

**INVITATION FOR BIDS
FOR
LINCOLNWOOD SCHOOL DISTRICT NO. 74
FOR CUSTODIAL SERVICES**

Table of Contents

- I. Instructions to Bidders
- II. General Requirements
- III. General Specifications
- IV. Custodial Operations Specifics
- V. Cleaning Specifics
 - Exhibit 1: Building List
 - Exhibit 2: Wage Rates by Position
 - Exhibit 3: District and/or Campus Maps
 - Exhibit 4: School Calendars
 - Exhibit 5: Required Submittals
 - Form A: Bid Form
 - Form B: Specific Bidder Information
 - Form C: Certificate of Insurance
 - Form D: Anti-Collusion Affidavit
 - Form E: Hold Harmless Agreement
 - Form F: Contract

I. INSTRUCTIONS TO BIDDERS

1. Services Sought by Board

- a. The Board of Education of Lincolnwood School District No. 74 ("Board") is soliciting bids for a three (3) year contract for custodial services. The initial contract period will begin March 1, 2017, and end June 30, 2020, with successive one (1) year renewals of the contract upon terms and conditions acceptable to the Board. The Board may terminate the agreement for its convenience by providing at least thirty (30) days advanced written notice thereof.

2. Proposal submission

- a. Interested bidders must submit all of the required submittals set forth on Exhibit 5 of this Invitation for Bids ("IFB") in a sealed envelope marked "Response to Invitation for Bids for Custodial Services" with the name of the bidder, a contact name, electronic mail address, and phone number listed on the outside of the bid. Bids will be accepted at the District Offices located at 6950 North East Prairie Road, Lincolnwood, Illinois, 60712, until January 6, 2017, at 10:00 am. Late bids will not be accepted and will be returned to the bidder unopened. No facsimile or electronic mail bids are permitted. Bids will be publically opened and read aloud at the District Office's at 10:05 am, January 6, 2017. Bidders bear the responsibility for ensuring timely deliver of their bid.

3. Price sheet requirements

- a. The cost of the custodial services must be set forth on the Bid Form provided as Form A.

4. Price validity

- a. All submitted bids will remain valid for a minimum period of sixty (60) days after the date set for the bid opening.

5. Board's rights related to accepting bids

- a. The Board reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any bid should it be deemed to be in the best interest of the Board to do so.

6. Mandatory pre-bid meeting

- a. All prospective bidders must attend the mandatory pre-bid meeting at the District Office at 6950 North East Prairie Road, Lincolnwood, Illinois, 60712 on December 29, 2019 at 10:00 am. If, as a result of the pre-bid meeting, it is necessary to modify the bid documents, an addendum shall be issued and made available to the public and all parties attending the pre-bid meeting. Failure to attend the pre-bid meeting shall preclude a bidder from submitting a bid.

7. Requests for clarification

- a. For further information or clarifications relating to this IFB, bidders should contact: James Caldwell at jcaldwell@sd74.org. All questions must be submitted in writing no later than noon on December 30, 2016. Responses to questions will be emailed to all bidders. NO ORAL REPRESENTATIONS OF ANY BOARD EMPLOYEE SHALL BE BINDING ON THE BOARD. BIDDERS MAY ONLY RELY ON WRITTEN CORRESPONDENCE FROM THE BOARD. BIDDERS MAY ONLY COMMUNICATE WITH THE INDIVIDUALS IDENTIFIED IN THIS IFB. COMMUNICATION WITH ANY OTHER MEMBER OF THE FACULTY, STAFF, BOARD OR STUDENT BODY REGARDING THIS IFB MAY LEAD TO DISQUALIFICATION.
- b. The Board reserves the right to request additional information from the bidders prior to the award of the bid.

8. Evaluation criteria

- a. The Board will award the contract to the lowest responsible bidder, considering conformity with the bid requirements, terms of delivery, quality and serviceability. While the entire bid submitted by a prospective bidder will be reviewed and evaluated, particular attention will be paid to the criteria below. The bidder's responses to the following criteria will be assigned a numeric score that will be totaled.

<u>BID CRITERIA</u>	<u>POINTS</u>
Corporate Information	150
• Company Background	
• References	
• Financial Stability	
Human Resources Systems	100
• Recruiting/Hiring	
• Training	
Proposed Staffing	250
• Proposed Management Personnel	
• Proposed Staffing Levels	
Operations Plan	300
• Implementation Plan	
• Quality Control	
• Reporting	
• Hourly Employee Time Management System	
Price	300
Total Points	1,000

9. Post award price adjustments

- a. Commencing on July 1 of the second contract year and each contract year thereafter, the successful bidder shall receive an inflationary price adjustment based upon the most recently available Consumer Price Index

for all Urban Consumers (CPI-U) for the Chicago-Gary-Kenosha area, as published by the United States Department of Labor, Bureau of Labor Statistics. The increase in the annual price, however, shall not exceed five percent (5%), regardless of the CPI-U increase. In the event the applicable CPI-U is negative for any given year, the current price shall remain unchanged.

- b. In the event the Board increases or decreases the total square footage of area that is the subject of this bid by more than 10% after the award of a contract, an adjusted price shall be negotiated between the Board and the successful bidder.

10. Withdrawal, Cancellation, or Modification of Bids

- a. A bidder may withdraw a bid at any time prior to the closing time for the receipt of bids. Any modification to a bid may be made only by substitution of another bid.

11. Complete Understanding

- a. Each bidder warrants and represents that he or she has read and understands the IFB.

12. Specifications

- a. Each bidder warrants and represents that its bid is based on the specifications and terms and conditions contained in this IFB.

13. Authorized Representative

- a. Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in its bid.

14. Bid Rigging and Bid Rotating

- a. As required by the Illinois Criminal Code of 2012, 720 ILCS § 5/33E-11, by submitting a bid, the bidder certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of said Criminal Code. The bidder agrees that if this certification is false, the Board may declare the Contract void. The bidder further certifies that it will provide a drug free workplace as required by the Illinois Drug Free Workplace Act, 30 ILCS §§ 580/1 et seq. If applicable, the bidder shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act, 35 §§ ILCS 105/1 et seq., regardless of whether the bidder is a retailer maintaining a place of business within this State” as defined in Section 2 of the Use Tax Act.

15. Taxes

- a. The Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price.

16. Waivers

- a. The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights under the IFB unless specifically set forth in writing.

17. Default

- a. If any bidder fails to fulfill any or all terms and conditions of the IFB, said bidder may be declared to be in default by the Board and shall be subject to any and all other remedies available to the Board, including the prompt termination of the contract. The termination of the contract by the Board for breach shall not in any way limit the Board's damages or remedies.

18. Compliance with Applicable Law

- a. The bidder shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code of 2012* (720 ILCS § 5/1 *et al.*) in providing its services.

19. Assignment

- a. The bidder shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.

II. General Requirements

1. Corporate Information Qualifications

- a. Bidders must provide five (5) Illinois references where it is currently providing or has provided in the last three (3) years substantially similar custodial services as required in this IFB. Your references must be for services provided at buildings of similar size and for similar services as what is required in this IFB. At least three (3) of the references must be schools. For each reference list the scope of custodial services provided, enrollment figures, if applicable, number of buildings served, and a contact name and phone number.
- b. Please provide detailed information of your company's background, such as years in operation, number of employees, locations and any attributes unique to your company. If your company is a regional or national company, please provide a narrative describing your company's regional and national support and how this support may provide benefit to the Board. In providing your company's background, include an organizational chart that shows the structure of your organization and the relationships and relative ranks of your officers.
- c. Submit with your bid the last three (3) years of your company's certified audited financial statements. Additionally, please state if your company has ever sought bankruptcy protection, and, if so, when and the result thereof.

2. Insurance Requirements

The successful bidder shall purchase and maintain the following types of insurance, in at least the minimums set forth below, for the duration of the contract and any extension thereof. Prior to commencing any of the services required hereunder, the successful bidder shall provide the Board with a certificate of insurance evidencing the insurance requirements herein. Bidders must submit a current insurance certificate (dated within 14 days of the date of the bid opening) attached to Form C, evidencing the insurance requirements of this Section 2.

- a. Comprehensive General Liability Insurance on an occurrence basis in the minimum amounts of at least \$1,000,000 per occurrence and \$1,000,000 in the aggregate;
- b. Business Auto Coverage Insurance for all autos in the minimum amount of \$1,000,000 each accident;
- c. Workmen's Compensation Insurance in the amounts required by law and Employers' Liability Insurance in the minimum amount of at least \$1,000,000 each employee each accident and at least \$1,000,000 each employee disease; and
- d. Umbrella or Excess Liability Insurance on an occurrence basis in the minimum amount of at least \$10,000,000.

- e. The Indemnitees defined in Form E shall be named as additional insureds on all of the insurance policies required hereunder, with the sole exception of the workers compensation insurance. All insurance of the successful bidder shall be primary and non-contributory. All insurance of the Indemnitees shall be on an excess basis. The umbrella/excess insurance shall follow the form of the underlying policies. By entering into a contract with the Board the successful bidder on its behalf and that of its insurers waives any and all rights of subrogation they may have against any of the Indemnitees; the successful bidder shall obtain endorsements to its insurance policies as necessary to achieve such waiver.

III. General Specifications

1. General Staff requirements

- a. All employees of the successful bidder who will be performing services for the Board must submit to a fingerprint based criminal background check as detailed in 105 ILCS 5/10-21.9 prior to commencing work to ascertain whether such employees have been convicted of any of the offenses enumerated therein. The Board shall be provided with copies of such background checks upon request. No employee that has been convicted of any of the enumerated offenses in 105 ILCS 5/10-21.9 shall provide any services to the Board. Additionally, such criminal background checks will be performed at the successful bidder's expense. The successful bidder shall be responsible for all costs, liabilities and expenses incurred by the Board as a result of its breach of this paragraph. Further, the successful bidder shall ensure that all employees that have direct daily contact with students of the school district have provided evidence of physical fitness to perform the duties assigned and freedom from communicable disease, as required by 105 ILCS 5/24, and, moreover, the successful bidder represents and warrants to the Board that all such employees providing services under this Agreement have provided such evidence. The successful bidder acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Superintendent of Schools or the Board. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. The successful bidder shall ascertain that its employees and subcontractors providing services to the Board are notified of this law and that said employees and subcontractors are directed to notify the successful bidder if they have been convicted of a sex offense restricting their presence on school property. The successful bidder will then provide appropriate and immediate notification to Board. Further, the Board reserves the right to request the removal from Board property of any persons, including, but not limited to, employees of the successful bidder and subcontractors providing services to the Board, who engage in conduct in violation of the law or Board Policy or conduct otherwise disruptive to the educational process or detrimental to students. The costs related to such removal and substitution of personnel shall be borne solely by the successful bidder.
- b. Bidders are expected to pay competitive wages and shall comply with all applicable laws, rules, regulations, and ordinances applicable to the payment of wages and the provision of benefits. Bidders must provide its wage rates by position on Exhibit 2.
- c. All bidders are responsible for recruiting and hiring sufficient custodial staff to provide the services required by this IFB. The successful bidder is responsible for ensuring that the buildings are staffed in accordance with the approved staffing

plan regardless of employee vacation days, sick days, personal days and the like. Please detail your company's recruiting and hiring processes, as well as your system to replace staff that may miss work for vacations, sick days, personal days and the like.

- d. The successful bidder must provide an effective method to capture the time worked by the hourly staff. Please describe your company's time tracking methodology.
- e. All employees assigned to the Board must complete custodial services training prior to beginning work. All employees must be engaged in an on-going safety training program. Please describe your company's safety training and custodial training programs.
- f. All employees assigned to the Board must have the required license(s) and adequate skill sets prior to beginning work. All employees must be engaged in an on-going technical training program. Please describe your company's technical training program.
- g. All employees must wear uniforms and personal protective equipment. Please describe by job type the uniforms that the employees providing services to the Board will be wearing while on site.

2. Implementation of Services

- a. The bidder is responsible for ensuring a smooth transition from its prior vendor to its current vendor. Please describe how you plan to transition custodial services smoothly.

3. Computers and Office Equipment

- a. The successful bidder must provide office equipment necessary to support the requirements of this IFB, including computers and printers (copier, fax, phones).

4. Quality Control

- a. The successful bidder must provide a comprehensive quality control system. Please describe your company's program(s) for quality control.
- b. The successful bidder must provide customer satisfaction surveys on at least on an annual basis to the Board. Please describe your company's program(s) for utilizing customer satisfaction surveys and implementing corrective action plans to address the deficiencies listed in such surveys.

5. Communications with Board

- a. The successful bidder must maintain regular communication with the Board to ensure that the successful bidder is satisfying its obligations under this IFB. In that regard, the successful bidder must provide monthly written reports to the Board detailing any employee training completed during the month of the report,

any difficulties the successful bidder may be having in performing and proposed solutions to correct such difficulties, work order completion rates and such other information as may be reasonably requested by the Board. A sample monthly report must be included with your bid.

- b. The successful bidder is required to attend quarterly meetings at the school district with the administration of the Board to discuss the level of services being provided and to address any concerns between the parties. The quarterly meetings will be attended by the successful bidder's Regional Manager or similar officer if there is no Regional Manager.

6. Office and Storage Accommodations

- a. The successful bidder will be provided with adequate office, work and storage space to support the requirements of this RFP. Utilities, phone and internet services are included in this accommodation.

7. Sub-contracting

- a. All employees that are performing these services for the Board must be directly employed by the successful bidder. Subcontracting is prohibited.

IV. Custodial Operations Specifics

1. Labor Specific to Custodial Operations

- a. The successful bidder must provide on sight management of its night staff. Please describe the management staffing levels you will be providing.
- b. The successful bidder must provide sufficient custodial staff to meet the requirements of this IFB. At least one (1) full-time (7:00 a.m. to 3:30 p.m.) custodian must be present at each building on days the buildings are open. Please submit a staffing plan detailing the number of staff by building and their job titles.

2. Materials

- a. The Board will provide all cleaning supplies and hand tools (cleaning chemicals, floor finishes, mops, buckets, brooms, brushes, rags, etc...). These costs should be excluded from your bid.
- b. The Board will provide all consumable products (paper towels, toilet tissue, trash bags and hand soaps). These costs should be excluded from your bid.

3. Custodial Equipment

- a. The Board will provide the equipment necessary to provide custodial services consistent with this IFB. These costs should be excluded from your bid.

4. Management of Energy Consumption

- a. Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room.
- b. Cleaning personnel are not to change or override established heating and cooling temperatures in the buildings.

V. Cleaning Specifics

a. Classrooms

Daily

- Empty wastebaskets and replace liners as needed
- Spot Clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Dust mop all composition floors
- Mop all hard surface floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

Weekly

- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables
- Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Clean all door glass
- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. (reachable by 6 ft. ladder)
- Dust blinds

b. Offices

Daily (five days per week)

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Clean all windows and glass partitions to hand height (60")
- Clean desk tops
- Dust mop all hard surface floors (with chemically treated dust mop)
- Mop all hard surface floors with all-purpose cleaners
- Vacuum carpet

- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- Low dust all horizontal surfaces to hand height (60")
- Damp clean baseboards
- Damp clean window ledges
- High dust above hand height (60") horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- Dust blinds

c. Teacher Work Area and Duplication Rooms

Daily (five days per week)

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Clean all windows and glass partitions to hand height (60")
- Damp clean counter tops
- Dust mop all hard surface floors
- Mop all hard surface floors with all-purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills, and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- Low dust all horizontal surfaces to hand height (60")
- Damp clean baseboards
- High dust above hand height (60") horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)

d. Library

Daily (five days per week)

- Empty wastebaskets and replace liners (as needed)
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Clean all window glass and glass partitions to hand height (60")
- Clean desk tops
- Dust mop all hard surface floors
- Mop all hard surface floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

Weekly

- Replace all plastic liners in waste receptacles
- Low dust horizontal surfaces to hand height (60")
- Dust all book shelves (books to remain in place)
- Damp clean window ledges
- High dust above hand height (60") horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc. (reachable by 6 ft. ladder)

e. Cafeteria Areas (Kitchens are cleaned by Food Service staff)

Daily (five days per week)

- Remove trash from cafeteria area
- Clean during lunch periods (empty trash, and clean up spills)
- Sweep and mop
- Mop all hard surface floors with all-purpose cleaner
- High dust above hand height (60") horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.

f. Common Areas (Lobbies/Corridors/Stairs/Elevators)

Daily (five days per week)

- Clean interior glass partitions and doors
- Clean and sanitize water fountains
- Dust interior window ledges
- Dust mop all hard surface floors

- Mop all hard surface floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Clean under entrance mats daily, inside and out
- Sweep underneath stairs

Weekly

- Damp clean baseboards
- Damp clean window ledges
- Dust furniture and fixtures
- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- Clean all hall walls (more often if needed)

g. Restrooms/Dressing Rooms

Daily

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize, and polish all fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops
- Clean metal partitions
- Sweep floors
- Mop floors with germicidal disinfectant at least daily
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railing, etc.

Weekly

- Low dust horizontal surfaces to hand height (60")
- Clean walls thoroughly with cleaning and sanitizing solution

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc. (reachable by 6 ft. ladder)
- Machine scrub floors with germicidal disinfectant

h. Multi-purpose/Gymnasium

Daily (Five days per week)

- Empty wastebaskets
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Dust mop floors and/or vacuum all carpeted areas
- Spot mop composition floors
- Spot clean carpeted areas and remove any stains, spills or soiled spots

Weekly

- Replace all plastic can liners in waste receptacles
- Low dust horizontal surfaces to hand height (60")
- Sweep baseboards
- Clean bleachers, remove all trash, sweep, and clean floor underneath

Annually

- High dust above hand height (60") all horizontal surfaces including shelves and molding

*Note: Scrub composition floors as needed

i. Grounds Maintenance immediately surrounding the building (within 15 feet)

Daily (Five days per week)

- Remove trash and debris around entrances
- Empty trash containers

j. Day custodian duties

Daily (Five days per week)

- Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, counter tops, mirrors, floors, and walls, pick up paper and flush commodes and urinals, and take out trash
- Pick up trash outside of building at least one (1) time per day
- Change light bulbs and tubes (reachable by 6 ft. ladder)
- Clean and mop any accident that may occur during the day
- Respond to clean up request by Building Engineer or Principal
- Clean electrical rooms and storage closets

- Set up and break down cafeteria areas
- k. Special Events (Athletic events, Theater productions, Concerts, PTA Meetings, Board Meetings, etc.)
 - Check and maintain clean restrooms, halls, lobbies, etc
- l. All hard surface floors are to be striped and waxed three times per year. Times per year are defined as summer, winter and spring break per district instructions.
- m. The CONTRACTOR shall provide one full time day custodian to assist in daily set up and cleaning of Lincoln, Todd and Rutledge Halls.
- n. Any other duties as requested by the building engineers.

Exhibit 1

BUILDING LIST

Building Name	Address	Enrollment or Staff	Square Feet	Acreage
Administration	6950 N. East Prairie Rd.	15	10,000	
Lincoln Hall	6855 N. Crawford Rd	400	140,000	
Todd Hall	3925 W. Lunt	400	60,000	
Rutledge Hall	6850 N. East Prairie Rd.	400	60,000	

All district buildings are located on the same campus in the Village of Lincolnwood

Exhibit 2

WAGE RATES BY POSITION

Position Title	Wage Rate
Day Custodian	
Night Custodian	
Night Supervisor	

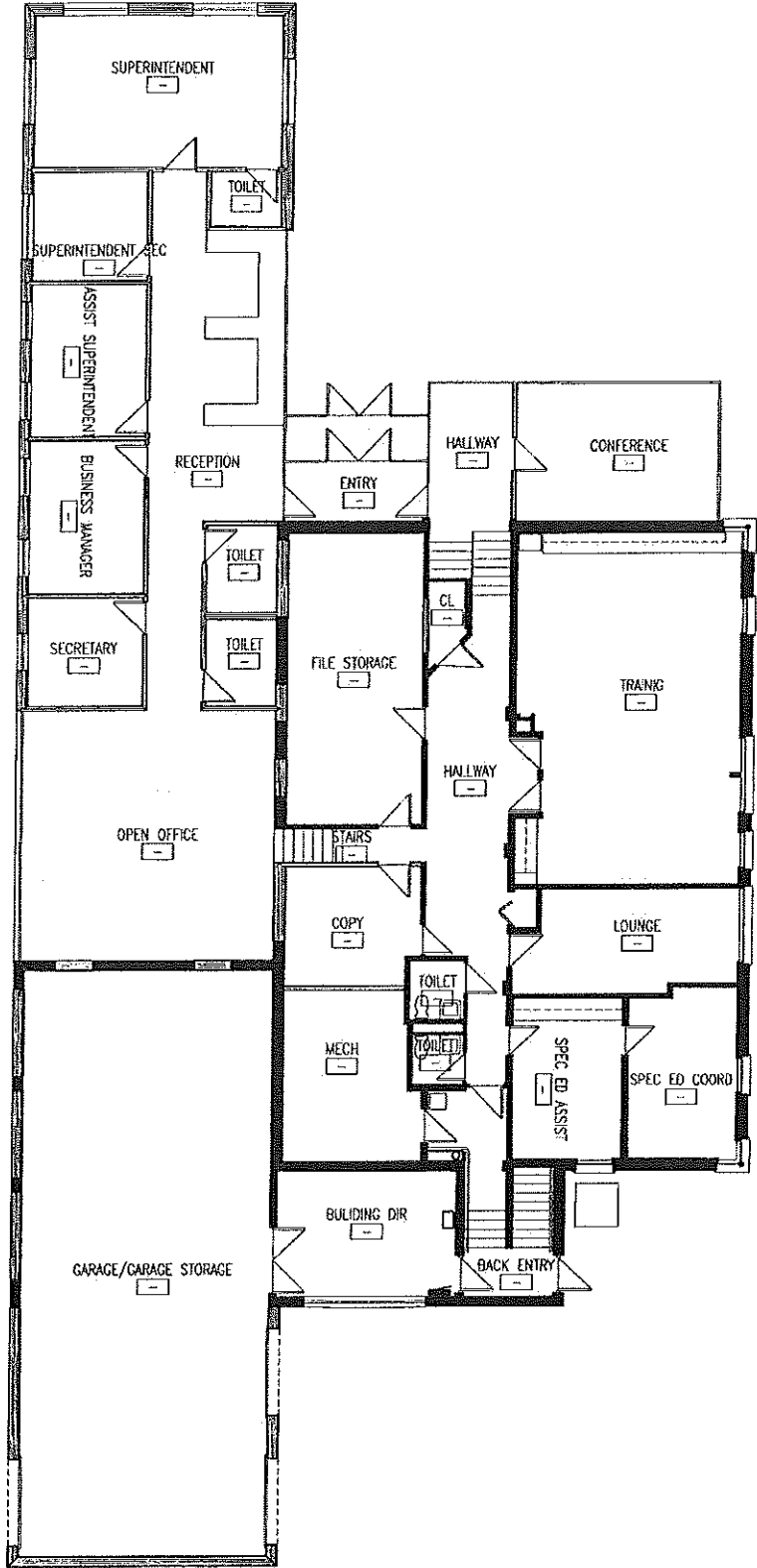
Exhibit 3

DISTRICT AND/OR CAMPUS MAPS

FIRST FLOOR AREA
 EXISTING BUILDING: 17,705 SF
 NEW BUILDING: 32,455 SF
 FIRST FLOOR TOTAL: 70,155 SF



SCHEME B - FIRST FLOOR

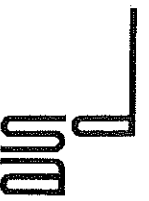


A2.0 DISTRICT 74 ADMIN BUILDING SCHEME B - First Floor

© copyright 2008 by Sven Dahlquist Architecture - all rights reserved. d307; may08 scale: 1/16" = 1'-0"

Sven Dahlquist Architecture Inc
 428 North Wolcott, Chicago, Illinois 60622

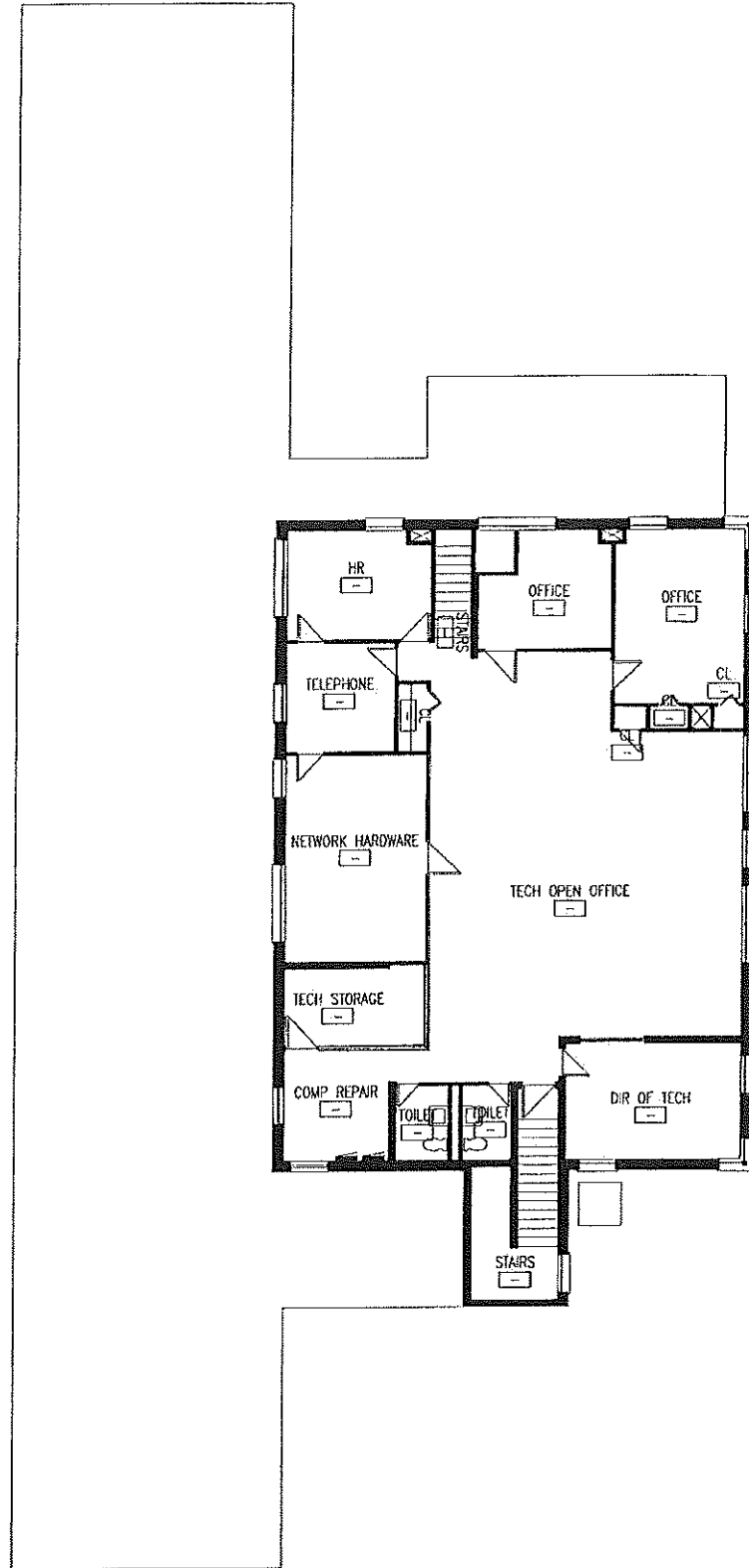
312.445.0040 T
 312.445.0044 F
 sda@architecture.com



SECOND FLOOR AREA
 EXISTING BUILDING: 2781SF
 NEW BUILDING: 0SF
 SECOND FLOOR TOTAL: 2781SF



SCHEME B - SECOND FLOOR



A2.1

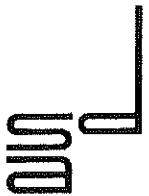
DISTRICT 74 ADMIN BUILDING SCHEME B - Second Floor

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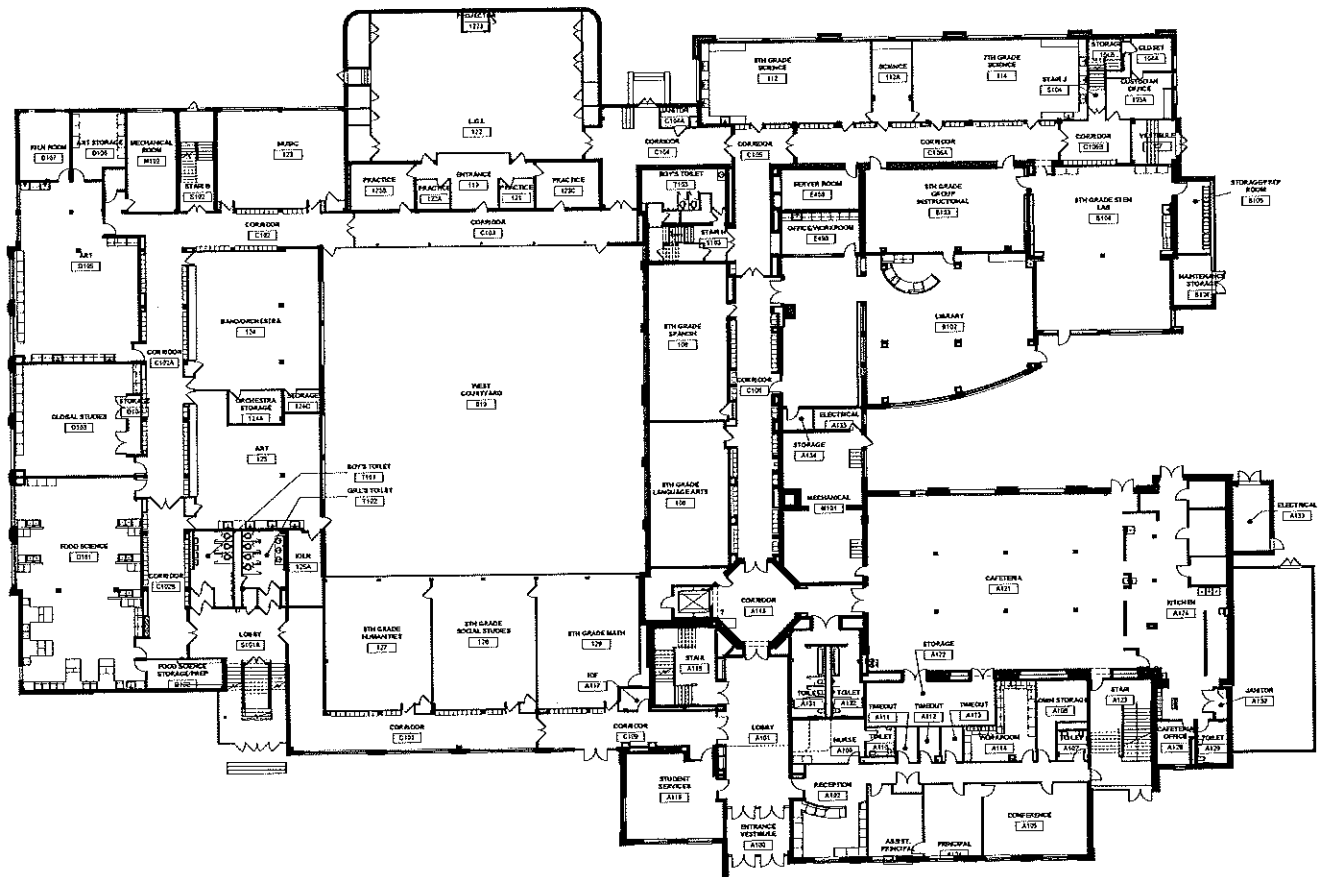
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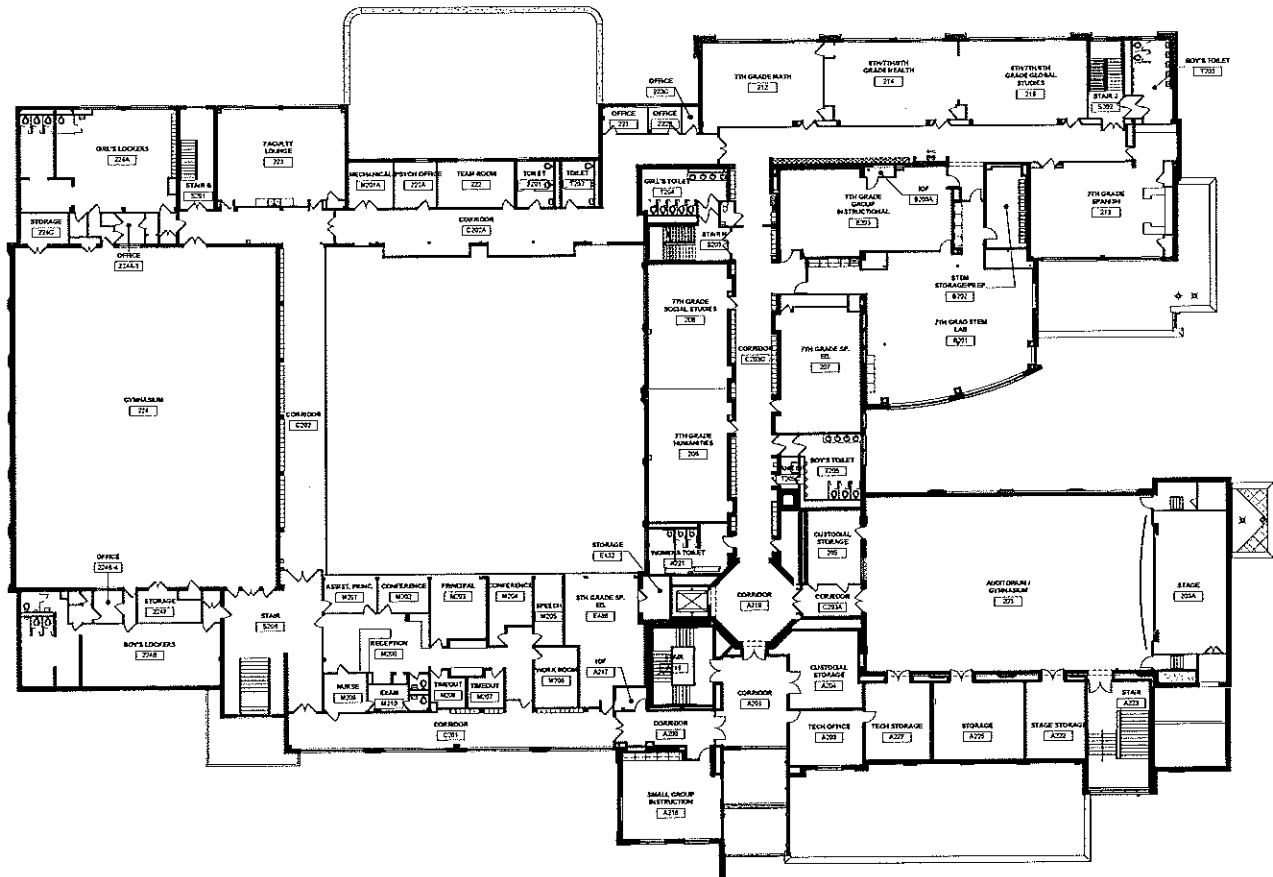
Lincoln Hall



FIRST FLOOR
PHASE ONE ADDITIONS AND REMODELING
 11/12/15 Project No. 14199



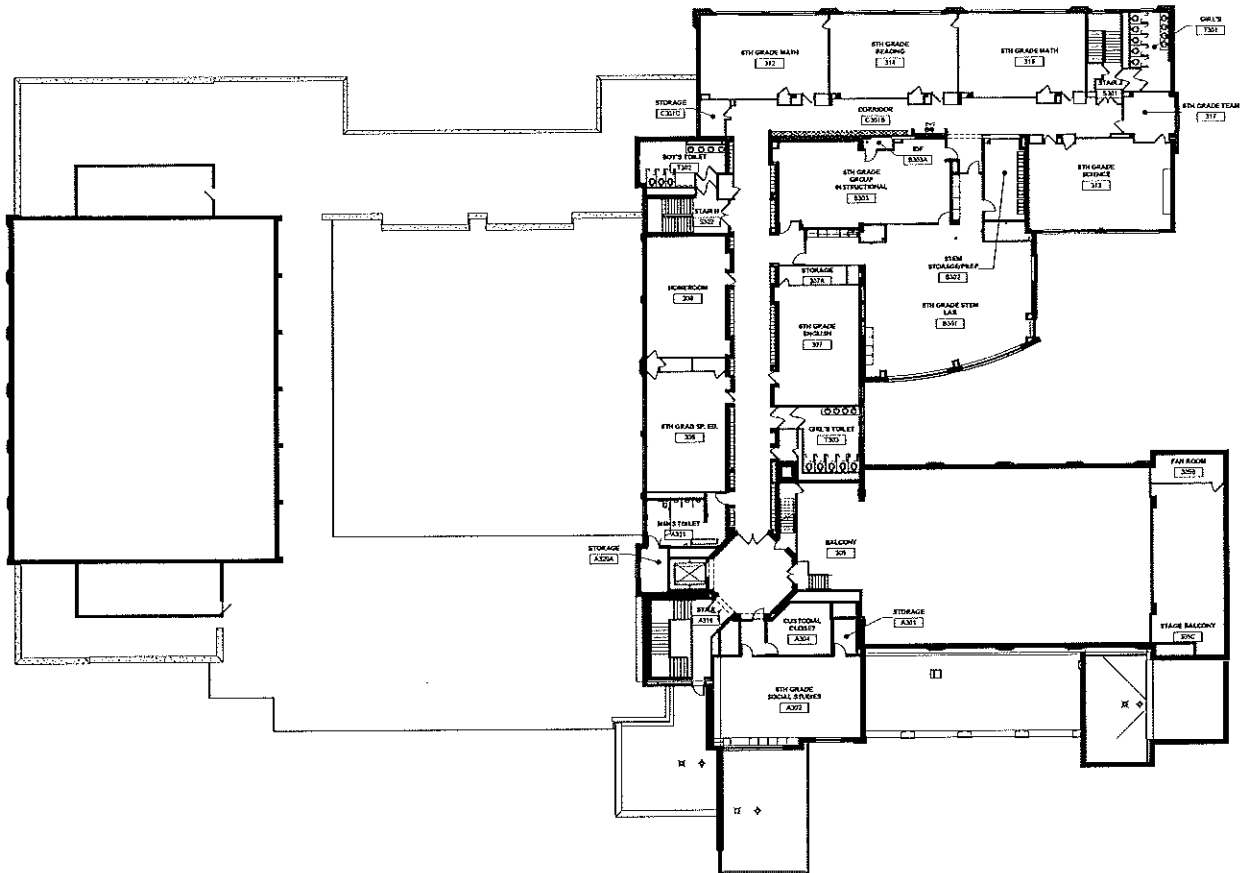
Lincoln Hall



SECOND FLOOR
PHASE ONE ADDITIONS AND REMODELING
11/12/15
Project No. 14199

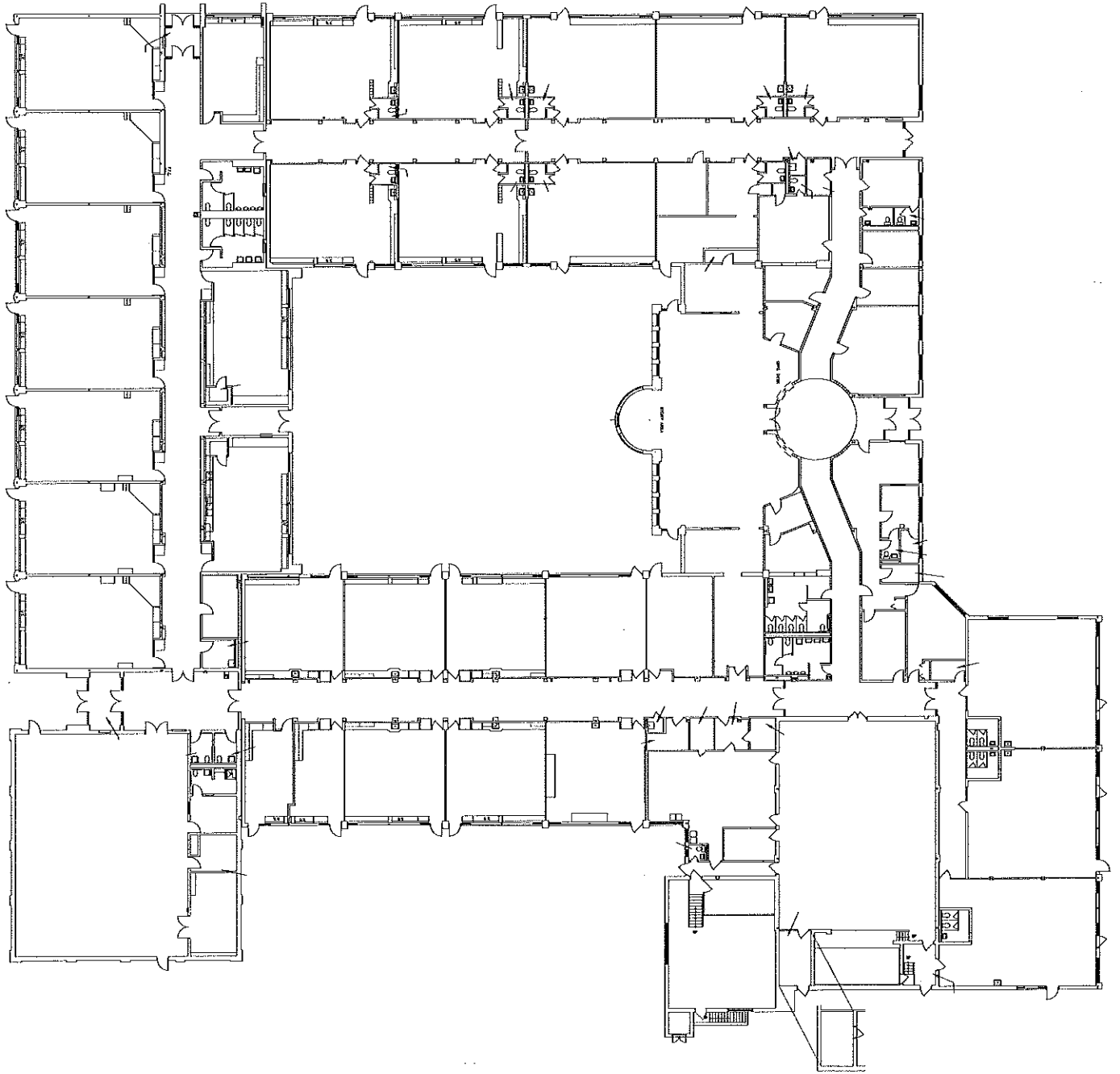


Lincoln Hall



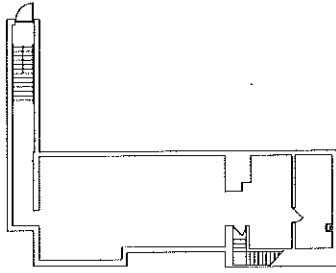
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PHASE ONE ADDITIONS AND REMODELING
11/12/15
Project No. 14199



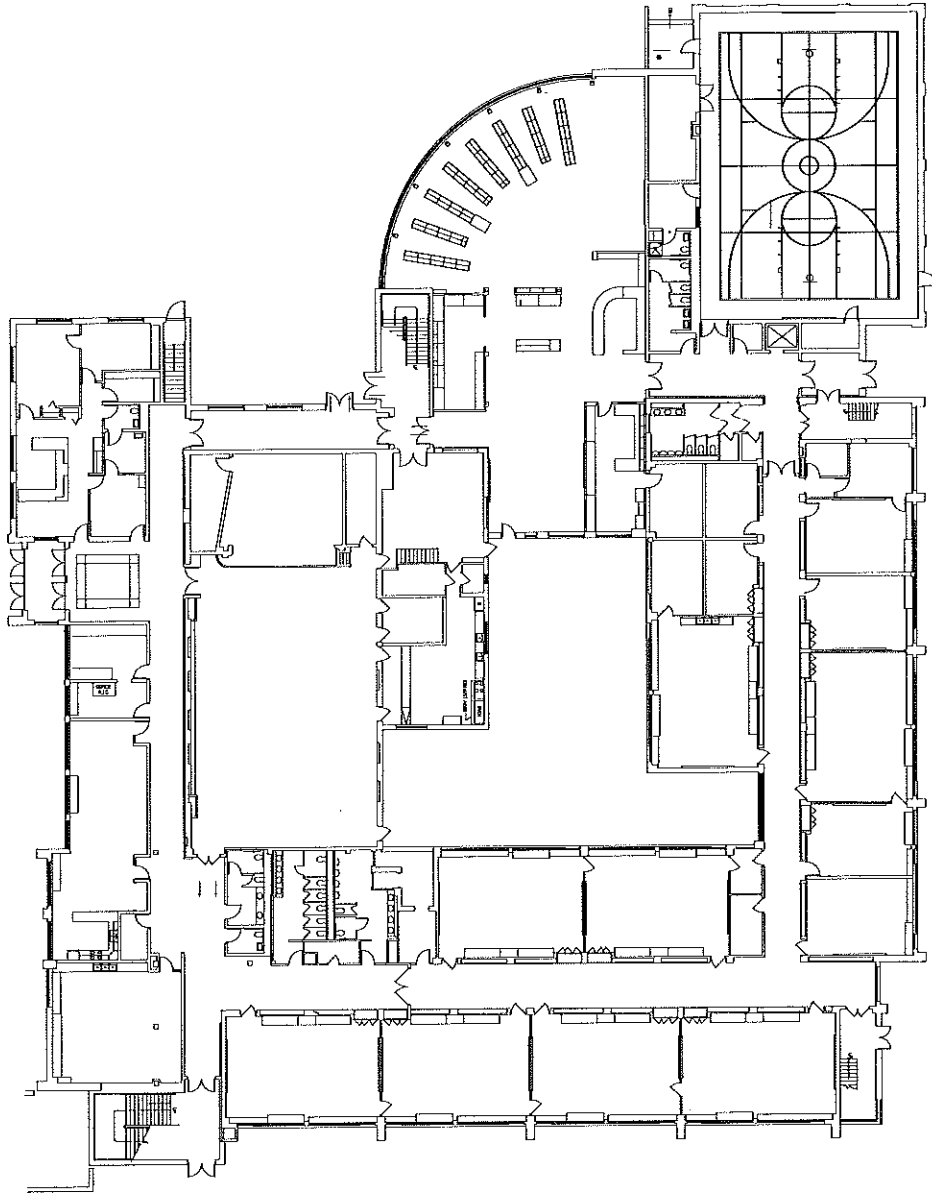


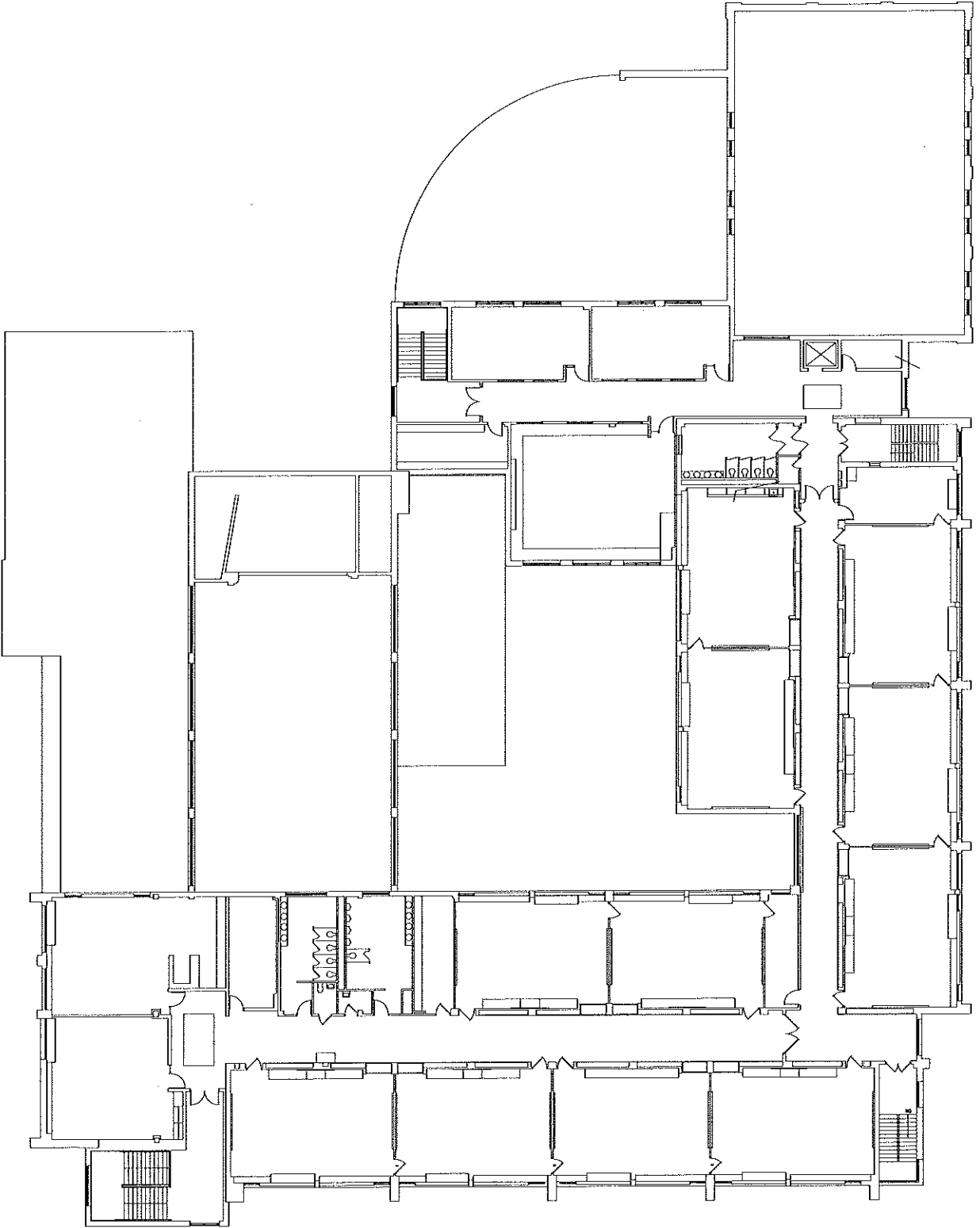
TODD HALL FLOOR PLAN

RUTLEDGE HALL BASEMENT FLOOR PLAN



RUTLEDGE HALL FIRST FLOOR PLAN





RUTLEDGE HALL SECOND FLOOR PLAN

Exhibit 4
SCHOOL CALENDARS



LINCOLNWOOD SCHOOL DISTRICT 74 2016~17 School Calendar

Board Approved 03/03/16

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Opening/Closing Days of School

Wednesday, Sept. 7, 2016 First day of school
Monday, June 19, 2017 Last day of school
(pending no emergency days used)
Monday, June 26, 2017 Possible Last day of school if
emergency days are used

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Student Non Attendance

Tuesday, September 6 Teacher Institute Day
Monday, October 10 Columbus Day
Tuesday, October 11 Teacher Institute Day
Monday, November 21 No School
Tuesday, November 22 No School
Wednesday, November 23 No School
Thursday, November 24 Thanksgiving
Friday, November 25 No School
Monday, December 26-
Friday, January 6 Winter Break (10 days)
Monday, January 16 Martin Luther King, Jr. Day
Monday, February 20 Presidents' Day
Friday, March 3 Township Institute Day
Monday, March 27-
Friday, March 31 Spring Break (5 days)
Friday, April 7 Teacher Institute Day
Monday, May 29 Memorial Day

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AM ONLY - Student Attendance

Monday, October 31
Friday, December 23
Friday, January 20
Friday, February 17
Friday, May 5

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Parent-Teacher Conferences - All Schools

Fall 2016 Two dates in November
Spring 2017 Two dates in March

Please check individual school calendars online for specific dates at each school.

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



LINCOLNWOOD SCHOOL DISTRICT 74 2017-18 School Calendar

Board Approved 04/02/15

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Opening/Closing Days of School

Wednesday, August 23, 2017 First day of school
 Wednesday, June 6, 2018 Last day of school
 (pending no emergency days used)
 Wednesday, June 13, 2018 Possible Last day of school if
 emergency days are used

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

September 2017

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student Non Attendance Days

Monday, August 21 Teacher Institute Day
 Tuesday, August 22 Teacher Institute Day
 Monday, September 4 Labor Day
 Monday, October 9 Columbus Day
 Tuesday, October 10 Teacher Institute Day
 Monday, November 20 No School
 Tuesday, November 21 No School
 Wednesday, November 22 No School
 Thursday, November 23 Thanksgiving
 Friday, November 24 No School
 Monday, December 25-
 Friday, January 5 Winter Break (10 days)
 Monday, January 15 Martin Luther King, Jr. Day
 Monday, February 19 Presidents' Day
 Friday, March 2 Teacher Institute Day
 Monday, March 5 Casimir Pulaski Day
 Friday, March 23 No School
 Monday, March 26-
 Friday, March 30 Spring Break (5 days)
 Monday, May 28 Memorial Day

March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AM ONLY - Student Attendance

Friday, September 1
 Tuesday, October 31
 Friday, February 16
 Friday, April 6
 Friday, May 4

Parent-Teacher Conferences

Fall 2017 Two dates in November
 Spring 2018 Two dates in March

Please check individual school calendars online for specific dates at each school.

June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Exhibit 5

REQUIRED SUBMITTALS

1. References (See Paragraph II.1.a)
2. Corporate Information (See Paragraph II.1.b)
3. Company Finances (See Paragraph II.1.d)
4. Wage Rates By Position (See Paragraph III.1.c and Exhibit 2)
5. Human Resource Systems (See Paragraphs III.1.d – III.1.h)
6. Custodial Staffing Plan (See Paragraphs IV.1.a and IV.1.b)
7. Operations Plan (See Paragraphs III.2.a, III.4.a, III.4.b & III.5.b)
8. Specific Bidder Information Form (See Form B)
9. Proof of Insurance (See Section II.2 and Form C)
10. Anti-collusion Affidavit of Compliance (See Form D)
11. Hold Harmless Agreement (See Form E)
12. Sample Monthly Update Report (See Paragraph III.5.a)

Form A BID FORM

For the Period March 1, 2017 to June 30, 2020.

- Cost of Management, salaries & benefits \$ _____
- Cost of Administrative staff; salaries & benefits \$ _____
- Cost of Productive labor
 - Custodial staff wages & benefits \$ _____
- Operating costs and other expenses
 - On-going operational costs \$ _____
- Company's overhead and profit \$ _____

Total annual price \$ _____

Services that Exceed the Scope Agreement

The Board may request the successful bidder to perform services that exceed the scope of the contract. The successful bidder is expected to invoice the Board for services that exceed the scope of this IFB. All invoices require prior approval via a purchase order number from the Board.

- Please indicate the fully loaded cost per hour for additional "special request" work. Materials to be invoiced at cost.
 - Maintenance \$ _____
 - Custodial \$ _____
 - Grounds \$ _____

Form B
SPECIFIC BIDDER INFORMATION

Name of firm

Address

Street

Street

City, State, Zip

***Partnership or Corporation under state
laws of***

Name of authorized individual (type / print)

Authorized Signature

Title

Date

Contact person regarding this bid

E-mail address

Phone number

Form C
CERTIFICATE OF INSURANCE

(Attach copy of insurance certificate)

Form D
ANTI-COLLUSION AFFIDAVIT

Being first duly sworn, deposes and says:

That he is _____
(Partner, Officer, Owner, Binding Representative, etc.)

(Provider)

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

(Name of Bidder if Bidder is an Individual)
(Name of Partner if Bidder is a Partnership)
(Name of Officer if Bidder is a Corporation)

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

Subscribed and sworn to this _____ day of _____, 2001.

By: _____

Form E
HOLD HARMLESS

The bidder agrees to indemnify, defend and hold harmless the Board, its individual Board members, agents, employees and volunteers (collectively "Indemnitees") against any and all liabilities, damages, losses, expenses, demands, claims, suits or judgments, including reasonable attorneys' fees and expenses, including, but not limited to, claims for the death of or bodily injury to any person and for the loss of, damage to or destruction of any property in any manner arising out of the negligent or intentional or alleged negligent or alleged intentional acts or omissions of bidder, its agents, employees, or subcontractors for which bidder may be responsible as well as resulting from any breach of this Agreement by bidder.

Further, bidder agrees to assume the entire liability for all personal injury claims suffered by its own employees allegedly injured on Board property, and waive any limitation of liability defense based on the Workers' Compensation Act against claims by Board for indemnification or contribution; and further agree to indemnify and defend the Indemnitees from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that Indemnitees may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the Indemnitee's own negligence, and further agree to pay any contribution appropriate for bidder's own negligence.

BIDDER:

BY: _____

ITS: _____

ATTEST:

CORPORATE
SEAL

Form F

Contract

THIS AGREEMENT is entered into this ____ day of _____, 2017, by and between the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois ("District"), and _____ ("Bidder") (collectively referred hereto as the "Parties").

WHEREAS, District has requested public bids for custodial services ("Services"); and

WHEREAS, Bidder has submitted a bid for provision of the Services; and

WHEREAS, District desires to enter into this Agreement with Bidder to provide the Services in accordance with the Invitation for Bids ("IFB").

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Contract Documents. The documents comprising the entirety of this Agreement are the Bidder's bid, which is attached hereto and incorporated herein as Exhibit A, the IFB, which is attached hereto and incorporate herein as Exhibit B and this Agreement.
2. Document Supremacy. In the event there is a conflict of terms among the contract documents, the term or provision of the IFB shall take precedence over all other terms and conditions and this Agreement shall prevail over the Bidder's bid.
3. Compensation. Bidder shall provide all services as awarded by District and shall be compensated in the amount of _____ Dollars (\$_____) for the Services, in accordance with the terms of the IFB. All payments shall be made by the District in accordance with the Illinois *Local Government Prompt Payment Act*.
4. Complete Understanding. This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.
5. Amendments. No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by both Parties.

6. Notices. Notices to be given pursuant to this Agreement shall be in writing and deposited in the U.S. Mail, postage prepaid, registered or certified mail or by a nationally recognized delivery service with evidence of receipt to the following addresses:

To: Board:
Lincolnwood School District No. 74
6950 N. East Prairie Road
Lincolnwood, IL 60712
ATTN: Business Manager

With Copies to:

James S. Levi
Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP
3030 Salt Creek Lane, Ste. 202
Arlington Heights, IL 60005

To: Bidder:

Either Party may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the ____ day of _____, 2017.

LINCOLNWOOD SCHOOL DISTRICT 74
COOK COUNTY, ILLINOIS

BIDDER

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

EXHIBIT A
BIDDER'S BID

EXHIBIT B
INVITATION FOR BIDS