

**THORNTON TOWNSHIP HIGH SCHOOL DISTRICT 205**  
**465 East 170<sup>th</sup> street**  
**South Holland, Illinois 60473-3481**  
**(708) 225-4000**

**SECTION I**

**REQUEST FOR BID FOR CUSTODIAL SERVICES**

Thornton Township High School District 205, located in Cook County, Illinois requests bids for Custodial Services for its high school facilities and administrative offices located at: 15000 Cottage Grove, Dolton, Illinois (Thornridge High School); 465 East 170<sup>th</sup> Street, South Holland, Illinois (Administrative Office); 17101 South Park, South Holland, Illinois (Thornwood High School), and 15001 Broadway, Harvey, Illinois (Thornton Township High School District 205). The attached materials outline the bid process and time restraints. All inquiries should be addressed to Mr. Toriano Horton, Assistant Superintendent of Business Operations. Requests for site information should be directed to Mr. William J. Garrett, Manager of Operations.

**A. DUE DATE, GENERAL INFORMATION**

1. All proposals, in complete form, are due by June 26, 2018 at 11:00 a.m. and should be sent to Mr. William J. Garrett, Manager of Operations, Thornton Township High School District 205, 465 East 170<sup>th</sup> Street, South Holland, Illinois 60473-3481. The proposals will be opened and read at 11:00 a.m. in the District Office at a public bid opening on June 26, 2018.
2. All proposals must be in a sealed enveloped and marked **“Custodial Services Bid”**. Each proposal must be submitted on the proposal form provided with these specifications.
3. All proposals must be firm for a period of sixty (60) days from the date established for the reading of proposals. No proposal may be withdrawn after the official reading of such proposals.
4. The Board of Education reserves the right to reject or accept any or all proposals, either in whole or in part, and to waive any irregularities or immaterial defects in any proposal should it deem to be in the best interest of the School District to do so.
5. Additional specification documents, requirements, and/or changes may be presented to known prospective bidders prior to date scheduled for opening as stated in #1 above.
6. All prospective bidders are required to attend a mandatory pre-bid meeting and walk-through inspection on June 19, 2018, at 10:00 a.m.

**B. AWARD**

The bid will be awarded, if at all, to the contractor that the Board of Education determines to be the lowest, qualified bidder in conformance with 105 ILCS 5/10-20.21..

**C. CONTRACT PERIOD**

The contract period 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.

**D. INSPECTION AND FIELD SURVEY**

All prospective bidders are required to attend a pre-bid meeting and walk-through inspection on June 19, 2018, at 10:00 a.m. for the purpose of informing prospective contractors of the facilities involved in the district's request for proposal. Proposals will be accepted only from firms present at this meeting. It is the responsibility of the contractor to field survey all facilities prior to making a proposal. By submitting a proposal, the contractor affirms that it has inspected the entire premises and has full knowledge of the requirements.

**E. PROPOSERS SHALL HAVE OWNED AND OPERATED A SCHOOL CONTRACT CLEANING SERVICE FOR A MINIMUM OF THREE (3) YEARS AND MUST GIVE EVIDENCE OF SAME.**

Contractors must submit, per Section III, item 1 at least three separate school references for whom the contractor is currently performing cleaning service. Also, list any school customers that you have lost within the past three (3) years. You must also list all contracts that have been terminated for cause by a school district or other local governmental body within the last five years.

**F. CONTRACTOR SHALL SUBMIT WITH THIS PROPOSAL THE FOLLOWING EVIDENCE OF THE COMPANY'S FINANCIAL STABILITY:**

1. Copies of Contractor's most recent annual audit including income statement and balance sheet; if contractor is an individual proprietor or does not have an income statement or balance sheet, a copy of contractor's Schedule C form contractor's U.S. Income Tax Return showing financial results of contractor's business may be submitted in lieu thereof.
2. Name or names of contractor's principle banks with names of bank officers as references.
3. Dun & Bradstreet (or similar) rating, if available.

**G. CLEANING STANDARDS:**

Cleaning standards will be approved by the Manager of Operations for Thornton Township High Schools in conjunction with each Building's Principal. The Assistant Supervisors are responsible for maintaining cleaning standards which meet with the Manager of Operations and principals' approval.

## H. 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 Health/Life Safety Code for Public Schools, 23 Ill.Admin.Code Part 180 and the reasonable requirements of the District's administration. All heavy cleaning services shall be performed between the hours of 3:30 p.m. and 12:00 midnight, except as needed in special or emergency situations. All employees of the contractor must demonstrate the ability to communicate with staff and students in verbal and written English sufficient to read and understand equipment and supply instructions, labels and safety requirements.

## I. JOB CLASSIFICATIONS

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

The regular workday is an 8-hour work day is 9 hours, with a 30-minute lunch (uncompensated) and two-15 minute breaks (uncompensated).

1. **DAY CUSTODIANS.** Personnel (2 at Thornton, 2 at Thornridge, and 3 at Thornwood) will perform all the housekeeping functions and duties listed under this section, Item N, Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. Each day custodian will be equipped with a two-way radio to be supplied by the Vendor. **Hours: 7 people x 8 hours x 254 days = 14,224 hrs.**
2. **ATHLETIC AREA CUSTODIANS.** Three people (one per school) – Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. **Hours: 3 x 8 hrs. x 254 days = 6,096 hrs**
3. **ACTIVITY (FLOATER) CUSTODIANS. 2-DAY AND 1-NIGHT-**Normally will work Tuesday Through Saturday. Building assignment will depend on activity level. **Hours: 3 x 8 hrs. x 254 days = 6,096 hrs.**
4. **CAFETERIA CUSTODIANS.** Five people (school year only).  
**Hours: 5 x 8 x 190 = 7,600 hrs.**  
2-Thornton  
2-Thornwood  
1-Thornridge

Summers – Two people for six (6) hours each per day for 32 days at one building only. **Hours: 2 x 6hrs x 32 days=384 hrs**

5. **NIGHT CUSTODIANS.** Personnel (14 Thornwood, 18 Thornton, 10 Thornridge) will perform all of the housekeeping functions and duties listed under this section, Items K & L. Monday through Friday between the hours of **3:30 p.m.** and **12:00 midnight**. **Hours: 42 x 8hrs x 254days= 85,344hrs.**
- 5a. **THIRD SHIFT- 11:00 p.m. to 7:00 a.m.** Possibility of all buildings in the future.
6. **WEEKEND/HOLIDAY CUSTODIANS.** Adjust schedule for custodians in items I 1-5a above to save approximately 16 hours per week for Saturday or Sunday coverage. However, at times certain activities will require extra hours of staffing. Pre-approval from the Manager of Operations will be required for any of this overtime work
7. **All CUSTODIAL STAFF.** All custodial staff will assist in the various recycling programs through collection of materials as designated by the Manager Operations.
8. **RECEIVING CLERK.** One receiving clerk each is assigned at Thornton, Thornridge and Thornwood. This individual may perform **LIMITED** housekeeping functions and duties listed under this section, items K & L. Monday through Friday between the hours of 6:30 a.m. and 3:30 p.m.: turn on corridor lights, open designated doors throughout the school complex each a.m., inventory, deliver and store all equipment, supplies, and mail as received, and inventory and provide custodial supplies to the night supervisor, as needed. (Thornton clerk has additional responsibility to log all out-going paper and supplies) **Hours: 3 x 8hrs. x 254 days=6,096hrs**
9. **MAIL/PACKAGE DELIVER PERSON.** Driving a cargo van provided by the contractor, this person must have a valid driver's license and good driving skills. He/She will be responsible for safe and prompt delivery of inter-school mail, laundry, food and packages between the buildings on a prescribed schedule as well as delivery of board packets and other mail and correspondence to the proper locations. This is a daytime position with working hours of 7:30 a.m. to 4:30 p.m. **Hours: 1 x 8 x 254 days= 2,032hrs**
10. **LAUNDRY WORKERS.** These three people also work days from 7:30 a.m. to 4:30 p.m. and are responsible for the daily operation of the District's laundry facility. They wash all athletic uniforms, towels and related equipment. **Hours: 3 x 8 x 254 days= 6,096hrs.**
- 10a. **MISCELLANEOUS CUSTODIAL.** Staff of 3, hours and location adjustable—works under direction of Manager Operations. **Hours: 3 x 8 x 260 days= 6,240**

11. **BULIDING SUPERVISOR.** One full-time person will be assigned at each building. He/she is responsible for the training, supervision and implementing of all cleaning programs at their respective assigned schools. He/she will be responsible for supervising duties all day, night, weekend/holiday and break period custodians as assigned. He/she will be available to meet with building principals or Manager of Operations as requested and performing the function of supervising. **Hours: 3 x 8 hrs. x 260 days= 6,240hrs**

Building Supervisor Qualifications:

Qualifications for this position include reading, speaking and understanding the English language. All Supervisory personnel shall possess a minimum of four (4) years of recent (within the past five (5) years) experience directing personnel responsible for custodial services in their respective program areas this includes work that is the same or similar to the scope of work, with the same or similar square footage as the School District. A copy of each supervisor's resume shall be submitted with the quality control plan with each bidder's proposal.

**SCHOOL TERM**

School Year-Each school's student attendance year normally runs for 180 days from late of August through mid-June. Summer school is usually from mid-June through the end of July.

1. Summer Break Work: Summer project work will run for 60 days.
2. Winter Break Work: Winter project work will run for 8 or 10 days.
3. Spring Break Work: Spring project work will run for 5 days.

**K. CLEANING SPECIFICATIONS AND CUSTODIAL FREQUENCIES**

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

**FUNCTION**

**FREQUENCY**

1. Classroom / Learning Center Floor

Tile, terrazzo etc.

-strip (with stripping solution) and wax (3 coats of wax) and 2 coats sealer

Yearly (summer break)

-sweep/dust

Daily

-wet mop (with disinfectant solution)

Daily

-clean baseboards/floor molding

Daily

-clean air vents

Daily

-clean debris from air ventilation units

Daily

Carpet

-shampoo

Yearly (summer break)

-vacuum	Daily
-steam clean	As necessary
-spot shampoo	Per Building Request/As Needed
-shampoo Infant Care Center	Every other month
-shampoo Child Development classes	Every other month
-Remove gum from all floors	Daily
-Empty wastebaskets (transfer all recyclable material to collection area)	Daily
-Wash and disinfect waste and garbage cans	Yearly (July) or as needed
-Empty pencil sharpeners	Daily
-Clean chalkboards and whiteboards	Daily
-Clean chalkboard sills	Daily
-Clean erasers	Weekly
-Dust all horizontal/vertical surfaces (for example, but not limited to: carts, bookcases, tables and countertops)	Weekly
-Wash exterior windows (inside only)	Twice yearly (winter/spring breaks)
-Clean walls	Daily
-Wash and disinfect desks, chairs and tables	Once per year
-Wash marking, etc. off desks, chairs and tables	As needed
-Dust blinds	Monthly
-Remove cobwebs	Daily
-Clean sinks	Daily
-Clean glass	Daily

2. Lavatory in classroom

Learning Center/Lounge/Nurse's Office

Administrative Office Floor

-strip (with stripping solution) and wax (3 coats of wax) 2 coats of sealer	Yearly (summer break)
-Sweep/dust	Daily
-wet mop (with disinfectant solution)	Daily
-wash and disinfect commodes	Daily
-wash and disinfect basins	Daily
-wash and disinfect pipes on commodes, urinals and basins	Daily
-empty waste baskets/use new liner	Daily
-wash waste baskets	Per Building Request (summer break)
-wash mirrors	Daily
-clean and disinfect walls	Daily
-clean baseboard/floor molding	Daily
-remove cobwebs	Daily
-fill dispensers/paper towel/toilet paper	Daily
-clean vitreous fixtures	Daily

3. Corridors Floor

Tile, Terrazzo, etc.

-strip (with stripping solution) and wax (3 coats of wax) 2 coats of sealer	summer break
-clean (using automatic floor machine)	Daily
-mop restoring solution	Daily
-burnish	Daily
-sweep/dust	Daily
-clean baseboards/floor molding	Daily
-empty corridor garbage cans/use new liner	Daily
<u>Carpet/Runners/Mats</u>	
-clean Twice Yearly	(Summer/winter breaks)
-vacuum	Daily
-sweep/dust runners	Daily
-clean drinking fountains	Daily
-dust all horizontal/vertical surfaces (examples: lockers, bookcases, display cabinets, shelves, window sills, etc)	Weekly
-wash windows (both sides inside/out classroom doorways inside corridors/smoke doors)	Weekly
-wash windows (inside/out exterior/interior) (window cleaning must be done during daylight hours)	Yearly (summer break)
-steam clean	As necessary
4. <u>Stairways</u>	
-strip (with stripping solution) and wax (1 coat sealer and 1 coat wax)	Twice yearly (Summer/winter breaks)
-sweep/dust	Daily
-wet mop	Daily
-clean walls	Daily
5. <u>Gang Washrooms/Locker Rooms Floor</u>	
-strip (with stripping solution) for concrete floors use sealer (2 coats)	Yearly (summer break)
-no wax	
-sweep/dust	Daily
-wet mop (with disinfectant solution)	Daily
-wash and disinfect commodes and urinals	Daily
-wash and disinfect basins	Daily
-wash and disinfect pipes on commodes, urinals and basins	Daily
-empty waste baskets/use new liner	Daily
-wash waste baskets	Per building request
-wash mirrors	Daily
-wash and disinfect partitions	Daily

-clean and disinfect walls	Daily
-wet mop and disinfect shower floor	Daily
-remove cobwebs	Daily
-dust/wipe off lockers	Monthly
-clean baseboards/floor molding	Daily
-fill towel dispenser	Daily
-clean vitreous fixtures	Daily
6. Administrative Offices (Separate Building)	
<u>Room/Work</u>	
Room/Conference Room Floor	
-strip (with stripping solution) and wax (3 coats of wax) and 2 coats sealer	Yearly (summer break)
-sweep/dust	Daily
-wet mop (w/cleaning/disinfectant solution)	Daily
-clean baseboards/floor molding	Daily
<u>Carpet</u>	
-shampoo	Yearly (summer break)
-vacuum	Daily
-spot shampoo	Per Building Request
-vacuum furniture	Weekly
-shampoo furniture	
-wash and disinfect beds	Daily
-wash and disinfect all horizontal/vertical surfaces in Health Room	Daily
-dust desk/chairs/tables	Daily
-clean walls	Daily
-wash windows in doors and around doors	Weekly
-empty waste baskets/use new liners	Daily
-wash waste baskets	Yearly (summer break)
-remove cobwebs	Monthly
-clean countertops	Daily
-steam clean carpet	Per building request
7. <u>Gymnasium/Field House Floor</u>	
Tile, concrete,	
-strip (with stripping solution) and wax (3 coats of wax) two coats of sealer wood	Yearly (summer break)
-wet mop ( with disinfectant solution) Floors/mats/wrestling, etc.)	Daily
**sweep, dust, sanitized	Daily
-clean baseboards/floor molding	Daily
*seasonal	



\*\*Field House floor must be swept/dusted/sanitized daily using riding sweeper and cleaned using riding scrubber

Carpet

-shampoo	Yearly (summer break)
-spot shampoo	As needed/per spills
-vacuum	Daily
-empty waste baskets/use new liner	Daily
-wash waste baskets	Per Building Request
-spot wash walls (6ft. High)	Per Building Request
-clean and disinfect drinking fountains	Daily
-clean bleachers	Monthly
-clean under bleachers	Per Building Request
-remove cobwebs	Daily
-change marquee	As requested
-steam clean	Per Building Request

Pools

-mop and disinfect decks	Daily
-clean pool stainless	Daily

8. Shop Area with Concrete Floors Only (Vocational Building)

NOTE: Shop areas with tile floor revert back to Classroom/Learning Center

Floor

-sweep/dust	Daily
-vacuum around machinery	Weekly
-scrub (with cleaning solution) and coat with sealer	Yearly (summer break)

Woodshop

-clean off all walls and dust/sawdust venting equipment	Weekly
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9. Washrooms/Student and Faculty Floor

-strip (with stripping solution) and seal (2 coats)	Twice Yearly (summer break)
-sweep/dust	Daily
-wet mop (with disinfection solution)	Daily
-wash and disinfect commodes	Daily
-wash and disinfect basins	Daily
-wash and disinfect pipes on commodes, urinals and basins	Daily
-empty waste baskets/use new liners	Daily
-wash waste baskets	Per Building Request
-wash mirrors	Daily

- wash and disinfect partitions Daily
- clean and disinfect walls Daily
- remove cobwebs Daily
- dust sills (window, etc.) Daily
- clean baseboards/floor molding Daily
- fill dispensers (paper towel/toilet paper/soap/etc.) Daily
- clean vitreous fixtures Daily
- remove graffiti Per Building Request

10. General

- sweep corridors All floors to be swept between each period.
- check, clean washrooms All washrooms checked after each passing bell/period to ensure supplies are adequate (paper, etc.). Mop all spills, flush all toilets and urinals. Sweep and/or mop floors of washrooms.
  
- vomit, human waste, spills Cleaned immediately after reported or seen using Prescribed method approved by school nurse and Buildings and Grounds Department.
  
- unlock necessary doors and gates and turn on lights Daily prior to 7:00 a.m.
- glass trophy cases, display cabinets, etc. Clean as Directed. Trophies to be removed and replaced by District 205 personnel.

It is of the utmost importance that all fire extinguishers are checked on a routine basis to ensure they are in proper functioning order. Any fire extinguisher that has been expended or the seal has been broken must be reported to the Manager of Operations.

11. Assist in locker problems, set-ups for different functions - on call for moving of boxes, etc. and for any emergency. Remove contents of lockers before start of summer break.

L. **GENERAL HOUSEKEEPING**

The instructions included in daily, weekend, holiday or break period functions of the custodial staff, as directed from the Manager of Operations are the following:

- A. The moving, setting up and taking down of furniture, equipment, etc. For either permanent or temporary placement in classroom, athletic facility or for meeting functions. Where temporary setups are required, all equipment, etc. is to be returned and the area cleaned prior to the next day's normal use. The service of this contract includes setup and breakdown of special events, athletic events and extracurricular activities at the District.
- B. The moving of furniture, equipment, etc. for storage purposes.
- C. The moving of furniture, equipment, etc. from storage to areas designated.
- D. Certain schedules may be varied from the normal Monday through Friday from 3:30 p.m. to 12 midnight may be required to work Tuesday through Saturday or two or more custodians of a certain assigned area will work a schedule of Monday

through Thursday at the normal 3:30 p.m. to 12 midnight and to return on Saturday to complete the cleaning schedule of Friday as well as cover the scheduled Saturday, Sunday or holiday activity.

- E. Report all maintenance repairs needed. (Approval for overtime hours and schedule must be pre-approved by the Manager of Operations)
- F. Replace burned out light bulbs. Report additional problems to maintenance department, i.e., bathroom fixtures, drinking fountains and indoor leaks.

M. **RECYCLING**

Contractor must provide means by which custodial staff collects, sorts, and stores all recyclable paper to a designated area. Personnel shall not sort recyclable items from non-recyclable items. The District shall provide appropriate recyclable containers.

N. **REPRESENTATIVE DAY CUSTODIAN DUTIES**

- 1. Clean up spills (waste, human waste, pop, coffee, etc.) when identified.
- 2. Move boxes, furniture, etc. when requested.
- 3. Assist students with locker problems (door stuck, combination not working, etc.)
- 4. Set up for scheduled meetings, etc. including clean-up afterwards and returning room, etc. back to original set up.
- 5. Attend to any emergency (plugged toilets, broken glass, etc.)
- 6. Handle all deliveries of books, packages, UPS, postal, etc.
- 7. Assist in snow removal, if requested, during school hours.
- 8. Assist in salting sidewalks, if requested, during school hours.
- 9. Turn on lights daily prior to 7:00 a.m.
- 10. Unlock doors daily prior to 7:00 a.m.
- 11. Delivery of cafeteria set ups (coffee, rolls, etc.)
- 12. Mop all entrance ways and corridors during inclement weather or run automatic floor machine
- 13. Assist in unloading of trucks
- 14. Clean door glass at least three times daily.
- 15. Sweep floors (corridors) between each period.
- 16. Check all washrooms for spills (to be mopped) and supplies (re-supply dispensers as needed) after each passing period.
- 17. Report any unsafe condition including expended fire extinguishers. Set ups may include the following: a) pulling out bleachers and b) setting up chairs and/or tables (auditorium, gym and other areas of building as indicated).

O. **QUALITY CONTROL**

Quality control inspections shall be performed on a daily basis by the Supervisory and Management team for the custodial contract. These inspections shall be conducted on a daily basis. They shall be submitted at the request of the Manager of Operations. Bidders shall submit a complete Quality Control Program with its proposal. The Quality Control Program shall establish and maintain a complete Quality Control Plan that ensures the requirements of the contract are being provided as specified. The Quality Control

Program must include a formalized method of performing quality control inspections. The selected company will provide a comprehensive Quality Control Program, computer-based, palm pilot inspection system that will ensure the consistent delivery of quality custodial services. The inspection systems shall use state-of-the-art bar codes, hand-held readers and computers to collect, assemble, analyze and assess performance. The plan shall describe the methods for identifying and preventing problems before the level of performance becomes unacceptable. It shall describe the contractor's surveillance methods and techniques for performing schedule and unscheduled inspections. The computerized inspection system shall include the use quality control standards that are set in accordance with the performance standards set in the scope of work. The system must generate inspection reports and monitor service trends on a daily, weekly or monthly basis or as needed. The system shall have the capability to provide daily/weekly/monthly/quarterly/yearly reports to the School Districts Quality Assurance Evaluator through an electronic means. The system shall be tracked by the bidders headquarter office on an as needed or as required basis to ensure that the inspections are being performed.

The bidders shall provide with the proposal copies of inspection forms to be utilized. The contractor shall maintain a file of all inspections conducted and the corrective actions taken. This file shall be made accessible to the customer immediately upon request.

**P. RISK MANAGEMENT**

**The proposers shall submit a Risk Management Plan with their proposal.  
Risk Management Plan:**

The weather in Chicago can at times impact contractor performance and so can employee layoffs. The contractor shall briefly describe the area it feels are a risk to effective performance on this contract. Identify any contract where there are similar risks where the contractor had to implement his risk management plan to overcome this risk. In the event of disrupted weather that result in employee no show, what plan will the contractor implement to continue to provide School District 205 efficient custodial services. Additionally, the contractor plan must include the following elements:

- a. Identification of Risk
- b. Assessment of Risk
- c. Plan to Mitigate Risk
- d. Annual Criminal Background Checks purchased by contractor.

**Q. PERSONNEL EMPLOYMENT.**

Contractor shall ensure the recruitment, supervision and training of sufficient able personnel to carry out contractor's obligation hereunder. The contractor, therefore, is responsible for providing all equipment and materials to its employees and is further responsible for all compensation, fringe benefits, insurance, workman's compensation

insurance, unemployment compensation insurance, and any and all state and federal tax withholding requirements and any other indicia of an employer-employee/master-servant relationship. Copies of the contractor's training policies and manuals shall be submitted as part of this proposal. If contractor has no training policies or manuals, he shall submit a written statement to that effect. The parties recognize that work force stability is essential to perform promptly and adequately contractor's obligations hereunder and that contractor is responsible for minimizing employee turnover to the extent possible to affect that end.

**THORNTON TOWNSHIP HIGH SCHOOL DISTRICT 205**  
**465 East 170<sup>th</sup> Street**  
**South Holland, Illinois 60473-3481**  
**(708) 225-4000**

**SECTION II**

**The following contract shall be executed by the Contractor upon award of the bid from the Board of Education.**

**CONTRACT**

1. **CONTRACT DOCUMENTS.** All sections and provisions of the Request for Bid, as well as Bidder's price submission, are incorporated into and shall be part of this contract.
  
2. **PERSONNEL EMPLOYMENT**

Contractor shall not place at the District any employees or agents who are prohibited from having direct daily contact with students under Illinois law, including but not limited to those provisions set forth in 105 ILCS 5/10-21.9. Prior to the commencement of work by any of Contractor's employees or agents at the District, and upon the placement of any new employee or agent at the District, each of Contractor's employee/agent to be assigned to the District shall consent to submit a fingerprint-based criminal history records check at Contractor's cost, which complies with the requirements of Illinois law, including but not limited to 105 ILCS 5/10-21.9. 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.

- A. **Relationship of the Parties.** The relationship of the parties under this agreement is that of an independent contractor and the company hiring the contractor. In all matters relating to this agreement each party hereto shall be solely responsible, except as pertaining to the indemnification obligations otherwise stated above, for the acts of its employees and agents, and employees or agents of one party shall not be considered employees or agents of the other party. Except as otherwise provided herein, no party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other party. Nothing in this agreement is intended to create or constitute a joint venture, partnership, agency, trust, or other association of any kind between the parties or persons referred to herein.
  
- B. **The parties agree and acknowledge that this Contract is awarded on a lump-sum, total cost basis for covered services.** The parties further agree that from time to time additional services will be required for special events, etc., at the

determination of the District. If such additional services are scheduled so as to interfere with the routine services provided by the Contractor under this Agreement, the District agrees that routine services may be delayed or unavailable, through no fault of the Contractor. If such additional services are scheduled in addition to the routine services provided by Contractor under this agreement and require additional work hours for Contractor's employees, the District shall pay Contractor in accordance with Contractor overtime schedule, attached hereto.

3. **PERSONNEL RULES**

- A. Thornton Township School District 205 shall reserve the right to require the successful contractor to remove from the site any employee of the contractor. Cleaning services employees may be performing their duties while students, parents or activity groups are in the buildings' therefore, it is absolutely mandatory that all contractor employees be of high moral character and properly attired at all times.
- B. It is the responsibility of the contractor to provide company uniforms approved by the district to all contractor employees, and require that the proper uniform is worn at all times. Two weeks will be allowed for attiring new employees. Employees of the contractor shall wear pictured identification badges at all times while on the District 205 property.
- C. All staff of Contractor servicing this contract shall record their workday hours by punching-in to a time clock system provided by the Contractor. Contractor shall provide the District access to the system's attendance data upon request.
- D. Contractor's supervisors are responsible to ensure that contractor's employees at no time tamper with, remove, or otherwise take the personal property of teachers and students or the property and equipment owned by District 205. Should an employee of the contractor quit or be terminated, it is the responsibility of the contractor's supervisor to retrieve any and all District 205 property, e.g. building keys, before the employee leaves the building on the last day of employment.

4. **INDEMNIFICATION/HOLD HARMLESS.** The contractor agrees to save and hold harmless and indemnify the District from any possible claim, action, liability, loss or expense (including court fees and attorney fees), which may be asserted against the District arising out of the work required by this Contract, including but not limited to those claims brought by an employee of Contractor's relating to the service of this contract. In claims against the District (or its employees, agents or members of the board of education) by an employee of the Contractor for whose acts they may be liable, the indemnification obligation shall not be limited by amount or type of damages, compensation or benefits under workers' compensation acts, disability benefit act or other employee benefit act.

5. **BOARD OPTION TO TERMINATE**

The Board of Education and or the contractor may terminate this Agreement for any reason upon sixty (60) days' written notice to either party. 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 give to the offending party written notice of the alleged breach. The offending party shall have 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 thirty (30) day period commencing with the expiration of the above mentioned fourteen day period, the offended party shall consider this agreement cancelled and that its intends to be released from all obligations thereunder.

6. Contractor shall purchase and have in force the insurance coverage minimally in the amounts listed below. Each policy shall be amended or written to include as additional named insured on a primary and non-contributory basis: the Board of Education of Thornton Township High School District 205, Cook County, IL, individual members thereof, and all employees and volunteers of the District. Certificates must be on file in the District Office prior to release of any payments to contractors.

<b>COVERAGE</b>	<b>AMOUNT</b>
A. Comprehensive Automobile Liability – Bodily Injury & Property Damage Combined Single Limit	\$1,000,000
B. Comprehensive General Liability – Bodily Injury & Property Damage Combined Single Limit	\$1,000,000
C. Workmen's Compensation – Employer's Liability --Employee Liability	Statutory \$100,000
D. Excess Liability for all insurance risks	\$5,000,000
E. Honesty Bond for each and all employees	\$10,000
F. Employee Medical Insurance	



Contractor shall make available to all employees the opportunity to purchase employee and dependent medical insurance and shall subsidize the premium on the basis of 50 cents per hour for up to 40 hours per week.

7. **FEDERAL, STATE AND LOCAL LAWS**

Contractor shall in the performance of work or services on this job fully comply with all applicable federal, state and local laws, rules, regulations and ordinances, including the payment of all necessary and appropriate taxes, and shall hold District 205 harmless from any liability resulting from failure of such compliance.

8. **PERMITS OR CERTIFICATES**

Contractor shall obtain all necessary and appropriate permits and certificates relating to this contract and shall pay all charges and fees connected therewith. School District 205 shall be held harmless from any liability from failure of such compliance. Required certificates or permits shall be on display in an appropriate area.

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

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

10. **STORAGE AND INVENTORY OF MATERIALS AND SUPPLIES**

Storage will be provided at the central warehouse and in janitorial closets and will be kept in a neatly professional manner. Stored supplies shall not exceed the needs for one full school year in the central warehouse. The District reserves the right to determine what can and cannot be stored. Supplies provided by the contractor are subject to the approval of the Manager of Operations and shall meet or exceed the quality of present supplies. The contractor will maintain and submit an inventory to

the school on a monthly basis. The District shall provide a secure location at the central warehouse or elsewhere within the District for storage of Contractor's supplies. Access to such location shall be given to the Contractor's employees, but limited and approved by the District's Manager of Operations.

**11. CLEANING AND EQUIPMENT AND MAINTENANCE**

- A. Contractor is required to furnish a detailed list of equipment and materials, which is to include quantity that will be used for the cleaning program at each respective school. (See Exhibit A).
- B. All Equipment shall remain on the school premises.
- C. Contractor is responsible to keep the equipment in good repair over the duration of the contract.

**12. CUSTODIAN OFFICE**

Employees are not to use the school telephone at any time for personal calls or contractor will be billed. Non-local calls, other than to contractor's main office shall be billed to the contractor. Contractor shall not have access to District-provided secretarial services.

**13. REPORTING EMERGENCIES**

All emergencies shall be reported in writing to the Manager of Operations with a copy to the Assistant Superintendent for Business Operations. Written reports of any accidents or situations which might result in liability insurance claims will be prepared and provided to the Assistant Superintendent for Business Operations within 24 hours of the occurrence of the event.

**14. ACTS OF NATURE**

School District 205 shall have the right to deduct from the monthly invoices an amount equal to the per square foot cost for any day-or-days that schools may be closed because of Acts of Nature, force majeure mechanical or electric failures or weather, strikes or other reasons. Custodial service needs will be at the discretion of the Manager of Operations.

**15. SANITARY NAPKINS MACHINES**

Sanitary napkin machines are placed at various locations in the buildings. The contractor shall be given keys to these machines and shall keep each machine supplied at all times.

**16. PAYROLL AND COST ACCOUNTING INFORMATION**

District 205 shall have the right to examine contractor's payroll records and other financial records necessary to determine compliance by contractor with the requirements of this contract. Such request for examination shall be in writing, shall specify what information or documents are to be examined, and shall provide 48 hours notice. District 205 shall have the right to examine the contractor's payroll records and supply purchase records for informational purposes only, and not for the purpose of approving payments to contractor. Such request for examination shall be in writing, shall specify what information or documents are to be examined and shall provide 48 hours notice. District 205 shall maintain the Illinois confidentiality of such records to the fullest extent permitted by the Illinois Freedom of Information Act.

17. **INVOICES**

The successful contractor shall submit invoices for janitorial services on a monthly basis. Payment to the contractor shall be made within 60 days after receipt and verification. Invoices not paid by the due date, with such due date being at least 60-days from the date of issues of the invoice, shall bear interest according to the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et. seq.

**Invoices shall be submitted to:**

Assistant Superintendent for Business Operations  
Thornton Township High School Dist. 205  
465 East 170<sup>th</sup> Street  
South Holland, IL 60473-3481

18. **GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and any applicable federal law. The exclusive forum for any lawsuit or legal action that arises in whole or part out of this Agreement shall be the Circuit Court of Cook County, Illinois and eSchoolView hereby consents to the personal jurisdiction of the Circuit Court of Cook County, Illinois.

19. **SEVERABILITY.** If any provision of this Agreement is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this Agreement shall remain operative and binding on the parties hereto.

## **SECTION III**

### **REQUIRED PROPOSAL ENCLOSURES**

Proposals shall be submitted in two (2) separate envelopes and clearly by marked as follows:

Part One:            Technical Proposal (submit one (1) original and two (2) copies).

Part Two:            Pricing Proposal (submit one (1) original and two (2) copies).

Information to be included in the TECHNICAL PLAN shall include:

1.    **REFERENCES**

On an attached sheet list five (5) references for which you are currently performing cleaning services. For each reference, provide the name of the customer, the city of operation, the contact person, a phone number at which the contact may be reached, the number of consecutive years you have served this account, the nature and scope of the services provided, and the number of square feet involved.

Contractor shall also disclose the contact information for all school districts, in the last five years, who have terminated a contract with Contractor prior to the end of the contracted period.

2.    **FINANCIAL INFORMATION**

a) 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 form contractor's U.S. Income Tax Return showing financial results of contractor's business may be submitted in lieu thereof.

b) Dun and Bradstreet Rating, if available

c) Bank references and a contact person at the bank.

3.    **INSURANCE PROOF**

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

4.    **QUALITY CONTROL PLAN**

Enclose with your proposal a copy of the quality control inspection system that will be used at the School District including resumes for the proposed Supervisors for each of the three separate schools.

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

5. **CUSTOMER CONTACT PROCEDURES**

Enclose with your proposal a copy of the customer complaint procedure you will utilize at the School District to ensure that each customer has a system of relating any service related issues to the Supervisory team in their school on a weekly basis or as needed.

6. **BID SECURITY**

Enclose a bid security deposit in the form of a certified check or Bid Bond in an amount not less than 5% of the estimated annual cost of the first year of the contract.

State dollar amount of certified check or Bid Bond \$\_\_\_\_\_.

This may be forfeited if contractor does not meet specifications. \*

The first day contractor must have full crew and necessary equipment and supplies on the work site to commence cleaning. Failure to comply would provide the District the right to retain the Cashier's check or Bid Bond as liquidated damages.

7. **EQUIPMENT AND MATERIALS TO BE USED**

Enclose a complete listing of the equipment to be used in the cleaning maintenance program on Exhibit A. A separate list for each campus is required.

8. **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 School District 205 buildings.

9. Contractor must provide a recent certificate of good standing from the State of Illinois.

10. Copies of 941 payroll tax returns for the past year.

11. Copies of state unemployment tax returns for the past year.

**The following executed certificates must be tendered with your proposal:**

**Information to be included in the PRICE PROPOSAL shall include:**

1. Supplies/Equipment and miscellaneous expenses
2. Proposal Form

**EXHIBIT A  
EQUIPMENT TO BE USED  
ON DISTRICT 205 ACCOUNT**

**Contractor shall provide as part of its proposal an itemized listing of all equipment and cleaning materials proposed to be used for to service the contract. Detailed descriptions of equipment and supply make/brand, model, quantities and specifications is desired.**

**EXHIBIT B  
PROPOSAL FORM**

**JANITORIAL, HOUSEKEEPING, PROJECT WORK, SUPPLIES/EQUIPMENT, AND  
MISCELLANEOUS EXPENSES SECTION**

**SPECIFIC CONTRACTOR INFORMATION**

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STATE: \_\_\_\_\_

PRINCIPAL OFFICER: \_\_\_\_\_

CORPORATION UNDER STATE LAWS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PERSON TO CONTACT REGARDING THIS BID: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(CORPORATE SEAL)**

**Required Certification #1**

**CERTIFICATE REGARDING  
SEXUAL HARASSMENT POLICY**

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

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

**Required Certification #2**



**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**

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

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

**Required Certification #3**

**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 owner of (his, her, its) business has been convicted in the past five (5) years of the offense of proposal-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners and officers has ever been convicted of the offense of proposal-rotating under Section 33-E4 of the Illinois Criminal Code of 1961 as amended.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Required Certification #4**

**THORNTON TOWNSHIP HIGH SCHOOL DIST. 205**  
**465 East 170<sup>th</sup> Street**  
**South Holland, IL 60473-3481**  
**(708) 255-4000**

**BID PROPOSAL FORM**  
**JANITORIAL, HOUSEKEEPING, PROJECT WORK, SUPPLIES/EQUIPMENT, AND**  
**MISCELLANEOUS EXPENSES**

**YEAR #1 – August 1, 2018 TO JUNE 30, 2021**

<b>SECTION I: LABOR</b>	<b><u>Total</u></b>	<b><u>Hourly</u></b>	<b><u>Total</u></b>
	<b><u>No. Hrs.</u></b>	<b><u>Rate *</u></b>	<b><u>Labor cost</u></b>
A. Day Custodians, Athletic Area Custodians, Activity Custodians Cafeteria Custodians, Night Custodians, Receiving Clerks, Mail Delivery Person, and Laundry Workers	<u>113,968</u>		
B. Building Supervisor	<u>6,240</u>		
D. Miscellaneous Custodians	<u>6,240</u>		
<b>TOTAL HOURS AND LABOR SUBTOTAL</b>	<b><u>14,528</u></b>		

**SECTION II: SUPPLIES**

A. Cleaning supplies	\$ _____
B. Cleaning Equipment	\$ _____
C. Equipment Repair and Maintenance	\$ _____
SUBTOTAL	\$ _____

**SECTION III: OVERHEAD/OTHER EXPENSES**

H. Vehicle Expenses	\$ _____
1. Cargo Van for Mail Delivery	\$ _____
Total	\$ _____
I. Other (Please Describe)	\$ _____
SUBTOTAL	\$ _____

TOTALS: I, II, III \$ \_\_\_\_\_

**SECTION IV: CONTRACTOR MANAGEMENT EXPENSE  
AND PROFIT** \$ \_\_\_\_\_

**GRAND TOTAL (I – IV)** \$ \_\_\_\_\_

\*Minimum hourly pay rate for regular custodians must be at least be \$12.50 per hour and minimum hourly pay rate for a Supervisor must be at least \$15.00 per hour.

Overtime Rate:            Worker        \$ \_\_\_\_\_ per hr.  
Overtime Rate:            Supervisor    \$ \_\_\_\_\_ per hr.