


Lincolnwood School District No. 74  
 Bid Form – Landscape Maintenance Services  
 2021 – 2022

After having read all the Specifications and Instructions for Bidders, and understanding same, I hereby submit the following bid(s) for all labor, materials, tools, equipment, incidentals, and expertise necessary for the landscape maintenance needs of School District No. 74 in accordance with said Specifications:

	YEAR 1: April 1, 2021 - December 1, 2021			YEAR 2: April 1, 2022 - December 1, 2022		
	# of Times	Unit Price	Subtotal	# of Times	Unit Price	Subtotal
Lawn mowing*	35	996	34,860	35	996	34,860
Lawn weed & feed	2	1,764	3,528	2	1,764	3,528
Mulch	1	3,900	3,900	1	3,900	3,900
* including shrub bed & tree ring maintenance	Year 1 Total: \$ 42,288			Year 2 Total: \$ 42,288		

I acknowledge that the contract may be renewed for an additional two years in one-year increments (April 1, 2023, until December 1, 2023, and April 1, 2024, until December 1, 2024) and that the costs may be adjusted only in accordance with the terms of the Specifications stated in the Invitation to Bid. Should I be awarded the contract, I will enter into an agreement substantially in accordance with the Bid Specifications and subject to approval by legal counsel for School District No. 74.

  
 SIGNED  
 DAVID BISKUP  
 PRINT NAME OF SIGNATORY  
 CONTOUR LANDSCAPING INC.  
 COMPANY NAME  
 3501 JARVIS  
 ADDRESS  
 SKOKIE IL 60076  
 CITY STATE ZIP  
 DAVID BISKUP  
 NAME OF CONTACT PERSON

1-25-21  
 DATE  
 GENERAL MANAGER  
 PRINT TITLE OF SIGNATORY  
 363762706  
 FEIN  
 847-673-5149  
 PHONE  
 847-673-5655  
 FAX  
 DAVE@CALLCONTOUR.COM  
 CONTACT PERSON'S EMAIL

PLEASE INITIAL BELOW TO CONFIRM THAT:

DB

BIDDER HAS COMPLETED THE BIDDER CERTIFICATION PAGES INCLUDED AT THE END OF THIS BID FORM.

DB

BIDDER HAS INCLUDED THE FOLLOWING DOCUMENTATION WITH THE BID PROPOSAL:

- a. Letter from insurance representative certifying that the insurer has read the requirements as set forth in the General Conditions and will issue the required policies as specified in the General Requirements;
- b. Fully completed and signed originals of all Certification Forms;
- c. References Form;
- d. Copies of applicator and operator licenses for turf grass and ornamentals.

All bids are to be submitted to the following address no later than 10:00 a.m. on January 25, 2021:

ATTENTION: Courtney Whited, Business Manager  
Lincolnwood School District #74  
6950 N. East Prairie Rd.  
Lincolnwood, Illinois, 60712

Bid Specifications and Instructions and Bid Forms will be available at the above address between the hours of 8:00 a.m. and 4:00 p.m. on regular school days.

**THE BOARD OF EDUCATION OF LINCOLNWOOD SCHOOL DISTRICT NO. 74 RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS OR PARTS THEREOF WHICH ARE SEVERABLE AND RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES OR TECHNICAL DEFECTS IN BIDS OR THE BIDDING PROCESS AS WILL SERVE THE BEST INTERESTS OF THE DISTRICT AND THE RIGHT TO DISREGARD ALL NONCONFORMING, NON-RESPONSIVE, UNBALANCED OR CONDITIONAL BIDS. ALSO, THE DISTRICT RESERVES THE RIGHT TO REJECT THE BID OF ANY BIDDER WHEN THE DISTRICT BELIEVES THE BID IS NOT RESPONSIVE OR THE BIDDER IS UNQUALIFIED OR OF DOUBTFUL FINANCIAL OR TECHNICAL ABILITY OR FAILS TO MEET ANY OTHER PERTINENT STANDARD OR CRITERIA ESTABLISHED BY THE SCHOOL DISTRICT IN DETERMINING THE LOWEST RESPONSIBLE BID. THE BIDDER WAIVES THE RIGHT TO CHALLENGE THE DISTRICT'S DISCRETION IN DETERMINING THE LOWEST RESPONSIBLE BIDDER.**

**Note: The bid opening shall be conducted in compliance with the Governor's Disaster Proclamations and Executive Orders in response to the ongoing coronavirus pandemic. If limitations on in-person gatherings have been implemented at the time of the bid opening, each bidder may be limited in the number of individuals who may attend or the meeting may be conducted electronically. All visitors to School District buildings will be required to submit to temperature checks and symptom screenings and comply with social distancing and face covering requirements at all times, and shall certify that they have not tested positive for COVID-19 and have not been in close contact with a suspected or confirmed case of COVID-19 in the prior 14 days.**

## CERTIFICATIONS

The undersigned hereby affirms that:

\* He/She is a duly authorized agent of the vendor.

\* He/She has read and agrees to the request for bids.

I certify that I am submitting the following offers as my firm's bid. I understand by virtue of executing and returning with this bid this required response form, I further certify full, complete, and unconditional acceptance of the contents of this request for bids except as noted herein.

Print Name: DAVID BISKUP Title: GENERAL MANAGER

Company Name: CONTOUR LANDSCAPING INC.

Address: 3501 JARVIS


City State ZIP: SKOKIE, IL 60076 Telephone: 847-673-5149

Fax: 847-673-5655 E-Mail: DAVE@CALLCONTOUR.COM

Signature:  Date: 1-25-21

## COLLECTIVE BARGAINING

The undersigned hereby certifies that \_\_\_\_\_ SOME OR ALL / X NONE (check one) of my firm's employees are represented by an exclusive bargaining representative recognized and certified by a labor relations board. I certify that I have provided copies of all collective bargaining agreements that my firm is subject to. I further certify that I have disclosed information on all petitions for certification, decertification, or any other action pertaining to collective bargaining that are presently outstanding but have not yet resulted in a signed collective bargaining agreement.

Signature:  Date: 1-25-21

ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

DAVID BISKUP

(print name)

, being first duly sworn, deposes and says:

that he/she is GENERAL MANAGER of CONTOUR LANDSCAPING INC.  
(owner, president, partner, etc.) (name of company)

the party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantages against any other bidder or any person interested in the proposed contract.

Signature:  Date: 1-25-21

SEXUAL HARASSMENT

The undersigned hereby certifies that my firm has complied with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. The Board of Education states that it is in compliance with said law.

Signature:  Date: 1-25-21

CERTIFICATE OF ELIGIBILITY TO BID

CONTOUR LANDSCAPING INC. (bidder), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961, as amended, hereby certifies that neither he/she/its partners, officers, or owners of his/her/its business have been convicted in the past five (5) years of the offenses of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961, as amended, and that neither he/she/its business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended.

Signature:  Date: 1-25-21

## DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 *et seq.* ("Drug Free Workplace Act"), the undersigned certifies to the Board of Education it will provide a drug-free workplace by:

1. Publishing a statement: A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace; B. specifying actions that will be taken against employees for violations of this prohibition; C. notifying employees that, as a condition of employment on this contract, employees will: 1. abide by the terms of the statement, 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.

2. Establishing a drug-free awareness program to inform employees about: A. the dangers of drug abuse in the workplace; B. the Contractor's policy of maintaining a drug-free workplace; C. available drug counseling, rehabilitation, and employee assistance programs; D. penalties that may be imposed upon employees for drug violations.

3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.

4. Notifying the District within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving actual notice of such conviction.

5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.

6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.

7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: CONTOUR LANDSCAPING INC. By:   
(company name) (signature)

Its: GENERAL MANAGER Date: 1-25-21  
(owner, president, partner, etc.)



Lincolnwood School District No. 74  
Landscape Maintenance Services – 2021-2022  
References

Bidder Name: CONTOUR LANDSCAPING INC.

Reference #1 Name: SKOKIE/MORTON GROVE SCHOOL DISTRICT #69

Contact Person: JOHN TINETTI - COORDINATOR OF BUILDINGS AND GROUNDS

Phone: 224-935-7072 Email: TINETTIS@SKOKIE69.NET

Reference #2 Name: SULIA MOLLOY EDUCATION CENTER

Contact Person: KYLE O'MALLEY - BUILDING ENGINEER

Phone: 847-966-8600 X2508 Email: KOMALLEY@NTDSE.ORG

Reference #3 Name: MORTON GROVE SCHOOL DISTRICT 70

Contact Person: JIM JOHNSON

Phone: 847-965-6200 Email: JJOHNSON@MGSD70.ORG

Reference #4 Name: SHORE COMMUNITY SERVICES

Contact Person: DEBORAH SHULRUF

Phone: 847-982-2030 X214 Email: DSHULRUF@SHORESERVICES.ORG

Reference #5 Name: CTL GROUP (PORTLAND CEMENT)

Contact Person: CRAIG HOFFMAN

Phone: 847-972-3138 Email: CHOFFMAN@CTLGROUP.COM



Corkill Insurance Agency, Inc.  
25 Northwest Point Blvd., Suite 625  
Elk Grove Village, IL 60007

Phone 847-758-1000  
Fax 847-758-1200

January 25, 2021

Contour Landscaping, Inc.  
3501 Jarvis Avenue  
Skokie, IL 60076-4016

Re: Lincolnwood School District No. 74  
Landscape Maintenance Services 2021-2022

To Whom It May Concern:

As the agent of Contour Landscaping, I confirm that they will be able to meet all insurance requirements of the contract for Lincolnwood School District No. 74 – Landscape Maintenance Services 2021-2022. If you have any questions, or if I can be of further service, please call. Thank you for allowing Corkill Insurance Agency to service your insurance needs.

Sincerely,

Matthew Wadley  
Account Manager



CONTLAN-01

MWADLEY

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Corkill Insurance Agency 25 Northwest Point Blvd., Ste 625 Elk Grove Village, IL 60007	CONTACT NAME:	FAX (A/C, No): (847) 758-1200
	PHONE (A/C, No, Ext): (847) 758-1000	
INSURED  Contour Landscaping, Inc. 3501 Jarvis Avenue Skokie, IL 60076-4016	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Wadena Insurance Company	NAIC # 12528
	INSURER B : IMT Insurance Company	14257
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GLX2109	9/1/2020	9/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CVX2109	9/1/2020	9/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UCX2109	9/1/2020	9/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCX2109	9/1/2020	9/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Job: Landscape Maintenance Services 2021-2022 - Lincolnwood School District #74, its individual Board members, agents, officers, and employees are Additional Insured for General Liability on a primary and non-contributory basis and Additional Insured for Auto Liability if required by written contract. A waiver of subrogation applies in favor of the Additional Insured for General Liability and Auto Liability if required by written contract. GA0050 0113, BA1029 0220

## CERTIFICATE HOLDER

## CANCELLATION

Lincolnwood School District #74  
6950 N East Prairie Road  
Lincolnwood, IL 60712

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



➕ View up to date information on how Illinois is handling the Coronavirus Disease 2019 (COVID-19) from the [State of Illinois Coronavirus Response Site \(https://coronavirus.illinois.gov/\)](https://coronavirus.illinois.gov/)

AGR (/sites/agr/Pages/default.aspx) ▶ Pesticides (/sites/agr/Pesticides/Pages/default.aspx)

## Licensee

## Licensee

Full Name

SCOTT SCHOELLER

License No

CA32908

License Type

COMMERCIAL APPLICATOR

Expiration Date

12/31/2021 12:00 AM

Categories

General Standards, Ornamental, Turf, Aquatic

## Company

Company Name

CONTOUR LANDSCAPING INC

Address

3501 JARVIS AVE  
SKOKIE Illinois, 60076

County

Cook

**PESTICIDES (/SITES/AGR/PESTICIDES/PAGES/DEFAULT.ASPX)**

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Pesticide Use and Regulation (/sites/agr/Pesticides/Pages/Pesticide-Use-And-Regulation.aspx)

Certification and Licensing (/sites/agr/Pesticides/Pages/Certification-and-Licensing.aspx)

Dicamba (<https://www2.illinois.gov/sites/agr/Pesticides/Pages/Dicamba.aspx>)

Dicamba FAQ (/sites/agr/Pesticides/Pages/DicambaFAQ.aspx)

DriftWatch (<https://il.driftwatch.org>)

Forms (/sites/agr/Pesticides/Pages/Pesticide-Forms.aspx)

Commercial Pesticide Applicator/ Operator Training and Testing  
(/sites/agr/Pesticides/Pages/Commercial-Pesticide-Applicator.aspx)

Private Pesticide Applicator Training and Testing (/sites/agr/Pesticides/Pages/Private-Pesticide-Applicator-Training-and-Testing.aspx)

Licensed Pesticide Operators /Applicators /Dealers Search (/sites/agr/Pesticides/Pages/Pesticide-Licensee-Results.aspx)

Pesticide Product Registration (/sites/agr/Pesticides/Pages/Pesticide-Product-Registration.aspx)

Pesticide Product Search (/sites/agr/Pesticides/Pages/Pesticide-Product-Results.aspx)

Pesticide Use and Misuse (/sites/agr/Pesticides/Pages/Pesticides-Uses-Misuses.aspx)

Pesticide Misuse Complaint Form  
(/sites/agr/Pesticides/Documents/pesticidemisusecomplaintform.pdf)

Aerial Pesticide Application Questions and Answers (/sites/agr/Pesticides/Pages/Aerial-Pesticide-Application-Q-A.aspx)

Agrichemical Facilities Containment Program  
(/sites/agr/Environment/Agrichemicals/Pages/Agrichemical-Facilities-Containment-Program.aspx)

Containment Requirements for "On-farm" Agrichemicals  
(/sites/agr/Environment/Agrichemicals/Pages/containment-requirements-for-the-on-farm-storage-of-agrichemicals.aspx)

Agrichemical Container Recycling Program  
(/sites/agr/Environment/Agrichemicals/Pages/Agrichemical-Container-Recycling-Program.aspx)

Pesticide Clean Sweep Program (</sites/agr/Pesticides/Pages/Pesticide-Clean-Sweep-Program.aspx>)

Groundwater Monitoring Well Network  
(</sites/agr/Environment/Groundwater/Pages/default.aspx>)

## Contact Information

Illinois Department of Agriculture

State Fairgrounds

801 E. Sangamon Ave

Springfield, IL 62702-1813

[Agency Directory \(https://cmsapps.illinois.gov/TeleDirectory\)](https://cmsapps.illinois.gov/TeleDirectory)

[Program Directory \(/sites/agr/Pages/Programs.aspx\)](/sites/agr/Pages/Programs.aspx)



[\(/sites/agr/About/Pages/ContactUs.aspx\)](/sites/agr/About/Pages/ContactUs.aspx)

## Useful Links

[News Releases \(/sites/agr/Pages/News.aspx\)](/sites/agr/Pages/News.aspx)

[Open Meetings \(/sites/agr/Events/Pages/default.aspx\)](/sites/agr/Events/Pages/default.aspx)

[FOIA Requests \(/sites/agr/About/Pages/Freedom-of-Information-Act-Request.aspx\)](/sites/agr/About/Pages/Freedom-of-Information-Act-Request.aspx)

[Laws Administered by IDOA \(/sites/agr/About/Pages/Statutes.aspx\)](/sites/agr/About/Pages/Statutes.aspx)

[Facts About Agriculture \(/sites/agr/About/Pages/Facts-About-Illinois-Agriculture.aspx\)](/sites/agr/About/Pages/Facts-About-Illinois-Agriculture.aspx)

[Agriculture Statistics \(NASS\) \(https://www.nass.usda.gov/\)](https://www.nass.usda.gov/)

[Publications \(/sites/agr/About/Pages/Publications.aspx\)](/sites/agr/About/Pages/Publications.aspx)

[Procurement Opportunities \(/sites/agr/About/Pages/Procurement-Opportunities.aspx\)](/sites/agr/About/Pages/Procurement-Opportunities.aspx)

[Policies \(/sites/agr/About/Policies/Pages/default.aspx\)](/sites/agr/About/Policies/Pages/default.aspx)

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[\(/\)](#)

[Web Accessibility \(http://www.dhs.state.il.us/page.aspx?item=32765\)](http://www.dhs.state.il.us/page.aspx?item=32765)

[Missing & Exploited Children \(http://www.missingkids.com/\)](http://www.missingkids.com/)

[Amber Alerts \(http://www.amberillinois.org/\)](http://www.amberillinois.org/) [Illinois Privacy Info \(/Pages/About/Privacy.aspx\)](/Pages/About/Privacy.aspx)

[Governor JB Pritzker \(/sites/gov\)](/sites/gov)

