

THORNTON TOWNSHIP HSD #205

INVITATION TO BID

Thornton Township HSD #205 will accept sealed bids for:
Contracted Security Services

Submit your bids to the attention of: William J. Garrett
Thornton Township HSD
#205
465 E 170th Street South
Holland, IL 60473

Mandatory Meeting: June 18, 2018, at 10:00AM, at 465 E 170th Street South Holland, IL 60473

Bids must be received at the following address no later than: June 26, 2018, at 10:00AM

Your bid **MUST** be submitted in a **SEALED ENVELOPE CLEARLY
MARKED: "CONTRACTED SECURITY SERVICES"**

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CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Board of Education of Thornton Township HSD No. 205 will receive bids for Contracted Security Services until June 26, 2018, at 10:00AM, at which time they will be opened and read aloud. Bids received after this time will be returned, unopened and not considered. The Board seeks to award a three-year contract with the first date of service commencing August 1, 2018.

There will be a mandatory pre-bid meeting for all prospective bidders to discuss specifications and supplementary attachments, to answer questions regarding bid documents, and to tour the buildings. ATTENDANCE AT THIS MEETING IS MANDATORY. BIDS WILL NOT BE ACCEPTED FROM COMPANIES THAT DO NOT HAVE A REPRESENTATIVE AT THE MEETING. The mandatory pre-bid meeting will begin promptly on June 18, 2018, at 10:00AM,

Bids are to be addressed to: William J. Garrett, Manager of Operations

The Board of Education reserves the right to reject any or all bids in whole or in part or to accept that bid which is in the best interest of Thornton Township HSD #205. Award of contract shall be based upon the bid criteria included in this document. A contract will be awarded only after a formal notice is given to a vendor as determined by the Board of Education. The Board of Education reserves the right to waive all irregularities and immaterial formalities.

All bidders shall submit a non-collusion affidavit and four (4) required certifications with their bid as per the enclosed forms.

BIDDER'S REPRESENTATIONS AND COVENANTS

1. The submission of a Bid constitutes the Bidder's representation, and is conclusive evidence that (1) the Bidder has read and has become thoroughly familiar with the requirements of the Bid and the Bid Documents and (2) the Bidder has investigated and has inspected the site and is satisfied as to the conditions to be encountered in performing the work described in the Bid Documents and (3) the Bidder is fully informed as to the labor conditions relating to the specifications and work to be performed. The failure of any Bidder to obtain or examine any form, or the failure of the Bidder to become familiar with the conditions relating to the specifications, shall in no way relieve the Bidder from any obligation with respect to the Bid.
2. The Bidder represents that this Bid is submitted without any connection with any other party submitting a Bid for the work covered by these Documents. The Bidder further represents that this Bid is fair and has been made without any aspect of collusion, price-fixing or fraud and that no employee or agent of the Board is directly or indirectly interested in any benefits to be derived from this Bid.
3. Bidder certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Public Act 87-1257 and Section 2-105A (4) of the Illinois Human Rights Act, 775 ILCS 5/2-1 05(A) (4), and in case of Bidder having 25 or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 30 ILCS 580/3.
4. Bidder certifies that it is not barred from bidding on this project, or entering into the contract, by Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 LLCs 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a public contract by a Contractor who has been convicted of bid-rigging or bid-rotating.
5. Bidder certifies that it is not ineligible for award of the contract because of debarment for a violation of any

of the above-referenced laws and regulations and acknowledges that any breach of the foregoing provisions shall constitute a breach of the contract. Failure of the Contractor to follow this Section shall be cause for Thornton Township HSD #205 to immediately terminate the contract.

6. Certification forms which must be signed by a duly authorized agent of the Bidder and submitted with the bid are included here as Exhibits. Failure to submit the properly signed certifications may subject the bid to disqualification.

QUESTIONS AND INTERPRETATION OF BID DOCUMENTS

Questions pertaining to the Bid Documents and any request for clarification or interpretation of the Bid Documents must be made in writing to Toriano Horton, Assistant Superintendent for Business/CSBO (horton.toriano@district205.net) no less than seven (5) calendar days prior to the bid opening. Questions or requests received after this time will not be considered.

Replies to questions, interpretations and any corrections or changes to Bid Documents will be made in writing and shall constitute an Addendum to the Bid Documents. Such Addendum will be sent to all parties receiving bid packages at least three (3) days prior to the bid opening. Responses to questions, interpretations, and clarifications made orally or in a manner, not complying with the above procedure shall not be made a part of the Bid Documents, and the Bidder shall not rely upon them.

BIDDING CONDITIONS

1. Prices and Notations must be typed or in ink. No erasures permitted. Mistakes may be crossed out and corrections entered and initialed in ink by person signing the quotation. Do not change the specification. Report any irregularities by separate letter. A vendor initiated change, deletion or addition changing the conditions stated above may void that vendor's bid.
2. Quotations - Must be signed with firm name and by a responsible and authorized officer or employee. Obligations assumed by such signature are binding upon Bidder.
3. Taxes - The school is exempt from federal excise and state sales taxes and such taxes shall not be included in the bid price. Federal excise tax exemption certificates will be furnished if necessary.
4. Default - is defined as the failure of a Bidder or the Contractor to fulfill the obligations described in these bid documents or the resulting contract. In case of default of the Contractor, the Thornton Township HSD may cancel the contract and procure the services from other sources and hold the Contractor responsible for any excess costs occasioned thereby.
5. Prompt Payment – Standard terms are to be invoiced once per month for security services with terms of net 45 days for payment. Invoices not paid by the due date, with such due date being at least 60-days from the date of issue of the invoice, shall bear interest according to the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et. seq.
6. Withdrawal of Bids - Bids may be modified or withdrawn prior to the date and time of the bid opening upon written request to the CSBO, executed in conformance with the signature requirements for submission of Bids, provided the subsequent submission comply with all bid submission rules herein. Withdrawal of a Bid will not prejudice a Bidder's right to submit a new Bid prior to the time designated for submission of Bids.

After the bid opening date, no Bidder may withdraw his/her/its Bid for a period of ninety (90) days from the bid opening date.

7. Period of Firm Quote- All bids will be firm for orders issued within a period of ninety (90) days from the date established for the opening of bids.
8. Receipt of Bids -Late bids will not be accepted. The responsibility of getting bids to the CSBO rests entirely with the bidder notwithstanding delays resulting from postal handling or any other means.
9. Bid Opening - Bids will be opened and read on the date and time shown on the cover page in the District 205 Administrative Office.
10. Rejection of Bids - The Board reserves the right to reject all Bids in whole or in part. Any or all Bids may be rejected if there is any reason to believe that collusion exists among the Bidders or for any other reason the Board believes to be in the best interests of the School District. The Board shall be under no obligation to accept the lowest financial Bid. Individual Bids may be rejected for irregularities of any kind, including without limitation, alteration of form, additions not called for, conditional Bids, incomplete Bids, and unexplained erasures. Individual Bids may also be rejected if, in the opinion of the Board, such Bid does not meet the standard of quality established by the specifications or otherwise desired by the Board. The foregoing provisions are for illustrative purposes and shall in no way limit the right of the Board to reject all Bids. The Board retains the right to waive any technical defects, irregularities, and omissions in the Bids received if the best interest of the Board shall be served. The Board further retains the right to award a contract by item, group of items, or parts thereof if so divisible and if the best interests of the Board would be served, or to award contracts to one or more Bidder.
11. Award -The bid will be awarded, if at all, to the lowest, responsive and qualified contractor which the Board of Education determines, at its sole discretion. The Board will use the criteria listed below, which criteria will not be exhaustive. If the contract is awarded, it will be awarded to the Lowest Responsible Bidder. This Bid does not necessarily contemplate an award based solely on price. In determining the Lowest Responsible Bidder, the following criteria, without limitation, will be considered by the Board, as applicable:
 - Completeness and accuracy of responses to all proposal document requests and a qualitative analysis of the responses.
 - Price
 - The Thornton Township HSD assessment of the contractor's ability to responsibly fulfill the District's needs, including, but not limited to, evaluation of the following:
 - References and customer feedback obtained by District 205 for current and previous clients (serviced within the last two years). Feedback from primary and/or secondary public schools is preferred.
 - Longevity of the contract in the security services industry for primary and/or secondary public schools.
 - Financial soundness and stability.
 - Comprehensiveness and thoroughness of customer contract procedures, training program, understanding and approach and transition plan.

CONTRACT

Upon award of the bid, Contractor shall execute a contract incorporating all provisions of these bid documents into the contract, including but not limited to the Bidding Conditions set forth above and the following provisions:

1. The contract for Contractual Security Service will be for three years, commencing on August 1, 2018 and terminating on July 30, 2021. Upon mutual agreement of the Board of Education and the Contractor reached by February 1 of the terminating year, the contract may be annually renewed for up to two years . Renegotiation of the price charged in subsequent years of the agreement must not exceed the "Consumer Price Index for All Urban Consumers" annualized rate for December of the current school year.

This contract can be terminated by Thornton Township HSD #205 for any reason with a thirty (30) day written notification.

2. The attached position descriptions are subject to change by the District based on the District's needs which may include decreasing, increasing, or eliminating the positions.
3. All Contract personnel must wear, always: (1) the approved uniform, (2) the approved identification badge. No Contract personnel will be permitted to enter or remain on District property unless both conditions are met.
4. The Contractor shall provide the District with a list of all supervisory personnel including the telephone numbers where each person may be reached always (pager/cellular phones numbers where applicable).
5. The Contractor shall maintain a file of "Child Abuse Clearances" and "Criminal Background Checks" for all current employees in the Business Office and a complete roster of current employees in the Facilities Office. The Contractor, at its sole expense, shall conduct background investigations of all of its employees, agents and others who will interact in proximity to Thornton Township HSD #205 students, and, in accordance with Section 10-21.9 of the Illinois School Code (105 ILCS 5/10-21.9), shall provide results of each background investigation to the Thornton Township HSD #205 Superintendent prior to the person beginning any work on Thornton Township HSD #205 property, and shall comply with all requirements of Section 10-21.9 as may be amended from time to time. The Contractor shall not allow anyone to work in Thornton Township HSD #205 whose criminal background check reveals items that would prohibit them from working with children under Illinois law or reveals other criminal convictions or other conduct which lawfully may be considered and which call into question such individual's fitness to work with children. The Contractor shall submit immediately upon the award of the contract the name, date of birth and social security number of all employees who are to perform work for Thornton Township HSD #205 under the contract and certification that they have met the requirements herein. In the event the Contractor fails to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student for harm caused by an employee of the Contractor or caused by an employee of a subcontractor to the Contractor, then Contractor agrees to fully defend and indemnify, including reimbursement of attorney's fees and costs, the Board against any claims or liabilities arising out of Contractor's failure to comply with this requirement.
6. The Contractor is responsible for the conduct of its personnel. The Contractor must provide written policies and procedures with its Bid regarding unlawful conduct by its personnel. The contractor shall fully cooperate with the District and with any Law Enforcement authorities in the investigation of suspected unlawful activities. If personnel employed by the Contractor are found to have committed unlawful activities, the Contractor shall be responsible to the District for restitution which will include, but not necessarily limited to, all actual losses, damages, costs of investigation, and costs of prosecution.
7. The Contractor shall notify the District immediately of conditions, which will limit hours or decrease the daily

work crews, such as illness or injury. In addition, the Contractor shall notify the District in advance of any condition or situation, which will affect the performance of the work under this contract. In either case, the Contractor shall submit a plan, in writing, of how the effected work is to be rescheduled.

In the event of a strike, act of God, force majeure or other such event resulting in the closing of the building(s), no payment(s) shall be made for that period of time when Security Services are not required/ performed.

8. Absenteeism is a significant factor that adversely affects the quality of the Security Services received by the District. Each Bidder is to submit, and the successful Contractor is to maintain effective Recruitment and Retention plans. Adequate Staffing Levels are to be maintained by the contractor. The contractor is to maintain a pool of Trained/Qualified substitutes, available at short notice, to ensure that the District is adequately staffed in the event of illness or injury.
9. The District reserves the right to audit payroll records and/or time cards
10. The District reserves the right to audit payroll records and/or time cards.
11. The District reserves the right to require that the Contractor remove any employee from the District Contract for unsatisfactory performance, appearance, behavior or attitude.
12. The Contractor and its employees and agents shall strictly comply with all Federal, State and Municipal codes and regulations, and shall comply with all applicable local, county, State and federal laws, regulations and rules including without limitation those regulating the issuance of contracts and employment. The Contractor and its employees shall abide by all Board of Education policies and Thornton Township HSD #205 regulations, which are available at www.district205.net. Additionally, the Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices, including the Illinois Human Rights Act. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice.
13. The Contractor acknowledges that, as an independent contractor of Thornton Township HSD #205, records in the possession of the Contractor related to the Security Services bid, contract and services may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq. The Contractor shall immediately provide Thornton Township HSD #205 with any such records requested by Thornton Township HSD #205 to timely respond to any FOIA request received by Thornton Township HSD #205. Thornton Township HSD #205 will review all such records to determine whether FOIA exemptions apply before disclosing the records. If the Contractor refuses to provide a record that is the subject of a FOIA request to Thornton Township HSD #205 and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes Thornton Township HSD #205 in any way, the Contractor shall reimburse Thornton Township HSD #205 for all costs, including attorneys' fees, incurred by Thornton Township HSD #205 related to the FOIA request and records at issue.
14. All Thornton Township HSD #205 buildings and grounds are no smoking areas. It is the policy of Thornton Township HSD #205 to establish and maintain an Alcohol & Drug-Free Workplace. The Contractor shall have in-place an effective Substance Abuse Policy (Drug and Alcohol), which conforms to the Thornton Township HSD #205's policies and all applicable Federal, State, and Local rules and regulations.
15. Pursuant to the minimum coverage amounts listed below, the Contractor shall submit proof of insurance General Liability Insurance, Worker's Compensation Insurance, and Automobile Liability Insurance to the limits described in the attachment with companies licensed to do business in Illinois with an A.M. Best rating of A that is satisfactory to the District. Such insurance shall carry an endorsement to the effect that the Insurance Company will defend the District as a party in the event the owner becomes a party to any litigation because

of the activities of the contractor, sub-contractor, or any direct or indirect employee of same under the terms of this contract for injuries to property or person. Such insurance shall

16. Name the District as an additional primary insured on a noncontributory basis and shall include all members of the Board of Education, officers, employees and agents in all their official capacities for claims arising out of the performance of this contract. Contractual liability shall be provided under the Commercial General Liability policy to include the Contractor's indemnification obligations under this contract. Proof of insurance shall be provided to the District evidencing this coverage and must include the requirement of a ten (10) day written notice prior to any amendment or cancellation of such coverage.
17. The Contractor shall furnish a Performance Bond in the amount of one hundred percent (100%) of the Contract Sum. The bond surety must carry a BEST RATING of A. Such bond shall be in a form and with a surety acceptable to the District and shall not include a limitation period shorter than provided by Illinois law. The Performance Bond shall guarantee the performance of the duties placed on the Contractor under this Contract and its compliance with any applicable laws and shall indemnify the Thornton Township HSD and its Board members, officers, employees and agents (the "Indemnitees"), from any liability or loss to the indemnitees from any failure of the Contractor to fully perform each or all of said duties. The Performance Bond must be updated for any contract extension that is approved by the District.
- 18. This bid must be accompanied by security in the amount of ten percent (10%) of the total bid. The security must be in the form of a bid bond, or cashier's or Certified Check made payable to Thornton Township High School District 205. The bond shall be carried with a bonding company rate of "A+ or better" by Standard & Poor's ratings and licensed to do business in the State of Illinois. Failure to supply a bid bond at the time of the bid submission will automatically disqualify the bidder. The deposit, except that of the successful Submitter, will be returned promptly after the determination of the successful Submitter.**
19. The contract shall be governed and construed in accordance with the laws of the State of Illinois and any dispute to enforce the contract shall be brought in a state or federal court located in Cook County, Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.
20. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless Thornton Township HSD #205, the Board of Education, its members, employees, agents, officers, officials and successors from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including costs and attorney fees, arising out of, or relating to, any and all claims, liens, damages to person (including death) or property, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature and character, in connection with or arising out of the contract and bid documents and any acts or omissions of the Contractor or its employees or agents. The indemnities set forth herein shall survive the expiration or termination of the Contract. In claims by any employee of Contractor's against any person or entity indemnified under this section, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.
21. In the event the District's property or any of the surrounding areas are destroyed or damaged as a result of Contractor's work under the Contract, Contractor shall, at Contractor's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage.

DESCRIPTION OF POSITIONS AND SERVICE

The following is a general outline of the positions and services to which the District has grown accustomed. Bidder's proposal shall explain Bidder's ability to provide the following staffing or any alterative models.

Supervisor(s): Year-round position requiring the scheduling of all officers for all school activities, including regular school day and extra events, including but not limited to: athletic events, concerts, dances, etc; selection, training and counseling of all officers; control and maintenance of assigned equipment; supervision of entire security service program. Works with Manager of Operations and building principals (or designees) to coordinate program.

Security Officers (Estimated 45): **For the regular school day, security officer must monitor hallways, perimeter and special events. Direct students during passing periods, process visitors for authorization on premises. Intervene in disturbances and confrontations, deter and protect property, faculty and students from injury, theft and vandalism. Assist public agencies in their performance of duties. Assist bus services in loading and unloading of students. Security officers are needed approximately 185 days per year, Monday through Friday, with major holidays and school breaks excepted. Hours of regular service are 7:00 a.m. – 3:30 p.m. During the non-regular school year, including summer school, hours shall be less and positions will be decreased.**

Rover: All duties of Security Officer, plus: reports to supervisors; remains in radio contact with supervisor at all times; foot patrol of assigned area; responds to disturbances in assigned area; performs escorts as requested and any special assignments from supervisors.

Mobile Patrol: Works 365 days per year with some schedule fluctuations. Performs perimeter and checkpoint patrol of buildings, including parking enforcement and traffic control/enforcement. Responds to alarm breaches and activations, 24-hours per day, 7-days per week. Provides deliveries and security guard services as necessary.

Safe Passage Program: For the regular school day, security officers assist student walkers in and out of the building while monitoring for any gang activity and suspicious behavior. Intervene in disturbances and confrontations, deter and protect property, faculty and students from injury, theft and vandalism. Hours of are 7:00 a.m. – 8:30 a.m. and 2:00 p.m. -4:30 p.m. During the non-regular school year, including summer school, Safe Passage Program is decreased or stopped altogether.

Schedule of Current Positions

AGREEMENT BID FORM

Having read the “Instructions to Bidders and Contract Agreement, the undersigned hereby agrees to furnish safety/security services, in strict accordance with the specification and contract documents as prepared by the Thornton Township High School District 205 Board of Education for the following costs.

TO BE COMPLETED BY BIDDER

Position	Position Hours	Number of Positions	Annual Hours	Cost Per Employee	Total Cost of Line Item
Supervisor	2,080	3	6,240		1)
Assistant Supervisor	2,080	4	8,320		2)
Rovers	1,480	15	22,200		3)
Security Officers	1,480	35	51,800		4)
Mobile Driver (24/7)	1,752	5 (one on at a time)	8,760		5)
Mobile Driver (Second and Third Shift)	2080	6	12,480		6)
Locker Room Attendant (4 hours per employee per day)	7,60	9	6,840		7)
Safe Passage Officer	925	4	3,700		8)

All above positions are subject to change by District needs which include decrease, increase or elimination. Patrol vehicles average more than 25,000 miles per year per vehicle.

Estimated Annual Cost –
To be completed by bidder

\$
(Grand Total of Boxes 1-8 in the table above)

Name of Bidder (Print)	Signature of Bidder	Business Name	Business Address (#, Street, City, State, Zip)

CORPORATE SEAL:	NOTARY SEAL:	Signed and sworn before me this ____ day of _____, 2018. My commission expires on: _____ _____ (Notary Public Signature)
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QUALIFICATIONS OF BIDDER

Documentation to be submitted with bid:

- Licensed by the Illinois Department of Professional Regulations as a Private Security Contractor doing business for a minimum of five (5) consecutive years as the same Business Entity.
- Demonstrate experience in providing safety/security services to an educational facility with 400 + students for a minimum of three (3) consecutive years. Provide references with bid. Contractor must have experience at school districts of like size, with multiple buildings, and similar student population.
- Submit with proposal, a personnel list with copies of active P.E.R.C. cards, with a minimum of seventy- five (75) names of active employees to be assigned to the District.

Drug I Alcohol policy testing procedures and frequency.

- Non-discrimination policy and minority recruitment efforts.
- EEOC - 1 form. Most recent filing is required.
- Copies of last five years audited financial statements demonstrating the financial strength to support this work requirement.
- Certification regarding Sexual Harassment policy.
- Certificate of Compliance with the Illinois Drug-Free Workplace Act.
- Certification regarding Bid Rigging.
- Non-Collusion Affidavit.
- Certificate of Eligibility to Bid.

QUALIFICATIONS OF SECURITY PERSONNEL

(Supporting documentation to be submitted by Successful Bidder. REQUIRED)

- High School Diploma or Equivalent
- Speak and write fluent English
- Current Illinois Department of Professional Regulation P.E.R.C. Card
- No disqualifying criminal history – search report and complete set of fingerprints required prior to district assignment
- Pre-employment, annual, and random drug screen
- Minimum 25 years of age
- Completion of the State Certified Basic Training Program (minimum of 20 hours)
- Eight (8) hours of semi-annual refresher training, submit training plan
- Four (4) hours of annual crisis training, submit training plan

THE BUSINESS OFFICE MUST HAVE THIS DOCUMENTATION ON FILE PRIOR TO THE PLACEMENT OF SECURITY PERSONNEL WITHIN THE DISTRICT. FAILURE TO COMPLY MAY RESULT IN IMMEDIATE TERMINATION OF CONTRACT.

COMPENSATION & BENEFITS

Minimum Wages by Category

Bidder will be required to compensate its personnel assigned to District 205 no less than \$12.50 per hour as base pay, and no less than \$15.00 per hour for Supervisors.

Staffing/Overtime

All personnel are hourly employees, and there are no salaried positions. Contractor shall comply with all overtime and other wage requirements.

Where possible, however, Contractor must schedule employees in shifts to avoid overtime. The District will not pay overtime rates to Contractor for any employee of Contractor who works less than 40 hours in the subject week. The District will not pay the cost of overtime where the Contractor fails to provide an additional worker(s), or other staffing option, for extended needs that are scheduled by the District at least seven days in advance. For example, the District regularly requires security guard staffing for school board meetings, athletic events and other special events. Contractor may not extend a guard's workday to cover the event if it will cause the guard's workweek to extend beyond 40 hours, provided Contractor has at least 7 days' notice of the event.

Health Care

Contractor agrees to lawfully comply with the provisions contained within the Patient Protection and Affordable Health Care Act.

Contractor agrees to offer minimum medical coverage (supplemental insurance) to all employees and dependents at employee cost.

Vacations

Supervisor(s) – Fifteen (15) days Paid Time Off per fiscal year. These days may only be used in One(1) week blocks. Approval for vacation must be submitted for consideration to the Manager of Operations at least One (1) week before the time is to be taken. Vacation will renew on July 1, of every year of this contract.

Assistant Supervisor(s) – Ten (10) days Paid Time Off per fiscal year. These days may only be used in One (1) week blocks. Approval for vacation must be submitted for consideration to the Manager of Operations at least One (1) week before the time is to be taken. Vacation will renew on July 1, of every year of this contract.

EQUIPMENT/ MATERIALS REQUIRED

Uniforms - Security Guards must wear uniform while on premises. Your proposal should include sample uniforms descriptions/depictions. Uniforms must provide a professional appearance. The uniform shall never be covered while on duty. If a jacket is to be worn, than the jacket shall resemble the uniform and have all of the same markings.

Other Equipment – A minimum of 90 traffic cones (28” tall orange); safety vests; handheld stop signs; and 10 hand held metal detectors shall be maintained during the term of this contract.

Two-Way Radios

The District will provide communication equipment for use by Security personnel, administration, faculty and support staff.

Phones

Contractor must provide Supervisors and Mobile Patrols with cell phones.

Vehicles

Contractor must provide marked vehicles with company logo, flashing Marsh lights and spotlight. Currently, four vehicles are necessary.

Forms and Reports

Bidders will provide the following completed documents (or samples) as part of their bid submission and each category shall be required as part of the servicing of the contract:

- Quality Assurance Plan
- Firm Philosophy/Approach
- Management Plan
- Staffing Plan – Must include years of security experience for each person and years of experience at Contractor.
- Transition Plan
- Daily Incident Reports (sample)
- Procedure Manual
- Employee Time Reports (sample)
- Security/Safety Evaluations upon request



THORNTON TOWNSHIP HIGH SCHOOLS DISTRICT 205 SCHOOL CALENDAR 2018 - 2019

July 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	H	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Total						

August 2018							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	^TI	TI	15	16	17	18	3
19	20	21	22	23	24	25	5
26	27	28	29	30	31	1	5
Total							13

September 2018							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
						1	
2	H	4	5	BSN	7	8	4
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30							
Total							19

October 2018							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	1	2	3	PTC	PTC	6	4
7	H	9	10	11	12]	13	4
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	5
28	29	30	31				3
Total							21

November 2018							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				1	2	3	2
4	5	6	7	8	9	10	5
11	H	13	14	15	16	17	4
18	19	20	X	H	X	24	2
25	26	27	28	29	30		5
Total							18

December 2018							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
						1	
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	17	18	19	20	21]	22	5
23	X	H	X	X	X	29	
30	X						
Total							15

January 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		H	X	X	X	5	
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	5
20	H	22	23	24	25	26	4
27	TI	29	30	31			3
Total							17

February 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
					1	2	1
3	4	5	6	7	8	9	5
10	11	12	13	PTC	PTC	16	4
17	H	19	20	21	22	23	4
24	25	26	27	28			4
Total							18

March 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
					1	2	1
3	H	5	6	7	8]	9	4
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	5
24	TI	26	27	28	29	30	4
31							
Total							19

April 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	SB	20	4
21	SB	SB	SB	SB	SB	27	
28	29	30					2
Total							16

May 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	3	4	3
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
G	20	21	22	23	24]	25	5
26	H	X	X	X	X		
Total							18

June 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
						1	
2	X	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							
Total							0

Pupil Attendance Days	174
Institute Days	4
Approved All Day Parent/Teacher Conference Days (Limit of 2 Days).....	2
Emergency Days.....	5
Total (185 days or more).....	185

Legal School Holidays	
Labor Day	9/3/2018
Columbus Day	10/8/2018
Veteran's Day	11/12/2018
Thanksgiving Day	11/22/2018
Christmas Day	12/25/2018
New Year's Day	1/1/2019
M.L. King Holiday	1/21/2019
President's Day	2/18/2019
Casimir Pulaski Day	3/4/2019
Memorial Day	5/27/2019
1st Semester 86 student days	
2nd Semester 88 student days	

Calendar Legend	
School Opening	^
Legal School Holiday	H
Institutes	TI
Parent Teacher Conf	PTC
Spring Break	SB
Back to School Night	BSN
Emergency Days	X
Graduation	G
Not in Attendance	X
End of Semester	}
End of Quarter]

RD:3/16/2018

REQUIRED INSURANCE AND BONDING

General Liability Insurance:	\$1,000,000 CSL \$2,000,000 Aggregate Workers
Compensation Insurance:	\$1,000,000 Automobile Liability
Insurance:	\$1,000,000
Umbrella Liability Insurance:	\$5,000,000

THORNTON TOWNSHIP HSD 205 AND ITS BOARD OF EDUCATION MUST BE LISTED AS AN ADDITIONALL PRIMARY INSURED ON A NONCONTRIBUTORY BASIS.

Indemnification / Hold Harmless Clause

Bid Bond

A 10% Bid Bond, Certified / Cashier's Check must be included at time of submission. Bonds for unsuccessful bidders will be returned within seven (7) days of award.

Successful Bidder Bond will be held until production of required Performance Bond.

Performance Bond

Security in the amount of 100% of contract value must be provided to District 205, prior to commencement. Security shall be in form of:

Performance Bond or Letter of Credit in the amount equal to 100% of the estimated contract price for one (1) year. The Contractor as principal shall sign and a company authorized to guarantee the performance of the contracts, and to do business in the State of Illinois as surety shall execute. Said security shall be subject to approval by the District.

BID RIGGING CERTIFICATION

I, _____, a duly authorized agent of _____ (agent)
(contractor)

do hereby certify that neither _____ nor any individual
(contractor)

presently affiliated with _____ has been barred from bidding on a
(contractor)

public contract as a result of a violation of either Section 33E-3 (bid rigging) or Section 3E-4
(bid rotating) of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-1 *et.seq.*).

Authorized Agent _____

Contractor _____

Date: _____

CERTIFICATE OF ELIGIBILITY TO BID

(Contractor).

pursuant to Section 33E-3 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) partners and officers has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

DATE

AUTHORIZED SIGNATURE

PRINTED NAME

Required Certification #2

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____ does hereby certify pursuant to Section 2-105
(Contractor),

of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under the State Law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

NAME OF CONTRACTOR

SIGNATURE

TITLE

PRINTED NAME

DATE

Required Certification #3

**(Applicable Only to Contractors with 25 or
More Employees)**
**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ ' having 25 or more
employees, does hereby
(Contractor),

certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 I.LCS 580/3) that (he, she, it) shall provide a drug-free workplace for all employees for all 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 (he, she, it) is not ineligible for award of this contract by reason of debarment for violation of the Illinois Drug-Free Workplace Act.

NAME OF CONTRACTOR

SIGNATURE

TITLE

PRINTED NAME

DATE

**CERTIFICATE REGARDING
NON-COLLUSION AFFIDAVIT**

STATE OF ILLINOIS)

)ss.

COUNTY OF COOK)

The undersigned bidder or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission, or thing of value resulting from such sale.

NAME OF CONTRACTOR

SIGNATURE

TITLE

PRINTED NAME

DATE

Subscribed and sworn to before me this
_day of _____, 2018.

Notary Public