

## CONTRACT FOR CUSTODIAL SERVICES

THIS CONTRACT is made this 25th day of February, 2025, by and between RJB Properties, Inc., having a principal place of business at 3357 South Justine, Chicago, Illinois 60608 ("**Contractor**"), and the Board of Education of Lake Bluff School District No. 65, Lake County, Illinois ("**Board**").

1. Scope of Services. The Board retains Contractor to provide custodial services more fully described in the attached Invitation to Bid, in accordance with Contractor's Bid Proposal for the balance of the 2024-2025 school year, commencing on March 24, 2025 and terminating on June 30, 2025. The documents that form the entirety of this Contract are: (i) the attached Invitation to Bid and **Exhibits A-C** thereof; (ii) Contractor's Bid Proposal Form; and (iii) **Exhibits E-J**, as executed by Contractor, of the Invitation to Bid, all of which are attached as **Exhibit 1** to this Agreement and incorporated herein by reference.

2. Costs. Contractor shall be authorized to charge the Board the amounts provided in Contractor's Bid Proposal Form that specifically relate to the cleaning custodial services provided to the Board.

3. Term. Notwithstanding the attached the term set forth in the attached Invitation to Bid, the parties agree that the term of this Contract will commence on March 24, 2025, and terminate on June 30, 2025; neither party shall have the right to extend this Contract, without the mutual written consent of the parties.

4. Status as Independent Contractor. The Contractor and the Board are independent of one another, and neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor shall be responsible for payment of all taxes imposed in connection with its performance of services and receipt of fees under this Contract.

5. Insurance. Within fourteen days after signing this Contract below, the Contractor shall provide the Board with original signed certificates of insurance showing the coverage required in the Invitation to Bid is in place and complies with said requirements.

6. Applicable Laws. The Contract shall be governed and construed in accordance with the laws of the State of Illinois, notwithstanding its choice of law provisions. 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 Contractor shall comply with all applicable federal, State, County, and municipal laws and ordinances, as well as all School District policies. Failure of the Contractor to be in compliance with this Section shall be cause for the Board to immediately terminate this Contract.

7. Notice. Any notice or communication permitted or required under this Contract shall be in writing and shall become effective on the day of mailing thereof by certified mail, postage prepaid, or on the date of deposit with a nationally recognized overnight delivery service with proof of delivery, addressed:

If to the Board: Lake Bluff Elementary School District No. 65  
121 East Sheridan Place  
Lake Bluff, Illinois 60044  
Attn: Director of Finance & Operations

If to Contractor: RJB Properties, Inc.  
3357 South Justine  
Chicago, Illinois 60608  
Attn: Vice President

8. Binding Effect of Contract. This Contract shall inure to the benefit of the Board, its agents, representatives, officers, directors, assigns, and successors and shall bind the Contractor, its agents, representatives, successors, and assigns.

9. Complete Understanding. This Contract and the **Exhibit 1** set forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth.

10. Assignments. This Contract shall not be assigned or any part of the same subcontracted without the written consent of the Board, which shall not be unreasonably withheld or delayed, but in no case shall such consent relieve the Contractor from its obligations or change the terms of the Contract.

11. Amendments. Except as otherwise provided, no subsequent alteration, amendment, change, or addition to this Contract shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

12. Conflicts. If there are any conflicts between the terms of this Contract with those of the Invitation to Bid or the Contractor's Bid Proposal Form, the terms of the Invitation to Bid shall control over this Contract and the Contractor's Bid Proposal Form; and the Invitation to Bid shall control over the terms of the Bid Proposal Form.

13. Effective Date. This Contract shall be deemed dated and become effective on the date the last of the parties executes the Agreement as set forth below.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed and do hereby warrant and represent that their respective signatories whose signatures appear below have been and are on the date of this Contract duly authorized by all necessary and appropriate corporate action to execute this Contract.

CONTRACTOR

By: \_\_\_\_\_  
Its: President

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

ATTEST:

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

Its: \_\_\_\_\_

BOARD OF EDUCATION OF LAKE BLUFF ELEMENTARY  
SCHOOL DISTRICT NO. 65,  
LAKE COUNTY, ILLINOIS

By: \_\_\_\_\_  
Its: Superintendent or Board President

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

ATTEST:

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

Its: Secretary

**EXHIBIT 1 TO CONTRACT**

**INVITATION TO BID AND EXHIBITS A-C THERETO, CONTRACTORS BID PROPOSAL FORM, AND  
EXHIBITS E-J AS EXECUTED BY CONTRACTOR**

**INVITATION TO BID  
AND  
EXHIBITS A-C**

**Lake Bluff School District No. 65**



**LAKE BLUFF  
SCHOOLS  
DISTRICT 65**

**INVITATION TO BID  
Custodial Cleaning Services**

**November 2024**

**Lake Bluff School District No. 65**  
**121 E. Sheridan Place, Lake Bluff, Illinois 60044**  
**Phone (847) 234-9400 • Fax (847) 234-9403**

**GENERAL SPECIFICATIONS AND INSTRUCTIONS FOR ALL BIDS**

**A. NOTICE TO BID**

Notice is hereby given that the Board of Education of Lake Bluff School District No. 65 ("Board") is seeking bids for a 1-year contract with up to four additional 1-year terms for custodial cleaning services. Bids are due on Tuesday, November 26, 2024, at 10:00 a.m. at the District Administrative Office located at 121 East Sheridan Place, Lake Bluff, Illinois 60044 ("Administrative Office"). Bids will be opened and read at the Administrative Office on Tuesday, November 26, 2024 at 10:01 a.m. The initial contract period will begin July 1, 2025 and end June 30, 2026. The term "Bidding Documents" shall mean this Invitation to Bid and its Exhibits.

**B. OPTIONAL FACILITY TOUR**

**Bidders may visit the facility sites on Wednesday, October 30, 2024 at 9:00 a.m.** The site visit will begin at the Administrative Office. See *Exhibit M* for site visit schedule. **BIDDERS ARE NOT REQUIRED TO ATTEND THE OPTIONAL FACILITY TOUR IN ORDER TO SUBMIT A BID.**

It shall be the responsibility of the bidder have sufficient knowledge of each site. Each bidder shall inform themselves of existing conditions, contract documents and any limitations of the sites. The bidders shall rely entirely upon their own judgment in submitting a bid and must include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no allowance will be made for changes due to work, which would have been apparent by examination of the documents and sites. By submitting a bid, each bidder represents that they have made the necessary examinations in sufficient detail and have determined beyond doubt that the documents and existing conditions are sufficient, adequate, and satisfactory for completion of the work. See *Exhibit C* for the facility sites and staff sizing (e.g., name of school, size of school, and staff requirements at such school).

**C. CONTRACT**

The term of the initial contract is from July 1, 2025 through June 30, 2026. One contract will be issued on a district-wide basis to include the two (2) required locations as identified in *Exhibit C*. The Board shall have the right to extend the contract, at the end of each contract year, for up to four (4) additional 1-year terms, on the same terms and conditions as the initial contract, except as specifically provided otherwise below, at the Board's option. If the Board extends the contract, the rates in the subsequent contract years shall be determined as follows:

The annual cost to provide services and the special request rates shall be increased annually in accordance with the percent increases for the preceding twelve (12) months pursuant to the consumer price index (CPI) for All Urban Consumers for the prior December issued by the Bureau of Labor Statistics of the United States Department of Labor. However, in no event shall such cost exceed 3% of the prior year's cost.

**D. NO BID**

If you are unable to provide a bid, please so state on *Exhibit N* - Courtesy "No Bid" response questionnaire.

**E. BID SUBMISSION DATE**

The sealed bids will be accepted any time prior to, but **no later than Tuesday, November 26, 2024 at 10:00 a.m.** No bid received after this designated time will be considered and shall be returned to the bidder unopened. Bids will be opened and read aloud at 10:01 a.m. at the Administrative Office.

Sealed bids shall be addressed to:

Jay Kahn, Director of Finance & Operations  
Lake Bluff School District No. 65  
121 East Sheridan Place  
Lake Bluff, Illinois 60044

and submitted in a sealed envelope clearly marked in the lower left-hand corner, "**Sealed Bid for: Custodial Cleaning Services – Lake Bluff School District No. 65**".

The bidder assumes the risk of any delay in handling or delivery of mail. No bid by facsimile or email will be considered.

The sealed bid must be submitted on the forms provided and each space properly completed. No claim for relief because of errors and omissions in the bidding will be considered, and bidders will be held strictly to their bids as submitted. The bidder's signature on the Bid Proposal Form (**Exhibit D**) must be an actual signature. A stamped or typed signature may disqualify the bid. The bidder's signature shall be construed as acceptance of and willingness to comply with all provisions of this Invitation to Bid.

- F. All bids submitted must be valid for a minimum period of ninety (90) days after the date set for bid opening.
- G. 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. The contract will be awarded, if at all, to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, and the additional criteria listed below, as determined by the Board. In determining the lowest responsible bidder, the actual dollar cost of the bid as submitted by each bidder may not be the sole criterion.

The Board will also consider the following criteria in awarding the contract:

- References;
  - Longevity of the contractor in the contract cleaning and custodial industry for public schools;
  - Longevity and turnover factors regarding administrative and executive personnel with the contractor;
  - Employee turnover rate;
  - Financial soundness and stability;
  - Comprehensiveness and thoroughness of customer contact procedures; and
  - Training programs.
- H. Each bid **must be submitted on the Bid Proposal Form (Exhibit D)** provided with these specifications and must be contained in a sealed envelope which shall be endorsed on the outside thereof and include the following information:



- a. BID PROPOSAL FORM (*Exhibit D*)**
- b. NAME AND ADDRESS OF BIDDER**
- c. INSURANCE CERTIFICATE (*Exhibit B*)**  
Enclose a copy of insurance certificate with amounts as listed in *Exhibit B*.
- d. COMPLETED CERTIFICATES (*Exhibits E, F, G, H, I, J, and L*)**
- e. COPY OF BUILDING INSPECTION FORMS CURRENTLY IN USE**  
Enclose a copy of a daily building inspection report currently being utilized by your firm.
- f. CUSTOMER CONTACT PROCEDURES**  
Enclose a copy of the procedure that will be used for weekly customer contact.
- g. INTENTIONALLY OMITTED**
- h. TRAINING PROGRAMS**  
Each bidder shall enclose with its bid a copy of its training policies and manuals that will be utilized for all production employees, on-the-job supervisors, and managers assigned to the Lake Bluff School District No. 65 ("School District") buildings.
- i. INTENTIONALLY OMITTED**
- j. SWORN STATEMENT OF EMPLOYEE TURNOVER**  
Each bidder shall enclose with its bid a sworn statement indicating its employee turnover for its last fiscal year.
- k. NAME OR NAMES OF PRINCIPAL BANKS WITH NAMES OF BANK OFFICERS AS REFERENCES**
- l. QUALIFICATIONS**  
Qualifications should be as thorough and detailed as possible so the Board may properly evaluate the bidder's capabilities to provide the required services. Bidders are required to submit completely the following items:
  - i.** Evidence establishing that bidder has owned and operated a contract cleaning service serving public school districts for at least the last five (5) years with a student population of at least 1,500 and must give evidence of same.
  - ii.** Enclose a list of at least five (5) public school customers for whom the bidder is currently providing custodial services and where production employees are on the bidder's payroll. Include the date(s) when service was performed, the school's name, address and the name and telephone number of the client contract administrator.
  - iii.** Enclose a listing of 3-5 accounts that chose not to renew in the last five (5) years and the reason why. The Board is particularly interested in those accounts where the bidder no longer provides services. You may not exclude any previous or present accounts from disclosure.

- iv. Enclose a list of any litigation, arbitration, or mediation matters involving the bidder and a client in the last five (5) years related to contracts for cleaning services. The list must detail the name of the matter (e.g., Doe vs. Ford), the status of the matter and, if finalized, the result.
- v. Enclose information about your organization and background. Financial results for at least the past three (3) years *may* be required under separate cover.
- vi. Demonstrate the experience of the company in providing quality supportive management services, including, but not limited to, the following areas of emphasis:
  - a) Evidence of satisfactory performance and operation in other similar institutions;
  - b) Experience in providing highly trained and skilled production personnel;
  - c) Motivation programs and other educational program support systems;
  - d) Training and in-service education;
  - e) Ability to support Computerized Maintenance Management Systems, if required; and
  - f) Written standards, procedures, schedules, and records.
- vii. Present any other pertinent information, which demonstrates the bidder's capability to successfully provide the required services.
- viii. Identify those capabilities and resources to be provided directly by the bidder's organization as compared to a specified service, provided by a subcontractor. All regular workers must be employees of the bidder. **No subcontracted workers are permitted.**

#### I. FINANCIAL INFORMATION

A bidder, and at a later date, the successful bidder, *may* be requested to submit the following evidence of company's financial ability:

- a. Copies of bidder's most recent annual audit including income statement and balance sheet. If bidder is an individual proprietor or does not have an income statement or balance sheet, a copy of Contractor's Schedule C from contractor's U.S. Income Tax Return showing financial results of contractor's business may be submitted in lieu thereof.
- b. Name or names of bidder's principal banks with names of bank officers as references.

#### J. HOLD HARMLESS AND INDEMNIFICATION

To the fullest extent permitted by law, the successful bidder shall indemnify, hold harmless, and defend the Board, its individual Board members, employees, agents, volunteers, and successors (the "Indemnitees") against all claims, losses, liability, costs, and expenses (including actual attorneys' fees) that may arise out of or in connection with the successful bidder's, its employees' and agents' acts or omissions and any breach of the contract hereunder by the successful bidder. This hold harmless and indemnity provision shall survive the expiration or termination of the contract. Moreover, the successful bidder waives any and all rights it may have under any worker's compensation laws, and court interpretation thereof.

#### K. INSURANCE

The successful bidder shall keep in force at all times during the performance of this contract, insurance as required in **Exhibit B**. The successful bidder shall not commence work under the contract until all the required insurance has been obtained, approved and until the Board has been furnished with certificates

of insurance in duplicate stating that such policies will not be cancelled, transferred, or terminated prior to their stated expiration date, except upon thirty (30) days prior written notice to the Board. The Indemnitees shall be added as additional insured on a primary and non-contributory basis on all insurance required hereunder, except for the worker's compensation insurance. The certificate of insurance shall affirmatively state that the coverages therein shall not be cancelled until thirty (30) days written notice has been given to the Board. All insurance shall be in form and substance and issued by companies satisfactory to Board.

**L. PERSONAL LIABILITY OF PUBLIC OFFICIALS**

The successful bidder waives all claims against all Board members and employees of the Board in their personal capacity.

**M. FREEDOM OF INFORMATION ACT**

The successful bidder acknowledges that, as an independent contractor of the Board, records in the possession of the successful bidder related to the janitorial and cleaning 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, at its cost, immediately provide the Board with any such records requested by the Board in order to timely respond to any FOIA request received by the Board. The Board will review all such records to determine whether any 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 the Board and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record and or penalizes the Board in any way, the successful bidder shall reimburse the Board for all costs, including actual attorneys' fees, incurred by the Board related to the FOIA request and records at issue.

**N. COMPLIANCE WITH LAWS**

- a. The Contractor and its employees and agents shall strictly comply with all Federal, State and Municipal codes and regulations, such as, but not limited to OSHA and the Right-To Know, and 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 janitorial and cleaning operations. The Contractor and its employees shall abide by all Board policies and School District regulations.
- b. The Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices, including, but not limited to, the Illinois Human Rights Act. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, ancestry age, sex, sexual orientation, pregnancy, order of protection status, physical or mental disability, handicap, marital status, national origin, military status, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice.
- c. Bidder certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Section 2-105A (4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A) (4), and in case of Bidder having 25 or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 30 ILCS 580/3.
- d. 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 Illinois Criminal Code of 2012 (720 ILCS 5/33E-3, 33E-4). Sections

33E-3 and 33E-4 prohibit the receipt of a public contract by a Contractor who has been convicted of bid-rigging or bid-rotating.

- e. 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 the Board to immediately terminate the contract.
- f. Certification forms must be signed by a duly authorized agent of the bidder and submitted with the bid and are included here as Exhibits. Failure to submit the properly signed certifications may subject the bid to disqualification.
- g. If applicable, the bidder shall pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. When required, payment shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.
- h. All School District buildings and grounds are no smoking areas. It is the policy of the Board to establish and maintain an Alcohol & Drug-Free workplace. The successful contractor shall have in place an effective Substance Abuse Policy (Drug and Alcohol), which conforms to the Board's policies and all applicable Federal, State, and local rules and regulations. Each bid must be accompanied by a copy of the bidder's current drug and alcohol testing procedures, which must be in strict compliance with State and Federal regulations.

**O. INTERPRETATION OF CONTRACT DOCUMENTS**

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of this Invitation to Bid, they may submit to the Director of Finance & Operations a written request for an interpretation thereof via email to Mr. Jay Kahn at [jkahn@lb65.org](mailto:jkahn@lb65.org). The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Invitation to Bid will be made only by an addendum duly issued by the Director of Finance & Operations. A copy of such addendum will be provided to each person requesting that they be furnished with a copy of each addendum. It is the responsibility of each prospective bidder to ensure it has provided Mr. Kahn with its email address for delivery of any addenda issued. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of their proposal. Bidders shall acknowledge on the Bid Proposal Form that it is their responsibility to ensure they have received and reviewed all addenda issued and their bid is submitted based upon any addenda issued. Oral explanations will not be binding. Questions must be submitted to Mr. Kahn no later than November 18, 2024 at 3:00 p.m.

**P. EMPLOYEE REQUIREMENTS**

The custodial cleaning services employees are an integral part of the School District. All hourly employees are employed by the Contractor. The Board requires that the current staffing patterns, at a minimum, be

maintained for the purpose of this bid, including employees, positions, assigned locations, hours of work, and benefits. The current staffing pattern and benefits are outlined in **Exhibit C and D**.

The Board reserves the right to require the successful bidder to remove from any site any employee who is deemed incompetent or detrimental to the best interest of the School District. Due to the fact that cleaning service employees may be performing their duties while students, parents, or activity groups are in the building(s), it is mandatory that all employees be of high moral character and properly attired at all times. It is the responsibility of the successful bidder to provide company uniforms and photo ID's to all employees and require that they be worn. It is understood that a reasonable time will be allowed for attiring new employees. All uniforms shall be alike in some manner, e.g., color, so as to make all employees readily identifiable.

The successful bidder's supervisor shall make every effort to see those employees under his/her supervision at no time tamper with, remove or "borrow" the personal property of teachers or students. The same applies to property and equipment owned by the Board. Should an employee of the successful bidder quit or be terminated, it is the responsibility of the successful bidder's supervisor to ensure that any Board property, e.g. building keys, is retrieved from the terminated employee before he/she leaves the building on the last day of employment.

The successful bidder's supervisor must have a minimum of five (5) years supervisory experience in a school district of similar size as of Lake Bluff School District No. 65.

#### **Q. BACKGROUND CHECKS**

The successful bidder understands and acknowledges that its work, in whole or in part, will be performed on public school property and that its employees, agents, and representatives may have direct, daily contact with school students. The successful bidder further understands and acknowledges that the State of Illinois requires that all employees, agents, and representatives of the successful bidder, licensees, contractors or others having direct, daily contact with students must be subject to a criminal background check and may not be listed on the State Sex Offender Registry. The successful bidder agrees that it shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the Board due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. Prior to allowing any of its employees, agents, or representatives access to Board property, the successful bidder agrees to make every employee, agent, or representative expected that will perform work at Lake Bluff School District No. 65 available to the Board for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9 and a check of the Illinois Sex Offender Registry and Illinois Murderer and Violent Offender Against Youth Registry. The successful bidder will not send any employee, agent, or representative to provide services at the school district until after the Board has notified the successful bidder that the employee, agent, or representative has cleared all required background checks. The successful bidder will reimburse the Board for the costs of the background checks. The Board will provide a copy of any background check report it receives to the individual employee, but is not authorized to and will not release any such report to the successful bidder. At least quarterly, the successful bidder shall check its employees, agents, or representatives who will or are expected to perform Services on School District property to determine if any of them are listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry and shall immediately report the results of such checks to the Board. Moreover, the successful bidder shall comply with the requirement of Faith's Law, 105 ILCS 5/22-94.

The Board retains the right to prohibit an employee, agent, or representative of the successful bidder to perform work, in whole or in part, on School District property because of the results of a criminal background or other background check, at the Board's sole discretion.

In the event the successful bidder fails to comply with the provisions of this Section and 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student, or representative therefore, for harm caused by an employee, agent, or representative of the successful bidder, or caused by an employee, agent, or representative of a subcontractor to the successful bidder, the successful bidder, without limiting any other remedy available to the Board under the contract for services or at law or equity, agrees to fully defend, indemnify and hold harmless the Indemnitees against any such claims, including, but not limited to, reimbursement of actual attorney's fees and costs incurred by any Indemnitee in defending the suit or claim or awarded to the person or entity bringing the suit or claim against any Indemnitee.

#### **R. FINGERPRINTING PROCESS**

The successful bidder is required to have all its employees, agents and representatives, who access Board property, fingerprinted before the individual is granted clearance to be on Board property.

The successful bidder is responsible for the full cost of the fingerprinting services. The current cost per applicant is \$57.00. The fee is subject to change based on the fees the Board incurs from the fingerprinting vendor.

The successful bidder will provide the first and last name of the individual(s) seeking access to Board property, to the Board's Payroll Benefit Specialist. The Payroll Benefit Specialist must communicate clearance before the individual(s) access Board property.

The successful bidder will provide the individual(s) with the fingerprinting information/instructions and the Fingerprint Applicant Form.

The Board uses a third party provider, Accurate Biometrics, for fingerprinting services. A listing of fingerprinting locations and hours is available at [accuratebiometrics.com](http://accuratebiometrics.com).

At the time of fingerprinting, the individual(s) will submit the Fingerprint Applicant Form to the fingerprinting technician. The form included the Board's account number to ensure the results are routed to the Board and the service is charged to the Board's account.

Once the fingerprint results are received, the Payroll Benefit Specialist will communicate clearance for the individual(s) to access Board property.

If the Illinois State or FBI results have a hit in question, the Board's Payroll Benefit Specialist will review the results and may request a meeting with the successful bidder and individual(s).

The Board is not authorized to provide the results to the successful bidder. The results must be released to the individual(s).

#### **S. DAMAGE TO PROPERTY**

In the event the Board's property is damaged by the successful bidder, the successful bidder shall, at its sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the

successful bidder does not repair such damage within fourteen (14) days after receiving written notice from the Board, or such lesser time if the Board determines the damage creates an emergency situation, the Board may repair the damage and the successful bidder shall reimburse the Board for the costs the Board incurs within fourteen (14) days after the Board provides a written invoice to the successful bidder.

**T. SECURITY OF BUILDINGS**

The successful bidder is responsible for the security of the building during the cleaning operation. The successful bidder shall secure the building at the end of each shift and set the alarm (secure all doors, turn off all but designated lights, and close all windows). If the successful bidder fails to properly secure any building, the cost of the Board's response, at the overtime rate, shall be deducted from the monthly payment.

**U. AMENDMENTS**

At some time during the period covered by this contractual agreement, it may become necessary to add to or delete from the specifications originally agreed upon between the contractor and the Board. Should such change(s) be deemed necessary and mutually agreed upon by both parties, a formal written agreement shall be drawn up which explicitly describes any deviation(s) from the original specifications. Incorporated within the agreement shall be the dollar amount adjustment for said change(s). This dollar amount adjustment will be added to or deducted from the original contract price. Such amendment to the original contract will in no way invalidate or make void the terms of the original contract.

In the event a written document as outlined above becomes necessary, it shall be referred to as an amendment to the original contract and will in no way invalidate or make void the terms of the original contract, except as specifically provided in such amendment. Two copies of said amendment must be signed by an authorized official of each party. One copy will be given each party after proper execution and then be considered a part of the original contract.

**V. PAYMENT**

The successful bidder shall submit invoices on a monthly basis.

Payment to the bidder shall be made in accordance with the Illinois Local Government Prompt Payment Act 50 ILCS 505/1 *et seq.*, which is usually monthly after Board approval.

Invoices shall be submitted to:

Accounts Payable  
Lake Bluff School District No. 65  
121 East Sheridan Place  
Lake Bluff, Illinois 60044

**W. TAXES**

The Board is exempt from the payment of taxes imposed by the federal government and/or the State of Illinois. Such taxes should not be included in any bid price involving the payment of funds from the Board.

**X. TERMINATION OF CONTRACT BY REASON OF DEFAULT**

- a. If the successful bidder at any time fails to comply with the terms of the contract, or does not fully perform and strictly adhere to any of the terms hereof required to be performed, the Board may, at its discretion, terminate the contract, as provided herein.
- b. In the event that the Board determines that the successful bidder has failed to comply, perform, or adhere to the terms of the contract, then the Board may, at its discretion, through its Superintendent, send written notice to the successful bidder indicating the intention of the Board to declare the successful bidder in default. In such notice, the Board shall state in what respect the successful bidder has failed to comply with the terms of the contract, and shall further state a date upon which the contract will terminate, unless the successful bidder, prior to such date, cures the defect to the satisfaction of the Board. The successful bidder shall provide the Board a written correction plan to provide a cure for the non-compliance concerns within forty-eight (48) hours of the receipt of the Board's notification. If prior to the date of termination stated in said notice, the Board notifies the successful bidder 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 of the date such notice was given. In the event the Board does not so notify the successful bidder that the defect has been cured, this contract shall be terminated without further action by the Board on the date of termination stated in the notice.
- c. The date of termination stated in the notice of intent to declare the successful bidder in default, as provided in "b" above, may not be sooner than fifteen (15) calendar days following the date of such notice unless there is a safety concern or the successful bidder does not have the requisite insurance amounts, in which event the date of termination may be immediate following the date of such notice.

The right of the Board to terminate the contract as provided in this Section is cumulative with all other rights of the Board contained herein.

**Y. WITHOUT CAUSE TERMINATION**

The District may terminate the contract with the Contractor for any reason after providing at least sixty (60) days advanced written notice thereof.

**Z. INCORPORATION INTO THE CONTRACT**

The terms contained in this Invitation to Bid are incorporated into the contract signed by the Board and the successful Bidder that is in the form of *Exhibit K* to this Invitation to Bid. Each bidder, by submitting a bid, agrees to all of the terms contained in these bid documents.



**EXHIBIT A**  
**SPECIFICATIONS FOR PROVIDING CLEANING AND CUSTODIAL SERVICES**

**SECTION I**

**MANNER OF PERFORMING WORK AND GENERAL DEFINITIONS**

All work to be performed hereunder shall be done in a prompt, regular, workmanlike, hygienic and safe manner so as to result in a clean, safe, healthful and attractive school environment that complies with the Life Safety Code Circular Series A-156 and A-157 of the State of Illinois, Illinois Green Clean Schools Act 095-0084, and the reasonable requirements of the Board's administration. All heavy cleaning services shall be performed between the hours of 3:30 p.m. and 12:00 a.m. except as needed in special or emergency situations. The following job classifications will be utilized at two (2) Schools, see **Exhibit C** for School Listings/Staff Sizing (name, size, and staff requirements).

**GENERAL HOUSEKEEPING PERSONNEL**

- a. **DAY CUSTODIANS** - Not required.
- b. **NIGHT CUSTODIANS.** Personnel to perform all of the housekeeping functions listed under Section III of Specifications, Monday through Friday between the hours of 3:30 p.m. and 12:00 a.m.

**FLOOR WORK**

Personnel responsible for all floor maintenance include waxing, buffing, scrubbing, and stripping of all resilient and hard surfaces throughout each school.

**DIRECT SUPERVISION AND COMMUNICATION**

Person(s) to be responsible for the training, supervision and implementing of all cleaning programs at their respective assigned school(s) must be able to communicate with all workers and district staff. Supervision employees include the working night supervisor and all lead positions. The supervisor and lead positions must be able to communicate (in writing and verbally) in English. Supervisors and lead position employees must also be able to effectively communicate in the language, if different, spoken by the successful bidder's night custodians assigned to their areas.

**SHIFT CHANGE TRANSITION**

At the beginning of each shift, the lead or supervisor must meet with the Board's day person to receive communications about specific building duties that need attention for each shift.

**PROJECT WORK**

Personnel who perform summer, winter, and spring break cleaning, are to follow the specifications listed under Section V of **Exhibit A**, Monday through Friday between the hours of 3:30 p.m. and 12:00 a.m.

**OTHER JOB CLASSIFICATIONS**

The Board will not limit work classifications to those listed above. The successful bidder may determine that other job classifications can best serve the School District and should feel free to make those recommendations.

## **SECTION II**

### **SCHOOL YEAR**

Enclosed is a copy of the 2024-2025 school calendar. This calendar is representative of a normal school attendance year. The Board annually adopts a school calendar similar to the 2024-2025 school calendar. Should the school district calendar alter the performance of this contract, the parties will meet to discuss the impact and any necessary changes to these specifications or the then adopted agreement.

### **STAFFING**

The staffing for Night Custodians shall be at least the minimum staffing level that is shown later in this document.

### **SUMMER BREAK WORK**

Summer project work will run from the last school attendance day until the first day of attendance in the following school year.

### **WINTER BREAK WORK**

Winter project work will run during the winter break as specified in the school year calendar.

### **SPRING BREAK WORK**

Spring project work will run during the spring break as specified in the school year calendar.

## **SECTION III**

### **JANITORIAL CLEANING SPECIFICATIONS - NIGHT CUSTODIANS**

**CLEANING SERVICES ARE TO BE PERFORMED DURING THE PERIODS INDICATED IN THE FOLLOWING AREAS:**

#### **CLASSROOMS, OFFICES, STAIRWELLS, HALLWAYS AND GYMS**

##### **A. DAILY**

1. Empty wastebaskets and dispose into appropriate dumpster.
2. Empty recycling container and dispose into recycling dumpster.
3. Sanitize high touch Points.
4. Remove fingerprints from front doors, frames, light switches, kick and push plates, handles, and railing.
5. Dust all telephones.
6. Clean and sanitize drinking fountains.
7. Spot clean desktops in office areas.
8. Clean counter tops.
9. Clean whiteboards.
10. Spot clean all internal glass in partitions, doors and windows.
11. Spot clean walls, heating units and lockers as needed.
12. Clean sinks in all laboratories.
13. Spot clean student desktops and remove graffiti.
14. Empty and clean pencil sharpeners; also, clean wall area around sharpeners as needed.
15. Dust tops of hallway lockers.
16. Remove dust and cobwebs from ceiling areas.

17. Spot clean all display cases.
18. Clean all entry doors, glass both sides.
19. Sweep and mop floors and hallways

**B. WEEKLY**

1. Clean and sanitize telephones.
2. Remove fingerprints from front doors, frames, light switches, kick and push plates, handles, and railings.
3. Dust all furniture and equipment, including desks, chairs, and tables in the office area.
4. Dust all exposed filing cabinets, bookcases, and shelves.
5. Low dust all horizontal surfaces to 7-foot heights, including sills, moldings, ledges, shelves, railings, and frames.
6. Dust window ledges near corridors in all classrooms and stairwells.
7. Remove dust and cobwebs from office windowsills.
8. Pour water or chemical solutions into restroom and shower drains.

**C. MONTHLY**

High dust above 7-foot height all horizontal surfaces - including shelves, moldings, ledges, AV screens, light fixtures.

**D. SEMI-ANNUALLY**

1. Clean all desktops - office area.
2. Dust window blinds.
3. Wash down all furniture.

**E. AS-NEEDED**

1. Shovel snow at entrances.
2. Pick up trash around building.
3. Lock up and secure buildings.
4. Activate building alarms.
5. Move furniture.
6. Set up and break down chairs, tables, etc. for any approved functions.
7. Wet mop floors.
8. Launder wash mops and rags.

**WASHROOMS, LOCKER ROOMS & COACHES' LOCKER ROOMS (BOYS & GIRLS)**

**A. DAILY**

1. Clean, sanitize and polish all vitreous fixtures –including toilet bowls, urinals, and hand basins.
2. Clean and polish all chrome fittings.
3. Clean and sanitize toilet seats.
4. Clean and polish all glass and mirrors.
5. Emptying and disposal of all trash containers, insert liner as required.
6. Spot clean and sanitize the exterior of all containers.
7. Empty and sanitize the interior of the sanitary container.
8. Spot clean metal partitions.
9. Remove spots, stains, and splashes from wall areas; remove graffiti.
10. Remove fingerprints from doors, frames, light switches, handles, etc.

11. Refill all dispensers to normal limits: soap, tissue, towels, liners, and sanitary napkins. Supplies to be furnished by owners.
12. Strip and remove all soil and soap scum in shower areas.
13. Clean and sanitize all floor and wall areas.
14. Dust top of lockers.
15. Wipe clean and flush toilet bowls and urinals with "bowl cleaner" or equal.
16. Cleaning log must be posted in each washroom and locker room and completed/initialed daily.

**B. MONTHLY**

1. High dust above 7-foot height all horizontal surfaces, including shelves, ledges, and moldings.
2. Wash all door kick-plates.

**EATING AREAS - STUDENT AND FACULTY CAFETERIAS AND LOUNGES**

**A. DAILY**

1. Clean and sanitize drinking fountains.
2. Empty, clean and sanitize all garbage cans.
3. Spot clean interior glass in partitions, doors, and all other interior windows.
4. Damp wipe all tabletops and seats.
5. Spot clean walls.
6. Low dust all horizontal surfaces to 7-foot height, including sills, moldings, ledges, frames, ducts, heating outlets, etc.
7. Scrub all floor surface areas.

**B. WEEKLY**

High dust above 7-foot height all horizontal surfaces - including shelves, ledges, and molding.

**C. THREE TIMES YEARLY DURING SUMMER, WINTER, AND SPRING VACATION PERIODS**

1. Deep scrub and refinish all floor surface areas (strip and refinish summer only).
2. Wash down all walls.
3. Wash down all furniture.

**KITCHEN AREAS**

**A. DAILY**

1. Empty all garbage cans.
2. Scrub and sanitize floors; heavy mopping as necessary.

**B. YEARLY**

Wash all walls, ceilings, and ceiling grills.

**FLOORS - RESILIENT, CERAMIC, AND QUARRY TILE**

**A. DAILY**

1. Dust mop or sweep the entire building, including gymnasium.
2. Damp mop classroom spillage.
3. Scrub hallways.
4. Sanitize the locker room.
5. Sweep and wet mop stairwells and landings.
6. Sweep and damp mop all entryway vestibules.

7. Spray buff hallway floors as needed.

**FLOOR-CARPETING AND ENTRY-WAY RUNNERS**

**A. DAILY**

1. Vacuum entire carpeted areas.
2. Inspect for spots and stains. Remove if possible.
3. Vacuum all entryway runners daily and shake out excess dirt, as needed.
4. Hang up and dry out all wet runners.

**FURNITURE - FABRIC OR PLASTIC**

**A. DAILY**

Inspect for spots and stains. Remove if possible.

**B. YEARLY**

Brush or damp wipe clean.

**TRAFFIC CONTROL**

**A. DAILY**

Retrieve temporary stop sign from the corner of E. Sheridan Pl. and Evanston Ave at 4:30 pm.

**GENERAL**

**A. DAILY**

1. Turn off all lights except those, which must be left on for cleaning in each specific area.
2. Close and lock all windows.
3. Lock all doors.
4. Communication with Facilities Manager or designated representative.

**B. WEEKLY**

1. Review contract performance.
2. Contact visits between successful bidder's Building Supervisor and Facilities Manager or his designate.

**C. MONTHLY**

Formal review of contract performance between successful bidder's Branch Operations or Staff Manager and Board's authorized designate. The Board reserves the right at any or all of these meetings to obtain verification of number of employees and man-hours expended for any given period during the contractual agreement or to have written monthly verification of the same to accompany monthly billings.

**SPECIAL REQUEST**

Due to the number of activities in the various schools, and the actual physical size of each, the Board reserves the right to make special requests for (1) cleaning large areas in a short period of time or (2) cleaning a specifically designated area within the building. If such a special request is made, it should be understood that work will be on an extra-cost basis at the rates set forth on **Exhibit D**. Successful bidder's billing for the same shall be a separate invoice showing the number of man-hours and the cost per hour. In **Exhibit D**, please supply the cost per hour to be billed to the Board should such a special request be made.

#### **ADDITIONAL BUILDING COVERAGE**

From time to time the Board will schedule events during times, which are not covered in this contract. These events occur on school non-attendance days. A rate for a Supervisor and worker is being requested.

#### **CLEANING SUPPLIES AND EQUIPMENT**

The Board will provide the necessary cleaning supplies including paper products, soap, trash liners, gloves, cleaning chemicals, cleaning rags and dust mops.

The successful bidder will provide all cleaning equipment necessary to perform the cleaning tasks. All janitorial equipment to be kept in good working condition, clean and labeled with the successful bidder's company name.

#### **SECTION IV**

For Information Only – the following is a sample list of the school district day person's duties. Some of these duties may be assigned to the night staff during the Shift Change Transition Meeting.

#### **DAY CUSTODIAN DUTIES**

##### **A. DAILY**

1. Open building in preparation for conducting business.
2. Spot-check on second shift custodian's work.
3. Maintain function ability of building:
  - a) proper environment for conducting business,
  - b) proper functioning of all equipment,
  - c) safety principles are being adhered to.
4. Provide services to principals and building staff:
  - a) Delivery and pick up of building interoffice / US mail and from district office,
  - b) Supply building related information,
  - c) Communication to night custodial staff,
  - d) Moving, storage and repair of furniture,
5. Maintain inventory of consumables
  - a) toilet paper,
  - b) hand soap, etc.,
  - c) miscellaneous.
6. Clean and service assigned area:
  - a) Kitchen,
  - b) Dining Room,
  - c) Adjacent washrooms to dining rooms,
  - d) Electrical, storage and maintenance rooms.
7. Cleaning procedures:
  - a) Sweeping floors,
  - b) Wet mopping floors where needed with disinfectant solution,
  - c) Removing entire trash from area,
  - d) Cleaning all glass and mirrors,
  - e) Dusting and spot cleaning walls and ledges,
  - f) Clean and sanitize washroom fixtures,

- g) Replace consumables in dispensers.
- 8. Periodic or Seasonal Duties
  - a) Shoveling snow from entrances and fire exits,
  - b) Assist in receiving dock operations,
  - c) Painting, interior and exterior,
  - d) Assist maintenance staff, maintenance journey and evening custodian when needed.
  - e) Training subordinate staff,
  - f) Providing services for community organizations,
  - g) Direct and assist in summer cleaning operations.
- 9. Perform all other duties as assigned by the Facilities Manager, Director of Finance & Operations, Building Principals, and Superintendent of Schools.

## **SECTION V**

### **PROJECT WORK**

#### **A. SUMMER PROJECT CLEANING**

1. Strip, seal and wax all tile floors.
2. Shampoo all carpeting. Soil extraction will occur during summer project work and shampooing will occur as needed.
3. Clean all baseboards.
4. Wash all chalk rails and chalkboards.
5. Wash all ledges and windowsills.
6. Clean the ceramic tile in the shower rooms where applicable.
7. Sanitize and deodorize the washrooms completely.
8. Clean all windows inside and out.
9. Wash all lockers inside and out.
10. Wash all desktops and chairs.
11. Spot clean walls where dirt or marks appear.
12. Cleaning of light fixtures and light bulbs to be determined by priority list issued by the school.

#### **B. WINTER PROJECT CLEANING**

1. Deep clean and/or strip and wax all corridors and classrooms with tile floors.
2. Deep clean and/or strip and wax cafeteria floors.
3. Clean walls, partitions, and floors in all washrooms and locker rooms.
4. Wash all chalk rails and board in classrooms.
5. Clean all desktops - office areas.
6. Dust window blinds - office areas.
7. Wash down all furniture - office areas.
8. Graffiti removal on desks, washrooms, and lockers where needed.
9. Shampoo or soil extracts all carpet surfaces.

#### **C. SPRING PROJECT CLEANING**

1. Clean walls, partitions, and floors in all washrooms and locker rooms.
2. Deep clean and/or strip and wax corridor floors where necessary or deep clean and buff.
3. Wash all chalk rails and boards in classrooms.
4. Graffiti removal on desks, washrooms, and lockers where needed.
5. Shampoo or soil extract carpet surfaces where necessary.

**EXHIBIT B**  
**INSURANCE REQUIREMENTS**

All bidders must maintain the following minimum insurance coverages for the duration of the contract and any extension thereof:

**A CERTIFICATE OF INSURANCE FROM YOUR INSURANCE CARRIER MUST LIST, AS A MINIMUM, THE FOLLOWING COVERAGES AND LIMITS OF LIABILITY**

**Commercial General Liability Coverage**

- \$1,000,000 Per Occurrence
- \$1,000,000 Personal & Advertising Injury
- \$3,000,000 General Aggregate
- \$3,000,000 Products/Completed Operations Aggregate
- Coverage must be included for Sexual Misconduct
- The Board, both individually and collectively, and the Indemnites must be named as additional insureds on a primary & non-contributory basis.

**Commercial Automobile Liability Coverage**

- \$1,000,000 Combined Single Limit
- The Indemnites must be named as additional insureds on a primary & non-contributory basis.

**Umbrella or Excess Liability**

- \$10,000,000 Per Occurrence
- \$10,000,000 General Aggregate
- Coverage provided must be follow form.
- The Indemnites must be named as additional insureds on a primary & non-contributory basis.

**Workers Compensation Coverage**

- Statutory limits
- Employers Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000

Above coverages shall be from a company authorized to do business in Illinois and with at least an "A VII" rating from A.M. Best Company.

If requested, organization must provide copies of applicable insurance policies and all endorsements thereto.

The successful bidder waives all rights of contribution it and any of its insurance companies may have against any of the Indemnites to the fully extent permitted under the applicable insurance policy.



**EXHIBIT C**  
**SCHOOL LISTING / STAFF SIZING**

<b>SITE</b>	<b>SQUARE FT</b>	<b>NIGHT CUSTODIAN</b>
Lake Bluff Elementary	80,000	4
Lake Bluff Middle School	65,450	3
<b>SUB-TOTAL</b>	<b>145,450</b>	<b>7</b>
Working Night Supervisor		1
<b>GRAND TOTAL</b>	<b>145,450</b>	<b>8</b>

**CONTRACTOR'S BID PROPOSAL FORM**

**EXHIBIT D  
BID PROPOSAL FORM**

**PRICING INFORMATION:**

- I. **General Housekeeping (2,056 hours each)** – Custodial cleaning services employees work eight (8) hours per day during summer break, winter break, and spring break and work eight (8) hours per day during the school year. Custodial cleaning services employees will **not** work the following holidays as scheduled on the Board’s calendar: Columbus Day, Martin Luther King Jr.’s Day and Presidents’ Day, and Juneteenth (if it falls on a weekday).

Position	Minimum 2025-2026 Hourly Rate
Night Custodian	\$16.00
Night Custodian	\$16.00
Night Custodian	\$16.00
Night Custodian	\$16.00
Night Custodian	\$16.00
Night Custodian	\$16.00
Night Custodian	\$16.00

- II. **Supervision (2,056 hours each)** – Custodial cleaning services employees work eight (8) hours per day during summer break, winter break, and spring break and work eight (8) hours per day during the school year. Custodial cleaning services employees will **not** work the following holidays as scheduled on the Board’s calendar: Columbus Day, Martin Luther King Jr.’s Day and Presidents’ Day, and Juneteenth (if it falls on a weekday).

Position	Minimum 2025-2026 Hourly Rate
Night Custodial Supervisor	\$26.00

**TOTAL LABOR COST (I & II)** \$ 283,728.00

**EXHIBIT D  
 BID PROPOSAL FORM**

**III. Supplies and Equipment Expense**

A.	Cleaning supplies	<b>N/A – SCHOOL DISTRICT TO PROVIDE</b>
B.	Equipment	\$5,000.00
C.	Equipment maintenance and repair	\$2,500.00
	<b>SUB-TOTAL</b>	<b>\$7,500.00</b>

**IV. Miscellaneous Expenses**

A.	Payroll Taxes, Workers Compensation, General Liability, State & Federal, Unemployment, Social Security	\$46,390.00
B.	Vacation, Paid Holiday (Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day) and Sick Pay	<b>INCLUDED IN HOUR COUNT ABOVE</b>
C.	Training costs (e.g. ADA, blood borne pathogens, asbestos training, Right to Know, Immunizations, MRSA)	\$1,000.00
D.	Employee Group Insurance - <b>Mandatory 100% cost coverage by Contractor</b>	\$22,680.00
E.	Other benefits (non-mandatory) Please explain	\$3,941.00
F.	Corporate Overhead and Administrative Fee	\$14,756.00
	<b>SUB-TOTAL</b>	<b>\$88,767.00</b>

**TOTAL NON-LABOR COST (III & IV)** 96,267.00  
(SCHOOL DISTRICT PROVIDES CLEANING SUPPLIES) \$ \_\_\_\_\_

**GRAND TOTAL (I, II, III, IV)** 379,995.00  
\$ \_\_\_\_\_

**V. Additional Building Coverage**

A. Cost per hour for "special request" work. 29.10  
\$ \_\_\_\_\_

B. Cost per hour for "supervisory coverage" work. 47.25  
\$ \_\_\_\_\_

**EXHIBIT D  
BID PROPOSAL FORM**

**SUPPLEMENTAL INFORMATION:**

Five references for whom you are currently performing cleaning services.

	<b>Customer Name</b>	<b>City/District</b>	<b>Contact Person</b>	<b>Phone Number</b>
<b>1.</b>	Metropolitan School District of Lawrence Township	Lawrence Township IN	Rodger Smith	(317)-423-7575
<b>2.</b>	Homewood-Flossmoor Community High School District #233	Homewood Flossmoor	Candice Hall	(708)-335-5520
<b>3.</b>	Dearfield Public School District #109	Dearfield, IL	Tim Ryan	(847)-878-0201
<b>4.</b>	Salt Creek School District #48	Salt Creek	Robocea Allard	(847)-287-3809
<b>5.</b>	Zion Elementary School District #6	Zion	Julio Ugarte	(224)-292-9070

Three - Five references that chose not to renew in the past five (5) years.

	<b>Customer Name</b>	<b>City/District</b>	<b>Contact Person</b>	<b>Phone Number</b>	<b>Reason</b>
<b>1.</b>	Waukesha County Technical Coll	Peewaukee, WI	Rhonda Howard	(262) 853-3499	Underbid
<b>2.</b>	Community Consolidated SD 46	Grayslake, IL	Keith Grinnell	(847)-223-3540	Underbid
<b>3.</b>	MiraCare	Tinley Park, Illinois	Matt Barry	(815) 954-4394	Mirecare Went Out of Business
<b>4.</b>	Lake Forest High School District #115	Lake Forest, IL	Dan Mortensen	(262)-945-3280	Underbid
<b>5.</b>	Lake Bluff School District #65	Lake Bluff, IL	Jay Kahn	312-498-1210	Underbid

**EXHIBIT D**  
**BID PROPOSAL FORM**

**FINANCIAL INFORMATION:**

**Dunn & Bradstreet Rating:** <sup>1R2</sup> \_\_\_\_\_

**Insurance Companies "Best" ratings Bonding Company:** <sup>Bolton Insurance Services LLC</sup> \_\_\_\_\_

**Proper/Liability Company:** <sup>Endurance American Specialty Ins. Co./Everest Indemnity Insurance Co.</sup> \_\_\_\_\_

**Workmen's Comp Company :** <sup>North River Insurance Company</sup> \_\_\_\_\_

**Bank References: Principal Banks and Names of Bank Officers:**

FIRST MIDWEST BANK \_\_\_\_\_

12600 SOUTH HARLEM AVENUE PALOS HEIGHTS, IL. 60463 \_\_\_\_\_

Name: Joseph Bullington // Phone: (708)-576-7095 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT D**  
**BID PROPOSAL FORM**

**SPECIFIC BIDDER AUTHORIZATION AND INFORMATION:**

**NAME OF FIRM:** RJB Properties, Inc.  
**ADDRESS:** 3357 S Justine  
**CITY, STATE, ZIP:** Chicago, IL 60608  
**PHONE NUMBER:** (815) 514-3241  
**PRINCIPAL OFFICER:** Angela M. Shumpert  
**PARTNERSHIP OR CORPORATION UNDER STATE LAWS OF:** Illinois  
**AUTHORIZED SIGNATURE:** Angela M. Shumpert  
**TITLE:** Vice President  
**PERSON TO CONTACT REGARDING THIS BID:** Tashaunda L. Shumpert  
**PHONE NUMBER:** (815) 514-3241

**ADDENDUM ACKNOWLEDGEMENT:**

I, Angela M. Shumpert, Vice President, of RJB Properties, Inc.  
(Name and Title) (Bidder Name)

hereby acknowledge that it is my responsibility to ensure I have received all addendum issued regarding this Invitation to Bid and that I have submitted this Bid Proposal Form based on my review of said addenda, to the extent any have been issued.

By: Angela M. Shumpert  
Its: Vice President

**CONTRACTOR'S EXECUTED EXHIBITS E-J**




**EXHIBIT E**  
**CERTIFICATE OF ELIGIBILITY TO BID**

Bidder, pursuant to section 33E-11 of the Illinois Criminal Code of 2012 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid rigging under section 33E-3 of the Illinois Criminal Code of 2012 as amended and that neither (he, she, it) nor any of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 2012 as amended.

Signed: Angela M. Shumpert Date: November 18, 2024  
Print Name: Angela M. Shumpert Title: Vice President  
Firm Name: RJB Properties, Inc.  
Address: 3357 S Justine City: Chicago State: IL  
Telephone: (815) 514-3241

Subscribed to and Sworn  
Before me this 18 day of  
NOVEMBER, 2024

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

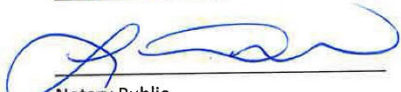


**EXHIBIT F**  
**DRUG FREE WORKPLACE**

The bidder, having twenty-five (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.

Signed: Angela M. Shumpert Date: November 18, 2024  
Print Name: Angela M. Shumpert Title: Vice President  
Firm Name: RJB Properties, Inc.  
Address: 3357 S Justine City: Chicago State: IL  
Telephone: (815) 514-3241

Subscribed to and Sworn  
Before me this 18 day of  
NOVEMBER, 2024.

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

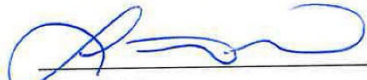


**EXHIBIT G**  
**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

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

Signed: Angela M. Shumpert Date: November 18, 2024  
Print Name: Angela M. Shumpert Title: Vice President  
Firm Name: RJB Properties, Inc.  
Address: 3357 S Justine City: Chicago State: IL  
Telephone: (815) 514-3241

Subscribed to and Sworn  
Before me this 18 day of  
NOVEMBER, 2024.

  
Notary Public



**EXHIBIT H**  
**STATEMENT OF NONDISCRIMINATION**


I, Angela M. Shumpert as a part of my bid on a contract for  
(Bidder Name)

Custodial Cleaning Services at Lake Bluff School District No. 65:

- A. That in the hiring of employees for the performance of work under the contract, the undersigned bidder, or any persons acting on its 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.

Signed: Angela M. Shumpert Date: November 18, 2024  
Print Name: Angela M. Shumpert Title: Vice President  
Firm Name: RJB Properties, Inc.  
Address: 3357 S Justine City: Chicago State: IL  
Telephone: (815) 514-3241

Subscribed to and Sworn  
Before me this 18 day of  
November, 2024.

  
Notary Public



**EXHIBIT I**  
**PROOF OF INSURABILITY**

**PROPOSAL SUBMITTED BY:**

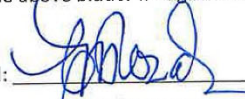
RJB Properties, Inc.

\_\_\_\_\_  
(Contractor's Name)

3357 S JUSTINE ST, CHICAGO, IL 60608

\_\_\_\_\_  
(Address)

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.

Signed:  Date: 11/19/2024  
Print Name: Cassandra Rosales Title: Client Executive

Insurance Company Name: IMA, Inc.  
Address: 3475 E. Foothill Blvd, Suite 100 City: Pasadena State: CA  
Telephone: 626-799-7000

Subscribed to and Sworn  
Before me this            day of California *jurat Attached*  
          , 20    
\_\_\_\_\_  
Notary Public

**CERTIFICATE OF INSURANCE TO BE SUBMITTED WITH BID**

**EXHIBIT J**  
**ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE**

I, Angela M. Shumpert, being first duly sworn, deposes and says:  
(Individual Name)  
that he/she is Vice President of RJB Properties, Inc.  
(Title) (Name of Bidder)

and that in making the foregoing bid, such bid is genuine and not collusive, or a sham; that 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 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.

N/A

(Name of Bidder if Bidder is an Individual)

N/A

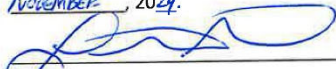
(Name of Partner if Bidder is a Partnership)

Angela M. Shumpert

(Name of Officer if Bidder is a Corporation)

Signed: Angela M. Shumpert Date: November 18, 2024  
Print Name: Angela M. Shumpert Title: Vice President  
Firm Name: RJB Properties, Inc.  
Address: 3357 S Justine City: Chicago State: IL  
Telephone: (312)-898-2596

Subscribed to and Sworn  
Before me this 18 day of  
NOVEMBER, 2024.

  
Notary Public

