

**NORRIDGE SCHOOL DISTRICT #80
8151 W. Lawrence Avenue
Norridge, Illinois 60706
(708) 583-2068**

SPECIFICATIONS

EXHIBIT A

SPECIFICATIONS FOR PROVIDING CLEANING AND CUSTODIAL SERVICES FOR: James Giles Elementary School, John V. Leigh Elementary School, District Administration Offices and Day Care Center.

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. 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.

The following job classifications will be utilized at all of the Schools.
See Exhibit D1, School Listings (Name, Size, Enrollment, Staff Requirements)

GENERAL HOUSEKEEPING

- A. **DAY CUSTODIANS*** Personnel to perform all of the housekeeping functions and duties listed under section III and IV of Specifications, Monday through Friday between the hours of 7:00 a.m. and 3:30 p.m. Day custodians must be able to communicate (written and verbal) in English.
(* provided by District.)

- B. **NIGHT CUSTODIANS.** Personnel to perform all of the housekeeping functions listed under Section III of Specifications, Monday through Friday between the hours of 3:00 p.m. and 11:00 p.m. Night lead custodian must be able to communicate (written and verbal) in English. Night custodians will take their evening lunch break between 7:00 p.m. and 7:30 p.m. This schedule is mandatory for all District buildings. Schedules cannot be altered unless approved by the Norridge School District business office.

- C. The contractor must submit a list of all employees and building locations quarterly to the Superintendent, Dr. Paul O'Malley, for review and verification.
- D. Norridge SD 80 requires detailed background checks of all custodians entering our schools.

FLOOR WORK

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

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 9:00 A.M. and 5:30 P.M.

OTHER JOB CLASSIFICATIONS

Norridge School District #80 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

Enclosed is a copy of the 2016/2017 school calendar (Attachment A). This calendar is representative of a normal school attendance year. The school district annually adopts a school calendar similar to the 2016/2017 calendar. 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 both Day and Night Custodians 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 academic school year.

WINTER BREAK WORK

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

SPRING BREAK WORK

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

SECTION III

JANITORIAL CLEANING SPECIFICATIONS - DAY AND NIGHT CUSTODIANS

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

A. DAILY- CLASSROOMS, OFFICES, NURSE'S OFFICE, STAIRWELLS, HALLWAYS

1. Empty wastebaskets 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 all telephones.
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 clean chalk 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 and sanitize student desktops and remove graffiti, twice weekly.
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. Clean and sanitize kindergarten/preschool desks and tables daily.

B. WEEKLY

1. Clean and sanitize telephones.
2. Remove fingerprints from front doors, frames, light switches, kick and push plates, handles, railings.
3. Dust all furniture and equipment, including desks, chairs and tables in office area.
4. Dust all exposed filing cabinets, bookcases and shelves.
5. Low dust all horizontal surfaces to 7-foot heights, including sills, moldings, ledges, shelves, railings and frames.
6. Dust window ledges near corridors in all classrooms and stairwells.
7. Pick-up trash around buildings and grounds.

C. MONTHLY

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

D. SEMI-ANNUALLY

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

E. AS-NEEDED

1. Snow removal and salting of building entrances and sidewalks, utilizing District provided equipment.
2. Pick up trash around buildings and grounds.
3. Lock up and secure buildings.
4. Activate building alarms.
5. Mop entrance areas during inclement weather.

**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 toilet partitions. Remove graffiti, when discovered.
9. Remove spots, stains, 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 .

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.

THREE TIMES YEARLY

DURING SUMMER, WINTER, AND SPRING VACATION PERIODS

1. Strip and refinish all tile floor surface areas. (Summer).
2. Deep scrub and refinish all common/corridor area tile floor surfaces. (Winter and Spring breaks).
3. Wash down all walls.
4. Wash down all furniture.
5. Common/Corridor tile areas shall receive a minimum of four coats of Johnson's Premia or equal.
6. Classroom tile areas shall receive a minimum of three coats of Johnson's Vectra or equal.
7. **All waxes must be approved by the District Engineer.**

KITCHEN AREAS

A.

DAILY

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

A.

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. Wet mop classrooms as needed.
4. Scrub hallways.
5. Sanitize locker room.
6. Sweep and wet mop stairwells and landings.
7. Sweep and damp mop all entry way vestibules.
8. Spray buff hallway floors as needed.

WEEKLY

1. Wet mop classrooms.

FLOORS – CONCRETE

A.

DAILY

1. Sweep
2. Wet mop spillage.

B.

YEARLY

- Scrub and seal with cover sealer.

FLOORS: Gymnasium Floors, Wood, Synthetic (Including Stage Areas)

A.

DAILY

1. Sweep
2. Damp mop.

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 all windows.
3. Lock all doors.
4. Communication with school principal 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 #80 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.

D. AS NEEDED

Occasional afternoon gym and library setups for events will be completed as per diagrams and instructions.

SECTION IV

DAY CUSTODIAN DUTIES: District will supply full time day custodian at each building.

DAILY

1. *Open school and unlock all doors.
2. Walk the school inside and out to determine any problems from the previous day.
3. Turn on all lights.
4. *Check to see if the heat is operating properly and adjust the thermostat controls.
5. *Raise the flag and lower at the end of each day.

6. Clean the entrance door glass.
7. *Police the outside of building for debris.
8. Dust mops all public corridors daily.
9. Dust the tops of lockers.
10. Set up for lunch activities.
11. Clean up lunch facilities immediately after lunch.
12. *Handle light maintenance, i.e. loose screws, replace gliders on desks, fix or replace pencil sharpeners, replace light bulbs, help set up risers, bleachers or chairs and tables for activities that must be addressed during the daytime hours.
13. Clean pre-determined areas for approximately two hours.
14. Dust and/or spot clean interior glass of classrooms and/or in administrative offices.
15. *If snow is present: clean and salt sidewalks at entrance.

***Not required if District has in-house maintenance staff.**

SECTION V

PROJECT WORK

A. SUMMER PROJECT CLEANING

1. Move all furniture, materials out of classrooms for waxing/cleaning
2. Strip and wax all tile/terrazzo floors. Four coats of wax common corridor areas and three coats in all tiled classrooms.
3. Carpet shampooing/soil extraction will occur during summer project work.
4. Clean all baseboards.
5. Wash all chalk rails and chalkboards.
6. Wash all ledges and windowsills.
7. Clean the ceramic tile in the shower rooms where applicable.
8. Sanitize and deodorize the washrooms completely.
9. Clean all windows inside.
10. Wash all lockers inside and out.
11. Wash all desktops and chairs.
12. Clean walls where dirt or marks appear.
13. Cleaning of light fixtures and light bulbs to be determined by priority list issued by the school.

B. WINTER PROJECT CLEANING

1. Deep clean and/or strip and wax all corridors and common areas with tile floors.
2. Deep clean and/or strip and wax cafeteria floors.
3. Clean walls, partitions, and floors in all wash rooms and locker rooms.
4. Wash all chalk rails and board in classrooms.
5. Clean all desktops - office areas.

6. Dust window blinds - office areas.
7. Wash down all furniture - office areas.
8. Graffiti removal on desks, washrooms, and lockers where needed.
9. Shampoo or extract all carpet surfaces where necessary.

C.

SPRING PROJECT CLEANING

1. Clean walls, partitions, and floors in all wash rooms and locker rooms.
2. Deep clean and/or strip and wax common/corridor floors.
3. Wash all chalk rails and boards in classrooms.
4. Graffiti removal on desks, washrooms, and lockers where needed.
5. Shampoo or extract carpet surfaces where necessary.

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 workforce stability is essential to perform promptly and adequately contractor's obligations hereunder and that contractor is responsible for minimizing employee turnover to the extent possible to affect that end. Contractor shall submit with his bid a sworn statement regarding employee turnover for the years 2016/2017.

Contractor shall also submit a sworn statement confirming that all candidates are screened and that background checks are made to ensure that new employees have no prior criminal record that would render said persons as unwanted in a school setting, e.g., child molestation, pornography, etc. The Contractor shall submit immediately the name and birth date of all employees upon employment in the School District. All employees will also be required to authorize the Contractor to conduct a criminal background check with the FBI and Illinois State Police. Contractor will also be in compliance with current and future local, state, and federal laws and regulations. All background checks shall include fingerprinting. Contractor shall bear the cost associated with these background checks and report said results to the District.

It is the Contractor's responsibility to review and understand the District's Operational Services Policy, #4:170 and # 4:170-AP2, regarding Child Sex Offender and Murderer Community Notification Act and Contractors employees. To that end a copy of that policy is attached and therefore is a part of this specification and contractual requirement.

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 Norridge School District #80. 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 picture I. D. badges, to all contractor employees and require that they be worn. 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 and 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.

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 District #80. 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. Two copies of said amendment must be signed by an authorized official of each party. 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 14 day period, the offended party shall consider this agreement canceled and that it intends to be released from all obligations there under.

BID SECURITY: Enclosed a bid security deposit in the form of a Bid Bond or a Certified check in an amount not less than **5%** of the annual cost for the first year of the contract.

State dollar amount \$ _____.

This may be forfeited if contractor does not meet specifications

The successful bidder will be liable for the payment of Sales and Use Taxes on the materials, which he purchases for fulfilling this contract.

Bidders shall have owned and operated a contract cleaning service serving public school districts in the State of Illinois for at least the last three (3) years with a student population of at least 1,000 and must give evidence of same.

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 REQUEST FOR BID, fully responsive as requested.
A minimum of three (3) Illinois public school districts with an enrollment of at least 1,000 students each and, 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. All of these school references must be from organizations that are of similar size and scope.

2. 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.
3. Information about Company organization and background including financial results for at least the past three (3) years may be required under separate cover.
4. 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.
(School Dude or equal.)
 - f. Written standards, procedures, schedules and records.
5. Present any other pertinent information, which demonstrates the VENDOR'S capability to successfully provide these services.
6. 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.**
7. Provide a listing of school customers for whom the company is currently providing custodial, building maintenance, and ground services, and where employees are on the VENDOR'S payroll; should the District wish to expand the scope of these specifications

The school district will be held responsible for providing adequate cleaning supplies (Attachment B) which will include all items for both daily maintenance and periodic project work. It remains the responsibility of the district to procure, inventory, dispense, and budget for all cleaning supplies.

Norridge School District #80 believes that the necessary equipment must be present in order to perform adequate service. A list (Attachment C) of equipment that should be considered the minimum needed to successfully clean the District within the time allotted is included. All equipment must be new and provided by the contractor.

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 60 days written notice.

The successful bidder shall submit invoices for janitorial services on a monthly basis. Payment to the contractor shall be made within thirty (30) days after receipt of invoice. Invoices shall be submitted to:

Dr Paul O' Malley
Superintendent
Norridge School District #80
8151 W. Lawrence
Norridge, Illinois 60706

EXHIBIT C

INSURANCE REQUIREMENTS

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

	<u>Coverage Amount</u>
Comprehensive Automobile Liability – Bodily Injury & Property Damage Combined Single Limit	\$ 1,000,000
Comprehensive General Liability – Bodily Injury & Property Damage Combined Single Limit	\$ 2,000,000
	<u>Statutory</u>
Workmen’s Compensation – Employer’s Liability	\$ 1,000,000
Excess Liability for all Insurance Risks	\$ 8,000,000

Norridge School District #80

STAFF SIZING EXHIBIT D1

SITE	<u>Square Footage</u>	<u>Enrollment</u>	<u>Day Custodians</u>	<u>Night Custodians</u>
James Giles Elementary School	72,304	623	1.0 By District .50 By Vendor	2.00 By Vendor
John V. Leigh Elementary School Includes District Administration Offices, and Day Care Center.	82,908	501	1.0 By District .50 By vendor	2.50 By Vendor
Total Building Square Feet	155,212			
Total Custodial Staff			2.0 By District 2/.50 By Vendor	4.50 By Vendor
Grand Total			2.0 By District 2/.50 By vendor	4.50 By Vendor

Norridge School District #80

**EXHIBIT D - PROPOSAL FORM COMBINED COSTS:
JANITORIAL HOUSEKEEPING, PROJECT WORK,
SUPPLIES/EQUIPMENT, & MISC. EXPENSES for the Period. July 1,
2017 through June 30, 2018**

PRICING INFORMATION:

I. General Housekeeping (2,080 hours each in 52 weeks) (24 pays x 40 hrs. per week)

	Work Performed	Total People	Total Hours	Minimum Hourly Rate	Total Labor Cost
A.	Day Custodial	2/.50	1,440		
B.	Night Custodial	4.50	9,360		
	SUB-TOTAL	5.50	10,800		

TOTAL LABOR COST (I):

Norridge School District #80

II. Supplies and Equipment Expense

A.	Equipment: See equipment lists pages 32.	
B.	Equipment maintenance and repair	
	SUB-TOTAL	

III. Miscellaneous Expenses

A.	Payroll Taxes, Workers Compensation, General Liability, State & Federal Unemployment, Social Security	
B.	Training Costs (ADA, blood borne pathogens, asbestos training, Right to Know, immunizations). Background Checks, TB test.	
C.	Other Benefits (non-mandatory) Please explain	
D.	Corporate Overhead and Administrative Fee	
	SUB-TOTAL	

TOTAL NON-LABOR COST (II & III):

\$

GRAND TOTAL (I, II, III):

\$

MISC. EXPENSES SECTION

For the period January 1, 2017 through December 31, 2018 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 per cent increases for the preceding twelve (12) months pursuant to the consumer price index for Urban Wage Earners and Clerical Workers in the Chicago Metropolitan area for April issued by the Bureau of Labor Statistics of the United States Department of Labor.

SUPPLEMENTAL INFORMATION:

Five (5) references for whom you are currently performing cleaning services (must be Public School Districts with a student enrollment of at least 1,000).

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

FINANCIAL INFORMATION:

A. Dunn & Bradstreet Rating

B. Bank References

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

INSURANCE CERTIFICATE (Exhibit C)

Enclose a copy of insurance certificate with amounts as listed in Exhibit C.

COPY OF BUILDING INSPECTION FORMS CURRENTLY IN USE

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

CUSTOMER CONTACT PROCEDURES

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

BID SECURITY BOND

Enclose a copy of Bid Security Bond, Cashier Check, or Certified Check not less than 5% of annual costs of combined first period billing for janitorial services.

State dollar amount of Bid Security \$ _____

EQUIPMENT AND MATERIALS TO BE USED

Enclose a complete listing of the equipment to be used in the cleaning maintenance program.

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 District #80 buildings.

OPERATIONS DIAGRAM

Please include a diagram/flow chart showing the number of custodians/supervisors, etc., and the number of hours that each will work per day/night shift during the:

- Regular school year
- Winter break
- Spring break
- Summer break

Sworn statement of employee turnover as referred to in Exhibit B., Section 1.

Sworn statement of employee background checks as referred to in

Exhibit B., Section 1.

Name of principal bank, including names of bank officers as references. Exhibit B, Section 7.b.

Please include a list of all custodial supplies you will furnish during the one-year contract period.

Please indicate the cost per hour for additional “building coverage” work as outlined on page 10, Exhibit A, Section III. Enter costs under Additional Building Coverage, page 20 of this document.

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.

Norridge School District #80

SPECIFIC BIDDER INFORMATION

NAME OF FIRM:

ADDRESS:

CITY, STATE, ZIP:

PRINCIPAL OFFICER:

PARTNERSHIP OR CORPORATION UNDER STATE LAWS OF:

AUTHORIZED SIGNATURE:

TITLE:

PERSON TO CONTACT REGARDING BID:

PHONE NUMBER:

Norridge School District #80

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 bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended.

Name of Contractor

Date:

Norridge School District #80

PROOF OF INSURABILITY

PROPOSAL SUBMITTED BY:

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 _____, 2017.

Signed:

(Authorized Agent)

Date:

Insurance Company:

Address: _____

Notary Public

CERTIFICATE OF INSURANCE TO BE SUBMITTED WITH BID

Norridge School District #80

ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE

Being first duly sworn deposes and says:

That he is

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.

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

Subscribed and sworn to this _____ day of _____,
2017.

By: _____

Norridge School District #80

HOLD HARMLESS AGREEMENT

The contractor hereby agrees to indemnify, keep and save harmless Norridge School District #80, its Board of Education, agents, officials and employees against all injuries, judgments, costs and expenses which may in anywise accrue against the District in consequence of the granting of this contract or which may in anywise result there from, whether or not it shall be alleged or determined that the act was caused by willful or wrong full act of the contractor, or was caused by negligence or omission of the contractor or his employees. The contractor shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred against Norridge School District #80 in any such action, and shall at his own expense discharge same.

The contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend District as herein provided.

CONTRACTOR:

By:

ATTEST:

**CORPORATE
SEAL**

Norridge School District #80 Certifications

1. Sexual Harassment Clause

The undersigned contractor is in full compliance with the requirements Of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) Effective July 1, 1993, with respect to sexual harassment policies. The Terms of that law, as applicable are hereby incorporated into this contract.

2. Equal Employment Opportunity Clause

The undersigned hereby certifies that the contractor is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices.

3. Nondiscrimination/ Compliance with Federal and State Law.

In providing services pursuant to the contract, the contractor agrees that it will not Discriminate against any employee, applicant for employment, or student on account Of race, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, military status, sexual orientation, unfavorable Discharge from military service or other protected group status.

4. Prevailing Wage Act.

The contractor, and any other subcontractors engaged by the contractor with the Consent of the District, agree that he shall pay the prevailing rate of wages in the Locality, as ascertained by the Department of Labor, for each laborer, worker, type Of craft or type of worker or mechanic needed to execute the contract of perform such work and also the general prevailing rate for legal holiday and overtime work. Any subcontract between the contractor and subcontractor shall require the Subcontractor's compliance with the Prevailing Wage Act, 820 ILCS 130/0.01. Proof of prevailing wages paid (a certified payroll record) shall be submitted with invoices requested for payment.

5. Illinois Drug Free Workplace Act.

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

6. No Smoking Clause.

Contractor agrees that he, his employees and subcontractors, will abide by a No Smoking requirement on all District property.

7. General

In addition to the foregoing specific certifications, the contractor agrees that he, His employees and subcontractors shall at all times observe and comply with all Laws, ordinances, regulations and codes of the Federal, State, County and other Local governmental agencies, which may in any manner, affect the performance Of the contract and in particular any such laws pertaining to safety.

By signing and notarizing this document, I state that the contractor listed below and I are in compliance, and will comply, will all of the Certifications listed herein.

Signature _____ Date _____

Name of Signer and Title _____

Contractor Name _____

Address _____ Phone _____

Notary:

Norridge School District #80

It is the intent of the Norridge Board of Education District #80 to reduce the exposure of the buildings occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems, and the environment. To that end all supplies required to complete the tasks illustrated within these specifications shall conform to the following guidelines.

Purchase of sustainable cleaning and hard floor and carpet care products meeting sustainability criteria.

Purchase of cleaning equipment meeting sustainability criteria.

Establishment of a standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed, and audited.

Development of guidelines addressing the safe handling and storage of cleaning chemicals in the buildings.

Development of requirements for staffing and training of custodial personnel in the hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging.

Provision for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

Norridge School District #80 Calendar 2016-2017

ATTACHMENT A

Thursday, August 25, 2016.....Teacher's Institute - No School
Friday, August 26, 2016.....Teacher's Institute - No School
Monday, August 29, 2016.....First Day of Classes (Gr.1-8) ~ 1:15 pm Dismissal
Monday, September 5, 2016.....Labor Day – No School
Wednesday, September 14, 2016.....Giles Curriculum Night
 Thursday, September 15, 2016Leigh Curriculum Night
 Friday, September 23, 2016.....School Improvement Planning Day ~ 11:45 Dismissal
 Monday, September 26, 2016.....Mid-Quarter Progress Reports
Monday, October 10, 2016.....Columbus Day - No School
 Friday, October 21, 2016.....School Improvement Planning Day ~ 11:45 Dismissal
Friday, October 28, 2016.....End of 1st Quarter
 Monday, November 7, 2016.....Regular School Day – 8:15 am – 3:25 pm
 Parent/Teacher Conferences - 4:00 pm – 7:00 pm
 Tuesday, November 8, 2016.....Parent/Teacher Conferences – 1:00-4:00 pm &
 5:00- 7:00 pm - No School
 Tuesday, November 22, 2016.....Early Dismissal – 1:15 pm
 Wednesday, Thursday and Friday
 November 23-25, 2016.....Thanksgiving Holiday - No School
 Friday December 2, 2016,Mid-Quarter Progress Reports
 Tuesday, December 20, 2016Early Dismissal – 1:15 pm
 Wednesday, December 21, 2016.....Teacher's Institute – No School
Thursday, December 22, 2016 thru Friday, January 6, 2017
 Holiday Vacation - No School
Monday, January 9, 2017..... School Resumes
 Friday, January 13, 2017.....School Improvement Planning Day ~ 11:45 Dismissal
Friday, January 13, 2017.....End of 2nd Quarter
 Monday, January 16, 2017Martin Luther King Day – No School
Friday, January 20, 2017.....Report Cards Go Home
 Tuesday, February 7, 2017.....Regular School Day – 8:15 am – 3:25 pm
 Parent/Teacher Conferences - 4:00 pm – 7:00 pm
Wednesday, February 8, 2017Parent/Teacher Conferences – 1:00-4:00 pm & 5:00- 7:00 pm - No
 School
 Wednesday, February 15, 2017.....Mid-Quarter Progress Reports
 Friday February 17, 2017 School Improvement Planning Day ~ 11:45 Dismissal
 Monday, February 20, 2017..... President's Day – No School
 Wednesday, February 22, 2017 Kindergarten Registration
 Thursday, February 23, 2017..... Kindergarten Registration 10am-12pm,
 Friday, March 17, 2017..School Improvement Planning Day ~ 11:45 Dismissal
Friday, March 17, 2017.....End of 3rd Quarter
 Friday, March 24, 2017.....Report Cards Go Home
 Monday, March 27, 2017
 thru Friday, March 31, 2017Spring Vacation - No School
Monday, April 3, 2017.....School Resumes
Friday, April 14, 2017.....Good Friday – No School
Monday, April 17, 2017
 thru Friday, April 28, 2017..... PARCC Testing
 Friday, April 21, 2017.....Mid-Quarter Progress Reports
Monday, May 29, 2017.....Memorial Day – No School
 Wednesday, May 31, 2017.....Leigh Graduation – 7:00 pm
 Thursday, June 1, 2017 Giles Graduation - 7:00 pm
Friday, June 2, 2017.....Giles and Leigh Kindergarten Celebration – 9:00 am
Friday, June 2, 2017.....End of 4th Quarter
Friday, June 9, 2017..... Report Cards Go Home
Monday, June 12, 2017.....Teacher Institute – No School
Monday, June 19, 2017.....Last day of school...
 if no emergency days are taken then June 9, 2017
 will be the last day of pupil
 attendance – 1:15 pm Dismissal
 Please plan on having your child attend school through June 19th
INSTRUCTIONAL DAY WILL BEGIN AT 8:15 AM AND DISMISS AT 2:35 PM. SIP DAYS REMAIN THE
 SAME 8:15 AM-11:45 AM

Norridge School District #80

ATTACHMENT B

Carpet Care Products:

Conditioners
Spotters
Bonnet cleaner
Extraction cleaner
Gum remover
Stain removers

Floor Care Products:

Strippers
Waxes
Sealers
Gym floor cleaners
Gym floor finishes, water based
Pads, buffing, stripping, cleaning

General Cleaning:

Cleaning solutions
Disinfectants
Neutral cleaner
Degreasers
Stainless steel cleaners
Furniture polish
Toilet bowl cleaner
Tile cleaner
Glass cleaner
Base board stripper
Dust mop treatment
Terry Toweling
Golden Dust Clothes
Graffiti Remover
Lambs Wool Duster

General items:

Mops
Dust mops
Rags
Gloves
Solution centers
Wax applicator kits
Window washing equipment
Doodle bug pads
Doodle bug holders
Gym floor finish applicators

The items listed are a sample only. Norridge School District 80 is responsible to provide all carpet care, floor care, and general cleaning products and items listed to complete the custodial services per the specifications.

The contractor is to review the minimum equipment items that the contractor is required to provide, per bid specifications, illustrated on page 32.

Norridge School District #80

ATTACHMENT C

The following list is the minimum new equipment that must be provided for each school.

James Giles Elementary School

QUANTITY	ITEM	Cost
1	Auto Scrubber 28"	\$
1	Single Disc Scrubbers 20"	\$
1	Propane Burnisher 24"	\$
1	Wet Dry Vacuums with front squeegee	\$
6	Mobile Brutes	\$
2	Maid Carts	\$
1 lot	Buckets and Wringers	\$
2	Upright Vacuums Hepa	\$
1	Carpet Extractors 18"	\$
1 lot	Misc. Equipment	\$
	Total Value	\$

John V. Leigh Elementary School

QUANTITY	ITEM	Cost
1	Auto scrubber 28"	\$
1	Single Disc Scrubber 20"	\$
1	Propane Burnisher 24"	\$
1	Wet Dry Vacuums with front squeegee	\$
6	Mobile Brutes	\$
2	Maid Carts	\$
1 lot	Buckets and Wringers	\$
2	Upright Vacuums Hepa	\$
1	Carpet Extractors 18"	\$
1 lot	Misc. Equipment	\$
	Total Value	\$

Note: The above list of equipment and its associated cost must be included in the bid document. ALL EQUIPMENT MUST BE NEW.