monday through Friday between the hours of 7:00 a.m. and 03:30 p.m.

D. GENERAL NOTE. All times are based on normal daily activities, however, work outside these time frames maybe required depending on situations and events.

FLOOR WORK

Personnel responsible for all floor maintenance include waxing, buffing, scrubbing, and stripping of all resilient and hard surfaces throughout each school.

DIRECT SUPERVISION AND COMMUNICATION

Person(s) to be responsible for the training, supervision and implementing of all cleaning programs at their respective assigned school(s) must be able to communicate with all workers and district staff. Supervision employees include the manager and all lead positions. The manager and lead positions must be able to communicate (written and verbal) in English. Manager and lead position employees must also be able to effectively communicate in the language, if different, spoken by the contractor's night custodians assigned to their areas.

SHIFT CHANGE TRANSITION

At the beginning of each shift, the lead or manager must meet with the day person to receive communications about specific building duties that need attention for each shift.

PROJECT WORK

Personnel who perform summer, winter and spring break cleaning, are to follow the specifications listed under Section V of Exhibit A, Monday through Friday between the hours of 6:00 a.m. and 11:00 p.m.

OTHER JOB CLASSIFICATIONS

Hawthorn School District #73 will not limit work classifications to those listed above. The contractor may determine that other job classifications can best serve the school district and should feel free to make those recommendations.

SECTION II

SCHOOL YEAR

Copies of the 2019-2020 general and school calendar will be released when completed by the District Office. The calendars are representative of a normal school attendance year. Should the school district calendar alter the performance of this contract, the parties will meet to discuss the impact and any necessary changes to these specifications or the then adopted agreement.

STAFFING

The staffing for all contract services shall be at least the minimum staffing level that is shown later in this document.

SUMMER BREAK WORK

Summer project work will run from the last school attendance day until the first day of attendance in the following school year.

WINTER BREAK WORK

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

SECTION III

JANITORIAL CLEANING SPECIFICATIONS - NIGHT CUSTODIANS

CLEANING SERVICES ARE TO BE PERFORMED DURING THE PERIODS INDICATED IN THE FOLLOWING AREAS:

DAILY

CLASSROOMS, OFFICES, STAIRWELLS, HALLWAYS AND GYMS

A. WEEKLY – DAILY

EVENING SHIFT

1. Empty wastebaskets and recycling containers and return to room from which taken.
2. Transport to and deposit into compactor 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. Dust and mop all hard surface floors.
4. Clean and sanitize drinking fountains.
5. Spot clean desktops in office areas.
6. Clean counter tops.
7. Spot clean reception lobby glass, including front doors.
8. Damp wipe all chalkboards and marker boards and clean trays.
9. Spot clean all internal glass in partitions, doors and windows.
10. Spot clean walls, heating units and lockers as needed.
11. Clean sinks in all laboratories.
12. Spot clean student desktops and remove graffiti.
13. Empty and clean pencil sharpeners; also, clean wall area around sharpeners as needed.
14. Dust tops of hallway lockers.
15. Remove dust and cobwebs from ceiling areas.
16. Spot clean all display cases.
17. Clean all entry doors glass, both sides.
18. Replace any burnt out lamps and light bulbs.
19. Vacuum all carpets and mats.

B. MONTHLY

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

C. SEMI-ANNUALLY

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

D. AS-NEEDED

1. Shovel snow at entrances.
2. Pick up trash around buildings.
3. Lock up and secure buildings.
4. Activate building alarms.
5. Move furniture.
6. Set up and break down chairs, tables, etc. for any approved functions.
7. Wet Mop Floors.

WASHROOMS, LOCKER ROOMS & COACHES' 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. Spot clean and sanitize exterior of all containers.
7. Empty and sanitize interior of sanitary container.
8. Spot clean metal partitions.
9. Remove spots, stains, and splashes from wall areas; remove graffiti.
10. Remove fingerprints from doors, frames, light switches, handles, etc.
11. Refill all dispensers to normal limits: tissue, towels, liners, and sanitary napkins. Supplies to be furnished by owners.
12. Strip and remove all soil and soap scum in shower areas.
13. Clean and sanitize all floor and wall areas.
14. Dust top of lockers.
15. Wipe clean and flush toilet bowls and urinals with "Bowl cleaner" or equal.

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 AND FACULTY CAFETERIAS AND LOUNGES

A. DAILY

1. Clean and sanitize drinking fountains.
2. Empty, clean and sanitize all garbage cans.
3. Spot clean interior glass in partitions, doors and all other interior windows.
4. Damp wipe 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

High dust above 7-foot height all horizontal surfaces - including shelves, ledges and molding.

C. YEARLY DURING SUMMER

1. Deep scrub and refinish all floor surface areas (strip and refinish summer only).
2. Wash down all walls.
3. Wash down all furniture.

KITCHEN AREAS

A. DAILY

1. Empty all garbage cans.
2. Scrub and sanitize floors; heavy mopping necessary.

B. YEARLY

Wash all walls, ceilings and ceiling grills.

FLOORS - RESILIENT, CERAMIC, AND QUARRY TILE

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 stairwells and landings.
6. Sweep and damp mop all entryway vestibules.
7. Spray buff hallway floors as needed.

FLOORS – CONCRETE

A. DAILY

1. Sweep
2. Wet mop spillage.

B. YEARLY

Scrub and seal with cover sealer.

FLOOR-CARPETING AND ENTRY-WAY RUNNERS

DAILY

1. Vacuum entire carpeted areas.
2. Inspect for spots and stains. Remove if possible.
3. Vacuum all entryway runners daily and shake our 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 and lock all windows.
3. Lock all doors.
4. Communication with school principal, day custodian or 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 #73 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 to accompany monthly billings.

SPECIAL REQUEST

Due to the vast number of activities in the various schools, and the actual physical size of each, District reserves the right to make special requests for (1) cleaning large areas in a short period of time or (2) cleaning a specifically designated area within the building. If such a special request is made, it should be understood that work will be on an extra-cost basis and treated totally separate from the terms of this contract. Said requests, if any, shall be in written form and originate from the office of the Superintendent or his designee. Contractor's billing for the same shall be separate invoice showing the number of man-hours and the cost per hour. In Exhibit E, please supply the cost per hour to be billed District should such a special request be made.

ADDITIONAL BUILDING COVERAGE

From time to time the school district will schedule events during times, which are not covered in this contract. These events occur on school non-attendance days. A rate for a Supervisor and worker is being requested.

SECTION IV

DAY CUSTODIAN DUTIES

DAILY

1. Open building in preparation for conducting business.

2. Spot-check on second shift custodian's work.

3. Maintain function ability of building:
    a) proper environment for conducting business,
    b) proper functioning of all equipment,
    c) safety principles are being adhered to.

4. Provide services to principals and building staff
    a) Delivery and pick up of building interoffice mail when needed,
    b) Supply building related information,
    c) Communication to night custodial staff,
    d) Moving, storage and repair of furniture.

5. Maintain inventory of consumables
    a) toilet paper,
    b) hand soap, etc.,
    c) miscellaneous.

6. Clean and service assigned area
    a) Kitchen,
    b) Dining Room,
    c) Adjacent washrooms to dining rooms,
    d) Electrical, storage and maintenance rooms.

7. Cleaning procedures:
    a) Sweeping floors,
    b) Wet mopping floors where needed with disinfectant solution,
    c) Removing trash,
    d) Cleaning glass and mirrors,
    e) Dusting and spot cleaning walls and ledges,
    f) Clean and sanitize washroom fixtures,
    g) Replace consumables in dispensers.

8. Periodic or Seasonal Duties
    a) Shoveling snow from entrances and fire exits,
    b) Assist in receiving dock operations,
    c) Painting, interior and exterior,
    d) Assist maintenance staff and evening custodian when needed,
    e) Training of team members,
    f) Providing services for community organizations,
    g) Assist in summer cleaning operations.

9. Complete assigned work orders (both buildings and grounds)

10. Perform all other duties as assigned by the Facilities Manager or his assistant, Director of Finance and Business Operations or his assistant, Building Principals and Superintendent of Schools.

SECTION V

PROJECT WORK

A. SUMMER PROJECT CLEANING

1. Strip, seal and wax all tile floors. Articulate three-year cycle schedule.
2. Shampoo all carpeting. Soil extraction will occur during summer project work and bonnet cleaning or shampoo will occur as needed.
3. Clean all baseboards.
4. Wash all chalk rails, chalkboards and marker boards.
5. Wash all ledges and windowsills.
6. Clean the ceramic tile in the shower rooms where applicable.
7. Sanitize and deodorize the washrooms completely.
8. Clean all windows inside and out.
9. Wash all lockers inside and out.
10. Wash all desktops and chairs.
11. Spot clean walls where dirt or marks appear.
12. Cleaning of light fixtures and light bulb replacement to be determined by priority list issued by the school.

B. WINTER PROJECT CLEANING

1. Deep clean and/or strip and wax cafeteria floors.
2. Clean walls, partitions, and floors in all washrooms and locker rooms.
3. Wash all chalk rails and boards in classrooms.
4. Clean all desktops - office areas.
5. Dust window blinds - office areas.
6. Wash down all furniture - office areas.
7. Graffiti removal on desks, washrooms, and lockers where needed.
8. Shampoo or soil extracts all carpet surfaces.

C. SPRING PROJECT CLEANING

1. Clean walls, partitions, and floors in all washrooms and locker rooms.
2. Wash all chalk rails and boards in classrooms.
3. Graffiti removal on desks, washrooms, and lockers where needed.
4. Shampoo or soil extract carpet surfaces where necessary.

SECTION VI

CROSSING GUARDS/LANDSCAPERS

A. CROSSING GUARD DUTIES

1. Punctuality to post and staying duration of post times.
2. Direct or escort pedestrians across streets, stopping traffic as necessary.
3. Follow all safety rules.
4. Use caution and scan for potential hazards to avoid.
5. Communicate traffic and crossing rules and other information to students and adults.
6. No use of electronic devices, headphones or any other distractions unless for emergency contact.

B. LANDSCAPING DUTIES

1. Mow district lawns.
2. Trim and edge around walks, beds, and walls.
3. Landscape by planting flowers, grass, shrubs, and bushes.
4. Apply approved pesticide and/or fertilizer.
5. Shovel snow from walkways and sprinkle ice melt compound down to maintain safe walking surfaces.
6. Cut down tree limbs that are posing a danger.
7. Trim shrubs and pull weeds.
8. Perform minor repairs and maintenance procedures on equipment utilized in groundskeeping.
9. Rake, mulch, and prune the grounds as needed.
10. Water plants and grass as needed.
11. Follow all safety precautions.

C. FILLING IN FOR CUSTODIANS

1. Refer to Day Custodian duties.
2. Report any maintenance work orders to the building's office staff.

EXHIBIT B

OTHER SPECIFIC REQUIREMENTS

Contractor shall ensure the recruitment, supervision and training of sufficient able personnel to carry out contractor's obligation hereunder. 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.

The Bidder shall ensure, at its own expense, required fingerprint-based criminal history records checks are conducted on all their employees assigned to work on the Districts property. Results provided to the School District per the School Code of Illinois, 105 ILCS 5/10-21.9.

For each of the Bidder's employee, the Bidder shall perform periodic checks of the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law (730 ILCS § 152/101 et seq.), and the Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS § 154/75–105). All results must be provided to the District.

School District 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 interest of Hawthorn School District #73. Due to the fact that cleaning service employees may be performing their duties while students, parents, or activity groups are in the building(s), it is absolutely mandatory that all contractor employees be of high moral character and properly attired at all times. It is the responsibility of the contractor to provide company uniforms and photo ID's to all contractor employees and require that they be worn. It is understood that a reasonable time will be allowed for attiring new employees. All uniforms shall be alike in some manner, e.g., color, so as to make all contractor employees readily identifiable.

Contractor's supervisor shall make every effort to see that employees under his supervision at no time are to tamper with, remove or "borrow" the personal property of teachers or students. The same is also to apply to that property and equipment owned by the District. Should an employee of the contractor quit or be terminated, it is the responsibility of the contractor's supervisor to see that any District property, e.g. building keys, be removed from terminated employee before he/she leaves the building on the last day of employment.

Contractors shall be responsible for providing time clocks in each facility. All workers must punch in and punch out every day. The time cards should be used for billing purposes and available for inspection by the District Office as requested.

At some time 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 Hawthorn School District #73. Should such change(s) be deemed necessary and mutually agreed upon by both parties, a formal written agreement shall be drawn up which explicitly describes any deviation(s) 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. Such amendment to the original contract will in no way invalidate or make void the terms of the original contract.

In the event a written document as outlined above becomes necessary, it shall be referred to as an amendment to the original contract and will in no way invalidate or make void the terms of the original contract. An authorized official of each party must sign two copies of said amendment. One copy will be given each party after proper execution and then be considered a part of the original contract.

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 offended party shall, by written notice, give to the offending party two weeks (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 offended party within the fourteen-day period, the offended party may at its discretion give written notice to the offending party that, at the end of an additional sixty (60) day period commencing with the expiration of the above mentioned thirty-day period, the offended party shall consider this agreement canceled and that it intends to be released from all obligations there under.

The successful bidder will be liable for the payment of Sales and Use Taxes on the materials, which he purchases for fulfilling this contract. It remains the responsibility of the School District to procure, inventory, dispense, and budget for all cleaning supplies.

Bidders shall have owned and operated a contract cleaning service serving public school districts for at least the last three (3) years.

SPECIFIC REQUIREMENTS: Qualifications should be as thorough and detailed as possible so the District may properly evaluate the Vendor's capabilities to provide the required services. Bidders are required to submit completely the following items:

1. The return of a complete Bid Proposal Form – Exhibit E, fully responsive as requested.
2. A minimum of five (5) public school customers for whom the company is currently providing custodial services and where production employees are on the vendor payroll. Include the date(s) when service was performed, the school name, address and the name and telephone number of the client contract administrator. At least one (1), preferably three or more, of these references must be from organizations that are of similar size and scope.
3. Evidence of experience in providing facilities management services of the size and scope as described herein; including but not limited to experience in providing quality management personnel, staff training and development programs and clean, safe and efficient facilities.
4. Information about Company organization and background including financial results for at least the past three (3) years may be required under separate cover.
5. Demonstrate the experience of the company in providing quality supportive management services, including, but not limited to, the following areas of emphasis:
   a. Evidence of satisfactory performance and operation in other similar institutions.
   b. Experience in providing highly trained and skilled production personnel.
   c. Motivation programs and other educational program support systems.
   d. Training and in-service education.
   e. Ability to support Computerized Maintenance Management Systems, if required.
   f. Written standards, procedures, schedules and records.
6. Present any other pertinent information, which demonstrates the vendors capability to successfully provide these services.
7. Identify those capabilities and resources to be provided directly by the contractor's organization as compared to a specified service, provided by a subcontractor. All regular workers must be employees of the Contractor. **No subcontracted workers**.
8. Provide a listing of customers for whom the company is currently providing custodial, building maintenance, and ground services, and where employees are on the vendors payroll; should the district wish to expand the scope of these specifications.

The **School District** will be responsible for providing necessary cleaning supplies (Attachment A) which will include all items for both daily maintenance and periodic project work. The **School District** will order any and all supplies as needed and have them shipped and billed to the **School District**. It remains the responsibility of the School District to procure, inventory, dispense, and budget for all cleaning supplies.

Hawthorn School District #73 believes that the necessary equipment should be made available to perform quality-cleaning service. A list (Attachment B) of equipment that we believe is the minimum needed to successfully clean the District within the time allotted is included. **All necessary equipment will be provided by the District.**

Contractor may be requested to submit the following evidence of company's financial ability:

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. Copies of reports for state and federal taxes and Workers Compensation, unemployment, and FICA.
2. Name or names of contractor's principal banks with names of bank officers as references.

As a condition of all bids, the successful contractor shall enter into a written agreement as prepared by the Board of Education which agreement shall incorporate these specifications including but not limited to a provision which would permit the Board of Education or Contractor to cancel this agreement upon 30 days written notice.

The successful bidder shall submit invoices for services provided on a monthly basis, along with certified payroll documents. Payment to the contractor shall be made monthly after Board approval.

Invoices shall be submitted to:
Abe Singh, Director of Finance and Business Operations
Hawthorn School District #73
841 West End Court
Vernon Hills, IL 60061

EXHIBIT C

INSURANCE REQUIREMENTS

All bidders to be considered will be required to meet the following specific requirements:

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

	Coverage Amount
Comprehensive Automobile Liability – Bodily Injury & Property Damage Combined Single Limit	$1,000,000
Comprehensive General Liability – Bodily Injury & Property Damage Combined Single Limit	$1,000,000
	Statutory
Workmen's Compensation – Employer's Liability	$500,000
Excess Liability for all Insurance Risks	$10,000,000

The insurance company(ies) providing the coverage indicated above must have a "Best" Insurance rating of "A" as a minimum.

All policies will list as additional insured's, the Contractor, the District and its Board of Education, both individually and collectively, and all agents, representatives, volunteers and employees of the Contractor and the District. The Certificate shall affirmatively state that the coverage therein shall not be cancelled until thirty days written notice has been given to the District**.**

CERTIFICATE OF INSURANCE TO BE SUBMITTED WITH BID

Hawthorn School District #73
SCHOOL LISTING/CONTRACTOR STAFF SIZING
EXHIBIT D

SITE	**SQUARE FOOTAGE**	**ENROLLMENT**	**Night Staff**	**Day Staff**
Middle School North 201 Hawthorn Parkway	90,700	703	3.5 (1 Lead) (1.5 Regular)	1.0
Elementary North 301 Hawthorn Parkway	68,000	560	2.5 (1 Lead) (1.5 Regular)	1.0
Townline Elementary 810 Aspen	131,000	847	4.0 (1 Lead) (3 Regular)	1.0
Elementary South 430 Aspen	72,000	717	3.0 (1 Lead) (2 Regular)	
Middle School South 600 Aspen	107,000	726	3.0 (3 Regular)	1.0
Aspen School 500 Aspen	73,000	417	2.0 (1 Lead) (1 Regular)	
Weekend Custodian				0.4
Groundskeepers/Crossing Guards				3.0
Manager *(In charge of all staff)*				1.0
Totals	**541,700**	**3,970**	**18**	**8.4**

Hawthorn School District #73
EXHIBIT E – BID PROPOSAL FORM/COMBINED COSTS
JANITORIAL HOUSEKEEPING, PROJECT WORK, SUPPLIES/EQUIPMENT
for the Period July 1, 2019 to June 30, 2022

PRICING INFORMATION:

Position Role/Duties	Total FTE's	Annual Total Hours	Minimum Hourly Rate	Actual Bid Hourly Rate	Total Labor Cost Extended	Notes
Groundskeeper / Crossing Guard / Float Coverage	3	6,024	$12.00			8 hour work day - 2080 hour base, off 9 minor holidays per person
Day Shift Custodian	3	6,024	$11.50			8 hour work day - 2080 hour base, off 9 minor holidays per person
Evening Custodian	17	28,679	$11.50			7 hour work day - 1820 hour base, off 9 minor holidays, 7 holiday break days and 3 spring break
Custodial Weekend	0.4	832	$12.50			7 hour work day - 832 hour base, scheduled every Saturday and Sunday day shift
Custodial Lead (1 day, 1 evening)	2	3,374	$13.50			7 hour work day - 1820 hour base, off 9 minor holidays, 7 holiday break days and 3 spring break
Custodial Manager	1	2,008	$21.00			8 hour work day - 2080 hour base, off 9 minor holidays
GRAND TOTALS	26.4	46,941				

The Project Manager or the District's Field Representative will maintain interaction between the contracting party and close links of the contractor and District Administration and Facilities Manager.

TOTAL LABOR COST: **$ _____**

EXHIBIT E – BID PROPOSAL FORM

Supplies and Equipment Expense

A.	Cleaning Supplies (including: mops, floor finish, general and specific cleaning chemicals and products.	School District
B.	Equipment (vacuums, buffers, etc.)	School District
C.	Equipment maintenance and repair	School District
D.	Vehicle Expenses	School District
	SUB-TOTAL	

Miscellaneous Expenses

A.	Payroll Taxes, Workers Compensation, General Liability, State & Federal Unemployment, Social Security	
B.	Vacation and Sick Pay	
C.	Training Costs (ADA, bloodborne pathogens, asbestos training, Right to Know, immunizations)	
D.	Employee Group Insurance	
E.	Other Benefits (non-mandatory) Please explain	
F.	Corporate Overhead and Administrative Fee	
	SUB-TOTAL	

TOTAL MISCELLANEOUS COST: **$_____**

GRAND TOTAL (LABOR & SUPPLY): **$_____**

NOTE: The District is open and receptive to any additional cost saving measures you would like to include. Please provide detail and equated savings.

EXHIBIT E – BID PROPOSAL FORM

Additional Building Coverage

A. Special Request work

Regular Cost per hour for "special request" work. $_____

Overtime Cost per hour for "special request" work. $_____

B. Building Coverage work

Regular Cost per hour for "building coverage" work. $_____

Overtime Cost per hour for "building coverage" work. $_____

SUPPLEMENTAL INFORMATION:

Five (5) school district references for whom you are currently performing cleaning services.

	CUSTOMER NAME	CITY	CONTACT PERSON	PHONE NUMBER	YEARS OF SERVICE
a.					
b.					
c.					
d.					
e.					

EXHIBIT E – BID PROPOSAL FORM

FINANCIAL INFORMATION:

A. Dunn & Bradstreet Rating _____

B. Insurance Companies "Best" ratings
Bonding Company _____

Proper/Liability Company _____

Workmen's Comp Company _____

D. Bank References: Principal Bands and Names of Bank Officers

_____

_____

_____

_____

_____

_____

_____

_____

_____

EXHIBIT E – BID PROPOSAL FORM

Hawthorn School District #73

SPECIFIC BIDDER AUTHORIZATION AND INFORMATION

NAME OF FIRM: _____

ADDRESS:_____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

PRINCIPAL OFFICER: _____

PARTNERSHIP OR CORPORATION UNDER STATE LAWS OF: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

PERSON TO CONTACT REGARDING THIS BID:

_____

PHONE NUMBER: _____

OWNER FURNISHED

ATTACHMENT A

SUPPLIES

Phosphoric Bowl Cleaner
Bowl Cleaner
Soft Scour Sponges
Bowl Swabs
Pumice Sticks
Cleanser
Disinfectant
Deodorant
Stainless Steel Cleaner
Rubber Gloves
Sponges (large yellow)
All Purpose Soap
Spray Bottles and Triggers
Glass Cleaner
Dispensers
24 oz. Cotton Mops
24 oz. Rayon Mops
Doodle Bug Holders
Doodle Bug Pads
Quick Release Mop Sticks
Dust Pans
Angle Brooms
Push Brooms
Dust Mops
Stiff Scrapers 1 ¼”
Razor Scrapers
Toy Brooms
Counter Brushes
Dust Mop Treatment
Terry Toweling
Golden Dust Clothes
Graffiti Remover
Lambs Wool Duster
Rotary Carpet Cleaner

Gum Remover
Degreaser
Floor Finish
Tile Sealer
Wax Stripper
High Speed Buffing Pads
Red Buffing Pads
Red Buff Pads
Black Strip Pads
Drum Pumps (Plastic Siphon Type)
Hand Buckets
Solution Center Dispensers
Extractor Shampoo
Defoamer
Stain Remover
Black Strip Pads

NOTE: Specific products must be green cleaning protocol standards.

Hawthorn School District #73

ATTACHMENT B

List of equipment that will be provided.

ITEM
Auto scrubbers
Single Disc Scrubbers
Propane Burnisher
Wet Dry Vacuums
Mobile Bruts
Maid Carts
Buckets and Wringers
Misc. Equipment
Upright Vacuums
Back Pack Vacuums

Contract for Custodial Services

Agreement memorialized this 12th day of April, 2019 between:

The Board of Education and Name: GSF USA, INC.

Address c/o Selling Agent: 2200 E. Devon Ave., Suite 283

City/State: Des Plaines, IL 60018

pursuant to public notice and public bidding awarded at a public board meeting held on

_____.

1. Contract Document
   The contract documents consist of this Agreement and all documents in "Bid Documents" set forth bid instructions and specifications which are incorporated by reference herein.

2. The Seller shall, in accordance with the contract documents, furnish all custodial services and related documentation within the required timelines.

3. The Board of Education shall pay the Seller, for the items awarded the contract sum of $ $748,324.07.

4. This contract cannot be assigned, or sub contracted to any other party without written authorization from the Board of Education.

5. The seller certifies that the firm is not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961.

_____	GSF USA, INC.
Board of Education	Seller
By: _____	By: _____

COURTESY "NO BID" RESPONSE OUESTIONNAIRE

If you are not submitting a price on this bid, we would like your input as to why you are not bidding. Please indicate your reason and return by Bid Due Date to:

Abe Singh
Director of Finance and Business Operations
Hawthorn School District 73
841 West End Court
Vernon Hills, Illinois 60061

_____ Previous commitments, too busy
_____ Too small a job
_____ Too large a job
_____ Our firm not suited for this type of work
_____ Do not like to bid jobs
_____ Could not schedule site examination
_____ Do not want to be bonded for this job
_____ Other

_____

_____

_____

_____
FIRM NAME

_____
ADDRESS

_____
CITY, STATE AND ZIP CODE

_____
AUTHORIZED SIGNATURE

_____ _____
TITLE DATE