

**Mokena School District #159  
11244 Willowcrest Lane  
Mokena, IL 60448**

**REQUEST FOR PROPOSAL FOR MAINTENANCE, GROUNDS  
AND CUSTODIAL SERVICES**

**BID INSTRUCTIONS AND SPECIFICATIONS**

**Issuance Date: .....January 15, 2019**

**Mandatory Pre-Bid Meeting: ..... January 23, 2019 at 11:00AM CST**

**Last Day for Questions: ..... January 30, 2019 at 1:00PM CST**

**Bid Submission Deadline:..... February 13, 2019 at 10:00AM CST**

**Bid Opening:..... February 13, 2019 at 10:01AM CST**

**Service Provider Interviews: ..... February 20 – March 1, 2019**

**Proposed Board Approval:..... April 17, 2019**



**PUBLIC NOTICE**  
**NOTICE TO BIDDERS**

**Mokena School District #159 Maintenance, Grounds and Custodial Services**

The Board of Education of Mokena School District #159 will receive Bid Proposals for **MAINTENANCE, GROUNDS AND CUSTODIAL SERVICES** for the District's three school sites and District office.

Specifications will be available on **January 15, 2019**. To obtain proposal specifications please visit our web site at [www.mokena159.org](http://www.mokena159.org) or you can contact Dr. Teri Shaw, CSBO at 708-342-4900 on weekdays between 9:00AM CST and 3:00PM CST or via email at [shawt@mokena159.org](mailto:shawt@mokena159.org).

**ATTENDANCE AT A PRE-BID MEETING IS MANDATORY TO BID.**

This mandatory meeting will be held on Wednesday, January 23, 2019 at 11:00AM CST at Mokena School District #159 District Office, 11244 Willowcrest Lane, Mokena, Illinois. Following this meeting, building walk-throughs will be scheduled at each building site. The last day for questions is January 30, 2019 at 1:00PM CST.

Bidders must provide six (6) complete sets of all bid documents at time of submission of bid documents. Each bid must be wholly completed in the form prescribed in the bid documents and must be submitted in a sealed envelope which shall be marked "Proposal for Maintenance, Grounds and Custodial Services" and include the name and address of the bidder.

Sealed bids must be delivered by hand or mail to the following address: Mokena School District #159 District Office, 11244 Willowcrest Lane, Mokena, Illinois 60448, Attn: Dr. Teri Shaw, CSBO.

**Sealed proposals will be accepted until 10:00AM CST, Wednesday, February 13, 2019 at the District #159 District Office, 11244 Willowcrest Lane, Mokena, IL 60448, at which time they will be publicly opened and read.**

The Board of Education reserves the right to reject any and all bids, to accept bids in whole or in part and/or to waive any irregularities or defects in the proposal, when, in its opinion, such action will serve the best interests of the Board of Education of School District #159.

## **Instructions and Conditions for Maintenance/Grounds and Custodial Services Instructions and Requirements for Bid**

1. Sealed bids shall be submitted on the Bid Submittal Sheet (Exhibit O) and all Exhibits A-P of this document, enclosed in an envelope marked "Proposal for Maintenance/Grounds and Custodial Services" and include the name and address of the bidder. Sealed bids should be addressed to Mokena School District #159 District Office, 11244 Willowcrest Lane, Mokena, Illinois 60448, Attn: Dr. Teri Shaw, CSBO.
2. Unsigned bids and bids received after 10:00AM CST on February 13, 2019 WILL NOT be accepted.
3. School District #159 has an Illinois State Tax exemption and bids should not include sales tax.
4. School District #159 reserves the right to reject any and all bids, to waive any informalities, irregularities or defects in any proposal, and to award the contract in the best interest of School District #159.
5. No bids shall be withdrawn for a period of ninety (90) calendar days after the date of the bid opening. All bids shall be deemed final, conclusive and irrevocable after 10:00AM CST on February 13, 2019. No bid shall be subject to correction or amendment for any error or miscalculation. Any bid submitted prior to the submittal date and time may be withdrawn and resubmitted before the bid deadline.
6. It shall be the responsibility of the bidder to field survey all facilities prior to bidding. A mandatory pre-proposal and building walk-through schedule meeting will be conducted on Wednesday, January 23, 2019 at 11:00AM CST starting at Mokena School District #159 District Office, 11244 Willowcrest Lane, Mokena, Illinois. Contact Dr. Teri Shaw, CSBO, for additional information.
7. School District #159 may make such investigations as are necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be required which will assist School District #159 in making such determination.
8. The submission of a signed bid shall be deemed evidence of a bidder's agreement to all provisions contained in these instructions, specifications and exhibits.
9. All bids shall be submitted with each space and form properly completed. The prices indicated on a bidder's response to the bid solicitation shall be firm for the duration of the maintenance and grounds and/or custodial services work.
10. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal. Unless the bidder indicates otherwise, it is understood that the bidder bids in strict accordance with the

specification requirements. Bidder acknowledges and agrees that any variation from the specifications will be grounds for the Board of Education to reject the bid, although the Board may accept the bid with the variation if, in its sole discretion, it determines that such bidder's bid is in School District #159's best interest.

11. A contract, if awarded, will be awarded to the lowest responsible bidder who meets the requirements set forth in these bid specifications and, among the responsible bidders, provides the lowest total price for maintenance and grounds and/or custodial services, as determined by School District #159's examination and interview process.
12. Bidder obligation to examine specifications. Bidders must satisfy themselves upon examination of these specifications as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from any bidder. The Bidder shall complete and sign all documents included in these instructions and specifications, including all Exhibits A - P.
13. Interpretations, Discrepancies, and Omissions. No oral interpretations will be given any Bidder as to the meaning of any Bid Documents and/or Specifications. No oral responses will be given to alleged discrepancies or omissions in the specifications or instructions. Any requests for interpretations or responses must be submitted in writing to the Board of Education of Mokena School District #159, attention Dr. Teri Shaw, CSBO. No such requests received after January 23, 2019, 1:00PM CST will be considered. Any replies to requests received will be issued to all known bidders by written Addendum by email. Please furnish your email address at the MANDATORY MEETING.
14. Certifications and Compliance with All Laws. The contract shall be governed and construed in accordance with the laws of the State of 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. The Successful Bidder and its employees and agents shall comply with all applicable local, county, State and federal laws, regulations and rules including without limitation those regulating the issuance of contracts, employment, environmental safety, and school maintenance/grounds and custodial operations. The Successful Bidder and its employees shall abide by all Board of Education policies and School District #159 regulations.
  - a. Additionally, the Successful Bidder shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices, including the Illinois Human Rights Act. The Successful Bidder 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. The Successful Bidder further agrees that this Paragraph will be incorporated by the Successful Bidder in all contracts it enters into with suppliers of materials and services.
  - b. 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 5/2-105(A) (4), and in case of the 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.

- c. 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 ILCS 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a public contract by a Successful Bidder who has been convicted of bid-rigging or bid-rotating.
- d. Bidder certifies that it is not ineligible for award of the contract by reason 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 Successful Bidder to be in compliance with this Section shall be cause for School District #159 to immediately terminate the contract.
- e. 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 shall subject the bid to disqualification.
- f. The Successful Bidder acknowledges that, as an independent contractor of School District #159, records in the possession of the Successful Bidder related to the Grounds/Maintenance and Custodial Services bid, contract and services may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq. The Successful Bidder shall immediately provide School District #159 with any such records requested by School District #159 in order to timely respond to any FOIA request received by School District #159. School District #159 will review all such records to determine whether FOIA exemptions apply before disclosing the records. If the Successful Bidder refuses to provide a record that is the subject of a FOIA request to School District #159 and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes School District #159 in any way, the Successful Bidder shall reimburse School District #159 for all costs, including attorneys' fees, incurred by School District #159 related to the FOIA request and records at issue.

15. Personnel. (See also Exhibit J)

- a. The Successful Bidder shall ensure the provision, supervision and training of sufficient quality personnel to carry out bidder's obligations. The Successful Bidder shall supervise the number and skill level of employees to properly staff the required services.
- b. No use of subcontracts shall be permitted to fulfill the minimum staffing requirements. All personnel assigned to School District #159 must be employees of the Successful Bidder.
- c. The Successful Bidder shall regularly conduct training of its employees, including without limitation safety, routine procedures and proper grounds, maintenance and custodial practices and techniques. The Successful Bidder shall conduct all training necessary to obtain and maintain all required certifications. Each bidder must submit a copy of its training policy or manual with its bid. If the bidder has no training policies or manuals, it shall submit a written statement describing its training initiatives.
- d. The Successful Bidder shall provide high-quality and responsive on-site supervisory and managerial personnel. The Successful Bidder shall demonstrate substantial experience and stability of its supervisory and management personnel. Each bidder must submit the names, qualifications, education, experience and length of employment of the personnel to be assigned to School District #159 in management and supervisory capacities.
- e. The Successful Bidder shall minimize employee turnover. Bidder acknowledges and agrees that work force stability is essential to perform promptly and efficiently to satisfy bidder's obligations. The Successful Bidder shall demonstrate a history of minimal employee turnover.

Each bidder shall submit a sworn statement describing its employee turnover rates for the last three years, with a brief description of how the rates are calculated. Each bidder must submit the names, experience and length of employment of the personnel to be assigned to School District #159.

- f. The Successful Bidder shall be solely responsible for all employment and benefit matters for its employees, including without limitation payment of wages and other compensation (including without limitation regular and overtime compensation), withholdings and contributions, benefits, insurance, health benefits, workers compensation and unemployment insurance. Any and all employment-related claims shall be solely between the Successful Bidder and its employees and subject to the indemnification provisions of Successful Bidder's contract with School District #159.
  - g. The successful Bidder shall comply with all wage and hours of employment regulations law.
  - h. The Successful Bidder shall pay all employees in accordance with the Fair Labor Standards Act and any applicable statutes.
  - i. All persons currently working at Mokena School District #159 at the time of contract award will be entitled to consideration for employment by the Successful Bidder. "Consideration" will consist of appointment to, or minimally interviewing for, a position comparable to his/her position as of the date of awarding of the contract.
  - j. The Successful Bidder shall provide Mokena School District #159 with a list of its personnel policies and employee handbook.
  - k. The Successful Bidder shall ensure, at its own expense, required fingerprint-based criminal history record checks are conducted on all employees assigned to Mokena School District #159 and results are provided to the District per *The School Code of Illinois*, 105 ILCS 5/10-21.9. Furthermore, the Successful Bidder is not permitted to employ on the premises of Mokena School District #159 any employee who has been convicted of an offence as described in 105 ILCS 5/21-23a.
  - l. For each Successful Bidder employee, periodic checks of the Statewide Sex Offender Database shall be performed, as authorized by the Sex Offender Community Notification Law (730 ILCS § 152/101 et seq.), and the Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and Violet Offender Against Youth Community Notification Law (703 ILCS § 154/75-105). All results must be provided to District #159.
  - m. The Successful Bidder shall submit to District #159 a current schedule of employees, positions, assigned locations, and hours of work, wages and benefits.
  - n. The Successful Bidder shall maintain the same minimum level of employee positions, hours, wages, and benefits as stipulated throughout the entire Contract Term, and each subsequent Contract Term, as applicable, unless a reduction in the required levels is authorized by District #159. The Successful Bidders shall provide the District with written notice of any increases in employee positions, hours, wages, and benefits.
  - o. No supervisory personnel shall be reassigned or transferred from the District account during the term of the contract without prior written approval of the District.
16. Background Investigations. The Successful Bidder, at its sole expense, shall conduct background investigations of all of its employees, agents and others who will interact in proximity to School District #159 students, and, in accordance with Section 10-21.9 of the Illinois School Code, shall provide results of each background investigation to the School District #159 Superintendent prior to the person beginning any work on School District #159 property, and shall comply with all requirements of Section 10-21.9 as may be amended from

time to time. The Successful Bidder shall not allow anyone to work in School District #159 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 Successful Bidder shall submit immediately upon the award of the contract the name, date of birth, social security number, and a copy of the drivers license of all employees who are to perform work for School District #159 under the contract and certification that they have met the requirements herein.

17. Bidders must provide complete, accurate, thorough and detailed descriptions and responses in the bid so that School District #159 may properly evaluate the bidder's capabilities to provide the required services. The Bidder shall complete and sign all documents included in these instructions and specifications, including all Exhibits A through P.
18. Experience and References. The Successful Bidder shall demonstrate longevity of experience in school districts and high quality performance of similar services in similar school districts. Each Bidder must provide a reference list of at least four school district clients for whom the company is currently providing maintenance, grounds and custodial services. Two of these references must be from entities that are similar in size and scope to School District #159. See Exhibit E.
19. Customer Service. The Successful Bidder shall demonstrate prompt and satisfactory response times and communications and quality of responses (including on-site response) to School District #159 concerns regarding customer service, quality of the work, or other matters related to the maintenance/grounds and custodial services. Each bidder shall provide a one-page description of its Customer Service policy, including response times, procedures and lines of responsibilities in time-sensitive situations or if safety concerns arise, and resolution of School District #159 concerns regarding customer service. See Exhibit M.
20. Must be Financially Sound. The Successful Bidder must be financially sound and stable. Each bidder must submit audited financial statements for its company for the last three years. See Exhibit L.
21. "Bidder," "Successful Bidder" and "Contractor" may be used interchangeably and depending on the context shall mean one who submits a bid for a contract with School District #159 for the work described in these bid documents and/or in certain provisions shall mean the Successful Bidder whose bid has been accepted by the Board of Education and to whom the contract has been awarded.



## **General Terms and Conditions of the Maintenance/Grounds and Custodial Services Contract**

1. Standards of Performance. Successful Bidder shall devote, and shall cause all of its employees to devote, such of their time, attention, best skill and judgment, knowledge and professional ability as is necessary to perform all services effectively, efficiently and consistent with the best interests of School District #159 and to the satisfaction of School District #159. The Successful Bidder shall retain and utilize sufficient staff to assure the most effective and efficient performance of the services. The Successful Bidder shall use efficient business administration methods and perform the services under the contract in the best way and in the most expeditious and economical manner consistent with the best interests of School District #159, so as to assure, among other things, that the services under the contract are performed at a reasonable cost to School District #159.
2. School District #159 reserves the right at its sole discretion to require the Successful Bidder to remove from any site any employee or agent of the Successful Bidder who is deemed by School District #159 to be incompetent, unsatisfactory or detrimental to the best interest of School District #159. All Successful Bidder employees and agents must be of high moral character, be properly attired at all times and present themselves in a professional manner. It is the responsibility of the Successful Bidder to provide company uniforms and require them to be worn at all times on School District #159 property.
3. If an employee of the Successful Bidder quits, is terminated or is otherwise removed from servicing School District #159, the Successful Bidder shall retrieve all School District #159 keys, fobs, and any other district property from the employee before he/she leaves the building on the last day of work and insure all electronic access is removed.
4. Term of Contract. The Term of the Contract shall commence on July 1, 2019 and terminate at the end of the business day on June 30, 2022, unless terminated earlier as set forth herein. Thereafter, the parties may agree in writing to renew or extend the Contract for not more than three (3) additional one-year terms, at an annual contract price that shall not exceed the prior twelve months, except it may increase annually by the previous year's December Consumer Price for the Chicago Region as prepared by the United States Bureau of Labor Statistics, but shall not increase by more than 5% in any year. In the event a reduction in employee positions, hours, wages, and/or benefits occurs and such reduction is authorized by the School District #159, the Successful Bidder shall credit the School District #159 monthly bill/invoice for the exact dollar amount related to the cost of the labor reduction for the remainder of the Contract Term and all subsequent Contract Terms, as applicable, including the value of any subsequent and future increases in employee wages and benefits. Such credits shall be termed a Labor Reduction Fee.
5. Termination of Contract. If the Successful Bidder or its employees at any time fail to comply with the terms of the contract, do not fully perform and strictly adhere to any of the performance or service requirements, or otherwise fail to meet the quality, performance or customer service standards of School District #159, as determined by School District #159, School District #159 may, in its sole discretion, terminate the contract as provided herein.
  - a. School District #159 shall have the right to terminate this Agreement for convenience by providing at least twenty (20) days advanced written notice thereof.

- b. School District #159 shall provide written notice to the Successful Bidder indicating the intention of School District #159 to declare the Successful Bidder in Default or otherwise terminate the contract. The notice shall include a description of the Successful Bidder's failure and may state a date upon which the contract will terminate unless the Successful Bidder prior to such date cures the defect to the satisfaction of School District #159.
  - c. If prior to the date of termination stated in the notice, School District #159 notifies the Successful Bidder in writing that the defect has been cured, the contract will not terminate on the date stated in the notice but will be deemed to have remained in effect as the date such notice was given. In the event that School District #159 does not so notify the Successful Bidder that the defect has been cured, the contract is terminated without further action by School District #159 on the date of termination stated in the notice.
  - d. Notwithstanding any provision to the contrary, in the event of an emergency, safety issue, or failure to maintain insurance, or any other condition that constitutes a substantial threat to the health or safety of students, employees or others, as determined by School District #159 in its sole discretion, School District #159 may immediately suspend the Successful Bidder's activities under the contract, and all payments thereof, until such condition has been remedied to School District #159's satisfaction.
  - e. If School District #159 terminates the contract for any of the aforementioned reasons, the Successful Bidder shall be responsible for any and all costs, fees or expenses incurred by School District #159 to secure other maintenance, grounds and custodial services to complete the term remaining under the terminated contract that are in excess of the amounts under the terminated contract.
6. Compensation. For all services satisfactorily rendered by the Successful Bidder during the Term of the contract, School District #159 shall pay the Successful Bidder at monthly intervals within thirty (30) days after receipt of a proper invoice from the Successful Bidder documenting the actual services rendered in the preceding interval.
7. Indemnity. To the fullest extent permitted by law, the Successful Bidder shall indemnify and hold harmless School District #159, the Board of Education, its members, employees, agents, officers and officials, 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, 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 Successful Bidder or its employees or agents. The indemnities set forth herein shall survive the expiration or termination of the contract.
8. Prohibited Activity. The use of tobacco, alcohol and illegal substances in any form on School District #159 properties is prohibited.
9. Building Conditions. At the close of each instance of work or use, the Successful Bidder shall leave School District #159 property and equipment in substantially the same condition as at the outset of each instance of work or use, ordinary wear and tear excepted. The Successful Bidder shall be responsible for the cost of repair and/or replacement of any damage to School District #159 property or equipment which occurs as a result of or in connection with the Successful Bidder's actions or omissions.

10. The Successful Bidder shall perform the duties and specifications set forth in these bid specifications. Bidder affirms such duties and specifications are in compliance with applicable laws, standards and regulations.
11. The Successful Bidder shall provide advice to School District #159 regarding School District #159 obligations to comply with Federal, State or Local building or construction code requirements where known to Successful Bidder.
12. The Successful Bidder is responsible for assuring that all its employees are properly trained and comply fully with Federal, State and Local regulations regarding right to know, asbestos awareness training, blood borne pathogens, confined spaces, lock out and tag out requirement and all OSHA/other safety related materials. Each Bidder shall submit a copy of their general safety plan with their proposal. See Exhibit N.
13. The Successful Bidder shall supply and maintain all product information, Material Safety Data Sheets and other safety sheets as required by law, including without limitation the Illinois Toxic Substances Disclosure to Employees Act, 820 ILCS 255/1 et seq. and the Occupational Safety and Health Administration ("OSHA") standards, rules and requirements.
14. The Successful Bidder shall supply and use only environmentally safe and approved cleaning products. The Successful Bidder shall comply with all "green cleaning" laws, regulations, policies, rules and guidelines, including without limitation the Illinois Green Cleaning Schools Act, 105 ILCS 140/1 et seq., and the IGGCC Guidelines and Specifications for the Green Cleaning Schools Act.
15. Prevailing Wage. Successful Bidder must comply with all provisions of the Illinois Prevailing Wage Act and pay its employees, as applicable, the applicable prevailing wage rate for Will County Illinois, in accord with the requirements of the Illinois Prevailing Wage Act.

## **PART A: Specifications for Maintenance and Grounds Services**

### **1. Facilities and Activities**

Mokena School District #159 is a suburban school district located 35 miles South of Chicago. School District #159 has approximately 1,350 students. There are three building sites with a total of 345,000 square feet and 20 acres of grounds. In addition, School District #159 has a separate administration building located at 11244 Willowcrest Lane Mokena, Illinois 60448. Building layouts will be furnished at the mandatory pre-bid meeting.

In order to accommodate the diverse set-up needs of School District #159, its activities and athletic program, the Successful Bidder must be able to prepare and support the variety of programs offered. These special programs support requirements are called "set-ups." The bidder is responsible for understanding the scope of such activities and must be able to accommodate these needs as part of the bidder's submission and bid.

### **2. Overarching Requirements** The maintenance and grounds services performed by the Successful Bidder shall accomplish the following School District #159 requirements:

- A. Develop a program that creates and maintains a clean and safe environment for students and staff so as to effectively support education at all School District #159 facilities.
- B. Establish a systems approach and quality assurance program to maintain and preserve the required level of service.
- C. Implement and operate an established risk management avoidance program.

### **3. Services to be Performed** Successful Bidder shall provide staff, supervision and technical direction necessary to effectively provide maintenance and grounds services to School District #159. In the discharge of its responsibilities, Successful Bidder shall follow the following professional and technical standards:

#### **A. Standard Operating Procedures**

- 1) Successful Bidder shall design and implement with the concurrence of the Superintendent, an appropriate set of Standard Operating Procedures. The procedures shall coordinate the efforts, skills and resources throughout School District #159 buildings.
- 2) Successful Bidder shall provide clearly defined records, requirements, operating instructions, schedules and administrative procedures essential to the maintenance and grounds services.
- 3) Successful Bidder shall develop and maintain a manual containing instructions about individual job functions and the methods to accomplish the required tasks.
- 4) Successful Bidder shall supervise the number and skill level of employees to properly staff the required services.

#### **B. Preventative Maintenance Program** Successful Bidder shall design, implement and maintain an efficient and effective preventative maintenance program. The preventative maintenance program developed by the Successful Bidder and authorized by School District #159 shall be designed to:

- 1) Advise and implement casualty prevention and a control system which contributes to structurally and functionally safe facilities.
- 2) The Successful Bidder shall recommend and assist in the administration of casualty

prevention and control programs to include:

- a. Assistance with fire prevention and alarm response.
- b. Thorough instruction of Successful Bidder's staff in emergency responsibilities.
- c. Assistance in developing the format and content of inspections tests and drills.
- d. Liaison with insurance, State agencies, Federal agencies and regulatory organizations, as requested.
- e. Reduction of safety hazards.
- f. Assistance with the preparation of the District external and internal disaster response plan.
- g. The Successful Bidder's on-site manager will be available to serve as a member of the safety committee and other requested committees.

C. Financial and Material Management

- 1) Successful Bidder shall strive for increased efficiency and effectiveness through improved management and engineering practices.
- 2) Successful Bidder shall promulgate written instructions necessary for the management of equipment and supplies.
- 3) Successful Bidder shall comply with School District #159 control systems and directives.
- 4) Successful Bidder shall comply with School District #159 directives and guidance in the proper receipt, inspection, accounting, storage, inventory and security of maintenance and grounds supplies and equipment.
- 5) Vehicles will be supplied by School District #159, but the maintenance, insurance and all related costs will be the financial responsibility of Successful Bidder.

4. Maintenance and Grounds Duties to be Performed.

A. School Year Work Schedules

The grounds and maintenance employees will have schedules that are as flexible as possible to meet the various requests and needs of School District #159. Maintenance and Grounds duties will be performed Monday through Friday from 6:30 a.m. to 3:00 p.m. (day crew) and 3:00 p.m. to 11:30 p.m. (night crew). These schedules may be changed at the discretion of School District #159 to meet its needs.

5. Other Grounds and Maintenance Duties.

- A. Floor Surfaces. Maintain floor surfaces, repairing as needed as soon as needs are reported or observed to keep safe passage for children and adults in all areas.
- B. Carpet and furniture repair (as needed). Inspect and repair all carpeting and furniture as soon as needs are reported or observed to keep all areas safe for children and adults.
- C. Transportation and grounds vehicles (as needed). Vehicle maintenance, cleaning and refueling will be the responsibility of the maintenance and grounds personnel. Maintain all vehicles and grounds equipment assigned to the Maintenance and Grounds Personnel.
- D. Work Areas. Clean and maintain all maintenance closets and work areas so they are presentable to administrators daily.
- E. Wall washing, painting and repair. A scheduled program of wall washing will be maintained on an annual basis. Spot painting will be done as required. A summer painting program will be developed under the direction of School District #159 Administration.

F. Miscellaneous Projects. Other miscellaneous projects:

1. Minor ceiling repair and replacement on an as needed basis.
2. Minor repairs of doors in all areas.
3. Minor electrical and plumbing repairs.
4. Corrective and preventative maintenance.

6. Grounds Program.

Successful Bidder shall develop, implement and manage an effective program of Grounds Maintenance for School District #159. The Grounds Program shall be designed around environmentally sound principals of good stewardship, and focus on the needs of people who use the landscape. The Grounds Program will promote the overall attractiveness for the grounds as well as the safe and enjoyable use of recreational facilities. The levels and frequency of care for each site shall be established by mutual agreement between Successful Bidder and School District #159 and will be based on specific site use, sound principles of total plant health care, relative impact on overall site appearance and safety factors. No materials may be used that will render the grounds areas harmful to children. The following ground services will be performed:

- A. Mowing. Mowing will be performed as needed at each site, including lawns and athletic fields. Every effort will be made to schedule mowing to remove no more than 1/3 of the grass leaf blade during the mowing procedure. Proper mowing heights will be established and maintained in an attempt to maximize the use of mowing practices as a means of turf/grass weed control. Mower blades will be kept sharp in order to provide a neat, finished cut. In general, each site will be mowed once each week during growing seasons.
- B. Aeration. Core aeration helps promote a soil structure favorable to plant growth and will be done at least once a year on the athletic fields.
- C. Turf Fertilization. An emphasis will be placed on creating long-term improvements in soil conditions that promote healthy plant growth, rather than short-term feeding of grass plants. Turf areas will be prioritized based upon level of use, and fertilized on a priority basis taking into consideration the funds available. Soil balancing, including applications of lime, sulfurs and organic amendments will be recommended based on soil analysis results. Athletic fields will be fertilized at least twice each year and lawn areas at least once each year.
- D. Turf Repair. Seeding or sodding of damaged areas in established turf will be performed as needed and as funds permit in order to re-establish a safe condition. Seed or sod most suitable to the local climate and use of the turf area will be used. Athletic fields will be over-seeded if necessary at the end of the season or early spring.
- E. Irrigation. Watering of areas of primary concern will be carried out as needed and as availability of water permits. The duration, depth and frequency of irrigation will be based on climatic and turf conditions. A supply of water and equipment for application will be supplied by School District #159. The grounds staff of the Successful Bidder will be responsible for operation of all automatic systems and quick connect systems and will do minor and routine repairs to irrigation systems.
- F. Weed Control. Weeds in turf, beds, paved areas and along fences, walls and curbs will be controlled as much as possible through proper plant selection, mechanical processes, good cultural plant practices and effective timing of seasonal maintenance practices. Herbicides will be used as little as possible and only in compliance with applicable State and local herbicide application and licensing regulations. Successful Bidder will provide this service with staff or on a contract basis. All costs associated with such weed control program will be the direct

responsibility of the Successful Bidder.

- G. Care of Shrubs and Groundcover. Shrubs and ground covers will be pruned based on proper plant care practices to minimize maintenance frequency. Recommendations may be made for the replacement of old plantings where the beauty of the landscape could be enhanced while reducing maintenance requirement. Shrubs and groundcovers will only be fertilized as needed. Pest problems will be addressed through a total plant health care approach, which emphasizes proper plant selection, consideration of temporary environmental stress factors, good cultural maintenance practices and the encouragement of natural predator control of plant pests. Pest problems will be chemically treated only as a last resort or if needed to prevent the loss of special landscape specimen plants. Any pesticides will be applied by the Successful Bidder in compliance with applicable licensing regulations.
- H. Care of Shrub Beds. Bed areas will be kept in a neat condition and with minimum of weeds through mechanical control and use of mulch. Application of pre-emergent and post-emergent herbicides may be used on a limited basis to break the weed cycle and will only be done in compliance with applicable licensing regulations.
- I. Flowers. Where accents of landscape color are desired and their use is practical, the use of perennial flowers will be promoted. Existing perennial flowers will be maintained as needed.
- J. Tree Care. The base of trees in the lawn areas shall be kept free of vegetation in order to protect the trees from lawn mower damage and to provide a neat appearance. Pruning of lower limbs and shaping of small (up to 15') trees shall be completed by the Successful Bidder grounds crew. Pruning and shaping will be performed at the appropriate time based on plant growth. Dead, diseased and damaged limbs within easy access of ground will be removed. Fertilization and pest control for trees will be done on an as needed basis.
- K. Athletic Field Lining. Field lining will be done to properly prepare the athletic fields for interscholastic activities. Frequency will be based on field use schedules supplied periodically and in regular consultation with the Athletic Director.
- L. Fence Lines and Signage. Successful Bidder will complete minor fence and sign repairs. New installations and major repair work shall be contracted. The base of all fences and signs will be kept neat and free of vegetation through routine trimming and use of herbicides in compliance with applicable licensing regulations.
- M. Field and Landscape Structures. Exterior security lighting, sports lighting, and scoreboards will be maintained by Successful Bidder. Field and landscape such as benches, backstops, dugouts, goal posts, press boxes, gazebos and sheds will be maintained as needed by Successful Bidder. Stadium bleachers will be cleared of trash and debris after home games. Routine and minor repairs will be Successful Bidder's responsibility.
- N. Disposal of Landscape Waste. Policing of the grounds will be done daily by the Successful Bidder staff and prior to mowing. Broken glass or rubble must be checked for and removed daily to keep all areas safe for children. Organic debris collected during grounds maintenance operations will be composted on site or removed to the appropriate dumpsite. Dump fees are the responsibility of School District #159.
- O. Refuse Pick Up and Removal. Refuse pick up will be done daily using Facility vehicles. Broken glass or rubble must be checked for and removed daily to keep all areas safe for children. Collected refuse will be removed to an appropriate dumpsite. Refuse pick up and removal shall be coordinated by Successful Bidder's management staff, but refuse pick-up fees are the responsibility of School District #159.
- P. Paved Surface Care. Sweeping of parking lots and driveways will be done on an as needed

basis. Sidewalks and walkways will be cleared routinely in conjunction with mowing operation. Successful Bidder staff will perform routine asphalt and concrete repairs including pothole patching, and filling cracks. Seal coating, overlays and new installations will be the responsibility of School District #159. Striping of parking lots and painting of curbs will be done on an annual basis, and paid for by School District #159.

- Q. Project Work/New Installations. Landscape project work will be completed as needed and as time permits. Landscape project work will be paid for by School District #159. Successful Bidder and a representative of School District #159 will consult about potential new installation project work and have a clear common understanding about the scope prior to beginning such work.
- R. Snow Removal. Successful Bidder will establish a snow removal plan. Snow and ice will be promptly and thoroughly cleared by Successful Bidder from entrances, walks, roads and parking lots on School District #159 property. School District #159 is responsible for purchasing ice control materials (sand, salt) and fuel utilized for snow removal. The level of completeness will be based on the safety of children and adults who use the areas.
- S. Training. Training will be conducted by Successful Bidder for Successful Bidder employees with ground maintenance responsibilities. Job skill training will include emphasis on safety, routine procedures, and proper horticultural practices.
- T. Grounds Inspection. A grounds inspection program will be implemented. Inspections will be conducted monthly, and a minimum of three times per year with the administration.
- U. Landscape Architectural Services. Landscape architectural services are not included in the scope of the contract.
- V. Grounds Equipment – Responsibility and Ownership. School District #159 shall provide the equipment necessary to carry out the work provided in these specifications. Successful Bidder agrees to maintain grounds equipment in an operative, workable and safe condition for the purposes of the contract.

## 7. Technical Support

Successful Bidder shall provide professional services and technical resources in support of its field management to:

- A. Perform research in determination of School District #159 maintenance and grounds needs, resources, utilization, programs, and procedures and systems.
- B. Implement technical support programs for system implementation, training, fiscal control and inspection relating to School District #159 physical plant operation.
- C. Consult and make recommendations concerning the plant operations and maintenance aspects of architectural and engineering proposals. It is understood that Successful Bidder personnel shall make recommendations concerning applicable codes including the Life Safety and National Electric Codes, but that official interpretation and research shall be the responsibility of School District #159.

## 8. Quality Control of Service

The following quality performance reviews will be initiated to insure a high standard of service for School District #159:

- A. Weekly inspections will be made by the District #159 management staff.
- B. A daily journal will be maintained for review by School District #159.



- C. Preventative maintenance schedule with notation of performance will be maintained for management control, inspections and administrative review by School District #159.
- D. A monthly report will be prepared and submitted to School District #159 administration and the Board of Education each month. This report will summarize the activities of the Successful Bidder.

9. Year-Round Community and Extracurricular Activities

Grounds and maintenance service will be provided for community and extracurricular activities on School District #159 property on a regular basis and as events arise. School District #159 anticipates maintenance and grounds needs for such community and extracurricular activities to include various community education, social and recreation programs and events. Some of these events occur often after regular school hours and on weekends. Successful Bidder is responsible for providing staffing as needed for these events. Per Section IV.A. which schedule may be changed at the discretion of School District #159 to meet its needs. Additional maintenance/grounds services shall be provided by Successful Bidder under the contract as necessary to adequately service Community and Extracurricular Activities Monday through Saturday. Additional services expressly requested by School District #159 for Sundays and holidays will be paid at the overtime rate set forth in the Successful Bidder's bid submittal on Exhibit O.

## **PART B: Specifications for Custodial Services**

1. Overarching Requirements. The custodial services performed by the Successful Bidder shall accomplish the following School District #159 requirements:
  - A. Develop a program that creates and maintains a clean and safe environment for students and staff to effectively support education at all School District facilities.
  - B. Establish a systems approach and quality assurance program to maintain and preserve the required level of service.
  - C. Implement and operate an established risk management avoidance program.
  - D. Manage custodial services in a cost-effective manner.
  
2. Services to be Performed. Successful Bidder shall provide staff, supervision and technical direction necessary to effectively provide Custodial services to School District #159. In the discharge of its responsibilities, Successful Bidder shall follow the following professional and technical standards:
  - A. Professional Management:
    - 1) The Successful Bidder shall provide the resources required to complete its performance responsibilities. The Successful Bidder shall also provide its professional advice in matters pertaining to custodial services to School District #159 and its administrators.
    - 2) Successful Bidder shall provide professionally qualified resident management and trained and fully competent personnel to complete the assigned tasks.
    - 3) Successful Bidder shall make initial and continuing recommendations for custodial services, District-Contractor communications, procedures, implementation and resource application. The recommendations are to be acted upon only if the School District #159 agrees.
  - B. Standard Operating Procedures:
    - 1) Successful Bidder shall design and implement with the concurrence of the Superintendent, an appropriate set of Standard Operating Procedures. The procedures shall coordinate the efforts, skills and resources throughout the School District #159 buildings.
    - 2) Successful Bidder shall provide clearly defined records, requirements, operating instructions, schedules and administrative procedures essential to the custodial services.
    - 3) Successful Bidder shall develop and maintain a manual containing the instructions about individual job functions and the methods to accomplish the required tasks.
    - 4) Successful Bidder shall supervise the number and skill level of employees to properly staff the required services.
  - C. Financial and Material Management:
    - 1) Successful Bidder shall strive for increased efficiency and effectiveness through improved management and engineering practices.
    - 2) Successful Bidder shall promulgate written instructions necessary for the management of equipment and supplies.
    - 3) Successful Bidder shall comply with School District #159 control systems and directives.
    - 4) Successful Bidder shall comply with School District #159 directives and guidance in the proper receipt, inspection, accounting, storage, inventory and security of custodial supplies and equipment.

### 3. Custodial Duties

School Year Work Schedules. The custodial employees will have schedules that are as flexible as possible to meet the various requests and needs of School District #159. Custodial duties will be performed Monday through Friday from 6:30 a.m. to 3:00 p.m. (day crew) and 3:00 p.m. to 11:30 p.m. (night crew). These schedules may be changed at the discretion of School District #159 to meet its needs. Saturdays, as described in Section IV. below, are included in the contract and will not be paid overtime rates.

#### A. Other Custodial Duties

- 1) Cleaning and re-lamping of light fixtures (as needed)
  - a. Light fixtures will be cleaned regularly at a minimum of once per year.
  - b. Re-lamping will be provided as needed.
- 2) Window cleaning
  - a. All exterior windows will be cleaned annually.
  - b. All interior windows will be cleaned on a scheduled basis, as the need requires, and at least once annually.
- 3) Security- (scheduled basis)
  - a. Contractor will have the responsibility of opening and lighting buildings per administration direction.
  - b. The opening of School District #159 for pre-shift extracurricular practices or activities will be the responsibility of the Successful Bidder.
  - c. Turn off lights and lock doors and windows at the completion of cleaning each room.
- 4) Trash Removal - (Daily) Remove and take to appropriate dumpster or compactor area.
- 5) Floor Finishing (as needed and at least twice per year)
  - a. Follow a carefully planned program of District #159.
  - b. Refinish floors on a scheduled program that will take into account the different use conditions traffic, types of floors and activities in each area of the facilities.
  - c. Establish and coordinate a floor-buffing program.
  - d. Report all repair needs to maintenance personnel.
- 6) Carpet/furniture cleaning- (as needed)
  - a. Clean carpets and furniture on a scheduled program utilizing appropriate methods, techniques and equipment.
  - b. Report repair needs to maintenance quickly to keep all areas safe for children and adults.

#### B. Classrooms and Offices - Monday through Friday

- 1) Main cleaning of floors (Daily, five days per week)

Thoroughly clean all traffic areas using a chemically treated dust mop or vacuum where appropriate.
- 2) Wet cleaning of floors (Weekly)
  - a. Wet clean hard surface floors with an appropriate floor chemical designed to extend the life of the floor finish.
  - b. Provide a schedule to Administration showing which rooms and areas are to be done (each night) as a basis for measurement.
  - c. The wet cleaning of floors will be provided once per week.

- d. Shampoo carpeted floors annually or more often if needed.
- 3) Spot cleaning of floor (Daily, five days per week)
  - a. Remove spots from spillage on hard surfaces and carpeted floors as needed.
- 4) Check and spot clean- (Daily, five days per week)
  - a. Spot clean walls, doors and electric switch plates as needed.
  - b. Clean interior or glass doors and glass partitions.
  - c. Remove graffiti.
  - d. Adjust shades or blinds to a uniform height throughout the building.
- 5) Trash Receptacles - (Daily, five days per week)
  - a. Empty and clean wastepaper baskets.
  - b. Wet wipe with an odor controlling solution as needed.
  - c. Reline wastebaskets where necessary.
- 6) Wet Wipe (Weekly)
  - a. All office and classroom desks will be dusted and/or cleaned once per week when cleared.
  - b. All desks will be cleaned on a project basis annually.
- 7) Chalkboards, Chalk Trays, Slateboards, White boards, Pencil Sharpeners - (Daily)
  - a. Dust and wet clean chalk trays and slate blackboards, empty pencil sharpeners and erase chalkboards and/or white boards.
- 8) Laboratories/Biology, Chemistry, Earth Science. Physics - (Daily, five days per week and /or project basis)
  - a. Basic classroom cleaning.
  - b. In addition, equipment, chemical sinks; hoods, shelves and counter tops will be dusted and/or wet wiped daily, weekly.
  - c. Equipment, chemical sinks, hoods shelves and counter tops shall be cleaned daily on an as needed basis.
- 9) Art Room - (Daily, five days per week and /or project basis)
  - a. Perform the duties set forth in Paragraphs 1-7 of the Classroom and Offices Section III.B above.
- 10) Library – (Daily)
  - a. Perform the duties set forth in Paragraphs 1-7 of the Classroom and Offices Section III.B above.
- 11) Auditorium, Stage, Music Rooms (Daily and Project)
  - a. Perform the duties set forth in Paragraphs 1-7 of the Classroom and Offices Section III.B above.
  - b. In addition, dust or wet wipe equipment and chairs, on a (project scheduled) basis.
- C. Non-Classroom Areas
  - 1) Custodial Closets - (Daily)
    - a. Clean and maintain all Custodial closets.
  - 2) Metal Work- (Daily)
    - a. Clean, polish and maintain all bright metal work.
  - 3) Drinking Fountains - (Daily)

- a. Wet clean and disinfect drinking fountains with germicidal solution.
- 4) Public Telephones - (Daily)
  - a. Wet clean and disinfect public telephones with germicidal solutions.
- 5) Stairways - (Daily)
  - a. Dust down, dry mop and spot wet mop once per day.
- 6) Corridors - (Daily)
  - a. Thoroughly dry mop with a chemically treated mop and spot wet mop as needed.
  - b. Wet clean all hard surface corridors once per week.
  - c. Thoroughly vacuum all carpeted corridors daily.
  - d. Remove spots as necessary.
- 7) Public Entrances - (Daily)
  - a. Spot clean glass doors and clean entrance floor area as needed.
  - b. Vacuum walk off mats.
  - c. Sweep exterior steps and sidewalks in front of main entrances.
  - d. Entrance steps and sidewalks will be cleaned as necessary.
- 8) Kitchen and Kitchen Storerooms - (Daily)
  - a. Successful Bidder will clean kitchen floors once per day.
  - b. Successful Bidder will remove kitchen trash and garbage from the kitchen area.
  - c. Foodservice vendor personnel will clean kitchen areas (except floors).
  - d. Foodservice vendor personnel will clean equipment.
  - e. Foodservice vendor personnel will wash dishes, silverware, and pots.
- 9) Cafeteria- (Daily)
  - a. Thoroughly wet clean floor area once daily.
  - b. Wet wipe all tables and chairs on a project basis.
- 10) Cafeteria and Kitchen- (Annually)
  - a. The cafeteria and kitchen walls will be thoroughly cleaned on a project basis.
  - b. Foodservice vendor personnel will clean food preparation equipment.
- 11) Restrooms – (Daily)
  - a. Completely clean and disinfect washrooms including:
    - (1) Wet wipe fixtures, shelves, and ledges with a germicidal solution.
    - (2) Clean and disinfect both the inside and outside of urinals and toilet bowls.
    - (3) Replenish the supply of dispenser items such as toilet tissue, soap and paper towels.  
(These items provided by School District #159).
    - (4) Wet clean and disinfect floors with a germicidal solution.
    - (5) Clean and polish mirrors.
    - (6) Develop a schedule of daily spot-checking and cleaning as needed.
- 12) Conditioning Area - (Daily)
  - a. Dry and wet mop floors with germicidal solutions.
- 13) Athletic Program- (Daily, five days per week/on project basis)
  - a. Gymnasium
    - (1) Perform dry mopping of floors two (2) times per day prior to as well as following all

interscholastic sporting events.

(2) Clean bleachers and grandstand areas after use and as needed.

(3) Prepare floor surface with proven finish, waxes and cleaners.

14) Miscellaneous Projects

a. Other miscellaneous projects of a cleaning nature:

(1) Removal of graffiti.

(2) Cleaning of grills and vents.

(3) Delivery of general supplies from central warehouse to offices and classrooms as required (including mail delivery) on an arranged schedule.

(4) Machine scrubbing of all ceramic tile floors in showers and lavatories to remove odors and grease and reduce the possibility of bacterial and fungal growth.

15) Summer Projects

a. Strip, seal and wax all tile floors.

b. Shampoo all carpeting. Soil extraction will occur during summer project work and bonnet cleaning or shampoo will occur as needed.

c. Clean all baseboards.

d. Wash all chalk rails and chalkboards/white boards.

e. Wash all ledges and windowsills.

f. Clean the ceramic tile in the shower rooms where applicable.

g. Sanitize and deodorize the washrooms completely.

h. Clean all windows inside and out.

i. Wash all lockers inside and out.

j. Wash all desktops and chairs.

k. Clean walls where dirt or marks appear.

l. Cleaning of light fixtures and light bulbs to be determined by priority list issued by the school.

4. Community and Extracurricular Activities

Custodial services will be provided for community and extracurricular activities on School District #159 premises on a regular basis and as events arise. School District #159 anticipates custodial needs for such community and extracurricular activities to include various community education, social and recreation programs and events. Some of these events occur often after regular school hours and on weekends. Successful Bidder is responsible for providing staffing as needed for these events. Additional custodial services shall be provided by Successful Bidder under the contract as necessary to adequately service Community and Extracurricular Activities Monday through Saturday. Additional services expressly requested by School District #159 for Sundays and holidays will be paid at the overtime rate set forth in the Successful Bidder's bid submittal on Exhibit O.

5. Quality Control of Service

Successful Bidder will conduct the following quality performance reviews to ensure a high standard of service for School District #159:

a. Weekly inspections will be made by the District # #159 management staff.

- b. A Daily Journal will be maintained by Successful Bidder for review by the administration.
- c. A report will be prepared and submitted to the School District #159 administration and Board of Education each month. This monthly report will summarize the activities of the Successful Bidder during the reporting period.

## **Bond Requirements**

All bidders must meet the following specific requirements to be considered:

1. **Bid Bond.** Each bid must be accompanied by a Bid Guarantee in the form of a Bid Bond or Certified Check in an amount equal to not less than five percent (5%) of the bid and made payable to the Board of Education of Mokena School District #159. Checks of unsuccessful bidders will be returned as soon as practical after opening and checking the bids. If the successful bidder refuses to enter into a contract with the School District, the amount of the Bid Bond will be forfeited to the School District as liquidated damages and not as a penalty.
  
2. **Performance and Payment Bond.** The Successful Bidder shall furnish a Performance and Payment Bond and Labor and Material Payment Bond in the amount of one hundred percent (100%) of the Contract Sum. The bond surety must carry a BEST RATING of A.



## Insurance Requirements

The Successful Bidder shall purchase and maintain in full force, at its own expense, for the duration of the contract all of the insurance coverage's listed below. Each policy shall include as additional named insured the Board of Education, Mokena School District #159, Will County, Illinois, individual members thereof, and all employees and volunteers of School District #159.

The insurance shall be placed with insurance companies rated at least A, VII by Best's Key Rating guide or with other insurance companies acceptable to School District #159, and shall incorporate a provision requiring the giving of written notice to School District #159 at least thirty (30) days prior to the cancellation, non-renewal, or reduction in limits of liability by endorsement, change in deductible per claim, or change in limits or exclusion of any such policies.

The Successful Bidder shall submit valid policy in form and substance reasonably satisfactory to School District #159 evidencing the effectiveness of the required insurance policies, along with original copies of the amendatory riders to any such policies, to School District #159 for School District #159's approval prior to the execution of the contract and the commencement of any services hereunder. The Successful Bidder shall also provide copies of policies to School District #159 upon request.

1. Required Coverages and Amounts
2. Comprehensive Automobile Liability- Bodily Injury and Property Damage Combined Single Limit \$1,000,000.
3. Comprehensive General Liability - Bodily Injury and Property Damage Combined Single Limit \$1,000,000.
4. Workers' Comprehensive- Employer's Liability statutory 4. Excess Liability for all Insurance Risks \$5,000,000
5. Honesty Bond or equivalent for each and all employees \$10,000.

All Contractor insurance must name the District as additional insured, and be written by a company legally authorized to write such insurance in the State of Illinois. The following language is required. **“It is understood and agreed that Mokena School District #159, The Board of Education and employees are added as additional insured relating to this contractor providing facility management services. This coverage shall be provided on a primary noncontributory basis without regard for other insurance the District may carry.”**

## Maintenance/Grounds Operating Equipment

Supplied by School District #159, must be maintained by Successful Bidder

### MAINTENANCE AND GROUNDS OPERATING EQUIPMENT (AS OF 01/08/2019)

- (1) 2007 Chevy 3500 Dump Truck with Plow
- (1) 2008 Chevy Pickup with plow
- (1) 2012 Chevy Pickup with plow
- (1) 2018 Ford Transit VAn
- (1) 2005 Kubota ATV
- (1) 2015 Caterpillar Skid Steer
- (2) 2005 Scagg Mower – MES/MIS
- (1) 2017 Scagg Mower - MJS

Supplied by Successful Bidder

### Maintenance, Grounds, and Custodial Service Operating Equipment

| Quantity | Description  |
|----------|--|
| 3        | Riding Auto-scrubbers at each building   |
| 11       | Cell phones<br>3 – Day Porters<br>3 – Night Supervisors<br>3 – Maintenance Technicians<br>1 – Account Manager<br>1 – Director of Operations<br>1 – Spare for Emergency |

Contractor must purchase all new equipment at the beginning of the contract.

**Building and areas to be serviced for Maintenance/Grounds and Custodial**

| FACILITIES LOCATION | GROSS SQ FT    | ACRES       | GRADES FY 19 | ENROLL FY19 | # OF ROOMS | CUSTODIAL | MAINTENANCE AND GROUNDS |
|---------------------|----------------|-------------|--------------|-------------|------------|-----------|-------------------------|
| Mokena Elementary   | 147,000        | 6           | K-3          | 600         | 67         | Yes       | Yes                     |
| Mokena Intermediate | 74,000         | 3           | 4-5          | 300         | 40         | Yes       | Yes                     |
| Mokena Junior High  | 124,000        | 8.5         | 6-8          | 450         | 51         | Yes       | Yes                     |
| <b>TOTAL</b>        | <b>345,000</b> | <b>17.5</b> |              | <b>1350</b> | <b>158</b> |           |                         |

**\*Minimal Staffing Levels - Custodians**

| FACILITIES          | CUSTODIANS   | Shift Schedule   | Custodial Supervisors          | Shift Schedule       |
|---------------------|--|--|--------------------------------|----------------------|
| Mokena Elementary   | 1 - 1 <sup>st</sup> Shift Day Porter<br>5 – 2 <sup>nd</sup> Shift Custodians   | 6:30am – 3:00pm<br>3:00pm – 11:30pm                    | .5 FTE– 2 <sup>nd</sup> Shift  | 3:00pm – 11:30pm     |
| Mokena Intermediate | 1 - 1 <sup>st</sup> Shift Day Porter<br>2 – 2 <sup>nd</sup> Shift Custodians   | 6:30am – 3:00pm<br>3:00pm – 11:30pm                    | .5 FTE – 2 <sup>nd</sup> Shift | Split Building Shift |
| Mokena Junior HS    | 1 - 1 <sup>st</sup> Shift Day Porter<br>3.5 – 2 <sup>nd</sup> Shift Custodians | 6:30am – 3:00pm<br>3:00pm – 11:30pm<br>3:00pm – 7:00pm | 1 – 2 <sup>nd</sup> Shift      | 3:00pm – 11:30pm     |
| District Wide       |  |  | Account Manager                | 3:00pm – 11:30pm     |

**\*\*Minimal Staffing Levels – Maintenance and Grounds**

| <b>FACILITIES</b>   | <b>Maintenance and Grounds</b>                       | <b>Shift Schedule</b> | <b>Supervisor</b>                  | <b>Shift Schedule</b> |
|---------------------|--|-----------------------|------------------------------------|-----------------------|
| Mokena Elementary   | 1 - 1 <sup>st</sup> Shift<br>Maintenance and Grounds | 6:30am –<br>3:00pm    |                                    |                       |
| Mokena Intermediate | 1 - 1 <sup>st</sup> Shift<br>Maintenance and Grounds | 6:30am –<br>3:00pm    |                                    |                       |
| Mokena Junior HS    | 1 - 1 <sup>st</sup> Shift<br>Maintenance and Grounds | 6:00am –<br>2:30pm    |                                    |                       |
| District Wide       |  |                       | Maintenance and Grounds Supervisor | 6:30am -3:00pm        |

|               |                           |                 |
|---------------|---------------------------|-----------------|
| District Wide | ***Director of Operations | 7:30am – 4:00pm |
|---------------|---------------------------|-----------------|

\*\*\*For Base Bid, with both maintenance and grounds AND custodial services, there will need to be an additional Director of Operations position included in the minimal staffing levels. The District may, at its own discretion, employ its own Director of Operations.



**EXHIBIT B- REQUIRED**

**Mokena School District #159**  
11244 Willowcrest Lane Mokena, Illinois 60448  
708-342-4900

**PROOF OF INSURABILITY**

Bidder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

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 on \_\_\_\_\_ day of \_\_\_\_\_, 2019.

|                        |
|------------------------|
| Signed:                |
| Date:                  |
| Insurance Company:     |
| Street:                |
| City, State, Zip:      |
| Business Phone Number: |

Notary Public

THE SUCCESSFUL BIDDER MUST SECURE AND PROVIDE EVIDENCE OF REQUIRED INSURANCE PRIOR TO EXECUTION OF THE CONTRACT AND COMMENCEMENT OF ANY SERVICES.

**EXHIBIT C - REQUIRED**

**Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448  
708-342-4900

**ANTI-COLLUSION CERTIFICATION OF COMPLIANCE**

By submission of this bid or proposal, the bidder certifies that:

1. This bid is genuine and not collusive or sham.
2. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor. This bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or refrain from bidding.
3. This bidder 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 of this bid, or of that of any bidder, or to secure any advantages against any other bidder or person interested in the proposed contract.
4. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor.
5. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
6. The bidder has not, and is not a subsidiary of any company that has, been convicted of price fixing or pleaded "no contest" to such charges within the last five (5) years.

---

(Signature of Bidder)

Subscribed and sworn to before me \_\_\_\_\_

This day of \_\_\_\_\_

Notary Public

**EXHIBIT D - REQUIRED**

**Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448

708-342-4900

**DRUG FREE WORKPLACE**

The bidder or contractor, having 25 employees or more, does hereby certify pursuant to 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 the contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm Name: \_\_\_\_\_

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

(Authorized Agent of Contractor)

Title: \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_

Notary Public



**EXHIBIT E - REQUIRED**

**Mokena School District #159**  
11244 Willowcrest Lane Mokena, Illinois 60448  
708-342-4900

**Client References**

|                            |  |
|----------------------------|--|
| Reference Name             |  |
| Contact Name               |  |
| Title                      |  |
| Phone Number               |  |
| Scope of Services Provided |  |

|                            |  |
|----------------------------|--|
| Reference Name             |  |
| Contact Name               |  |
| Title                      |  |
| Phone Number               |  |
| Scope of Services Provided |  |

|                            |  |
|----------------------------|--|
| Reference Name             |  |
| Contact Name               |  |
| Title                      |  |
| Phone Number               |  |
| Scope of Services Provided |  |

|                            |  |
|----------------------------|--|
| Reference Name             |  |
| Contact Name               |  |
| Title                      |  |
| Phone Number               |  |
| Scope of Services Provided |  |

**EXHIBIT F - REQUIRED**

**Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448

708-342-4900

**ELIGIBILITY TO BID CERTIFICATION**

As a duly authorized agent of the company, I do hereby certify that the undersigned Bidder/company is in compliance with Illinois law and is not barred from bidding on the Contract as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961 (720 ILCS 5/33E).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

(Signature)

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
Notary Public

SEAL

**EXHIBIT G- REQUIRED**

**Mokena School District #159**  
11244 Willowcrest Lane Mokena, Illinois 60448  
708-342-4900

**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

\_\_\_\_\_ [bidder/contractor], does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that Bidder/Contractor 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.

BY:

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

DATE:

\_\_\_\_\_

**EXHIBIT H-REQUIRED**

**Mokena School District #159**  
11244 Willowcrest Lane Mokena, Illinois 60448  
708-342-4900

**STATEMENT OF NONDISCRIMINATION**

I, \_\_\_\_\_, as a part of my bid on a contract for maintenance and

(Bidder Name)

grounds and/or custodial services at School District #159:

- A. That in the hiring of employees for the performance of work under the contract, the undersigned bidder, or any persons acting on his or her behalf, shall not, by reason of race, creed, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.
- B. That the bidder, nor any person on his or her behalf shall not, in any manner, discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, or color.
- C. For the performance of the contract, the bidder shall agree as follows: that the bidder shall comply with all state laws regarding nondiscrimination. The bidder will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, ancestry, or sex.

By: \_\_\_\_\_  
(Authorized Agent of Bidder)

State of Illinois

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_

(Signature of Notary Public)

**EXHIBIT I - REQUIRED**

**Mokena School District #159**  
11244 Willowcrest Lane Mokena, Illinois 60448  
708-342-4900

**DEVIATIONS FORM**

In the event that the undersigned bidder intends to deviate from the specifications, all such proposed deviations are listed hereon, with complete and detailed specifications and information being also attached. Any proposed deviations are subject to the approval of School District #159 at its sole discretion. In the absence of any entry on the Deviations Form, the bidder assures School District #159 of its FULL compliance with the specifications and conditions. School District #159 reserves the right to approve or disapprove any deviations indicated.

THIS FORM MUST BE SIGNED EVEN BY THOSE NOT SUBMITTING DEVIATIONS

Submitted for consideration by:

**Name of Bidder:** \_\_\_\_\_

**By (signature):** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

## **EXHIBIT J - REQUIRED**

### **Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448  
708-342-4900

### **PERSONNEL**

Bidder must provide documents and/or written descriptions (and sworn statements where required) responding to the Exhibit item below and enclose it with its bid submission in order to be deemed complete. Any separate documents or pages responding to each Exhibit item below must be clearly labeled with this Exhibit letter. Failure to fully respond to any of the below shall subject the entire bid to disqualification.

1. Each bidder must submit a copy of its training policy or manual with its bid. If the bidder has no training policies or manuals, it shall submit a written statement describing its training initiatives.
2. The Successful Bidder shall minimize employee turnover. Bidder acknowledges and agrees that work force stability is essential to perform promptly and efficiently to satisfy bidder's obligations. The Successful Bidder shall demonstrate a history of minimal employee turnover. Each bidder shall submit a sworn statement describing its hourly employee turnover rate and salaried employee turnover rates for the last three years, with a brief description of how the rates are calculated.
3. Each bidder shall describe the number, types and experience of employees that it shall use to provide the services under the contract and how their assignment will be allocated among the responsibilities as defined in the bid specifications. Each bidder must submit the names, experience and length of employment of the personnel to be assigned to School District #159. Specifically include a description of how the bidder, if awarded the contract, will accomplish the variety of unscheduled tasks necessary to service the education, extra-curricular activities and athletic programs of School District #159 as described in the bid specifications.

## **EXHIBIT K - REQUIRED**

### **Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448

708-342-4900

## **SCREENING AND BACKGROUND CHECKS**

Bidder must provide documents and/or written descriptions (and sworn statements where required) responding to the Exhibit item below and enclose it with its bid submission in order to be deemed complete. Any separate documents or pages responding to each Exhibit item below must be clearly labeled with this Exhibit letter. Failure to fully respond to any of the below shall subject the entire bid to disqualification.

1. Describe in detail, the methods and practices used in screening and selecting employees.
  - a. Where appropriate, list tests and specific interview techniques to be used.
  - b. Describe the notice of the interview and reference-checking procedures used.
2. Each bidder must submit a sworn statement confirming that it screens employees and conducts background checks to ensure that it satisfies the requirements of the bid specifications.

**EXHIBIT L - REQUIRED**

**Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448

708-342-4900

**AUDITED FINANCIAL STATEMENTS**

Bidder must provide documents and/or written description (and sworn statements where required) responding to the Exhibit item below and enclose it with its bid submission in order to be deemed complete. Any separate documents or pages responding to each Exhibit item below must be clearly labeled with this Exhibit letter. Failure to fully respond to any of the below shall subject the entire bid to disqualification.

The Successful Bidder must be financially sound and stable. Each bidder must submit audited financial statements for its company for the last three years.



## **EXHIBIT M - REQUIRED**

### **Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448

708-342-4900

### **CUSTOMER SERVICE**

Bidder must provide documents and/or written descriptions (and sworn statements where required) responding to the Exhibit item below and enclose it with its bid submission in order to be deemed complete. Any separate documents or pages responding to each Exhibit item below must be clearly labeled with this Exhibit letter. Failure to fully respond to any of the below shall subject the entire bid to disqualification.

Each bidder shall provide a one-page description of its Customer Service policy, including response times, procedures and lines of responsibilities in time-sensitive situations or if safety concerns arise, and resolution of School District #159 concerns regarding customer service.

## **EXHIBIT N - REQUIRED**

### **Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448

708-342-4900

### **SAFETY PLAN**

Bidder must provide documents and/or written descriptions (and sworn statements where required) responding to the Exhibit item below and enclose it with its bid submission in order to be deemed complete. Any separate documents or pages responding to each Exhibit item below must be clearly labeled with this Exhibit letter. Failure to fully respond to any of the below shall subject the entire bid to disqualification.

Contractor is responsible for assuring that all its employees are properly trained and comply fully with Federal, State and Local regulations regarding right to know, asbestos awareness training, blood borne pathogens, confined spaces, lock out and tag out requirement and all OSHA/other safety related materials. Each Bidder shall submit a copy of their general safety plan with their proposal.

**EXHIBIT O – REQUIRED**

**Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448

708-342-4900

**BID SUBMITTAL SHEET**

All Proposal Prices shall be for the Term of July 1, 2019 through June 30, 2022. The Board of Education reserves the right to reject any and all bids, to accept bids in whole or in part and/or to waive any irregularities or defects in the proposal, when, in its opinion, such action will serve the best interests of the Board of Education of School District #159.

The Proposal Price shall include the total of all maintenance, grounds and custodial services as set forth in the specifications and contract for the regular school day/year, summer and extracurricular/community events during the Term of July 1, 2019 through June 30, 2022.

| <u>Description</u>  | <u>Bid Amount</u> |
|---|-------------------|
| <b><u>BASE BID</u>: ANNUAL PROPOSAL PRICE FOR MAINTENANCE, GROUNDS, AND CUSTODIAL SERVICES WITH DIRECTOR OF OPERATIONS:</b> | \$                |
| <b><u>ALTERNATE BID 1</u>: ANNUAL PROPOSAL PRICE FOR MAINTENANCE, GROUNDS, AND CUSTODIAL SERVICES:</b>                      | \$                |
| <b><u>ALTERNATE BID 2</u>: ANNUAL PROPOSAL PRICE FOR CUSTODIAL SERVICES ONLY</b>  | \$                |
| <b><u>ALTERNATE BID 3</u>: ANNUAL PROPOSAL PRICE FOR MAINTENANCE and GROUNDS ONLY:</b>                                      | \$                |

**Overtime Rate**

Overtime, if any, will only be paid for certain special events on Sundays or holidays not covered under the contract and as expressly requested by School District #159. The undersigned bidder, if awarded the contract, will charge an hourly rate not to exceed \$\_\_\_\_\_ per hour per custodian for overtime services requested by School District #159.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

**EXHIBIT P – REQUIRED**

**Mokena School District #159**

11244 Willowcrest Lane Mokena, Illinois 60448  
708-342-4900

**BIDDER'S AGREEMENT FORM**

After having read all the bid conditions and specifications and understanding the same, I hereby submit the following bid for maintenance, grounds and custodial services, as set forth in Exhibit O, for Mokena School District #159 in accordance with said bid conditions and specifications.

**NOTE: UNSIGNED BIDS WILL NOT BE ACCEPTED**

The undersigned bidder declares that it has examined and familiarized itself with the bidding documents. In making this proposal, the undersigned waives all right to plead any misunderstanding of the bidding documents and agrees to perform all of the work required herein. If this bid is accepted, the undersigned agrees to furnish all services and conditions of the bidding documents at the bid price, submitted herein.

Specific Bidder Information: \_\_\_\_\_

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

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Principal Officer: \_\_\_\_\_

Corporation Under State Laws: \_\_\_\_\_

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

Title: \_\_\_\_\_

Person to contact regarding this bid: \_\_\_\_\_

Corporate Seal