Board of Education Business Meeting

Tuesday, March 25, 2025 6:00 PM
D300 Central Office - Anne B Miller Boardroom, 2550 Harnish Drive, Algonquin, IL 60102

1. **Call to Order**

1.1. Roll Call

2. **Closed Session, 6:00pm-6:30pm**

2.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 2(c)(2); 3. Litigation 2(c)(11); and 4. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c)(8).

2.2. Motion to Suspend Closed Session

3. **Reconvene in Open Session at 6:30pm**

3.1. Roll Call

4. **Pledge of Allegiance, Parkview Elementary School**

5. **Approval of the Agenda**

6. **Recognition**

7. **Public Participation: Members of the public, especially residents of District 300, are welcome to contribute during public participation. To do so, you must sign up electronically via a computer located in the Central Office lobby between 6:00-6:30pm, or the start of the open meeting; be 18 years old or older or have a parent/legal guardian present with you, give your full name and respectfully state your comments, and you are not permitted to mention the names of specific staff members or students. The Board will not respond in this forum but will thoughtfully consider your statements.**

8. **Board Announcements**

8.1. Good News

9. **Superintendent Report**

9.1. Strategic Plan Goal 3 Update

9.2. Summer Programming

10. **Board Discussion**

10.1. Board Committee Reports

10.1.1. Board Operations Committee

10.1.2. Superintendent Evaluation Ad Hoc Committee

10.1.3. Board Policy Ad Hoc Committee

10.1.4. Board Member Handbook Ad Hoc Committee

11. **Items for Discussion**

11.1. Recreation Drive Intergovernmental Agreement

12. **Consent Items <$35k**

12.1. Approval of Board Meeting Minutes for February 18, 2025 and March 11, 2025

12.2. Approval of Proposed Redacted Closed Session Minutes: Apr 2023-Aug 2023

12.3. Approval of Permission to Destroy Closed Session Recordings

12.4. Approval of Disposal Report

12.5. Approval of Treasurer's Report

12.6. Approval of Bills Payable

12.7. Approval of Human Resources Report

12.8. Approval of IHSA Athletics Membership Agreement (Renewal)

12.9. Approval of Student Photography Contract (Extension)

12.10. Approval of Village of Hampshire Intergovernmental Agreement

12.11. Approval of Freedom of Information Act Report

13. **Consent Items >$35K**

13.1. Approval of Activity Bus Purchase and Lease Agreement

13.2. Approval of Alternative Education Service Contract (Renewal)

13.3. Approval of Custodial Uniform Contract (Extension)

13.4. Approval of Fuel & Lube Contract (Extension)

13.5. Approval of Intercom/Clock System Replacement Contract

13.6. Approval of Mats, Mops, and Towels Contract (Extension)

13.7. Approval of PE Uniform Contract (Extension)

14. **Roll Call Action Items**

14.1. Approval of 2025-2026 Calendar Revision

14.2. Approval of IMRF Authorized Agent

14.3. Approval of NIA Services & Fee Contract (Renewal)

15. **Closed Session**

15.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 2(c)(2); 3. Litigation 2(c)(11); and 4. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c)(8).

15.2. Motion to Adjourn Closed Session and return to open session

16. **Reconvene in Open Session**

16.1. Roll Call

17. **Adjournment**

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Board of Education

FROM: Dr. Martina Smith, Superintendent

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/25/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **Recreation Drive Intergovernmental Agreement**

Background

At the December 17, 2024, Board of Education meeting, the Board approved the development of an intergovernmental agreement between the Village of West Dundee, the Dundee Township Park District and Community Unit School District 300 to extend Recreation Drive near Dundee Middle School. Tonight we present the Recreation Drive Intergovernmental Agreement (IGA) for approval.

As part of the IGA, the Village of West Dundee, the Dundee Township Park District and Community Unit School District 300 desire to collaborate and cooperate in order to extend Recreation Drive at, or near, Dundee Middle School and Randall Oaks Park. Each party would contribute an equal amount of $200,366.00, paying 50% of the total amount due upon the start of construction and the remaining 50% upon project completion.

The project will include a street with curbs and gutters, a sidewalk from Dundee Middle School to the Randall Oaks baseball complex, and safety measures including speed limit guard rails, stop signs and speed bumps.

Obligations of the school district include identifying any additional safety improvements (such as fencing, guard rails) that we may want to add to the project for our property adjacent to the park district.

The development of Recreation Drive would provide enhanced accessibility and functionality for Dundee Middle School, offering an opportunity for potential use as a drop-off and pick-up location for buses and car riders, a critical route for emergency vehicles, or an additional entry and exit point as future needs, special events, or emergency situations arise.

Administrative Recommendation

The administration recommends approval of the Recreation Drive Intergovernmental Agreement as presented.

Fiscal Impact

District 300's share of the project will require up to $200,366. This amount will be funded through

anticipated impact fees and, if necessary, other district funds.

INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
THE VILLAGE OF WEST DUNDEE,
THE DUNDEE TOWNSHIP PARK DISTRICT AND
COMMUNITY UNIT SCHOOL DISTRICT 300

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as the "Agreement") made and entered into as of this _____th day of March, 2025 (hereinafter referred to as the "Effective Date"), by and between the Village of West Dundee, a Illinois home rule municipal corporation (hereinafter referred to as the "Village"), Dundee Township Park District, an Illinois park district (hereinafter referred to as the "Park District") and Community Unit School District 300, an Illinois school district (hereinafter referred to as the "School District"). From time to time, this Agreement may refer to the Village, Park District and School District individually as a "Party," or together as "Parties".

RECITALS

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the "Intergovernmental Cooperation Act" (5 ILCS 220/1 et seq.) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities and undertakings;

WHEREAS, the "Intergovernmental Cooperation Act", 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government;

WHEREAS, Section 5 of the "Intergovernmental Cooperation Act", 5 ILCS 220/5, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract;

WHEREAS, the parties hereto are units of local government as defined by the Constitution of the State of Illinois, 1970, Article VII, Section 10, and the Intergovernmental Cooperation Act;

WHEREAS, the Village, Park District and School District desire to collaborate and cooperate in order to extend Recreation Drive at, or near, Dundee Middle School and Randall Oaks Park, the respective Parties understand and recognize the benefits to the taxpayers of their respective taxing districts;

WHEREAS, the Parties having the benefit of independent counsel have reviewed the terms and conditions set forth in this intergovernmental agreement and find them reasonable and appropriate with regard to the extension of Recreation Drive.

NOW, THEREFORE, in consideration of the mutual promises contained herein and of their good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals.

The recitals above are incorporated into this Agreement and made a part hereof, as representing the intent of the Parties and where applicable as substantive provisions, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.

2. Extension of Recreation Drive.

A. The Parties hereto agree to cooperate and collaborate in the participation for the extension of Recreation Drive at, or near, Dundee Middle School, Randall Oaks Park and the recently approved Harvest View Development (hereinafter referred to as the "Project").

B. Each Party will contribute an equal amount of $200,366.00 (two hundred thousand three hundred sixty-six dollars and no cents) towards the project each Party will contribute 50% of the total amount due upon the start of construction and the remaining 50% shall be paid upon the Village Engineer's declaration that the Project is substantially complete.

C. The Project shall include a street width of 27' from back of curb to back of curb with curbs and gutters to be utilized for pavement cross-section.

D. The Project shall provide for the installation of a sidewalk from Dundee Middle School to the Randall Oaks baseball complex on the north and west sides of Recreation Drive.

E. The Park District and School District shall retain all of their individual property rights to restrict access to and from the formally dedicated Recreation drive from their individual properties at their sole discretion.

F. Required safety measures, including desired traffic calming measures, shall be implemented along the required sections of the roadway.

G. Safety measures to be included on Recreation Drive shall include speed limit guard rails, stop signs and speed bumps as determined by the mutual agreement of the parties.

H. To the extent that there may be available property between the roadway and the improvements additional safety features will be evaluated and implemented.

I. Upon completion, the final engineering plan will be circulated for review and sign-off by all three parties.

3. Obligations of Village or West Dundee

A. The Village shall be responsible for the creation of a separate account to which deposit the required funds for the Project and the payment of invoices, costs and expenses associated with said Project.

B. The Village shall be responsible for working with Lennar's contracting engineer for the purposes of drafting the required engineering plans for the Project.

C. The Village will comply with all applicable procurement procedures and requirements.D. The Village will provide direct oversight while the project is under construction.

E. The Village will require that the construction of the improvements be a part of the Harvest View development's subdivision improvements.

F. The Village agrees to cooperate with the School District and Park District to implement traffic calming measures to address concerns safety concerns.

G. The Village will cooperate and facilitate any necessary curb cuts on the north edge of Recreation Drive to facilitate Park District's access to the Randall Oaks Park facilities.

I. Upon completion of the project, the Village of West Dundee will formally accept the dedication of the property as public right-of-way and roadway, assuming jurisdiction and responsibility for ongoing maintenance.

J. All labor supplied for the work will be paid in compliance with the Illinois Prevailing Wage Act, as applicable.

4. Obligations of School District and Park District.

A. The Dundee Township Park District will formally dedicate the identified and required property to facilitate the installation of the extension of Recreation Drive.

B. The School District and Park District will identify any additional safety improvements (such as fencing, guard rails) that they may want to add to the project, specifically for their adjacent properties.

5. Miscellaneous.

A. The descriptive headings of the various sections or parts of this Agreement are for convenience only. They shall not affect the meaning or construction or be used in the interpretation of this Agreement or any of its provisions.

B. This Agreement shall be construed in accordance with and governed by the laws of the State of Illinois and the Parties agree to submit to the jurisdiction of the courts of Illinois any dispute regarding this Agreement. The exclusive venue for such purposes shall be the Circuit Court, Kane County, Illinois.

C. If any clause, phrase, provision or portion of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable under applicable law, such event shall not affect, impair, or render invalid or unenforceable the remainder of this Agreement, nor any other clause, phrase, provision or portion thereof, nor shall it affect the application of any clause, phrase, provision or portion hereof to other persons or circumstances.

D. This Agreement supersedes all prior agreements and understandings, both written and oral, of the Parties with respect to the subject matter hereof. This Agreement may be modified or amended only with the express written approval of both Parties dated subsequent to the date of this Agreement.

E. This Agreement is not and shall not be binding upon any Party unless and until executed by all Parties. The Agreement may be executed in counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

F. This agreement may not be assigned or transferred in any manner without the express written consent of all parties.

G. The Parties have had the opportunity to freely negotiate and cooperate in the drafting and preparation of this Agreement, and in any interpretation or construction of this Agreement or any word, clause or provision herein, the same shall not be construed against any Party on the basis that the Party was the drafter.

H. Nothing contained in this Agreement is intended to create, or shall be construed as creating, a partnership, joint venture or any similar relationship between the Parties.

The Remainder of this Page has been Intentionally Left Blank / Signature Page follows:

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

Village of West Dundee:

_____
Village President

ATTEST:

_____
Village Clerk

Dundee Township Park District:

_____
Board President

ATTEST:

_____
Board Secretary

Community Unit School District 300:

_____
Board President

ATTEST:

_____
Board Secretary

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
1/31/2025	DHES	252 Weeded Library Books	various	various	various	various	Obsolete	Recycle
1/31/2025	DCHS	Steamer	Accutemp	208D6-300	14622	104994	Broken	Metal Recycle
2/4/2025	HMS	Wooden table with broken top	N/A	N/A	N/A	N/A	Broken	Refuse
2/4/2025	JHS	Black metal 2 door Cabinet	N/A	Black metal 2 door Cabinet	N/A	003110	Broken	Metal Recycle
2/4/2025	JHS	Black metal 2 door Cabinet	N/A	Black metal 2 door	N/A	N/A	Broken	Metal Recycle
2/4/2025	JHS	Beige metal 2 door Cabinet	Tennsco	N/A	N/A	N/A	Broken	Metal Recycle
2/20/2025	JHS	112 Weeded Library Books	Multiple	Multiple	Multiple	Multiple	Obsolete	Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFXQMBTJK78	T79191	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFXQM08JK78	T79190	Broken	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFXQMTEJK78	T79188	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGBXMNHX	T102277	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG8YMNHX	T102278	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGZRMNHX	T102279	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGDXMNHX	T102280	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGAZMNHX	T102281	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG8PMNHX	T102287	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGT7MNHX	T102288	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGWMNHX	T102289	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWH11MNHX	T102290	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGUWMNHX	T102291	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGDNMNHX	T102297	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGCYMNHX	T102298	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGCDMNHX	T102299	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG98MNHX	T102300	Broken	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGC3MNHX	T102301	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG60MNHX	T102307	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGMJMNHX	T102308	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGDEMNHX	T102309	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG9EMNHX	T102310	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGHUMNHX	T102311	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGF4MNHX	T102317	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGFMMNHX	T102318	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG88MNHX	T102319	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG8MMNHX	T102320	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGQ1MNHX	T102321	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWEXWMNHX	T102327	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGMDMNHX	T103474	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWH2XMNHX	T103475	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG8WMNHX	T103476	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWGCXMNHX	T103477	Obsolete	Tech Recycle
2/6/2025	JHS	Laptop	Apple	MacBook Pro	FVFCWG7VMNHX	T103478	Obsolete	Tech Recycle
2/12/2025	JHS	Monitor	Dell	Dell 1708FPt	CN=0C552H-72872-876-1L5L-A00	T006542	Obsolete	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/13/2025	JHS	Monitor	Dell	Dell 1708FPt	CN0CC2807161864CAH70	T002654	Obsolete	Tech Recycle
2/25/2025	JHS	Barcode scanner	Follett	Follett Falcon scanner	Z6320462A	N/A	Broken	Tech Recycle
2/25/2025	WCS	USB Camera	Sabrent	N/A	N/A	T63758	Obsolete	Tech Recycle
2/25/2025	WCS	USB Camera	Sabrent	N/A	N/A	T61461	Obsolete	Tech Recycle
2/25/2025	WCS	USB Camera	Sabrent	N/A	N/A	T61483	Obsolete	Tech Recycle
2/25/2025	WCS	USB Camera	Sabrent	N/A	N/A	T61557	Obsolete	Tech Recycle
2/25/2025	WCS	USB Camera	Sabrent	N/A	N/A	T61542	Obsolete	Tech Recycle
2/25/2025	JHS	Chromebook	Asus	Asus C202S Chromebook	g4ncx00a24015h	T43578	Obsolete	Tech Recycle
2/25/2025	JHS	Chromebook	Asus	Asus C202S Chromebook	g4ncx06618160	T47941	Obsolete	Tech Recycle
2/25/2025	JHS	Monitor	Dell	Dell E1910c 19" Wide	CN0T571R641809980Y6U	T006388	Broken	Tech Recycle
2/25/2025	JHS	Hotspot	TMobile	TMobile T9 Franklin Hotspot	N/A	T163007	Broken	Tech Recycle
2/25/2025	JHS	Hotspot	TMobile	TMobile T9 Franklin Hotspot	N/A	T163317	Broken	Tech Recycle
2/25/2025	JHS	Hotspot	TMobile	TMobile T9 Franklin Hotspot	N/A	T163019	Broken	Tech Recycle
2/25/2025	JHS	Hotspot	TMobile	TMobile T9 Franklin Hotspot	N/A	T163316	Broken	Tech Recycle
2/25/2025	JHS	Hotspot	TMobile	TMobile T9 Franklin Hotspot	N/A	T163319	Broken	Tech Recycle
2/25/2025	JHS	Hotspot	TMobile	TMobile T9 Franklin Hotspot	N/A	T163323	Broken	Tech Recycle
2/25/2025	JHS	Charger	Asus	Chromebook charger	N/A	T77241	Obsolete	Tech Recycle
2/25/2025	JHS	Barcode scanner	Follett	Follett 3800 scanner	N/A	N/A	Broken	Tech Recycle
2/25/2025	JHS	Projector	NEC	NEC NP UM361X projector	NP-UM361X 5900024EB	T36998	Obsolete	Tech Recycle
2/25/2025	JHS	Projector	NEC	NEC NP M353WS projector	NP-M353WS 8300038RG	T60944	Obsolete	Tech Recycle
2/25/2025	JHS	Projector	NEC	NEC NP UM361X projector	NP-UM361X 5X00589EB	T39523	Obsolete	Tech Recycle
2/25/2025	JHS	Projector	NEC	NEC NP M333XS	NP-M333XS 5Y00050RA	T39054	Obsolete	Tech Recycle
2/25/2025	JHS	speaker	SMART	Smart speaker	N/A	N/A	Broken	Tech Recycle
2/25/2025	JHS	Hotspot	TMobile	TMobile T9 Franklin Hotspot	N/A	T163729	Broken	Tech Recycle
2/25/2025	JHS	Camera	Sony	Sony supershot camera	6607708	T22434	Broken	Tech Recycle
2/25/2025	JHS	Camera	Sabrent	Sabrent web cam	N/A	T61453	Broken	Tech Recycle
2/25/2025	JHS	iPad	Apple	iPad	dmqjpnz0fb2	T30541	Broken	Tech Recycle
2/25/2025	JHS	iPad	Apple	iPad	dmpl76fl182	T30580	Broken	Tech Recycle
2/25/2025	JHS	Switch	Cisco	Catalyst 2960-X	FOC1817S0YS	T018915	Broken	Tech Recycle
2/25/2025	JHS	Speaker set	Creative	SBS51	SW00510352037397	N/A	Obsolete	Tech Recycle
2/25/2025	JHS	Speaker set	Creative	ACS41	ASW0266653	N/A	Obsolete	Tech Recycle
2/25/2025	JHS	Projector	Dukane	ImagePro 8077A	330300648300157	T017271	Broken	Tech Recycle
2/25/2025	JHS	speaker	SMART	Smart speaker	N/A	N/A	Broken	Tech Recycle
2/25/2025	JHS	receiver	Yamaha	Yamaha R-S202 receiver	Y387218UW	T65952	Obsolete	Tech Recycle
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T61478	Obsolete	Tech Recycle
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T63787	Obsolete	Tech Recycle
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T63651	Obsolete	Tech Recycle
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T61493	Obsolete	Tech Recycle
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T61423	Obsolete	Tech Recycle
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T61644	Obsolete	Tech Recycle
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T61493	Obsolete	Tech Recycle
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T61569	Obsolete	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/25/2025	JHS	USB Camera	Sabrent	N/A	N/A	T61569	Obsolete	Tech Recycle
2/25/2025	JHS	iPad	Apple	N/A	N/A	T39001	Broken	Tech Recycle
2/25/2025	JHS	iPad	Apple	N/A	N/A	T28828	Broken	Tech Recycle
2/25/2025	JHS	iPad	Apple	N/A	N/A	T27105	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20561	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20572	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20560	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20565	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20566	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20570	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20569	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20571	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	T20564	Broken	Tech Recycle
2/25/2025	WCS	Spanish to English Dictionary	Franklin	DBE-1470	N/A	N/A	Broken	Tech Recycle
2/26/2025	WCS	SMART Board	SMART		N/A	T113969	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T006848	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T017416	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T022201	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T25397	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T015203	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T016364	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T009134	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T016376	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T006838	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T006839	Broken	Tech Recycle
2/26/2025	WCS	Monitor	DELL		N/A	T015207	Broken	Tech Recycle
2/26/2025	WCS	Projector	EPSON		N/A	T39140	Broken	Tech Recycle
2/26/2025	WCS	Projector	EPSON		N/A	T26069	Broken	Tech Recycle
2/26/2025	WCS	Projector	EPSON		N/A	T65986	Broken	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180720	T85798	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180784	T85780	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	N/A	T85758	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180730	T85797	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180773	T85773	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180763	T85770	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180769	T85795	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180761	T85794	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180762	T85796	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180739	T85791	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	U15180733	T85799	Obsolete	Tech Recycle
2/26/2025	JHS	Touch Screen Monitor 15 inch	N/A	U41-ZT150DR-SBL	N/A	T85776	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T006520	Broken	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T016365	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T010987	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T009417	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T015020	Obsolete	Tech Recycle
2/26/2025	JHS	Projector	Epson	powerlite 85+	MT5F042429L	22446	Obsolete	Tech Recycle
2/26/2025	JHS	Projector	NEC	NP-M33XS	N/A	T39703	Obsolete	Tech Recycle
2/26/2025	JHS	Projector	NEC	NP-M323X	N/A	N/A	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T015138	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T015189	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T29061	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	20159	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T006414	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T009450	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T015928	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	E2011HC	N/A	T25291	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	1908FPB	N/A	T016359	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	CN-OKU789-71618-AC61	N/A	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T29037	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T006317	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T013608	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Lenovo	N/A	N/A	T012572	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Lenovo	N/A	N/A	T012573	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor	Dell	N/A	N/A	T015278	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor (no stand)	Dell	N/A	N/A	T25238	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor (no stand)	Dell	N/A	N/A	T27418	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor (no stand)	Dell	N/A	N/A	T016372	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor (no stand)	Dell	N/A	N/A	T27582	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor (no stand)	Lenovo	N/A	N/A	T012570	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor (no stand)	Lenovo	N/A	N/A	T012571	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor (no stand)	Dell	N/A	N/A	T25844	Obsolete	Tech Recycle
2/26/2025	JHS	Monitor (no stand)	Asus	N/A	N/A	T115401	Obsolete	Tech Recycle
2/26/2025	JHS	Projector	Epson	NP-ME372W	N/A	T65479	Obsolete	Tech Recycle
2/27/2025	JHS	Projector	Epson	Powerlite 85+	MT5F052666l	T25201	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell		CN0PM3727287284632FL	T008562	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell		N/A	T006413	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	S11070C0001	111223h03	N/A	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	S11070C0001	120110h04	N/A	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	7738001650P0A	0d548h	T008307	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	1708fpf	CN0PM3727287285T0WML	T008686	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	S11070C0001	111111h03	T27579	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	e198fpf	CN0CN078728727CS4HKL	T017201	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	2007fpb	MX0C95367426281Q214S	T017719	Obsolete	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/24/2025	HHS	Monitor	Dell	1707fpf	CN0CJ1677287269N4RMU	T003014	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	1704fpvt	CN0J6642716184ASAGQA	T004494	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell		N/A	T27603	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	2009wt	CN0G433H744458CQC7HL	T26002	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Dell	1908wfpf	CN0GP0047287285R0WWU	T008490	Obsolete	Tech Recycle
2/24/2025	HHS	Monitor	Lenovo	s24e-20	1S62AEKAT2USVNA8APCK	T116642	Obsolete	Tech Recycle
2/24/2025	HHS	UPS	APC	BR1000G	3B1721X13877	N/A	Obsolete	Tech Recycle
2/24/2025	HHS	UPS	APC	BR1000MS	3B1828X21927	N/A	Obsolete	Tech Recycle
2/24/2025	HHS	UPS	APC	BR1000MS	3B1828X22193	N/A	Obsolete	Tech Recycle
2/25/2025	HHS	Box of broken projector lamps	N/A	Misc Parts from old tech equipment	N/A	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X	6602064RD	T54681	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X	6100331RA	T39951	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100144RA	N/A	T39834	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100115RA	N/A	T39856	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 5X00066RA	N/A	T39306	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100107RA	N/A	T39858	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100101RA	N/A	T39874	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100106RA	N/A	T39862	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M333XS 6100445RA	N/A	T39462	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100306RA	N/A	T39921	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100329RA	N/A	T39944	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100098RA	N/A	T39869	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100312RA	N/A	T39907	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100100RA	N/A	T39873	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100295RA	N/A	T39906	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100297RA	N/A	T39931	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100300RA	N/A	T39914	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-ME331X 8800834RF	N/A	T65455	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M333XS 6100402RA	N/A	T39464	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M353WS 7300073RE	N/A	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100123RA	N/A	T39848	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100299RA	N/A	T39913	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100299RA	N/A	T39913	Obsolete	Tech Recycle
2/26/2025	HHS	Projector	NEC	NP-M323X 6100118RA	N/A	T39864	Obsolete	Tech Recycle
2/26/2025	HHS	touch monitor	N/A	N/A	UCZ19080792	T116513	Obsolete	Tech Recycle
2/26/2025	HHS	desktop	lenovo		1S10SUSKV200MJ0CAAXE	T101176	Obsolete	Tech Recycle
2/26/2025	HHS	desktop	lenovo		1S10SUSKV200MJ0CAAWR	T101173	Obsolete	Tech Recycle
2/26/2025	HHS	desktop	lenovo		1S10GSS1NG00MJ043YAK	T54098	Obsolete	Tech Recycle
2/26/2025	HHS	desktop	apple	mac mini	c07j5121djd0	T24293	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad docking station	1S40AGM5G00T47	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad docking station	1S40AGM3G012FD	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad docking station	1S40AJM5H0M1W8	N/A	Obsolete	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/26/2025	HHS	dock	lenovo	thinkpad docking station	1S40AJM5H0M237	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad docking station	1S40AJM5H0NLT7	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad docking station	1S40AGM5G00RW6	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad docking station	1S40AGM5G01NWA	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	usb hub	tripplite		N/A	T103459	Obsolete	Tech Recycle
2/26/2025	HHS	usb hub	tripplite		N/A	T102994	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen2	PF3WQ4G3	T166208	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l470	1s20J5S1UD00PF10PMBW	T63477	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen2	PF3WFCHA	T165981	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l450	1s20DSS0J600PF0A6TTB	T34640	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l490	1s20Q6S2NS00PF25HMDB	T101520	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l480	1s20LTS24V00PF1NNZZZ	T88875	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l480	1s20LTS24V00PF1NS3QX	T89297	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen2	PF3WEWV4	T165014	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l490	1s20Q6S2NS00PF1TLRCR	T101460	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l480	1s20LTS24V00PF1NNWDF	T88853	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	t490	25ks77	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen2	PF3WGCM1	T166093	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l480	pf1ns754	T88863	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l490	1S20Q6S2NS00MJ0CWSR5	T103515	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	asus	c202s	G4NXCX00B58515E	T42817	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen1	1s20U2S97100PF2ZRX9E	T115258	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen2	PF3W51N5	T165402	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen2	PF3WVRGC	T166064	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen2	PF3WP0JA	T165938	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l14 gen2	PF3WGCT8	T165833	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l490	PF1TL4YZ	T101597	Obsolete	Tech Recycle
2/26/2025	HHS	laptop	lenovo	l490	1s20Q6S2NS00PF25JVYR	T101196	Obsolete	Tech Recycle
2/26/2025	HHS	monitor	asus	mb169	L5LMTF142181	T103467	Obsolete	Tech Recycle
2/26/2025	HHS	fax	ricoh	is800c	S3188800038	T017533	Obsolete	Tech Recycle
2/26/2025	HHS	tablet	apple	a1474	dmtpchgdfk10	T34523	Obsolete	Tech Recycle
2/26/2025	HHS	doc cam	aver	u50	4010215050960	T65839	Obsolete	Tech Recycle
2/26/2025	HHS	doc cam	aver	u50	4010218050904	T65388	Obsolete	Tech Recycle
2/26/2025	HHS	doc cam	aver	u50	4010217030812	T54947	Obsolete	Tech Recycle
2/26/2025	HHS	doc cam	aver	u15	4010114110661	T013115	Obsolete	Tech Recycle
2/26/2025	HHS	doc cam	aver	u50	4010215020950	T34459	Obsolete	Tech Recycle
2/26/2025	HHS	doc cam	aver	cp130	55192 08040P	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad universal thundebolt 4 dock	1S40B0ZDTG2CQZ	T169258	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad usb 3.0 pro dock	8SSD20K40265UP602JLY	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad usb 3.0 pro dock	8SSD20K40265UP602JMQ	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad usb 3.0 pro dock	8SSD20K40265UP602JSB	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	thinkpad usb 3.0 pro dock	8SSD20K40265UP602JJZ	N/A	Obsolete	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/26/2025	HHS	dock	lenovo	thinkpad usb 3.0 pro dock	SZLZ05BFB	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	NP-ME453X	2300257LG	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	dock	lenovo	NP-MC372X	0300726RE	T101810	Obsolete	Tech Recycle
2/26/2025	HHS	chromestick	asus		j6macx005814	T65382	Obsolete	Tech Recycle
2/26/2025	HHS	usb hub	triplite		N/A	T102785	Obsolete	Tech Recycle
2/26/2025	HHS	projector	epson	h447a	QCGF361290L	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	printer	dell	CN0PF019732407CM2426	GN0D991	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5212	AVAES1252	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5212	AVAER7577	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5212	AVAER7021	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5212	AVAFI6002	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5212	AVAES0738	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5212	AVAER0548	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5212	AVAES0089	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5340	FSACO3103	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5224	AVAEA4619	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	phone	mitel	5330e	1WDFW20010MH	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M333XS 6100310RA	N/A	T39899	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M333XS 6100130RA	N/A	T39449	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M333XS 5Z00121RA	N/A	T39720	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100139RA	N/A	T39840	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100111RA	N/A	T39853	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100333RA	N/A	T39930	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602038RD	N/A	T54653	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602077RD	N/A	T54657	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100315RA	N/A	T39919	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-UM361X 8Y00093RU	N/A	T65470	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100309RA	N/A	T39910	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100304RA	N/A	T39925	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6601388RD	N/A	T54338	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100136RA	N/A	T39838	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M333XS 5Z00262RA	N/A	T39769	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M333XS 6100203RA	N/A	T39503	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602073RD	N/A	T54664	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100292RA	N/A	T39911	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100305RA	N/A	T39909	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100316RA	N/A	T39929	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100291RA	N/A	T39949	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100141RA	N/A	T39839	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602052RD	N/A	T54675	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100117RA	N/A	T39835	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100308RA	N/A	T39924	Obsolete	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/26/2025	HHS	projector	NEC	NP-M323X 6100311RA	N/A	T39927	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100108RA	N/A	T39857	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 5X00065RA	N/A	T39322	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100126RA	N/A	T39851	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100125RA	N/A	T39847	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100121RA	N/A	T39852	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602072RD	N/A	T54659	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100322RA	N/A	T39941	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100128RA	N/A	T39849	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100325RA	N/A	T39935	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100135RA	N/A	T39841	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100119RA	N/A	T39859	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100326RA	N/A	T39937	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100127RA	N/A	T39844	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100328RA	N/A	T39932	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100103RA	N/A	T39833	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100327RA	N/A	T39945	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602075RD	N/A	T54668	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602057RD	N/A	T54671	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6Y00076RE	N/A	N/A	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 5X00048RA	N/A	T39344	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602067RD	N/A	T54663	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602039RD	N/A	T54651	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602068RD	N/A	T54678	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602066RD	N/A	T54661	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602041RD	N/A	T54648	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602051RD	N/A	T54652	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100302RA	N/A	T39923	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100320RA	N/A	T39943	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100109RA	N/A	T39867	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100323RA	N/A	T39948	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602071RD	N/A	T54658	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602040RD	N/A	T54656	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602044RD	N/A	T54655	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602062RD	N/A	T54676	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602035RD	N/A	T54647	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602078RD	N/A	T54677	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6602043RD	N/A	T54654	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100321RA	N/A	T39939	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100290RA	N/A	T39922	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100138RA	N/A	T39837	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100110RA	N/A	T39855	Obsolete	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/26/2025	HHS	projector	NEC	NP-M323X 6100324RA	N/A	T39942	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100114RA	N/A	T39860	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100105RA	N/A	T39868	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100132RA	N/A	T39843	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100140RA	N/A	T39836	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100120RA	N/A	T39854	Obsolete	Tech Recycle
2/26/2025	HHS	projector	NEC	NP-M323X 6100124RA	N/A	T39850	Obsolete	Tech Recycle
2/4/2025	DCHS	Laptop	Lenovo	L480	1s20LTS24V00PF1513KX	T79744	Obsolete	Tech Recycle
2/4/2025	DCHS	Laptop	Lenovo	L490	1s20Q6S2NS00PF25K08N	T101413	Obsolete	Tech Recycle
2/6/2025	DCHS	Dock	Lenovo	ThinkPad Basic Docking Station	1S40AGM5G00T4W	N/A	Obsolete	Tech Recycle
2/6/2025	DCHS	Keyboard	Lenovo	SK-8825	P54Y9400	N/A	Obsolete	Tech Recycle
2/6/2025	DCHS	Keyboard	Lenovo	KU-0225	1S54Y94006193247E	N/A	Obsolete	Tech Recycle
2/6/2025	DCHS	Power Amplifier	Pyle	PCA1	N/A	N/A	Obsolete	Tech Recycle
2/6/2025	DCHS	Power Supply	HuntKey	54Y8941	8SSP50H29451H1SZ63E0307	N/A	Obsolete	Tech Recycle
2/6/2025	DCHS	Hard Drive	Seagate	ST500DM002	8SSH20K17921S6TK01E01L3	N/A	Obsolete	Tech Recycle
2/6/2025	DCHS	Mobile Hotspot	T-Mobile	T9 Franklin	N/A	T163725	Obsolete	Tech Recycle
2/6/2025	DCHS	Mobile Hotspot	T-Mobile	T9 Franklin	N/A	T0163694	Obsolete	Tech Recycle
2/6/2025	DCHS	Mobile Hotspot	T-Mobile	T9 Franklin	N/A	T163728	Obsolete	Tech Recycle
2/7/2025	DCHS	Laptop	Lenovo	L480	1s20LTS24V00PF1NP7HR	T89179	Obsolete	Tech Recycle
2/7/2025	DCHS	Laptop	Lenovo	L480	1s20LTS24V00PF1NS3R3	T89322	Obsolete	Tech Recycle
2/7/2025	DCHS	Laptop	Lenovo	L480	N/A	T79742	Obsolete	Tech Recycle
2/7/2025	DCHS	Charging Locker	Bretford	N/A	N/A	N/A	Obsolete	Tech Recycle
2/7/2025	DCHS	Monitor	Lenovo	ThinkVision P27u-10	1S61B0GAR1USV300KM05	T65796	Obsolete	Tech Recycle
2/11/2025	DCHS	Laptop	Lenovo	L490	1s20Q6S2NS00PF1TLRBH	T101457	Obsolete	Tech Recycle
2/11/2025	DCHS	Laptop	Lenovo	L490	1s20Q6S2NS00PF25KFSY	T101204	Obsolete	Tech Recycle
2/11/2025	DCHS	Laptop	Lenovo	L490	1s20Q6S2NS00PF1TKHNB	T101433	Obsolete	Tech Recycle
2/11/2025	DCHS	Laptop	Lenovo	L14 Gen1	1s20U2S4S700PF23Y7LS	T107849	Obsolete	Tech Recycle
2/12/2025	DCHS	Laptop	Lenovo	L14 Gen 2	PF3W5ARB	T166619	Obsolete	Tech Recycle
2/20/2025	DCHS	Laptop	Lenovo	T490	PF25KQYD	T89960	Obsolete	Tech Recycle
2/21/2025	DCHS	Projector	NEC	NP-M333XS	7200099RE	T39795	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	1708FPf	CN0X876H7287296102EU	T015559	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	1708FPb	CN0G302H7426187J1J5A	t006479	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM641801CH1ARL	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM641801AP0YDM	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM6418017R08EM	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM6418019G32UM	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	1909Wb	N/A	T25412	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM6418017L08MM	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM641801AP079S	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E1910f	CN0T437R7287203C17FM	T25434	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM641801B30FKL	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Dell	E2011Hc	CN02H2VM641801AK029L	N/A	Obsolete	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/27/2025	DCHS	Monitor	Lenovo	ThinkVision LT1952pwD	2448MB6V9PFVV8	t012407	Obsolete	Tech Recycle
2/27/2025	DCHS	Monitor	Lenovo	ThinkVision LT1952pwD	2448MB6V9PFVP4	T012406	Obsolete	Tech Recycle
2/27/2025	DCHS	Pen Tray	Smart	Pen Tray	20-00647-21	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Speaker	Dell	AX510	CN0C730C716230226509	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Tablet case	Lenovo	4X40X59073	N/A	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Keyboard (12)	Lenovo	SIL20-W15	N/A	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Keyboard	Lenovo	SIL17-W51	psd50l80031	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Stoorage Shelving Unit	N/A	N/A	N/A	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Keyboard	Lenovo	CS13T	11S0C02253Z1ZN9E64D015	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Keyboard	Lenovo	CS13T	11S0C02253Z1ZN9E64D0J7	N/A	Obsolete	Tech Recycle
2/27/2025	DCHS	Motherboard	Lenovo	01YR923	8SSB20Q23924L1HF7BX05JA	N/A	Obsolete	Tech Recycle
1/31/2025	DHES	Hotspot	T-Mobile	T9 Franklin	N/A	T163548	Obsolete	Tech Recycle
1/31/2025	DHES	Hotspot	T-Mobile	T9 Franklin	N/A	T163577	Obsolete	Tech Recycle
1/31/2025	DHES	Hotspot	T-Mobile	T9 Franklin	N/A	T163551	Obsolete	Tech Recycle
1/31/2025	DHES	Hotspot	T-Mobile	T9 Franklin	N/A	T163575	Obsolete	Tech Recycle
2/4/2025	CO	Dock	Lenovo	40B0	N/A	T116869	Broken	Tech Recycle
2/4/2025	CO	Dock	Lenovo	40AG	M5G00T5L	N/A	Broken	Tech Recycle
2/4/2025	CO	Monitor	ViewSonic	VS15055	N/A	T018429	Broken	Tech Recycle
2/4/2025	CO	Monitor	ViewSonic	VS15055	N/A	T018428	Broken	Tech Recycle
2/4/2025	CO	Monitor	ViewSonic	VS14782	N/A	T32871	Broken	Tech Recycle
2/7/2025	DCHS	Hotspot	T-Mobile	T9 Franklin	N/A	T163357	Obsolete	Tech Recycle
2/7/2025	LITH	Hotspot	T-Mobile	T9 Franklin	N/A	T163776	Obsolete	Tech Recycle
2/7/2025	LITH	Hotspot	T-Mobile	T9 Franklin	N/A	T163321	Obsolete	Tech Recycle
2/7/2025	LITH	Hotspot	T-Mobile	T9 Franklin	N/A	T163327	Obsolete	Tech Recycle
2/7/2025	LITH	Hotspot	T-Mobile	T9 Franklin	N/A	T163322	Obsolete	Tech Recycle
2/11/2025	PVES	Hotspot	T-Mobile	T9 Franklin	N/A	T163779	Obsolete	Tech Recycle
2/11/2025	PVES	Hotspot	T-Mobile	T9 Franklin	N/A	T163758	Obsolete	Tech Recycle
2/11/2025	PVES	Hotspot	T-Mobile	T9 Franklin	N/A	T163742	Obsolete	Tech Recycle
2/11/2025	PVES	Hotspot	T-Mobile	T9 Franklin	N/A	T163735	Obsolete	Tech Recycle
2/11/2025	PVES	Hotspot	T-Mobile	T9 Franklin	N/A	T163749	Obsolete	Tech Recycle
2/11/2025	DFEC	Hotspot	T-Mobile	T9 Franklin	N/A	T163027	Obsolete	Tech Recycle
2/11/2025	DFEC	Hotspot	T-Mobile	T9 Franklin	N/A	T163015	Obsolete	Tech Recycle
2/11/2025	DFEC	Hotspot	T-Mobile	T9 Franklin	N/A	T163352	Obsolete	Tech Recycle
2/11/2025	DFEC	Hotspot	T-Mobile	T9 Franklin	N/A	T163053	Obsolete	Tech Recycle
2/11/2025	DFEC	Hotspot	T-Mobile	T9 Franklin	N/A	T163030	Obsolete	Tech Recycle
2/11/2025	ORS	Hotspot	T-Mobile	T9 Franklin	N/A	T163748	Obsolete	Tech Recycle
2/11/2025	ORS	Hotspot	T-Mobile	T9 Franklin	N/A	T163760	Obsolete	Tech Recycle
2/11/2025	ORS	Hotspot	T-Mobile	T9 Franklin	N/A	T163768	Obsolete	Tech Recycle
2/11/2025	ORS	Hotspot	T-Mobile	T9 Franklin	N/A	T163746	Obsolete	Tech Recycle
2/11/2025	ORS	Hotspot	T-Mobile	T9 Franklin	N/A	T163763	Obsolete	Tech Recycle
2/18/2025	ALES	UPS	TrippLite	PS5936	9743ALCP593600060	T017367	Broken	Tech Recycle
2/18/2025	ALES	Detachable PDU	TrippLite	AC5933	9805ALCAC593300071	N/A	Broken	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/18/2025	LES	Switch	Cisco	WS-C3560G-48PS-S	F0C1312Z2TC	T26433	Broken	Tech Recycle
2/19/2025	NES	Hotspot	T-Mobile	T9 Franklin	N/A	T163750	Obsolete	Tech Recycle
2/19/2025	NES	Hotspot	T-Mobile	T9 Franklin	N/A	T163741	Obsolete	Tech Recycle
2/19/2025	NES	Hotspot	T-Mobile	T9 Franklin	N/A	T163747	Obsolete	Tech Recycle
2/19/2025	NES	Hotspot	T-Mobile	T9 Franklin	N/A	T163734	Obsolete	Tech Recycle
2/19/2025	NES	Hotspot	T-Mobile	T9 Franklin	N/A	T163774	Obsolete	Tech Recycle
2/24/2025	HMS	NVR	ExacqVision	IP04-06T-R2A	ER1638034247	N/A	Broken	Tech Recycle
2/24/2025	HMS	Switch Core	Cisco	WS-C6505-E	SAL1222SGD7	T26006	Broken	Tech Recycle
2/24/2025	HMS	UPS	TrippLite	PS5936	N/A	N/A	Broken	Tech Recycle
2/24/2025	HMS	Detachable PDU	TrippLite	AC5933	9722ALCAC593300099	N/A	Broken	Tech Recycle
2/24/2025	HMS	UPS Transformer	TrippLite	N/A	9704ALCA596100163	N/A	Broken	Tech Recycle
2/24/2025	HMS	UPS Battery	TrippLite	BP240V10RT3U	9733BYOBP577400260	N/A	Broken	Tech Recycle
2/24/2025	HMS	UPS Battery	TrippLite	BP240V10RT3U	9702AY0BP577400162	N/A	Broken	Tech Recycle
2/24/2025	HMS	UPS Battery	TrippLite	BP240V10RT3U	9702AY0BP577400161	N/A	Broken	Tech Recycle
2/24/2025	HMS	UPS Battery	TrippLite	BP240V10RT3U	9702AY0BP577400306	N/A	Broken	Tech Recycle
2/24/2025	HMS	UPS Battery	TrippLite	BP240V10RT3U	9733BYOBP577400260	N/A	Broken	Tech Recycle
2/24/2025	DCHS	Switch Core	Cisco	WS-6509-E	SMG1231N1PQ	N/A	Broken	Tech Recycle
2/24/2025	DCHS	UPS	Eaton	9PX8KPM	G210J44005	T25876	Broken	Tech Recycle
2/24/2025	DCHS	Misc Tech Items	Various	Misc Parts from old tech equipment	N/A	N/A	Broken	Tech Recycle
2/24/2025	HHS	Switch Core	Cisco	WS-C6506-E	SAL1616AEV6	N/A	Broken	Tech Recycle
2/24/2025	HHS	Switch Core	Cisco	WS-C6506-E	SAL1202CY5K	N/A	Broken	Tech Recycle
2/24/2025	HHS	Switch Core	Cisco	WS-C6509-E	SMG1510N00D	N/A	Broken	Tech Recycle
2/24/2025	HHS	Switch	Cisco	WS-C3560G-48PS	FOC1204Y0C1	T017180	Broken	Tech Recycle
2/24/2025	HHS	Switch	Cisco	WS-C3560G-48PS	FOC1204Y0BX	N/A	Broken	Tech Recycle
2/25/2025	HHS	Switch	Cisco	WS-C3750E-48PD	CAT1119R0HR	N/A	Broken	Tech Recycle
2/25/2025	HHS	Switch	Cisco	WS-C3560G-48PS	FOC1211W2S0	T017125	Broken	Tech Recycle
2/25/2025	HHS	Switch	Cisco	WS-C3560G-48PS	FOC1204Y0CE	N/A	Broken	Tech Recycle
2/25/2025	HHS	Switch	Cisco	WS-C3750E-48PD	CAT1123R029	T26312	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	lt1952	N/A	T012576	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0PM3727287285T0UCL	T008317	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0PM3727287285T0UUL	T008259	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0GP0047287285R1CUU	T008496	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	cn0g435h72872	T006732	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0KU7897161875RCEP6	T003094	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0FP8167426185R03PA	T007103	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0C182J74445919EV3L	T26217	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0RY9797426185K53WL	T017046	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0PM3727287285S133S	N/A	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0FP8167426185R1G0A	T017452	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0CC2807161864IAC2Z	T004652	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0PM3727287285S2W9S	T008660	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0PM3727287285Q3N7S	T017111	Broken	Tech Recycle

Community Unit School District 300 Monthly
Fixed Asset Disposals
03/01/2025

Date Submitted	Location	Type	Manufacturer / Publisher	Model/Title	Serial #	Tag	Reason for Disposal	Method of Disposal
2/28/2025	HHS	Monitor	Dell	1708fpf	cn0c552h728728641u9la00	T008618	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	1708fpf	CN0PM3727287285T0V9L	T008009	Broken	Tech Recycle
2/28/2025	HHS	Monitor	Dell	N/A	S11070C0001	T26519	Broken	Tech Recycle
2/28/2025	HHS	Laptop	Lenovo	l490	pf25fzk9	T101676	Broken	Tech Recycle
2/28/2025	HHS	Laptop	Lenovo	l14 gen2	PF3WR26V	T165884	Broken	Tech Recycle

*Supporting documentation available in the Purchasing Department.

Nicole Kennedy

Nicole M. Kennedy, Purchasing Manager

3/1/25

Date

Your board package includes the January 2025 Unaudited Treasurer and Financial Report. Report highlights are as follows:

Treasurer Report
As of January 31, 2025, the District had $ 189,342,949.14 of cash on hand. The cash balance by fund was:

Operating Fund	$122,314,007.03
Bond & Interest Fund	$ 3,405,760.82
Site & Construction Fund	$ 63,623,181.29
Total	**$ 189,342,949.14**

Financial Report Analysis-All Funds
Expenditures- If the District were to spend their dollars evenly each month, costs through January should be 58% of total spending. Listed below is a summary of cash expenditures as a percentage of total spending by fund.

Fund	% of Budget	Comment
Education	50.86%	This fund is on trend. Teacher and para salaries start in late August, as the previous year's wages were accrued in June 2024.
Operations & Maintenance	55.00%	This fund is on trend. The increase reflects a transfer to the Bond & Interest Fund for operating debt certificates paid in December.
Bond & Interest	91.42%	The bond & interest fund is used to pay our debt payments made in December and June.
Transportation	43.50%	This fund is on trend.
IMRF/Social Security	48.71%	This fund is on trend. Teacher and para salaries start in late August, as the previous year's wages were accrued in June 2024.
Capital Projects	42.41%	This fund is used to pay for our capital projects.
Tort	99.20%	The tort fund is used to pay our insurance premiums. These premiums are paid in July.

Revenues- The district has received 51.74% of its budgeted revenue compared to 53.75% prior YTD.

Financial Reporting Analysis- Operating Funds
Operating Fund Revenue Summary by Source- 52.15% compared to 52.92% prior YTD.
- Local Revenues are on-trend at 49.72%;
- State Revenues are on-trend at 54.32%;
- Federal Revenues are on-trend at 67.24% and are in line with federal grant expenditures.

Operating Fund Expenditure Summary by Object- 50.91% compared to 49.61% prior YTD.
- Salaries are at 50.70%;
- Benefits are at 46.54%;
- Purchase Services are at 54.77%;
- Supplies/Materials are at 63.07%;
- Capital Outlay is at 42.48%;
- Other/Tuition are at 47.18%;
- Non-capitalized equipment is at 43.34%.

Monthly Notes:
- Short-term interest rates have decreased slightly from 4.440% in December to 4.295%. Total interest for the year is $5,269,378.32, or 76.9% of the budget.
- The BMO 12/5/2024 Pcard statement was inadvertently omitted from the November Treasurer's Report which was presented at the January Board Operations Committee Meeting. The 1/5/2025 statement was submitted in its place by error. January's Treasurer's Report contains both the 12/5/2024 and 2/5/2025 statements.
- Financials are presented on an unaudited cash basis and do not represent the District's final financial statements.

COMMUNITY UNIT SCHOOL DISTRICT NO 300
UNAUDITED FINANCIAL REPORT NO. 7
January 31, 2025
March 11, 2025

	ED FUND	O&M FUND	B&I FUND	TRANS FUND	IMRF FUND	S&C FUND	WORKING CASH FUND	TORT FUND	TOTAL
CASH BALANCE December 31, 2024	$ 42,482,790	$ 23,164,620	$ 1,325,358	$ 18,606,649	$ 7,398,775	$ 63,246,585	$ 43,162,799	$ 101,081	$ 199,488,656
CASH RECEIPTS	$ 1,796,722	$ 263,403	$ 2,082,509	$ 2,670,683	$ 44,055	$ 990,171	$ 257,009	$ 602	$ 8,105,153
CASH DISBURSEMENTS	$ (15,409,795)	$ (2,217,243)	$ (2,105)	$ (8,141)	$ -	$ (613,575)	$ -	$ -	$ (18,250,859)
CASH BALANCE January 31, 2025	$ 28,869,716	$ 21,210,780	$ 3,405,761	$ 21,269,190	$ 7,442,830	$ 63,623,181	$ 43,419,808	$ 101,683	$ 189,342,950
INTERFUND TRANSFERS/LOANS*									$ -
ENDING CASH BALANCE January 31, 2025	$ 28,869,715.84	$ 21,210,780.24	$ 3,405,760.82	$ 21,269,190.30	$ 7,442,829.68	$ 63,623,181.29	$ 43,419,808.14	$ 101,682.83	$ 189,342,949.14
INVESTMENT INCOME YEAR TO DATE	$ 5,269,378								

TREASURER'S REPORT FOR THE MONTH OF January 2025

INVESTMENTS AT COST:		$ 189,342,949.14
(See attached schedule for investment detail)		
MONTHLY PAYROLL:		
Educational Fund	$ 12,923,044.64	
O&M Fund	$ 682,926.38	
Transportation Fund	$ 64,414.95	$ 13,670,385.97
PAYROLL RELATED EXPENDITURES:		
(Not reflected in A/P Bill Listing)		
Educational and Transportation Funds;		
Teachers, Retirement System	$ 1,225,886.20	
Total Teachers, Retirement System		$ 1,225,886.20
Illinois Municipal Retirement Fund		
IMRF	$ 165,292.04	
FICA	$ 148,949.31	
Medicare	$ 184,142.29	
Total IMRF/FICA/Medicare Fund		$ 498,383.64
Total Payroll and Related Expenditures		$ 15,394,655.81

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 7
January 31, 2025
By Fund, By Object

All Funds	FY25 Budget	FY25 Actual	% of FY25 Budget
Local	273,356,052	136,476,654	49.93%
State	104,857,430	55,385,778	52.82%
Federal	24,606,150	16,544,849	67.24%
Other Source	-	-	
Total Revenues	402,819,632	208,407,280	51.74%
Salaries	181,062,435	91,790,662	50.70%
Benefits	56,681,513	26,380,632	46.54%
Purchased Services	71,012,828	38,920,279	54.81%
Supplies/Materials	15,744,906	9,930,212	63.07%
Capital Outlay	23,191,373	10,019,794	43.20%
Other	37,988,183	29,556,852	77.81%
Non-Capitalized Equipment	12,660,885	5,486,673	43.34%
Total Expenditures	398,342,123	212,085,104	53.24%
Revenues Over Disbursements	4,477,509	(3,677,824)	
Other Financing Sources/Uses	(14,493,780)	-	
Fund Balance Transfer	14,493,780	-	
Net Change to Fund Balance	4,477,509	(3,677,824)	

Operating Funds	FY25 Budget	FY25 Actual	% of FY25 Budget
Local	243,726,119	121,183,478	49.72%
State	101,405,503	55,085,778	54.32%
Federal	24,606,150	16,544,849	67.24%
Other Sources	-	-	
Total Revenues	369,737,772	192,814,104	52.15%
Salaries	181,062,435	91,790,662	50.70%
Benefits	56,681,513	26,380,632	46.54%
Purchased Services	70,992,828	38,884,400	54.77%
Supplies/Materials	15,744,906	9,930,212	63.07%
Capital Outlay	4,618,502	1,962,080	42.48%
Other/Tuition	11,722,042	5,530,068	47.18%
Non-Capitalized Equipment	12,660,885	5,486,673	43.34%
Total Expenditures	353,483,111	179,964,727	50.91%
Revenues Over Disbursements	16,254,661	12,849,377	
Other Financing Sources/Uses	(14,493,780)	(2,079,390)	
Fund Balance Transfer	-	-	
Net Change to Fund Balance	1,760,881	10,769,987	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 7
January 31, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 1-Educational	Budget	Actual	Budget
Local	179,305,608	89,875,429	50.12%
State	89,687,970	49,993,101	55.74%
Federal	24,606,150	16,544,849	67.24%
Other Sources	-	-	
Total Revenues	293,599,728	156,413,379	53.27%
Salaries	171,480,736	86,167,728	50.25%
Benefits	47,565,000	21,806,326	45.85%
Purchased Services	42,582,407	23,045,916	54.12%
Supplies/Materials	8,344,180	6,224,022	74.59%
Capital Outlay	168,444	1,247,560	740.64%
Other/Tuition	11,713,042	5,530,068	47.21%
Non-Capitalized Equipment	11,697,361	5,266,060	45.02%
Total Expenditures	293,551,170	149,287,680	50.86%
Revenues Over Disbursements	48,558	7,125,699	
Other Financing Sources/Uses	-	-	
Fund Balance Transfer	-	-	
Net Change to Fund Balance	48,558	7,125,699	
Fund 2-Operations & Maintenance			
Local	39,483,741	19,094,357	48.36%
State	-	-	
Other Sources	-	-	
Total Revenues	39,483,741	19,094,357	48.36%
Salaries	8,933,120	5,390,165	60.34%
Benefits	1,668,996	947,332	56.76%
Purchased Services	5,976,875	3,380,356	56.56%
Supplies/Materials	5,991,558	3,103,471	51.80%
Capital Outlay	1,467,850	714,520	48.68%
Other	9,000	-	0.00%
Non-Capitalized Equipment	959,813	219,153	22.83%
Total Expenditures	25,007,212	13,754,998	55.00%
Revenues Over Disbursements	14,476,529	5,339,359	
Other Financing Sources/Uses	(14,493,780)	(2,079,390)	
Net Change to Fund Balance	(17,251)	3,259,969	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 7
January 31, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 3-Bond & Interest	Budget	Actual	Budget
Local	25,983,345	12,590,137	48.45%
Other Sources	-	-	0.00%
Total Revenues	25,983,345	12,590,137	48.45%
Purchased Services	20,000	4,627	23.13%
Other	26,266,141	24,026,784	91.47%
Total Expenditures	26,286,141	24,031,411	91.42%
Revenues Over Disbursements	(302,796)	(11,441,274)	
Other Financing Sources/Uses	2,493,780	2,079,390	
Net Change to Fund Balance	2,190,984	(9,361,884)	
Fund 4-Transportation			
Local	13,944,943	6,600,387	47.33%
State	11,717,533	5,092,677	43.46%
Other Sources	-	-	
Total Revenues	25,662,476	11,693,064	45.56%
Salaries	648,579	232,769	35.89%
Benefits	48,517	22,629	46.64%
Purchased Services	20,019,546	10,063,510	50.27%
Supplies/Materials	1,409,168	602,719	42.77%
Capital Outlay	2,982,208	-	0.00%
Other	-	-	0.00%
Non-Capitalized Equipment	3,711	1,460	39.34%
Total Expenditures	25,111,729	10,923,087	43.50%
Revenues Over Disbursements	550,747	769,977	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	550,747	769,977	
Fund 5-IMRF/Social Security			
Local	5,982,134	3,113,138	52.04%
Total Revenues	5,982,134	3,113,138	52.04%
Benefits	7,399,000	3,604,345	48.71%
Total Expenditures	7,399,000	3,604,345	48.71%
Revenues Over Disbursements	(1,416,866)	(491,207)	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	(1,416,866)	(491,207)	

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 7
January 31, 2025
By Fund, By Object

	FY25	FY25	% of FY25
Fund 6-Capital Projects	Budget	Actual	Budget
Local	3,646,588	2,703,038	74.13%
State	3,451,927	300,000	8.69%
Federal	-	-	0.00%
Total Revenues	7,098,515	3,003,038	42.31%
Salaries	-	-	
Benefits	-	-	
Purchased Services	500,000	31,253	6.25%
Supplies/Materials	-	-	
Capital Outlay	18,572,871	8,057,714	43.38%
Other	-	-	
Total Expenditures	19,072,871	8,088,966	42.41%
Revenues Over Disbursements	(11,974,356)	(5,085,928)	
Other Financing Sources/Uses	-	-	
Fund Balance Transfer	12,000,000	-	
Net Change to Fund Balance	25,644	(5,085,928)	
Fund 7-Working Cash			
Local	2,231,669	1,210,747	54.25%
Total Revenues	2,231,669	1,210,747	54.25%
Total Expenditures	-	-	0.00%
Revenues Over Disbursements	2,231,669	1,210,747	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	2,231,669	1,210,747	
Fund 8-Tort			
Local	2,778,024	1,289,420	46.42%
Total Revenues	2,778,024	1,289,420	46.42%
Purchase Services	2,414,000	2,394,618	99.20%
Total Expenditures	2,414,000	2,394,618	99.20%
Revenues Over Disbursements	364,024	(1,105,198)	
Other Financing Sources/Uses	-	-	
Net Change to Fund Balance	364,024	(1,105,198)	

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-All Funds

Depository or Instrument	Type	#	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 01/31/25
OPERTATING FUND INVESTMENTS											
PONCE BANK	SDA				1/31/2025		4.350%	435	435	-	435
NEXBANK, SSB-ICS	SDA				1/31/2025		4.350%	667,625	667,625	-	667,625
Bank of China 1285997-1	SDA				1/31/2025		4.450%	14,832,270	14,832,270	-	14,832,270
Bank of China 1285906-1	SDA				1/31/2025		4.450%	39,922	39,922	-	39,922
Congressional Bank	SDA				1/31/2025		4.350%	733,875	733,875	-	733,875
US TREASURY N/B, 912797LK1	SEC		365	7/16/2024	10/1/2024	77	5.180%	5,053,000	4,999,076	-	0.00
ISDLAF+ Term Series, IL	TS		365	2/2/2024	8/2/2024	182	5.100%	3,086,545	3,010,000	-	0.00
ISDLAF+ Term Series, IL	TS		365	4/8/2024	8/7/2024	121	5.320%	5,596,999	5,500,000	-	0.00
ISDLAF+ Term Series, IL	TS		365	3/21/2024	11/14/2024	238	5.150%	5,167,904	5,000,000	-	0.00
First Internet Bank of Indiana, IN	CD		365	5/17/2023	11/7/2024	540	4.509%	247,652	232,100	-	0.00
Bank Hapoalim B.M., NY	CD		365	5/17/2023	11/7/2024	540	4.643%	249,859	233,800	-	0.00
ServisFirst Bank, FL	CD		365	5/17/2023	11/7/2024	540	5.302%	249,879	231,750	-	0.00
Schertz Bank & Trust, TX	CD		365	5/17/2023	11/7/2024	540	4.643%	249,859	233,800	-	0.00
The First National Bank of McGregor, TX	CD		365	5/17/2023	11/7/2024	540	4.700%	249,683	233,450	-	0.00
TREASURY BILL, 912797LC9	SEC		365	6/21/2024	11/7/2024	139	5.192%	12,237,000	11,999,766	-	0.00
First Western Bank & Tru, 33749VBQ0	DTC		365	5/23/2023	11/22/2024	549	4.762%	248,000	248,316		0.00
Morgan Stanley PVT Bank, 61768ETZ6	DTC		365	5/24/2023	11/25/2024	551	5.005%	243,000	243,157		0.00
TREASURY BILL, 912797LF2	SEC		365	9/12/2024	12/5/2024	84	4.840%	23,556,000	23,299,550	-	0.00
TREASURY BILL, 912797MW4	SEC		365	9/12/2024	1/7/2025	117	4.750%	9,135,000	8,999,157	-	0.00
TREASURY BILL, 912797LY1	SEC		365	9/12/2024	1/16/2025	126	4.705%	9,043,000	8,899,599	-	0.00
Alliance Bank, MO	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
American Bank and Trust Co., OK	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
First Bank of the Lake, MO	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
First Fed Community Bk of Bucyrus, OH	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
First Northern Bank of Dixon, CA	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
The First National Bank of Bellville, TX	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
West Plains Bank and Trust Company, MO	CDR		365	10/17/2024	1/16/2025	91	4.448%	249,066	246,334	-	0.00
Louisiana National Bank, LA	CDR		365	10/17/2024	1/16/2025	91	4.448%	153,851	152,164	-	0.00
BankVista, MN	CDR		365	10/17/2024	1/16/2025	91	4.448%	122,334	120,992	-	0.00
Farmers and Merchants Union Bank, WI	CDR		365	10/17/2024	1/16/2025	91	4.448%	2,531	2,503	-	0.00
Western Alliance Bank, CA	CD		365	1/26/2024	1/24/2025	364	5.108%	4,203,760	4,000,000	-	0.00
Bank of Camilla, GA	CDR		365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
CS Bank, AR	CDR		365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Commercial Capital Bank, LA	CDR		365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00

Exchange Band and Trust Company, OK	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
First National Bank, TX	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
First Secuirty Band & Trust Company, OK	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
First State Bank, TX	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Fortress Bank, IL	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Frontier Bank, NE	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Great Plains National Bank, OK	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Great Plains State Bank, NE	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Habib American Bank, NY	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Keystone Bank, National Association, TX	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Morgantown Bank & Trust Co, Inc., KY	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Security Bank, OK	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Stearns Bank N.A., MN	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
The Tri-County Bank, NE	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
United Fidelity Bank, fsb, IN	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
Waterford Bank, N.A., OH	CDR	365	8/1/2024	1/30/2025	182	5.264%	248,865	242,500	-	0.00
OMB Bank, MO	CDR	365	8/1/2024	1/30/2025	182	5.264%	150,937	147,076	-	0.00
BankVista, MN	CDR	365	8/1/2024	1/30/2025	182	5.264%	124,866	121,672	-	0.00
Farmers & Merchants Bank of Colby, KS	CDR	365	8/1/2024	1/30/2025	182	5.264%	61,575	60,000	-	0.00
Sterling Bank, MO	CDR	365	8/1/2024	1/30/2025	182	5.264%	54,050	52,667	-	0.00
TREASURY BILL, 912797LZ8	SEC	365	9/13/2024	1/30/2025	139	4.698%	8,855,000	8,699,366	-	0.00
TREASURY BILL, 912797LZ8	SEC	365	9/16/2024	1/30/2025	136	4.600%	2,034,000	1,999,722	-	0.00
ISDLAF+ Term Series, IL	TS	365	9/16/2024	2/11/2025	148	4.720%	12,229,664	12,000,000	229,663.57	12,000,000.00
West Gate Bank, NE	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,367.02	243,171.80
Bank of Central Florida, FL	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
Community Bank of Santa Maria, CA	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
Decatur County Bank, TN	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
First Texas National Bank	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
Nebraska Bank of Commerce, NE	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
Oakstar Bank, MO	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
River City Bank, CA	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
RiverBank, WA	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
Royal Business Bnak, CA	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
Today's Bank, AR	CDR	365	8/22/2024	2/20/2025	182	5.251%	249,539	243,172	6,366.98	243,171.79
Blue Sky Bank, OK	CDR	365	8/22/2024	2/20/2025	182	5.251%	181,401	176,772	4,628.45	176,772.49
The Bank of Herrin, IL	CDR	365	8/22/2024	2/20/2025	182	5.251%	152,222	148,338	3,883.94	148,337.81
Western Alliance Bank, CA	CD	365	5/22/2024	3/4/2025	286	5.161%	7,491,165	7,200,000	291,165.24	7,200,000.00
Alva State Bank & Trust Company, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27
Cattlemens Bank, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27
Ciera Bank, TX	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27
Northern Bank & Trust Company, MA	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27
Panhandle First Bank, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27

Payne County Bank, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27
Summit State Bank, CA	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27
Texas Bank and Trust Company, TX	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27
Unico Bank, MO	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.76	243,172.27
United Bank, VA	CDR	365	9/12/2024	3/13/2025	182	5.252%	249,541	243,172	6,368.79	243,172.23
Farmers and Merchants Union Bank, WI	CDR	365	9/12/2024	3/13/2025	182	5.252%	246,968	240,665	6,303.10	240,665.34
Meridian Bank, PA	CDR	365	9/12/2024	3/13/2025	182	5.252%	156,599	152,602	3,996.70	152,602.13
Bank of Belleville, IL	CDR	365	9/12/2024	3/13/2025	182	5.252%	111,455	108,610	2,844.54	108,610.44
Blue Sky Bank, OK	CDR	365	9/12/2024	3/13/2025	182	5.252%	68,138	66,399	1,739.02	66,399.43
American Plus Bank, N.A., CA	CD	365	6/20/2024	3/18/2025	271	5.090%	249,848	240,750	9,098.35	240,750.00
Customers Bank, NY	CD	365	6/20/2024	3/18/2025	271	5.071%	17,640,060	17,000,000	640,060.42	17,000,000.00
NBT Bank, 628779HG8	DTC	365	6/27/2024	3/27/2025	273	5.170%	239,000	239,310		239,309.79
MOUNTAINONE BANK, 62452AFW5	DTC	365	6/27/2024	3/27/2025	273	5.170%	239,000	239,310		239,309.79
ALLY BANK, 02007G2M4	DTC	365	6/27/2024	3/27/2025	273	5.170%	239,000	239,310		239,309.79
Bank of America NA, 06051XEY4	DTC	365	6/27/2024	3/27/2025	273	5.120%	239,000	239,310		239,309.90
COGENT BANK, 19240XAU1	DTC	365	6/28/2024	3/28/2025	273	5.220%	239,000	239,310		239,309.68
PRIMARY BANK, 74166JAL7	DTC	365	6/28/2024	3/28/2025	273	5.068%	248,000	248,330		248,329.98
US TREASURY N/B, 91282CGU9	SEC	365	10/17/2024	3/31/2025	165	4.289%	1,300,000	1,297,563		1,297,562.50
Farmers Bank & Trust, KS	CD	365	10/2/2024	4/1/2025	181	4.180%	249,874	244,800	5,074.27	244,800.00
First Federal Bank & Trust, WY	CD	365	10/2/2024	4/1/2025	181	4.203%	249,902	244,800	5,101.58	244,800.00
The Western State Bank, KS	CD	365	10/2/2024	4/1/2025	181	4.168%	249,860	244,800	5,059.70	244,800.00
Merrick Bank, UT	CD	365	10/2/2024	4/1/2025	181	4.164%	249,854	244,800	5,054.24	244,800.00
First State Bank and Trust Company, Inc., MO	CD	365	10/2/2024	4/1/2025	181	4.293%	249,909	244,700	5,208.71	244,700.00
Gbank, NV	CD	365	10/2/2024	4/1/2025	181	4.193%	249,889	244,800	5,089.44	244,800.00
Centier Bank, IN	CD	365	10/2/2024	4/1/2025	181	4.180%	249,874	244,800	5,074.27	244,800.00
ISDLAF+ TERM SERIES, IL	TS	365	9/18/2024	4/3/2025	197	4.350%	511,739	500,000	11,739.04	500,000.00
Wintrust Bank, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Old Plank Trail Community Bank, National Associ	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Schaumburg Bank & Trust Company	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
CrossFirst Bank, KS	CD	365	6/10/2024	4/15/2025	309	5.091%	249,874	239,550	10,324.00	239,550.00
Beverly Bank & Trust Company, National Associa	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Hinsdale Bank & Trust Company, National Associ	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Financial Federal Bank, TN	CD	365	6/10/2024	4/15/2025	309	5.100%	249,893	239,550	10,342.65	239,550.00
Lake Forest Bank & Trust Company, National Ass	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Crystal Lake Bank and Trust Company, National A	CD	365	6/10/2024	4/15/2025	309	5.080%	208,810	200,200	8,609.84	200,200.00
Town Bank, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Northbrook Bank and Trust Company, National As	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Wheaton Bank & Trust, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Village Bank and Trust, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
St. Charles Bank & Trust Company, National Ass	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Libertyville Bank & Trust Company, National Asso	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00
Barrington Bank & Trust Company, National Asso	CD	365	6/10/2024	4/15/2025	309	5.080%	249,852	239,550	10,302.14	239,550.00

State Bank of the Lakes, National Association, IL	CD	365	6/10/2024	4/15/2025	309	5.080%	215,433	206,550	8,882.93	206,550.00
Customers Bank, NY	CD	365	6/20/2024	4/15/2025	299	5.011%	10,254,311	9,850,000	404,311.14	9,850,000.00
American Bank and Trust Co., OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Caldwell Bank & Trust Company, LA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Chemung Canal Trust Company, NY	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Dream First Bank, N.A., KS	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
First Bank of the Lake, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
First Fed Community Bk of Bucyrus, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
First Merchants Bank, IN	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
First National Bank of Omaha, NE	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Flagstar Bank, N.A., NY	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Grand Savings Bank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Investors Community Bank, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Kanza Bank, KS	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Louisiana National Bank, LA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Mabrey Bank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Passumpsic Savings Bank, VT	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Penn Communuity Bank, PA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Peoples Bank, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Signature Bank of Arkanas, AR	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
Southwest Heritage Bank, AZ	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
SpiritBank, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
St. Louis Bank, MO	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
The Fahey Banking Company, OH	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
The First Bank and Trust Company, VA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
United Roosevelt Savings Bank, NJ	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
West Alabama Bank & Trust, AL	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.45	246,340.69
West Bank, IA	CD	365	1/16/2025	4/17/2025	91	4.449%	249,073	246,341	2,732.46	246,340.59
D. L. Evans Bank, ID	CD	365	1/16/2025	4/17/2025	91	4.449%	234,898	232,321	2,576.95	232,321.30
High Plains Bank, CO	CD	365	1/16/2025	4/17/2025	91	4.449%	219,522	217,114	2,408.26	217,113.80
Merchants and Farmers Bank, AR	CD	365	1/16/2025	4/17/2025	91	4.449%	159,974	158,219	1,754.99	158,218.82
BankVista, MN	CD	365	1/16/2025	4/17/2025	91	4.449%	122,337	120,995	1,342.10	120,994.96
Commercial State Bank, NE	CD	365	1/16/2025	4/17/2025	91	4.449%	55,332	54,725	607.02	54,725.04
The First National Bank of Granbury, TX	CD	365	1/16/2025	4/17/2025	91	4.449%	55,181	54,576	605.36	54,575.56
Security State Bank, KS	CD	365	1/16/2025	4/17/2025	91	4.449%	44,988	44,495	493.54	44,494.81
Katahdin Trust Company, ME	CD	365	1/16/2025	4/17/2025	91	4.449%	35,250	34,864	386.71	34,863.74
Northwest Bank, ID	CD	365	1/16/2025	4/17/2025	91	4.449%	32,956	32,594	361.54	32,594.15
Peoples National Bank N.A., IL	CD	365	1/16/2025	4/17/2025	91	4.449%	29,660	29,334	325.38	29,334.15
First National Bank of Oklahoma, OK	CD	365	1/16/2025	4/17/2025	91	4.449%	13,551	13,402	148.66	13,402.37
Farmers and Merchants Union Bank, WI	CD	365	1/16/2025	4/17/2025	91	4.449%	2,531	2,503	27.77	2,503.46
BOM Bank, LA	CD	365	8/19/2024	5/13/2025	267	4.821%	249,913	241,400	8,512.79	241,400.00
Third Coast Bank, TX	CD	365	8/19/2024	5/13/2025	267	4.832%	249,933	241,400	8,532.62	241,400.00

ISDLAF+ TERM SERIES, IL	TS	365	9/18/2024	5/16/2025	240	4.250%	12,331,151	12,000,000	331,150.69	12,000,000.00
Cornerstone Bank, NE	CD	365	5/17/2023	5/16/2025	730	5.060%	249,883	226,500	23,383.07	226,500.00
Baxter Credit Union, IL	CD	365	5/17/2023	5/16/2025	730	4.718%	249,888	228,000	21,887.54	228,000.00
BAC Community Bank, CA	CD	365	5/22/2024	5/22/2025	365	5.058%	249,881	237,850	12,031.38	237,850.00
T Bank, National Association, TX	CD	365	5/22/2024	5/22/2025	365	5.108%	249,893	237,750	12,143.38	237,750.00
Western Alliance Bank, CA	CD	365	5/22/2024	5/22/2025	365	5.212%	249,879	237,500	12,378.50	237,500.00
Wells Fargo Bank NA, 949764CT9	DTC	365	5/23/2023	5/23/2025	731	4.855%	248,000	248,213		248,212.57
Customers Bank, NY	CD	365	6/20/2024	5/27/2025	341	5.001%	13,083,993	12,500,000	583,993.43	12,500,000.00
US TREASURY N/B, 912828ZT0	SEC	365	10/17/2024	5/31/2025	226	4.250%	2,047,000	1,997,424		1,997,424.22
WI TREASURY SEC., 912797NP8	SEC	365	12/9/2024	6/5/2025	178	4.210%	4,592,000	4,499,614		4,499,613.81
Cendera Bank, National Association, TX	CD	365	1/9/2025	6/10/2025	152	4.092%	249,887	245,700		245,700.00
First Bank of Ohio, OH	CD	365	1/9/2025	6/10/2025	152	4.092%	249,887	245,700		245,700.00
US TREASURY N/B, 91282CAB7	SEC	365	7/15/2021	7/31/2025	1477	0.530%	2,020,000	1,997,433		1,997,432.81
First National Bank, ME	CD	365	8/19/2024	8/19/2025	365	4.544%	249,859	239,000	10,859.30	239,000.00
Preferred Bank, NY	CD	365	8/19/2024	8/19/2025	365	4.636%	249,871	238,800	11,071.44	238,800.00
Western Alliance Bank, CA	CD	365	12/6/2024	12/5/2025	364	4.282%	1,064,912	1,021,300	43,612.25	1,021,300.00
ServisFirst Bank, FL	CD	365	12/6/2024	12/8/2025	367	4.393%	249,870	239,300	10,570.05	239,300.00
First State Bank of DeQueen, AR	CD	365	12/6/2024	12/8/2025	367	4.345%	249,840	239,400	10,440.14	239,400.00
Bank Haploaim B.M., NY	CD	365	12/6/2024	5/29/2026	539	4.160%	249,861	235,400	14,460.91	235,400.00
PCSB Bank, 69324MBG9	DTC	365	12/11/2024	6/11/2026	547	4.154%	249,000	249,166		249,166.14
OPTUM BANK INC, 68405VCT4	DTC	365	12/11/2024	6/11/2026	547	4.120%	244,000	244,281		244,280.89
UNITED REPUBLIC BK OMAHA, 909242BX6	DTC	365	12/13/2024	6/15/2026	549	4.111%	249,000	249,323		249,322.70
First Pryority Bank, OK	CD	365	1/9/2025	7/1/2025	173	4.248%	249,901	235,100		235,100.00
First Internet Bank of Indiana, IN	CD	365	1/9/2025	7/1/2025	173	4.003%	249,907	235,900		235,900.00
First Capital Bank, SC	CD	365	1/9/2025	7/1/2025	173	4.143%	249,879	235,500		235,500.00
US TREASURY N/B, 912828Y95	SEC	365	7/15/2021	7/31/2026	1842	0.700%	1,874,000	1,982,926	-	1,982,926.25
PMA/ISDLAF Liquid #10254-101	Short term trust deposit	365		as needed	n/a	4.295%		25,203	-	25,203.15
PMA/ISDLAF Max #10254-101	Short term trust deposit	365		as needed	n/a	4.344%		35,041,475	-	35,041,475.20
PMA/ISDLAF LTD #10254-101	LTD Account	365	1/19/2021	1/31/2025				27,475,000	-	27,475,000.00
PMA/ISDLAF Liquid #10254-104	Short term trust deposit	365		as needed	n/a	4.295%		7,634,356	-	7,634,356.25
PMA/ISDLAF Max #10254-104	Short term trust deposit	365		as needed	n/a	4.344%		89		89.01
Total Operating Investments with PMA										196,126,822
									Outstanding Items	(7,630,487)
									Bond & Interest Fund Transfers	(2,559,146)
									Capital Fund Cash Balance	-
TOTAL OPERATING FUNDS AS OF				31-Jan-25						185,937,188
TOTAL BOND AND INTEREST FUND INVESTMENTS AS OF (see page 5 for details):				31-Jan-25						3,405,761
TOTAL CAPITAL FUND INVESTMENTS AS OF				31-Jan-25						
TOTAL FUNDS INVESTED (Including Bond & Interest Fund)				31-Jan-25						**$ 189,342,949**

January 31, 2025

COMMUNITY UNIT SCHOOL DISTRICT #300

Summary of Fiscal Year Investment Activity-Bond and Interest Fund

Depository or Instrument	Type	#	Bank Year	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Par/Face	Principal Invested	Earnings to Maturity	Principal Invested @ 01/31/25
BOND AND INTEREST FUND INVESTMENTS											
NEXBANK, SSB-ICS, TX	SDA		365	1/31/2025			4.360%	133,838	134,333	-	133,838
PMA 1994 Escrow Fund; #10254-103-Liquid	Short term trust deposit		365		as needed	n/a	4.295%		0	-	0
PMA 1994 Escrow Fund; #10254-103-Max	Short term trust deposit		365		as needed	n/a	4.344%		712,282	-	712,282
Total B&I Investments with PMA									846,615		846,615
TOTAL BOND AND INTEREST FUNDS INVESTMENTS AS OF:					31-Jan-25				846,615		846,615

Outstanding Items	
Operating Fund Transfers	2,559,146
Cash Balance Per General Ledger	3,405,761

BMO, Statement Period 11/06/2024 to 12/05/2024

Posting Date	Supplier	Amount USD	Purpose
11/22/2024	0009p - Parkingcom	47.06	Staff
11/22/2024	1-800-Flowers.Com,inc.	98.78	Staff
12/5/2024	1-800-Flowers.Com,inc.	-5.81	Staff
11/22/2024	2pitney Bowes Inc.	115.5	Staff
11/25/2024	4te Community Unit Sch	185.22	Staff
12/5/2024	Adobe Adobe	9.99	Staff
11/11/2024	Adobe Inc.	29.99	Staff
11/19/2024	Ahw Hampshire	170	B&G
11/27/2024	Ahw Hampshire	135.48	B&G
11/18/2024	Aldi 40029	13.68	Student
11/26/2024	Alfredos Pizza	650	Staff
11/7/2024	Algonquin/Lake Chamber	205	Staff
11/8/2024	Algonquin/Lake Chamber	35	Staff
11/28/2024	Amazon Mktpl Z36su8pq0	27.93	Student
11/18/2024	Amazon Reta Fm5p666e3	1,000.00	Staff
11/25/2024	American 0012193404233	261.96	Staff
11/25/2024	Amuzgo Mexican Cuisine	545	Staff
11/19/2024	Anderson Lock Co	552.4	B&G
11/25/2024	Autozone 4431	64.3	Student
11/11/2024	Avantis Ristorante Peo	65.31	Student
12/4/2024	Avid Center	-999	Staff
11/28/2024	Barnes & Noble #3407	12.99	Staff
11/15/2024	Batteries+bulbs #1028	25.3	B&G
11/20/2024	Batteries+bulbs #1028	102.95	B&G
12/4/2024	Batteries+bulbs #1028	66.46	B&G
11/12/2024	Big Apple Bagels	64.94	Staff
11/15/2024	Big Beam Emergency Sys	50.4	B&G
11/6/2024	Blockj Fresh Market	10.58	Student
11/25/2024	Bowlero Randall Road	662.24	Student
11/12/2024	Box5 Media	25	Student
11/11/2024	Bp#2582700petro Rocqps	47.75	Student
12/3/2024	Broadway Licensing	150	Student
11/21/2024	Buona Algonquin #20	42.75	Staff
11/21/2024	Buona Algonquin #20	111.47	Staff
11/22/2024	Buona Algonquin #20	35.11	Staff
11/11/2024	Buona Algonquin #20 P	519.76	Staff
11/7/2024	Burris Equipment Co	244.63	Staff
11/22/2024	Bzoo - Website Admissi	78	Student
12/5/2024	Canopy By Hilton San A	128.25	Staff
11/8/2024	Caseys #3834	236.39	Staff
11/11/2024	Caseys #3866	72.75	Staff
11/18/2024	Chick-Fil-A #04756	169.77	Staff

11/22/2024	Chick-Fil-A #04756	128.77	Staff
11/18/2024	Chilis Stratford Squar	221.9	Staff
11/14/2024	Chipotle 0999	638	Staff
11/21/2024	Comcast Business	7,500.00	Board Approved
11/14/2024	Coopers Hawk Orland Pa	176	Staff
11/25/2024	Corner Bakery 0160	20.54	Staff
11/12/2024	Country Inn & Suites P	470.34	Staff
11/20/2024	Countrydonuts	30.95	Staff
11/21/2024	Countrydonuts	205.35	Staff
11/25/2024	Countrydonuts	28	Staff
11/21/2024	Dd/Br #347245 Q35	161.91	Staff
11/12/2024	Dd/Br #356491	77.96	Staff
12/2/2024	Dd/Br #356491	33.98	Staff
12/4/2024	Dnh Godaddy#344646056	280.8	Staff
11/13/2024	Dollar Tree	8	Student
11/22/2024	Dollar Tree	16.25	Student
12/2/2024	Dollar Tree	37.75	Student
12/4/2024	Dollar Tree	7.5	Student
12/5/2024	Dollar Tree	56.25	Student
12/4/2024	Dunkin #336536 Q35	4.57	Staff
12/4/2024	Dunkin #345659 Q35	59.97	Staff
11/15/2024	Dunkin #353718 Q35	53.69	Staff
11/19/2024	Dunkin #353718 Q35	209.8	Staff
11/27/2024	Dunkin #353718 Q35	68.97	Staff
11/11/2024	Dunkin #353988 Q35	29.98	Staff
11/25/2024	Dunkin #353988 Q35	29.98	Staff
11/21/2024	Dunkin #354563 Q35	26.98	Staff
11/12/2024	Dunkin #362794	44.97	Staff
11/11/2024	Ed S Rental And Sales	241.5	B&G
11/19/2024	Ed S Rental And Sales	74.08	B&G
12/5/2024	Ed S Rental And Sales	74.08	B&G
11/18/2024	Einstein Bros Bagels24	32.08	Staff
11/14/2024	Einstein Bros-Online C	269.3	Staff
12/3/2024	Elgin Key & Lock Co	155.75	B&G
11/26/2024	Ellesons Bakery	200.33	Staff
11/18/2024	Embassy Suites Lombard	165.9	Staff
11/18/2024	Embassy Suites Lombard	165.9	Staff
11/18/2024	Embassy Suites Lombard	165.9	Staff
11/18/2024	Embassy Suites Lombard	197.2	Staff
11/18/2024	Embassy Suites Lombard	197.2	Staff
11/18/2024	Embassy Suites Lombard	197.2	Staff
12/4/2024	Esea Eseanetwork.Org	2,367.00	Staff
11/15/2024	Even Hotel Chicago Tin	364.8	Staff
11/15/2024	Even Hotel Chicago Tin	364.8	Staff

11/15/2024	Even Hotel Chicago Tin	364.8	Staff
11/15/2024	Even Hotel Chicago Tin	364.8	Staff
11/15/2024	Even Hotel Chicago Tin	364.8	Staff
11/15/2024	Even Hotel Chicago Tin	364.8	Staff
11/15/2024	Even Hotel Chicago Tin	364.8	Staff
11/15/2024	Even Hotel Chicago Tin	364.8	Staff
11/13/2024	Ezcater Lou Malnatis P	348.86	Staff
11/15/2024	Ezcater Panera Bread	113.26	Staff
11/15/2024	Ezcater Panera Bread	296.85	Staff
12/5/2024	Ezcater Potbelly Sandw	122.14	Staff
11/7/2024	Ezcater Rosatis Chicag	133.11	Staff
11/7/2024	Ezcater Rosatis Pizza	167.79	Staff
11/18/2024	Ezcater Taylor Street	390.8	Staff
12/3/2024	Ezcater Taylor Street	-7.5	Staff
11/8/2024	Ezcater Which Wich	190.2	Staff
11/15/2024	Farm & Fleet Of Elgin	2,706.86	B&G
11/20/2024	Farm & Fleet Of Elgin	2,298.89	B&G
11/7/2024	Farm & Flt Of Woodstoc	889.93	B&G
12/2/2024	Farm & Flt Of Woodstoc	542.18	B&G
11/18/2024	Fastsigns 100801	82.65	Staff
11/22/2024	Fedex31089784	63.7	Staff
11/12/2024	Ferguson Ent #1123	61.45	B&G
11/12/2024	Ferguson Ent #1123	241.23	B&G
11/13/2024	Ferguson Ent #1123	173.78	B&G
11/15/2024	Ferguson Ent #1123	229.93	B&G
12/3/2024	Ferguson Ent #1123	12.8	B&G
12/4/2024	Ferguson Ent #1123	173.04	B&G
11/18/2024	Georgias Restaurant	201	Student
11/12/2024	Gfs Store #1913	40.46	Student
11/12/2024	Gfs Store #1913	104.88	Student
11/20/2024	Gfs Store #1913	19.97	Student
11/22/2024	Gfs Store #1913	32.47	Student
11/22/2024	Giordanos On Jackson	1,771.53	Staff
12/3/2024	Glazier Clinics	499	Staff
11/14/2024	Gofantix Ihsa (Illino	32.5	Staff
11/14/2024	Gofantix Ihsa (Illino	32.5	Staff
11/15/2024	Gofantix Ihsa (Illino	32.5	Staff
11/18/2024	Grainger	89.82	B&G
11/20/2024	Guitar Center #362	30.98	Student
11/8/2024	Gustave A Larson Compa	49.04	B&G
11/8/2024	Gustave A Larson Compa	70.99	B&G
11/11/2024	Gustave A Larson Compa	-70.99	B&G
11/12/2024	Gustave A Larson Compa	128.68	B&G
11/14/2024	Gustave A Larson Compa	70.07	B&G

11/14/2024	Gustave A Larson Compa	177.54	B&G
11/18/2024	Gustave A Larson Compa	24.96	B&G
11/22/2024	Gustave A Larson Compa	488.47	B&G
11/22/2024	Hampshire Napa	24.98	Student
12/2/2024	Harman/Jbl/Akg/Inf	399.95	Student
11/14/2024	Hobby-Lobby #493	29.9	Staff
11/11/2024	Holiday Inn Express Ea	600.32	Staff
11/8/2024	Homedepot.Com	614	B&G
12/3/2024	Https://Scribe.How/B	33.73	Staff
11/18/2024	Humblefax	10	Staff
11/25/2024	Hyatt Place Chicago	299.34	Staff
11/14/2024	Hyatt Reg Chicago Evnt	8,462.29	Staff
11/25/2024	Hyatt Regency Chicago	338.26	Staff
11/25/2024	Hyatt Regency Chicago	37.85	Staff
11/25/2024	Hyatt Regency Chicago	38.22	Staff
11/25/2024	Hyatt Regency Chicago	4.58	Staff
11/25/2024	Hyatt Regency Chicago	5.64	Staff
11/25/2024	Hyatt Regency Chicago	6.09	Staff
11/25/2024	Hyatt Regency Chicago	36.85	Staff
11/25/2024	Hyatt Regency Chicago	7.09	Staff
11/25/2024	Hyatt Regency Chicago	34.85	Staff
11/25/2024	Hyatt Regency Chicago	11.12	Staff
11/26/2024	Hyatt Regency Chicago	1,098.76	Staff
11/26/2024	Hyatt Regency Chicago	34.85	Staff
12/2/2024	Iacte	250	Staff
12/5/2024	Iasb	-645	Staff
12/4/2024	Iaspa.Org	900	Staff
11/25/2024	Ihsbca	503.5	Staff
11/14/2024	J.W. Pepper	170.3	Student
11/8/2024	Jc Licht - 1250 - Algo	47.87	B&G
11/25/2024	Jc Licht - 1250 - Algo	222	B&G
11/8/2024	Jersey Mikes 27059	375	Student
11/13/2024	Jersey Mikes Online Uc	47.21	Staff
11/13/2024	Jewel #3198	16.47	Student
11/18/2024	Jewel #3198	116.91	Student
11/6/2024	Jewel Osco 1256	49.44	Student
11/7/2024	Jewel Osco 1256	47.86	Student
11/27/2024	Jewel Osco 1256	34.47	Student
11/8/2024	Jewel Osco 1306	422.49	Student
11/15/2024	Jewel Osco 1306	194.97	Student
11/15/2024	Jewel Osco 1306	29.04	Student
11/19/2024	Jewel Osco 1306	54.18	Student
11/25/2024	Jewel Osco 1306	39.96	Student
11/6/2024	Jewel Osco 2310	52.46	Student

11/21/2024	Jewel Osco 2310	89.98	Student
11/22/2024	Jewel Osco 2310	73.8	Student
11/25/2024	Jewel Osco 2310	39.96	Student
11/25/2024	Jewel Osco 2310	-10.16	Student
11/25/2024	Jewel Osco 2310	39.96	Student
11/25/2024	Jewel Osco 2310	39.96	Student
11/25/2024	Jewel Osco 2310	39.96	Student
11/25/2024	Jewel Osco 2310	49.95	Student
12/5/2024	Jewel Osco 2310	24.74	Student
11/11/2024	Jewel Osco 3394	285.56	Student
11/18/2024	Jewel Osco 3394	95.99	Student
11/20/2024	Jewel Osco 3394	147.22	Student
11/25/2024	Jewel Osco 3394	103.91	Student
11/25/2024	Jewel Osco 3394	58.98	Student
11/28/2024	Jewel Osco 3394	64.94	Student
11/6/2024	Jewel Osco 3451	23.02	Student
11/6/2024	Jewel Osco 3451	57.45	Student
11/11/2024	Jewel Osco 3451	29.34	Student
11/13/2024	Jewel Osco 3451	43.19	Student
11/15/2024	Jewel Osco 3451	141.23	Student
11/18/2024	Jewel Osco 3451	153.79	Student
11/21/2024	Jewel Osco 3451	49.88	Student
11/15/2024	Jewel Osco 3486	103.01	Student
11/19/2024	Jewel Osco 3486	19.98	Student
11/12/2024	Jimmy Johns - 0466	63.88	Staff
11/14/2024	Jimmy Johns - 0466	63.88	Staff
11/19/2024	Jimmy Johns - 0466 - E	45.36	Staff
12/4/2024	Jimmy Johns - 0500 - M	51.66	Staff
12/5/2024	Jimmy Johns - 836	55.91	Student
11/21/2024	Jimmy Johns - 836 - Mo	57.91	Student
12/4/2024	Jimmy Johns - 836 - Mo	127.18	Student
11/11/2024	Jimmy Johns # 167	83.06	Student
11/6/2024	Joann Stores #2113	108.35	Student
11/14/2024	Joann Stores #2113	260.23	Student
12/4/2024	Joann Stores #2113	120.87	Student
11/28/2024	Joann Stores #2465	237.9	Student
12/4/2024	Joann Stores #2465	59.96	Student
11/25/2024	Joes Auto Parks Mill P	17	Staff
11/11/2024	Johnnys Steakhouse	324	Student
11/15/2024	Julius Ai - Data Ast	450	Staff
11/21/2024	Julius Ai - Data Ast	39.21	Staff
11/21/2024	Julius Ai - Data Ast	49.98	Staff
12/5/2024	Kohls #0662	414.76	Student
11/25/2024	Kosta S Gyros - Algonq	35.86	Staff

11/18/2024	Liberty Lanes	397.44	Student
11/21/2024	Little Caesars #1713	43.69	Student
11/14/2024	Local 1 Gastropub	24.85	Staff
11/14/2024	Local 1 Gastropub	22.76	Staff
11/15/2024	Local 1 Gastropub	52.8	Staff
11/15/2024	Local 1 Gastropub	71.36	Staff
11/25/2024	Lou Malnatis Pizzeria	392.22	Staff
11/25/2024	Lou Malnatis Pizzeria	5.42	Staff
11/8/2024	Ls Central Sod Farms	-30	Staff
11/22/2024	Lukes Beef Inc	15.66	Staff
11/15/2024	Marriott Madison West	541.41	Staff
11/8/2024	McAlisters 101345	99.89	Staff
11/25/2024	McAlisters 101345	57.33	Staff
12/4/2024	McDonalds F19354	87.53	Student
11/20/2024	McDonalds M6195	69.43	Student
11/6/2024	Meijer # 206	34.25	Student
11/12/2024	Meijer # 206	118.56	Student
11/13/2024	Meijer # 206	70.74	Student
11/14/2024	Meijer # 206	19.33	Student
11/14/2024	Meijer # 206	85.81	Student
11/18/2024	Meijer # 206	62.45	Student
11/20/2024	Meijer # 206	56.55	Student
11/26/2024	Meijer # 206	31.96	Student
12/3/2024	Meijer # 206	139.11	Student
12/3/2024	Meijer # 206	104.46	Student
12/5/2024	Meijer # 206	74.42	Student
11/8/2024	Meijer Store #206	134.67	Student
11/8/2024	Meijer Store #206	43.13	Student
11/11/2024	Meijer Store #206	22.16	Student
11/14/2024	Meijer Store #206	184.92	Student
11/15/2024	Meijer Store #206	21.98	Student
11/15/2024	Meijer Store #206	47.97	Student
11/18/2024	Meijer Store #206	20.55	Student
11/21/2024	Meijer Store #206	127.86	Student
11/25/2024	Meijer Store #206	13.96	Student
12/4/2024	Meijer Store #206	25.12	Student
12/5/2024	Meijer Store #206	19.87	Student
11/8/2024	Menards Carpentersvill	15.97	B&G
11/11/2024	Menards Carpentersvill	10.89	B&G
11/11/2024	Menards Carpentersvill	21.67	B&G
11/11/2024	Menards Carpentersvill	24.48	B&G
11/15/2024	Menards Carpentersvill	83.94	B&G
11/15/2024	Menards Carpentersvill	81.95	B&G
11/15/2024	Menards Carpentersvill	859.98	B&G

11/18/2024	Menards Carpentersvill	36.97	B&G
11/20/2024	Menards Carpentersvill	15.72	B&G
11/22/2024	Menards Carpentersvill	31.98	B&G
11/22/2024	Menards Carpentersvill	102.94	B&G
11/26/2024	Menards Carpentersvill	77.95	B&G
11/27/2024	Menards Carpentersvill	251.01	B&G
11/27/2024	Menards Carpentersvill	118.7	B&G
11/28/2024	Menards Carpentersvill	9.79	B&G
12/2/2024	Menards Carpentersvill	119.96	B&G
12/4/2024	Menards Carpentersvill	45.76	B&G
11/15/2024	Menards Sycamore Il	122.92	B&G
11/18/2024	Menards Woodstock Il	71.64	B&G
12/2/2024	Michaels Stores 1266	39.95	Student
12/2/2024	Michaels Stores 1383	27.45	Student
11/8/2024	Michaels Stores 4802	14.99	Student
11/8/2024	Michaels Stores 4802	-64.95	Student
11/8/2024	Michaels Stores 4802	-155.88	Student
11/8/2024	Michaels Stores 4802	-233.82	Student
11/18/2024	Michaels Stores 4802	55.65	Student
12/5/2024	Michaels Stores 4802	101.73	Student
11/22/2024	Michaels Stores 9176	19.49	Student
11/18/2024	Mission Bbq Downers Gr	17.12	Staff
11/6/2024	N C T M	-5	Staff
12/3/2024	Nametagcountry.Com	59.5	Staff
12/4/2024	Nametagcountry.Com	24.2	Staff
11/25/2024	Nandos	26.59	Staff
11/25/2024	Nandos	27.72	Staff
11/25/2024	Nandos	24.44	Staff
11/20/2024	Napa Parts 0025209	42.19	Student
11/21/2024	National Council Of Te	100	Staff
12/4/2024	National School Boards	139	Staff
11/20/2024	National Science Teach	70	Staff
11/11/2024	Nike.Com	279.09	Student
11/11/2024	Nike.Com	517.76	Student
11/11/2024	Nike.Com	310.65	Student
11/22/2024	Nike.Com	109.93	Student
11/7/2024	North Kane Il	30	Staff
11/6/2024	Officemax/Depot 6370	62.16	Staff
11/11/2024	Officemax/Depot 6370	57.87	Staff
11/19/2024	Officemax/Depot 6370	112.47	Staff
11/20/2024	Officemax/Depot 6370	77.98	Staff
11/27/2024	Olive Garden 0021156	163.44	Staff
11/27/2024	On-Target Sports Marke	1,388.00	B&G
11/11/2024	Openai Chatgpt Subscr	20	Staff

11/13/2024	Openai Chatgpt Subscr	20	Staff
11/26/2024	Openai Chatgpt Subscr	20	Staff
12/2/2024	Openai Chatgpt Subscr	20	Staff
12/2/2024	Original Country Donut	55	Staff
11/6/2024	Panda Express 1299	12.34	Staff
11/25/2024	Panda Express 1324	315.9	Staff
11/25/2024	Panda Express 1324	315.9	Staff
11/14/2024	Panera Bread #203291 O	86.04	Staff
11/21/2024	Panera Bread #203291 P	40.56	Staff
12/5/2024	Panera Bread #203291 P	40.37	Staff
11/11/2024	Panera Bread #204007 O	68.45	Staff
11/22/2024	Panera Bread #204095 K	7.51	Staff
11/22/2024	Panera Bread #204095 K	70.74	Staff
11/21/2024	Panera Bread #204095 P	54.69	Staff
11/11/2024	Panera Bread #204098 O	57.46	Staff
11/18/2024	Panera Bread #600701 P	113.63	Staff
11/11/2024	Panera Bread #601294 P	94.46	Staff
11/26/2024	Papa Saverios	560.58	Staff
11/27/2024	Papa Saverios	533.35	Staff
11/19/2024	Papa Saverios - Huntle	202.34	Staff
11/19/2024	Papa Saverios - Huntle	784.66	Staff
11/20/2024	Papa Saverios - Huntle	445.95	Student
11/20/2024	Papa Saverios - Huntle	652.86	Student
11/22/2024	Papa Saverios - Huntle	203	Student
11/25/2024	Papa Saverios - Huntle	68.98	Student
11/25/2024	Papa Saverios - Huntle	102.17	Student
11/26/2024	Papa Saverios - Huntle	10	Student
11/26/2024	Papa Saverios - Huntle	10	Student
11/27/2024	Papa Saverios - Huntle	70.97	Student
11/27/2024	Papa Saverios - Huntle	151	Student
11/28/2024	Paypal Aerospacein	165	Student
11/18/2024	Pivotal Weather-Llc	9.99	Staff
11/19/2024	Porter Pipe & Supply	903.01	B&G
11/26/2024	Porter Pipe & Supply	137.46	B&G
11/25/2024	Portillos Algonquin #8	118.14	Staff
11/8/2024	Portillos Algonquin84o	143.97	Staff
11/13/2024	Portillos Algonquin84o	1,376.95	Staff
12/5/2024	Portillos Algonquin84o	220.23	Staff
11/11/2024	Portillos Hot Dogs #29	136.72	Staff
11/11/2024	Portillos Hot Dogs #55	83.64	Staff
11/11/2024	Portillos Hot Dogs #55	91.57	Staff
12/4/2024	Potbelly #417	14.27	Staff
11/25/2024	Py Lou Malnatis - Car	23.87	Staff
11/25/2024	Py Lou Malnatis - Car	271.19	Staff

11/26/2024	Radisson Hotels	1,065.40	Staff
11/18/2024	Ralph Helm	53.55	B&G
11/15/2024	Randall Ro Randall Ro	18.62	Staff
11/15/2024	Randall Ro Randall Ro	74.73	Staff
11/12/2024	Randall Roadhouse	59.86	Staff
11/20/2024	Randall Roadhouse	60.26	Staff
11/21/2024	Randall Roadhouse	353.67	Staff
11/25/2024	Randall Roadhouse	111.42	Staff
11/26/2024	Rdl Bathandbodyworks.C	84.79	Staff
11/26/2024	Rdl Bathandbodyworks.C	84.79	Staff
11/13/2024	Riverside Pizza - Sout	59	Staff
11/13/2024	Robotics Education & C	108.15	Student
11/21/2024	Rosati Carpentersville	326.01	Staff
11/25/2024	Rosati Carpentersville	320.57	Staff
11/26/2024	Rosatis Pizza - Gilber	284.97	Staff
11/18/2024	Rosatis Pizza Hampshir	256.71	Staff
11/13/2024	Sams Club #6339	151.73	Student
11/15/2024	Sams Club #6339	319.32	Student
11/11/2024	Sams Club #8297	131.84	Student
11/27/2024	Sams Club #8297	57.61	Student
12/5/2024	Sams Club #8297	41.55	Student
11/11/2024	Samsclub #6339	76.56	Student
11/18/2024	Samsclub #6339	111.46	Student
11/20/2024	Samsclub #6339	78.34	Student
11/28/2024	Samsclub #6339	52.8	Student
11/28/2024	Samsclub #6339	151.18	Student
11/19/2024	Samsclub 8297 Gas	50.87	Staff
11/14/2024	Samsclub.Com	363.48	Staff
11/21/2024	Samsclub.Com	277.73	Staff
11/22/2024	Samsclub.Com	414.38	Staff
11/27/2024	Sherwin-Williams703201	165.6	B&G
11/18/2024	Siteone Landscape Supp	12.85	B&G
11/28/2024	Siteone Landscape Supp	94.5	B&G
12/2/2024	Societyforhumanresourc	264	Staff
11/21/2024	Sp Quick Transfers	722.25	Student
12/3/2024	Sp Quick Transfers	553.19	Student
11/22/2024	Sp Wipebook Corp.	81.98	Staff
11/14/2024	Spi Directv Service	0.18	Staff
11/18/2024	Spi Directv Service	135.48	Staff
11/19/2024	Spi Directv Service	6.29	Staff
11/6/2024	Spothero 844-356-8054	117.17	Staff
11/7/2024	Spothero 844-356-8054	101.31	Staff
11/11/2024	Spothero 844-356-8054	15.82	Staff
11/19/2024	Spothero 844-356-8054	185.06	Staff

11/20/2024	Spothero 844-356-8054	15.82	Staff
11/20/2024	Spothero 844-356-8054	64.51	Staff
11/21/2024	Spothero 844-356-8054	64.51	Staff
11/25/2024	Spothero 844-356-8054	89.89	Staff
11/25/2024	Spothero 844-356-8054	15.86	Staff
11/13/2024	Sq Andersens Engravin	499.5	Student
11/21/2024	Sq Andersens Engravin	92.5	Student
11/21/2024	Sq Andersens Engravin	283	Student
11/27/2024	Sq Andersens Engravin	503	Student
12/3/2024	Sq Diamond Graphics	80	Staff
11/22/2024	Sq Guru Engineering T	55	Student
11/15/2024	Sq Historic Downtown	35	Staff
12/4/2024	Sq Javid Samsoor Nur	32.11	Staff
11/25/2024	Sq M S Chicago Limous	240	Staff
12/4/2024	Sq San Antonio Sun Ta	37.85	Staff
12/4/2024	Sq Trophykits.Com	702	Student
11/7/2024	Starbucks 55261	86.87	Student
11/25/2024	Starbucks Store 25092	36.75	Student
11/8/2024	Steiner Elec St Charle	2,586.00	B&G
11/14/2024	Steiner Elec St Charle	393.88	B&G
12/4/2024	Steiner Elec St Charle	1,896.98	B&G
11/12/2024	Subway 32803	440.91	Student
11/7/2024	Sullivans Foods Mar	105	Student
11/12/2024	Sullivans Foods Mar	117.86	Student
11/25/2024	Taqueria El Tio Ramos	536.87	Staff
11/18/2024	Target 00010363	20.32	Student
11/11/2024	Target 00011668	491.12	Student
11/7/2024	Target 00018010	19.26	Student
11/8/2024	Target 00018010	40.52	Student
11/8/2024	Target 00018010	142.76	Student
11/13/2024	Target 00018010	73.11	Student
11/19/2024	Target 00018010	45.45	Student
11/25/2024	Target 00018010	116.96	Student
11/28/2024	Target 00018010	75	Student
12/2/2024	Target 00018010	145.51	Student
12/2/2024	Target 00018010	244.76	Student
12/2/2024	Target 00018010	63.28	Student
12/5/2024	Target 00018010	230.37	Student
11/11/2024	Target 00018960	44.96	Student
11/25/2024	Target.Com	193.31	Staff
11/25/2024	Target.Com	194.26	Staff
11/14/2024	Taylor St Pizza Algonq	659.34	Student
11/11/2024	Taylor Street Pizza Of	364.58	Student
11/12/2024	Taylor Street Pizza Of	167.88	Student

11/20/2024	Taylor Street Pizza Of	161.42	Student
11/26/2024	Taylor Street Pizza Of	483.47	Student
11/26/2024	Taylor Street Pizza Of	770.63	Student
12/3/2024	Textmagic.Com	20	Staff
11/20/2024	The Center The Center	380	Staff
11/22/2024	The Center The Center	35	Staff
11/22/2024	The Center The Center	760	Staff
11/22/2024	The Center The Center	380	Staff
11/25/2024	The Center The Center	380	Staff
11/25/2024	The Home Depot #1904	41.14	B&G
11/6/2024	The Home Depot #1940	37.95	B&G
11/6/2024	The Home Depot #1940	33.17	B&G
11/8/2024	The Home Depot #1940	139.63	B&G
11/8/2024	The Home Depot #1940	102.82	B&G
11/8/2024	The Home Depot #1940	88.4	B&G
11/8/2024	The Home Depot #1940	37.33	B&G
11/11/2024	The Home Depot #1940	181.64	B&G
11/11/2024	The Home Depot #1940	206.73	B&G
11/11/2024	The Home Depot #1940	49.42	B&G
11/11/2024	The Home Depot #1940	33.05	B&G
11/11/2024	The Home Depot #1940	53.89	B&G
11/15/2024	The Home Depot #1940	158	B&G
11/15/2024	The Home Depot #1940	148.81	B&G
11/15/2024	The Home Depot #1940	134	B&G
11/18/2024	The Home Depot #1940	208.92	B&G
11/18/2024	The Home Depot #1940	53.19	B&G
11/18/2024	The Home Depot #1940	173.97	B&G
11/18/2024	The Home Depot #1940	30.95	B&G
11/18/2024	The Home Depot #1940	62.82	B&G
11/20/2024	The Home Depot #1940	16.24	B&G
11/20/2024	The Home Depot #1940	14.98	B&G
11/20/2024	The Home Depot #1940	297.7	B&G
11/21/2024	The Home Depot #1940	55.09	B&G
11/21/2024	The Home Depot #1940	180.1	B&G
11/22/2024	The Home Depot #1940	16.48	B&G
11/22/2024	The Home Depot #1940	122.53	B&G
11/25/2024	The Home Depot #1940	95.68	B&G
11/25/2024	The Home Depot #1940	182.57	B&G
11/25/2024	The Home Depot #1940	1,363.78	B&G
11/25/2024	The Home Depot #1940	889.66	B&G
11/27/2024	The Home Depot #1940	215.87	B&G
12/4/2024	The Home Depot #1940	116.56	B&G
12/5/2024	The Home Depot #1940	58.18	B&G
12/5/2024	The Home Depot #1940	54.66	B&G

12/5/2024	The Home Depot #1940	1,689.28	B&G
12/5/2024	The Home Depot #1940	1,093.86	B&G
11/6/2024	The Home Depot #1948	14.98	B&G
11/11/2024	The Home Depot #1948	20.94	B&G
11/11/2024	The Home Depot #1948	44.94	B&G
11/11/2024	The Home Depot #1948	204.33	B&G
11/11/2024	The Home Depot #1948	79	B&G
11/11/2024	The Home Depot #1948	71.98	B&G
11/11/2024	The Home Depot #1948	100	B&G
11/11/2024	The Home Depot #1948	54.97	B&G
11/11/2024	The Home Depot #1948	43.31	B&G
11/13/2024	The Home Depot #1948	65.33	B&G
11/13/2024	The Home Depot #1948	8.65	B&G
11/13/2024	The Home Depot #1948	50	B&G
11/13/2024	The Home Depot #1948	79.64	B&G
11/13/2024	The Home Depot #1948	279.5	B&G
11/14/2024	The Home Depot #1948	38.5	B&G
11/14/2024	The Home Depot #1948	19.84	B&G
11/18/2024	The Home Depot #1948	104.75	B&G
11/18/2024	The Home Depot #1948	87.72	B&G
11/18/2024	The Home Depot #1948	180.66	B&G
11/18/2024	The Home Depot #1948	31.52	B&G
11/21/2024	The Home Depot #1948	46.62	B&G
11/21/2024	The Home Depot #1948	18.44	B&G
11/21/2024	The Home Depot #1948	39.91	B&G
11/22/2024	The Home Depot #1948	61.76	B&G
11/22/2024	The Home Depot #1948	231.05	B&G
11/25/2024	The Home Depot #1948	69.88	B&G
11/25/2024	The Home Depot #1948	153.9	B&G
11/25/2024	The Home Depot #1948	194.8	B&G
11/25/2024	The Home Depot #1948	198.87	B&G
11/28/2024	The Home Depot #1948	267.94	B&G
11/28/2024	The Home Depot #1948	10.72	B&G
12/4/2024	The Home Depot #1948	43.52	B&G
12/5/2024	The Home Depot #1948	246.69	B&G
12/5/2024	The Home Depot #1948	142.49	B&G
11/25/2024	The Ups Store 1704	15.14	B&G
11/22/2024	The Ups Store 2361	15.69	B&G
11/25/2024	The Ups Store 6063	15	B&G
11/18/2024	Tjmaxx #0054	33.47	Student
11/21/2024	Tmobile Postpaid Web	4,258.60	Board Approved
11/21/2024	Tmobile Postpaid Web	4,970.24	Board Approved
11/27/2024	Tobinson Hdwe	6.8	Staff
11/18/2024	Toms Farm Market	219.9	Staff

11/12/2024	Trackwrestling.Com	26	Student
11/12/2024	Trackwrestling.Com	101	Student
11/19/2024	Trackwrestling.Com	26	Student
11/19/2024	Trackwrestling.Com	101	Student
11/18/2024	Trader Joe S #684	51.28	Staff
11/11/2024	Trane Supply-112420	55.74	B&G
11/13/2024	Trane Supply-112420	36	B&G
11/13/2024	Trane Supply-112420	96.35	B&G
11/18/2024	Trane Supply-112420	25.06	B&G
11/18/2024	Trane Supply-112420	29.75	B&G
11/18/2024	Trane Supply-112420	73.39	B&G
11/20/2024	Trane Supply-112420	42.6	B&G
11/25/2024	Trane Supply-112420	59.92	B&G
11/11/2024	Tst Buttered Toast	293.03	B&G
11/25/2024	Tst Eggys Diner - Chic	58.63	B&G
11/13/2024	Tst El Fuego Tacos And	300	B&G
11/18/2024	Tst El Fuego Tacos And	1,200.00	B&G
11/22/2024	Tst El Fuego Tacos And	2,302.00	B&G
11/13/2024	Tst Garibaldis Hoffm	454.77	Student
11/25/2024	Tst Garibaldis Hoffm	259.12	Student
11/26/2024	Tst Garibaldis Hoffm	630.83	Student
11/22/2024	Tst La Ilusion Restaur	48.23	Staff
11/25/2024	Tst Lea French Street	11.67	Staff
11/18/2024	Tst Oberweis Dairy -	53.11	Staff
11/18/2024	Tst River Street Tave	54.5	Staff
11/25/2024	Tst Rosebud On The Par	27.02	Staff
11/22/2024	Tst Sunda New Asian	101.06	Staff
12/3/2024	Tst Tonys Cafe - Cryst	330	Student
11/25/2024	Uber Trip	23.65	Staff
11/25/2024	Uber Trip	25.12	Staff
11/25/2024	Uber Trip	30.18	Staff
11/25/2024	Uber Trip	30.48	Staff
11/25/2024	Uber Trip	22.24	Staff
12/5/2024	Uber Trip	65.73	Staff
11/13/2024	United 01624354001045	373.4	Staff
11/13/2024	United 01624354001056	373.4	Staff
11/13/2024	United 01624354013181	375.55	Staff
11/13/2024	United 01624354013192	375.55	Staff
12/4/2024	United 01644536260463	40	Staff
11/18/2024	Usps Po 1600960102	10.75	Staff
11/25/2024	Usps Po 1600960102	58.4	Staff
12/5/2024	Usps Po 1600960102	105	Staff
11/21/2024	Usps Po 1618720014	10.99	Staff
11/8/2024	Usps Po 1622380118	146	Staff

11/25/2024	Usps Po 1622380118	56	Staff
12/4/2024	Village Fresh Market	9.52	Student
11/11/2024	Village Pizza & Pub	242.05	Staff
11/8/2024	Village Pizza And Pub	244.67	Staff
11/18/2024	Walgreens #4042	9.72	Staff
11/18/2024	Walgreens #4042	9.72	Staff
11/11/2024	Walgreens #5603	30.15	Staff
11/18/2024	Walgreens #5603	60.31	Staff
11/18/2024	Wal-Mart #1211	10.94	Student
11/6/2024	Wal-Mart #1413	36.74	Student
11/18/2024	Wal-Mart #1413	28.63	Student
11/28/2024	Wal-Mart #1413	5.44	Student
11/7/2024	Wal-Mart #1531	190.03	Student
11/8/2024	Wal-Mart #1531	72.34	Student
11/11/2024	Wal-Mart #1531	140.92	Student
11/11/2024	Wal-Mart #1531	93.5	Student
11/11/2024	Wal-Mart #1531	27.61	Student
11/11/2024	Wal-Mart #1531	30.18	Student
11/13/2024	Wal-Mart #1531	91.18	Student
11/14/2024	Wal-Mart #1531	100	Student
11/14/2024	Wal-Mart #1531	200	Student
11/14/2024	Wal-Mart #1531	87.92	Student
11/14/2024	Wal-Mart #1531	47.29	Student
11/15/2024	Wal-Mart #1531	90.64	Student
11/18/2024	Wal-Mart #1531	31.4	Student
11/18/2024	Wal-Mart #1531	63.85	Student
11/19/2024	Wal-Mart #1531	54.48	Student
11/19/2024	Wal-Mart #1531	185.51	Student
11/19/2024	Wal-Mart #1531	220.48	Student
11/19/2024	Wal-Mart #1531	59.84	Student
11/20/2024	Wal-Mart #1531	13.27	Student
11/20/2024	Wal-Mart #1531	77.77	Student
11/20/2024	Wal-Mart #1531	99.05	Student
11/21/2024	Wal-Mart #1531	182.21	Student
11/25/2024	Wal-Mart #1531	29.2	Student
11/25/2024	Wal-Mart #1531	129.06	Student
11/26/2024	Wal-Mart #1531	44.44	Student
12/3/2024	Wal-Mart #1531	133.99	Student
12/3/2024	Wal-Mart #1531	158.71	Student
12/4/2024	Wal-Mart #1531	102.32	Student
12/4/2024	Wal-Mart #1531	147.14	Student
12/4/2024	Wal-Mart #1531	36.28	Student
12/5/2024	Wal-Mart #1531	81.47	Student
11/18/2024	Wal-Mart #1814	30.86	Student

11/6/2024	Wal-Mart #3434	110.92	Student
12/4/2024	Wal-Mart #3597	114	Student
11/8/2024	Wal-Mart #4641	21.82	Student
11/14/2024	Wal-Mart #4641	56.92	Student
11/18/2024	Wal-Mart #4641	351.17	Student
11/20/2024	Wal-Mart #4641	39.85	Student
11/21/2024	Wal-Mart #4641	90.96	Student
11/21/2024	Wal-Mart #4641	198.66	Student
11/25/2024	Wal-Mart #4641	83.12	Student
11/8/2024	Wal-Mart #5060	348.9	Student
11/8/2024	Wal-Mart #5060	10.62	Student
11/11/2024	Wal-Mart #5060	29.98	Student
11/11/2024	Wal-Mart #5060	39.96	Student
11/11/2024	Wal-Mart #5060	24.87	Student
11/12/2024	Wal-Mart #5060	55.29	Student
11/14/2024	Wal-Mart #5060	132.81	Student
11/14/2024	Wal-Mart #5060	29.91	Student
11/15/2024	Wal-Mart #5060	14.92	Student
11/15/2024	Wal-Mart #5060	74.03	Student
11/15/2024	Wal-Mart #5060	55.74	Student
11/19/2024	Wal-Mart #5060	151.2	Student
11/25/2024	Wal-Mart #5060	45	Student
11/26/2024	Wal-Mart #5060	114.96	Student
11/27/2024	Wal-Mart #5060	90.3	Student
12/2/2024	Wal-Mart #5060	236.47	Student
12/2/2024	Wal-Mart #5060	50.76	Student
12/2/2024	Wal-Mart #5060	50.4	Student
12/3/2024	Wal-Mart #5060	187.73	Student
12/3/2024	Wal-Mart #5060	-200.48	Student
12/4/2024	Wal-Mart #5060	32.97	Student
12/5/2024	Wal-Mart #5060	103.5	Student
12/5/2024	Wal-Mart #5060	75.39	Student
11/7/2024	Walmart.Com	13.72	Staff
11/7/2024	Walmart.Com	167	Staff
11/12/2024	Walmart.Com	1,291.50	Staff
11/12/2024	Walmart.Com	46.66	Staff
11/13/2024	Walmart.Com	6.86	Staff
11/21/2024	Walmart.Com	28.98	Staff
11/25/2024	Walmart.Com	302.66	Staff
11/25/2024	Walmart.Com	-22.99	Staff
11/28/2024	Walmart.Com	55.99	Staff
11/6/2024	Walmart.Com 8009256278	28.63	Staff
11/11/2024	Walmart.Com 8009256278	6.86	Staff
11/12/2024	Walmart.Com 8009256278	24.94	Staff

11/12/2024	Walmart.Com 8009256278	6.86	Staff
11/15/2024	Walmart.Com 8009256278	9.32	Staff
11/15/2024	Walmart.Com 8009256278	298.31	Staff
11/18/2024	Walmart.Com 8009256278	146.94	Staff
11/20/2024	Walmart.Com 8009256278	176.86	Staff
11/25/2024	Walmart.Com 8009256278	138.05	Staff
11/27/2024	Walmart.Com 8009256278	185.97	Staff
12/3/2024	West Side Electric Sup	407.53	B&G
11/25/2024	Wingstop 1391	200	Staff
12/2/2024	Wm Supercenter #1404	206.95	Student
11/19/2024	Wm Supercenter #1413	33.8	Student
12/2/2024	Wm Supercenter #1413	58.22	Student
11/6/2024	Wm Supercenter #1681	405.59	Student
11/21/2024	Wm Supercenter #1814	89.24	Student
11/22/2024	Wm Supercenter #3434	35.55	Student
11/6/2024	Wm Supercenter #4641	62.72	Student
11/8/2024	Wm Supercenter #4641	6.26	Student
11/12/2024	Wm Supercenter #4641	258.66	Student
11/15/2024	Wm Supercenter #4641	6.24	Student
11/20/2024	Wm Supercenter #4641	29.21	Student
11/22/2024	Wm Supercenter #4641	198.54	Student
11/25/2024	Wm Supercenter #4641	8.31	Student
11/26/2024	Wm Supercenter #4641	17.35	Student
12/3/2024	Wm Supercenter #4641	28.62	Student
12/3/2024	Wm Supercenter #4641	525.88	Student
12/4/2024	Wm Supercenter #4641	15.81	Student
11/6/2024	Wm Supercenter #5060	46.3	Student
11/12/2024	Wm Supercenter #5060	25.2	Student
11/13/2024	Wm Supercenter #5060	28.98	Student
11/15/2024	Wm Supercenter #5060	14.6	Student
11/15/2024	Wm Supercenter #5060	62.96	Student
11/19/2024	Wm Supercenter #5060	111.52	Student
11/20/2024	Wm Supercenter #5060	98.29	Student
11/21/2024	Wm Supercenter #5060	46.94	Student
11/22/2024	Wm Supercenter #5060	48.55	Student
11/25/2024	Wm Supercenter #5060	31.34	Student
11/25/2024	Wm Supercenter #5060	54.74	Student
12/3/2024	Wm Supercenter #5060	200.48	Student
12/4/2024	Wm Supercenter #5060	238	Student
12/5/2024	Wm Supercenter #5060	21.07	Student
12/5/2024	Wm Supercenter #5060	13.48	Student
12/5/2024	Wm Supercenter #5060	52.02	Student
11/15/2024	Wm Supercenter #5352	101.74	Student
11/25/2024	Wpy Subs & Salads Inc	10.68	Staff

11/11/2024	Yeti 1-833-225-9384	2,850.00	Staff
11/19/2024	Ziegler-Carpentersvill	3.94	B&G
11/20/2024	Ziegler-Carpentersvill	2.85	B&G
11/21/2024	Ziegler-Carpentersvill	23.97	B&G
11/25/2024	Ziegler-Carpentersvill	48.15	B&G
11/26/2024	Ziegler-Carpentersvill	12.96	B&G
11/27/2024	Ziegler-Carpentersvill	5.78	B&G
12/3/2024	Ziegler-Carpentersvill	50.94	B&G
12/3/2024	Ziegler-Carpentersvill	24.99	B&G
12/4/2024	Ziegler-Carpentersvill	64.12	B&G
12/4/2024	Ziegler-Carpentersvill	31.92	B&G
		144846.56	

Debit Total	147,298.14
Credit Total	-2,451.58
Total	144,846.56

BMO, Statement Period 01/06/2025 to 02/05/2025

Posting Date	Supplier	Amount USD	Purpose
1/24/2025	2pitney Bowes Inc.	122.85	Staff
1/24/2025	2pitney Bowes Leasing	273.75	Staff
1/14/2025	4imprint, Inc	381.92	Staff
1/6/2025	Adobe Adobe	9.99	Staff
2/5/2025	Adobe Adobe	9.99	Staff
1/13/2025	Adobe Inc.	29.99	Staff
1/13/2025	Afp Illinois Theatre A	75	Staff
1/30/2025	Ahw Hampshire	166.83	B&G
2/4/2025	Alemayehu Bunnut	92.56	Staff
1/31/2025	Alexanders Steakhouse	333.44	Student
1/31/2025	Alexanders Steakhouse	252.92	Student
1/31/2025	Alexanders Steakhouse	243.86	Student
1/20/2025	All Star Custom Awards	277	Student
1/6/2025	Allianz Travel Ins	25.38	Staff
1/6/2025	Allianz Travel Ins	27.22	Staff
1/16/2025	Allianz Travel Ins	25.38	Staff
1/6/2025	Amazon Mark Zd5d58cw0	28.99	Staff
2/3/2025	Amazon Mktpl Zc39o4u71	35.29	Student
1/13/2025	Amazon Mktpl Zd5t00401	88.41	B&G
1/24/2025	Amazon Mktpl Zg8s05ky0	27.99	Staff
1/10/2025	Amazon.Com Zd73x1o71	1,000.00	Staff
1/30/2025	Ambassador Theater 2	2,450.00	Student
1/6/2025	American 0012203231779	494.97	Staff
1/13/2025	American 0012205207960	421.96	Staff
2/5/2025	American 0012212002150	480	Staff
2/5/2025	American 0012212002151	480	Staff
1/20/2025	Amuzgo Mexican Cuisine	1,045.00	Staff
1/20/2025	Anderson Lock Co	22.3	B&G
1/20/2025	Anderson Lock Co	480.78	B&G
1/23/2025	Anderson Lock Co	319.6	B&G
1/30/2025	Anderson Lock Co	52.8	B&G
1/31/2025	Anderson Lock Co	290.36	B&G
1/27/2025	Ap020 - Pf Ohare Onli	165	Staff
2/3/2025	Apg 502 Mundelein Nort	254.78	B&G
1/24/2025	Asbo	1,375.00	Staff
1/20/2025	Ascd Iste	40.98	Staff
1/16/2025	Autozone # 2549	43.28	Student
1/24/2025	Ballastshop	385.67	B&G
1/29/2025	Batteries+bulbs #1028	176.45	B&G
1/29/2025	Batteries+bulbs #1028	33.3	B&G
2/4/2025	Batteries+bulbs #1028	50.3	B&G
2/5/2025	Batteries+bulbs #1028	62.55	B&G

1/31/2025	Bay Leaf - Indian Rest	24.48	Staff
1/29/2025	Bernard B Jacobs Thtre	2,655.00	Student
2/4/2025	Best Buy 00003152	579.96	Staff
2/3/2025	Bestbuycom807027180594	325.16	Staff
2/3/2025	Biaggis Bloomington	536.2	Student
1/29/2025	Blockj Fresh Market	6.28	Student
1/16/2025	Bowlero Randall Road	1,015.55	Student
1/20/2025	Bowlero Randall Road	137.05	Student
2/5/2025	Bowlero Randall Road	1,271.36	Student
1/10/2025	Brewhaus 31	2,357.20	Staff
1/29/2025	Broadway Inbound 2	306	Student
1/30/2025	Broadway Theater 2	2,156.00	Student
1/16/2025	Brookes Publishing	650	Staff
1/17/2025	Brookes Publishing	50.5	Staff
2/5/2025	Brookes Publishing	29.95	Staff
2/5/2025	Brookes Publishing	29.95	Staff
2/5/2025	Brookes Publishing	29.95	Staff
1/9/2025	Bt Banebots	27.8	Student
1/31/2025	Buffalo Wild Wngs 0742	59.63	Staff
1/16/2025	Buona Algonquin #20	47.31	Staff
1/27/2025	Buona Algonquin #20 M	159.9	Staff
1/28/2025	Carlson Livery Llc	310	Staff
2/3/2025	Caseys #6907	251.04	Staff
2/4/2025	Cassidy Tire And Servi	75	B&G
2/3/2025	Catrina`s Express	15.85	Staff
2/3/2025	Chick-Fil-A #03421	7.58	Staff
1/23/2025	Chick-Fil-A #04756	107.44	Staff
1/13/2025	Circle K # 01403	46.16	Student
1/13/2025	Circle K # 01403	49.67	Student
1/13/2025	Circle K # 01434	45.83	Student
1/13/2025	Circle K # 01434	52.11	Student
1/13/2025	Circle K # 01434	66.01	Student
1/13/2025	Circle K # 01434	76.32	Student
1/13/2025	Classic Cinemas 12	65.4	Student
1/8/2025	Copy Express	196.07	Staff
1/15/2025	Cossba Eve Reg9xlpb58	995	Staff
1/24/2025	Cossba Eve Regcs5ugvj	3,540.00	Staff
1/14/2025	Countrydonuts	72.95	Staff
1/30/2025	Countrydonuts	72.95	Staff
1/6/2025	Culvers Of Belvidere	230.22	Student
2/3/2025	Culvers Of Peru	20.66	Staff
2/3/2025	Dd/Br #342731 Q35	11.77	Staff
2/3/2025	Dd/Br #342731 Q35	13.46	Staff
1/27/2025	Dd/Br #347245 Q35	14.99	Staff

2/3/2025	Dd/Br #356491	139.93	Staff
1/6/2025	Decker Equip School Fi	67.45	B&G
1/6/2025	Delta 00622942604406	276.97	Staff
1/6/2025	Delta 00622947449773	276.97	Staff
1/16/2025	Delta 00622974763283	216.96	Staff
1/13/2025	Dollar Tree	36.25	Student
1/22/2025	Dollar Tree	120	Student
1/24/2025	Dollar Tree	51.25	Student
2/3/2025	Dollar Tree	8.75	Student
2/5/2025	Dollar Tree	29.25	Student
1/13/2025	Dominos 2962	70.44	Student
2/3/2025	Drury Inn Fairview Hts	144.41	Staff
2/3/2025	Drury Inn Fairview Hts	148.86	Staff
2/3/2025	Drury Inn Fairview Hts	172.88	Staff
2/3/2025	Drury Inn Fairview Hts	182.48	Staff
1/20/2025	Dunkin #351536 Q35	89.75	Staff
1/9/2025	Dunkin #353718 Q35	23.38	Staff
1/10/2025	Dunkin #353718 Q35	67.97	Staff
1/10/2025	Dunkin #353718 Q35	112.74	Staff
1/10/2025	Dunkin #353718 Q35	53.69	Staff
1/13/2025	Dunkin #353718 Q35	14.59	Staff
1/13/2025	Dunkin #353718 Q35	24.67	Staff
1/20/2025	Dunkin #353718 Q35	104.34	Staff
1/27/2025	Dunkin #353718 Q35	35.36	Staff
1/27/2025	Dunkin #353718 Q35	98.15	Staff
1/31/2025	Dunkin #353718 Q35	77.54	Staff
2/4/2025	Dunkin #353718 Q35	79.74	Staff
1/13/2025	Dunkin #353988 Q35	23.88	Staff
1/27/2025	Dunkin #353988 Q35	23.88	Staff
1/10/2025	Eastside Cafe Coffee	96.62	Staff
1/13/2025	Eb Ihstca Tennis Coac	120	Staff
1/30/2025	Ed S Rental And Sales	74.08	B&G
1/8/2025	Edweek Premium Digital	77	Staff
2/3/2025	Edweek Std Digital	29	Staff
1/20/2025	Einstein Bros Bagels24	19.29	Staff
2/3/2025	Einstein Bros Bagels24	19.29	Staff
1/13/2025	Einstein Bros-Online C	344.22	Staff
1/6/2025	Elgin Key & Lock Co	8.24	B&G
1/9/2025	Elgin Key & Lock Co	60.64	B&G
1/9/2025	Elgin Key & Lock Co	242.28	B&G
1/9/2025	Elgin Key & Lock Co	24.65	B&G
1/30/2025	Elgin Key & Lock Co	51.23	B&G
2/3/2025	Elgin Key & Lock Co	8.24	B&G
1/8/2025	Every Good Thing	13.87	Staff

1/31/2025	Exxon Main St Mart	90.83	Student
1/24/2025	Ezcater McAlisters Del	268.7	Staff
1/17/2025	Ezcater Panera Bread	284.24	Staff
1/23/2025	Ezcater Panera Bread	209.61	Staff
1/15/2025	Family Dentistry Of Cr	822	Staff
1/27/2025	Family Dentistry Of Cr	-822	Staff
1/17/2025	Farm & Flt Of Woodstoc	489.96	B&G
1/29/2025	Fastsigns 100801	35	Staff
2/5/2025	Fastsigns 100801	132.92	Staff
1/14/2025	Fcc Franklincvyseminar	569	Staff
1/14/2025	Fcc Franklincvyseminar	569	Staff
1/16/2025	Fcc Franklincvyseminar	569	Staff
1/16/2025	Fcc Franklincvyseminar	569	Staff
1/6/2025	Fedex32427282	42	Staff
1/17/2025	Fedex32835842	33.41	Staff
1/29/2025	Ferguson Ent #1123	127.8	B&G
2/3/2025	Four Points By Sherato	240	Staff
2/3/2025	Four Points By Sherato	310	Staff
2/3/2025	Four Points By Sherato	177.2	Staff
2/3/2025	Four Points By Sherato	340.4	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points By Sherato	510.6	Staff
2/3/2025	Four Points Sheraton F	25	Staff
2/3/2025	Four Points Sheraton F	13.8	Staff
1/17/2025	Foxvalleyfire&safety C	280	B&G
1/10/2025	Galatis Hideaway	20.93	Staff
1/10/2025	Galatis Hideaway	20.95	Staff
1/10/2025	Galatis Hideaway	19.45	Staff
1/7/2025	Gamma.App	96	Staff
1/31/2025	Gfs Store #1913	87.43	Student
1/10/2025	Glazier Clinics	499	Staff
1/16/2025	Government Finance Off	910	Staff
1/7/2025	Grainger	711	B&G
1/29/2025	Grainger	309.09	B&G

1/7/2025	Gustave A Larson Compa	101.09	B&G
1/8/2025	Gustave A Larson Compa	74.55	B&G
1/10/2025	Gustave A Larson Compa	1,101.88	B&G
1/20/2025	Gustave A Larson Compa	85.6	B&G
1/24/2025	Gustave A Larson Compa	55.79	B&G
1/27/2025	Gustave A Larson Compa	408.72	B&G
2/3/2025	Hacienda Leon Mexican	417.35	Student
1/29/2025	Half Price Books #117	100	Student
1/29/2025	Half Price Books #117	200	Student
1/28/2025	Hamilton Tickets	3,150.00	Student
1/7/2025	Hampshire Napa	60.01	Student
1/30/2025	Hardees 529	16.68	Staff
1/7/2025	Herff Jones	1,006.50	Staff
1/22/2025	Herff Jones	-74.55	Staff
2/3/2025	Hilton Garden Inn Orla	20.04	Staff
2/3/2025	Hilton Garden Inn Orla	19.04	Staff
2/3/2025	Hilton Garden Inn Orla	20.04	Staff
2/3/2025	Hilton Garden Inn Orla	20.04	Staff
2/3/2025	Hilton Garden Inn Orla	20.04	Staff
2/3/2025	Hilton Garden Inn Orla	20.04	Staff
2/3/2025	Hilton Garden Inn Orla	500.64	Staff
2/3/2025	Hilton Garden Inn Orla	460.53	Staff
2/3/2025	Hilton Garden Inn Orla	500.64	Staff
2/3/2025	Hilton Garden Inn Orla	500.64	Staff
1/29/2025	Hobby-Lobby #0163	18.85	Student
1/20/2025	Hobby-Lobby #0186	18.23	Student
1/9/2025	Hobby-Lobby #520	180.35	Student
1/13/2025	Hobby-Lobby #520	52.39	Student
1/29/2025	Hobby-Lobby #520	14.95	Student
1/29/2025	Hobby-Lobby #520	62.32	Student
1/30/2025	Hobby-Lobby #520	49.32	Student
2/5/2025	Hobby-Lobby #520	10.68	Student
1/13/2025	Holiday Inn Champaign	3,141.40	Student
1/13/2025	Holiday Inn Champaign	4,734.70	Student
1/13/2025	Holiday Inn Champaign	5,704.00	Student
1/14/2025	Holiday Inn Champaign	558.76	Student
1/10/2025	Homedepot.Com	110.15	B&G
1/13/2025	Homedepot.Com	309.98	B&G
1/20/2025	Homedepot.Com	297	B&G
2/3/2025	Homedepot.Com	66.98	B&G
2/3/2025	Hoops Pub & Pizzeria	200.45	Student
2/3/2025	Hoops Pub & Pizzeria	17.5	Student
2/3/2025	Https://Scribe.How/B	21.09	Staff
1/16/2025	Humblefax	10	Staff

1/10/2025	Ihsbca	615	Staff
1/13/2025	Il	600	Staff
2/4/2025	Il Paralegal Assoc	85	Staff
1/31/2025	Illinois Association O	340	Staff
1/9/2025	Illinois Principals As	314	Staff
1/20/2025	Illinois Principals As	275	Staff
2/3/2025	Illinois Reading Counc	265	Staff
1/7/2025	Illinois School Psycho	395	Staff
1/8/2025	Illinois School Psycho	450	Staff
1/15/2025	Illinois School Psycho	75	Staff
1/15/2025	Illinois School Psycho	-55	Staff
1/29/2025	Ilmea	100	Staff
1/8/2025	In Central Tree & Lan	43.68	B&G
1/28/2025	In Print Loop	279	Student
1/9/2025	In Rieke Septic Servi	600	B&G
1/16/2025	Isu Conferences	289	Staff
1/20/2025	Jc Licht - 1250 - Algo	263.39	B&G
1/28/2025	Jc Licht - 1250 - Algo	94.58	B&G
1/30/2025	Jc Licht - 1250 - Algo	99.07	B&G
2/3/2025	Jc Licht - 1250 - Algo	71.8	B&G
1/16/2025	Jersey Mikes Online Uc	67.84	Staff
1/20/2025	Jewel #3198	104.75	Student
1/31/2025	Jewel #3198	46.93	Student
1/10/2025	Jewel Osco 1256	26.99	Student
1/14/2025	Jewel Osco 1306	72.02	Student
1/15/2025	Jewel Osco 1306	31.97	Student
1/16/2025	Jewel Osco 1306	30.96	Student
1/20/2025	Jewel Osco 1306	47.94	Student
2/3/2025	Jewel Osco 1306	47.94	Student
1/7/2025	Jewel Osco 1518	30.41	Student
1/9/2025	Jewel Osco 2310	8.98	Student
1/10/2025	Jewel Osco 2310	54.41	Student
1/15/2025	Jewel Osco 2310	18.29	Student
1/17/2025	Jewel Osco 2310	87.97	Student
1/20/2025	Jewel Osco 2310	175.26	Student
1/24/2025	Jewel Osco 2310	16.46	Student
2/5/2025	Jewel Osco 2310	27.96	Student
1/7/2025	Jewel Osco 2507	6.88	Student
1/7/2025	Jewel Osco 2517	16.2	Student
1/16/2025	Jewel Osco 3394	21.96	Student
2/3/2025	Jewel Osco 3394	192.97	Student
1/15/2025	Jewel Osco 3451	77.89	Student
1/16/2025	Jewel Osco 3451	19.47	Student
1/17/2025	Jewel Osco 3451	29.93	Student

1/20/2025	Jewel Osco 3451	26.5	Student
1/27/2025	Jewel Osco 3451	65.5	Student
1/27/2025	Jewel Osco 3451	23.57	Student
1/29/2025	Jewel Osco 3451	33.73	Student
1/30/2025	Jewel Osco 3451	16.25	Student
1/31/2025	Jewel Osco 3451	32.16	Student
2/3/2025	Jewel Osco 3451	22.27	Student
1/7/2025	Jewel Osco 3496	22.35	Student
1/16/2025	Jewel Osco 4308	18.87	Student
1/16/2025	Jewel Osco 4308	29.2	Student
1/14/2025	Jimmy Johns - 0466	97.18	Staff
1/14/2025	Jimmy Johns - 0466	97.18	Staff
1/29/2025	Jimmy Johns - 0466	127.98	Staff
1/31/2025	Jimmy Johns - 28	34.55	Staff
2/3/2025	Jimmy Johns - 28	75.8	Staff
1/27/2025	Jimmy Johns - 836	75.97	Staff
1/28/2025	Jimmy Johns - 836	127.18	Staff
1/16/2025	Jimmy Johns - 836 - Mo	50.17	Staff
2/3/2025	Joann Stores #2113	242.22	Student
1/14/2025	Joann Stores #2465	61.28	Student
1/16/2025	Joann Stores #2465	139.87	Student
1/20/2025	Joann Stores #2465	22.3	Student
1/23/2025	Joann Stores #2465	59.95	Student
1/27/2025	Joann Stores #2465	463.9	Student
1/20/2025	Julius Ai - Data Ast	150	Staff
1/13/2025	Just Bee Acai	14.04	Staff
2/5/2025	Kansas City Marriott	466.8	Staff
2/3/2025	Kingston Lanes	80.96	Student
1/27/2025	Kosta S Gyros - Algonq	22.53	Staff
1/27/2025	Kosta S Gyros - Algonq	26.12	Staff
1/30/2025	Kosta S Gyros - Algonq	56.23	Staff
1/13/2025	Lakes Bowl	75	Student
1/13/2025	Lakes Bowl	125	Student
1/13/2025	Learning Forward (Lf)	75	Staff
1/13/2025	Little Caesars #1713	104.89	Student
1/20/2025	Little Caesars #1713	154.75	Student
1/27/2025	Little Caesars #1713	149.75	Student
2/4/2025	Little Caesars #1713	119.8	Student
1/9/2025	Little Caesars 1551 00	126.43	Student
1/28/2025	Little Caesars 1551 00	99.86	Student
1/8/2025	Little Green Apple Hlm	39.64	Staff
1/14/2025	Little Green Apple Hlm	65.92	Staff
1/13/2025	Lou Malnatis	100	Staff
1/13/2025	Lou Malnatis Pizzeria	193.28	Staff

1/22/2025	Lou Malnatis Pizzeria	103.57	Staff
1/23/2025	Lou Malnatis Pizzeria	-6.48	Staff
1/9/2025	Lowes #01739	127.04	B&G
1/13/2025	Lowes #01739	211.5	B&G
1/13/2025	Lowes #01739	73.42	B&G
1/21/2025	Lowes #01739	15.98	B&G
1/24/2025	Lowes #01739	319.92	B&G
1/30/2025	Luc Career Dev Center	45	Staff
1/22/2025	Lukes Beef Inc	85	Staff
2/3/2025	Maggianos Pointe Orlan	36.2	Staff
2/3/2025	Maggianos Pointe Orlan	39	Staff
2/3/2025	Maggianos Pointe Orlan	38.96	Staff
2/3/2025	Maggianos Pointe Orlan	42.8	Staff
1/6/2025	Marianos #544	56	Student
2/3/2025	Marriott Hotel & Confe	151.2	Staff
2/3/2025	Marriott Hotel & Confe	151.2	Staff
1/28/2025	Martin One Source	530.5	Staff
1/27/2025	McAlisters 101345	9.79	Staff
1/31/2025	McAlisters 101345	162.37	Staff
2/4/2025	McAlisters 101345	542.9	Staff
1/16/2025	McDonalds F22889	85.55	Student
1/30/2025	McDonalds F22889	1.29	Student
2/3/2025	McDonalds F32030	11.27	Student
2/4/2025	McDonalds M6309 Of	9.78	Student
1/14/2025	Meijer # 206	73	Student
1/20/2025	Meijer # 206	5.34	Student
1/29/2025	Meijer # 206	80.76	Student
2/4/2025	Meijer # 206	29.21	Student
2/4/2025	Meijer # 206	99.29	Student
1/13/2025	Meijer Express 206	63.78	Student
1/13/2025	Meijer Express 206	69.92	Student
2/3/2025	Meijer Express 206	70.56	Student
1/15/2025	Meijer Store #206	39.73	Student
1/16/2025	Meijer Store #206	33.19	Student
1/17/2025	Meijer Store #206	38.76	Student
1/24/2025	Meijer Store #206	51.87	Student
1/27/2025	Meijer Store #206	35.47	Student
1/28/2025	Meijer Store #206	175.59	Student
1/29/2025	Meijer Store #206	104.8	Student
1/30/2025	Meijer Store #206	7.48	Student
1/31/2025	Meijer Store #206	28.38	Student
2/4/2025	Meijer Store #206	68.56	Student
2/4/2025	Meijer Store #206	24.65	Student
2/5/2025	Meijer Store #206	39.77	Student

1/6/2025	Menards Carpentersvill	286.63	B&G
1/6/2025	Menards Carpentersvill	40.26	B&G
1/6/2025	Menards Carpentersvill	14.57	B&G
1/8/2025	Menards Carpentersvill	13.57	B&G
1/9/2025	Menards Carpentersvill	93.55	B&G
1/10/2025	Menards Carpentersvill	7.5	B&G
1/13/2025	Menards Carpentersvill	106.22	B&G
1/13/2025	Menards Carpentersvill	60.89	B&G
1/15/2025	Menards Carpentersvill	76.37	B&G
1/17/2025	Menards Carpentersvill	124.44	B&G
1/17/2025	Menards Carpentersvill	30.9	B&G
1/20/2025	Menards Carpentersvill	119.87	B&G
1/20/2025	Menards Carpentersvill	18.33	B&G
1/20/2025	Menards Carpentersvill	45.65	B&G
1/20/2025	Menards Carpentersvill	13.5	B&G
1/20/2025	Menards Carpentersvill	87.38	B&G
1/22/2025	Menards Carpentersvill	45.76	B&G
1/22/2025	Menards Carpentersvill	40.42	B&G
1/23/2025	Menards Carpentersvill	46.66	B&G
1/27/2025	Menards Carpentersvill	24.71	B&G
1/28/2025	Menards Carpentersvill	-64.29	B&G
1/29/2025	Menards Carpentersvill	49.38	B&G
1/29/2025	Menards Carpentersvill	70.83	B&G
1/30/2025	Menards Carpentersvill	59.38	B&G
1/31/2025	Menards Carpentersvill	14.67	B&G
2/3/2025	Menards Carpentersvill	22.29	B&G
2/3/2025	Menards Carpentersvill	24.99	B&G
2/5/2025	Menards Carpentersvill	90.5	B&G
2/5/2025	Menards Carpentersvill	129.03	B&G
1/23/2025	Menards Crystal Lake I	37.77	B&G
1/13/2025	Michaels #9490	5.98	Student
1/6/2025	Michaels Stores 4802	-2.54	Student
1/6/2025	Michaels Stores 4802	-5.51	Student
1/6/2025	Michaels Stores 4802	5.52	Student
1/6/2025	Michaels Stores 4802	7.64	Student
1/10/2025	Michaels Stores 4802	50.83	Student
1/13/2025	Michaels Stores 4802	67.97	Student
2/3/2025	Michaels Stores 4802	29.97	Student
2/5/2025	Michaels Stores 4802	8.97	Student
2/5/2025	Michaels Stores 4802	-32.44	Student
2/5/2025	Michaels Stores 4802	79.81	Student
1/6/2025	Michaels Stores 5019	-4.59	Student
2/3/2025	Mid Valley Glass	40	B&G
1/20/2025	Morettis	169.54	Staff

1/30/2025	Morettis Restaurante	72.15	Staff
1/17/2025	Nametagcountry.Com	22.1	Staff
1/30/2025	Nametagcountry.Com	23.6	Staff
1/7/2025	Napa Auto Parts	13.18	Student
1/15/2025	Napa Parts 0025209	79.36	Student
1/15/2025	Napa Parts 0025209	117.24	Student
1/15/2025	Napa Parts 0025209	152.7	Student
1/31/2025	Napa Parts 0025209	-18	Student
1/30/2025	Neiu Foundation	75	Staff
1/28/2025	Nyphil Concerts	15,066.00	Student
1/10/2025	Openai Chatgpt Subscr	20	Staff
1/13/2025	Openai Chatgpt Subscr	20	Staff
1/27/2025	Openai Chatgpt Subscr	20	Staff
1/30/2025	Openai Chatgpt Subscr	20	Staff
1/31/2025	Paddle.Net Hedge	31.39	Staff
1/24/2025	Panda Express #1324 P	199.47	Student
1/13/2025	Panda Express #2341	129.34	Student
1/20/2025	Panera Bread #203291 O	228.19	Staff
1/24/2025	Panera Bread #203291 O	368.15	Staff
1/24/2025	Panera Bread #203291 O	169.75	Staff
1/27/2025	Panera Bread #204091 O	68.55	Staff
1/14/2025	Panera Bread #204091 P	29.26	Staff
2/3/2025	Panera Bread #601295 P	57.02	Staff
2/3/2025	Panera Bread #601295 P	68.77	Staff
2/3/2025	Panera Bread #601295 P	97.65	Staff
1/13/2025	Papa Johns #0074	170.47	Student
1/20/2025	Papa Johns #3303	632.83	Student
1/31/2025	Papa Johns 4534	131.49	Student
1/23/2025	Papa Saverios - Huntle	559.98	Student
1/27/2025	Papa Saverios - Huntle	15	Student
1/29/2025	Papa Saverios - Huntle	157.97	Student
1/29/2025	Papa Saverios - Huntle	338.99	Student
1/22/2025	Parts Town, Llc	113.17	B&G
1/27/2025	Parts Town, Llc	142.68	B&G
2/3/2025	Parts4heatingcom	296.68	B&G
1/13/2025	Party City 5318	74.81	Staff
1/14/2025	Pay Morettis Elgin	250	Staff
1/16/2025	Pivotal Weather-Llc	9.99	Staff
1/27/2025	Plum Hollow Family Cen	18	Student
1/20/2025	Porter Pipe & Supply	7.42	B&G
1/17/2025	Portillos Algonquin #8	630.81	Staff
1/7/2025	Portillos Algonquin84o	346.04	Staff
1/15/2025	Portillos Algonquin84o	312.88	Staff
1/17/2025	Portillos Algonquin84o	-18.4	Staff

1/22/2025	Portillos Algonquin84o	-20.56	Staff
1/9/2025	Potbelly	12.59	Staff
1/30/2025	Potbelly	4.28	Staff
1/29/2025	Potbelly #75	77.58	Staff
1/13/2025	Qdoba 3165	11.93	Staff
1/13/2025	Qdoba 3165	58.63	Staff
2/3/2025	Quick Trans	315.9	Staff
2/5/2025	Quick Trans	408.47	Staff
1/7/2025	Ralph Helm	3,557.30	B&G
1/8/2025	Ralph Helm	84.64	B&G
1/16/2025	Ralph Helm	1,391.67	B&G
1/27/2025	Ralph Helm	2,409.30	B&G
1/6/2025	Randall Roadhouse	154.85	Staff
1/14/2025	Randall Roadhouse	49.39	Staff
1/31/2025	Randall Roadhouse	157.47	Staff
1/10/2025	Red Robin No 343	83.72	Staff
1/15/2025	Red Robin No 343	52.94	Staff
1/27/2025	Red Robin No 343	119.84	Staff
2/5/2025	Red Robin No 343	196.83	Staff
1/13/2025	Remarkable	626.77	Staff
1/13/2025	Road Ranger #132	70	Student
2/3/2025	Rosati Carpentersville	79.6	Student
2/3/2025	Rosen Centre Reds Deli	4.83	Staff
2/3/2025	Rosen Harrys Poolsde	30.56	Staff
2/3/2025	Rosen Harrys Poolsde	24.3	Staff
2/3/2025	Rosen Harrys Poolsde	31.42	Staff
2/3/2025	Rosen Harrys Poolsde	22.11	Staff
1/6/2025	Russo Power Equipment	79.98	B&G
1/16/2025	Rvt Adlai E Stevenson	300	Staff
1/17/2025	Rvt Adlai E Stevenson	-300	Staff
1/23/2025	Rvt Adlai E Stevenson	50	Staff
1/23/2025	Rvt Adlai E Stevenson	200	Staff
1/31/2025	Rvt Adlai E Stevenson	50	Staff
1/10/2025	Salesforce25 Eds25reg	449	Staff
1/13/2025	Sams Club #4942	341.84	Student
1/6/2025	Sams Club #6339	-123.84	Student
1/7/2025	Sams Club #6339	45.46	Student
1/13/2025	Sams Club #6339	17.96	Student
2/5/2025	Sams Club #8297	55.68	Student
1/14/2025	Samsclub #4942	28.56	Student
1/20/2025	Samsclub #6339	99.8	Student
1/22/2025	Samsclub #6339	105.92	Student
1/22/2025	Samsclub #6339	89.08	Student
1/24/2025	Samsclub #6339	339.52	Student

1/27/2025	Samsclub #6339	162.24	Student
1/28/2025	Samsclub #6339	25.96	Student
1/28/2025	Samsclub #6339	-49.9	Student
1/13/2025	Samsclub.Com	300.48	Staff
1/20/2025	Samsclub.Com	69.8	Staff
1/24/2025	Samsclub.Com	85.65	Staff
1/29/2025	Seatgeek.Com	1,715.00	Student
1/29/2025	Seatgeek.Com	2,009.00	Student
2/3/2025	Shake Shack - 1276	19.98	Staff
1/9/2025	Sheetmusicplus.Com	249.1	Student
1/13/2025	Shell Oil 10077610003	30.96	Student
1/13/2025	Shell Oil 57444091706	29.28	Student
1/13/2025	Shell Oil 57444091706	35.44	Student
1/20/2025	Sheraton Indianapolis	175.5	Staff
1/20/2025	Sheraton Indianapolis	175.5	Staff
1/20/2025	Sheraton Indianapolis	175.5	Staff
1/20/2025	Sheraton Indianapolis	175.5	Staff
1/6/2025	Signarama Carpentersvi	160	Staff
1/23/2025	Signarama Carpentersvi	225	Staff
1/22/2025	Slice	1.64	Staff
1/22/2025	Slice Randallroadhouse	96.3	Staff
1/15/2025	Smartsign	223.34	Staff
1/23/2025	Smartsign	-18.44	Staff
1/9/2025	Southwes 5262596828643	176.96	Staff
2/5/2025	Sp Central Tree	262.08	B&G
1/23/2025	Sp Larkin Floral	85.93	Student
1/7/2025	Sp Quick Transfers	1,761.27	Student
1/13/2025	Speedway 07616 115 N 8	19.97	Student
1/17/2025	Spi Directv Service	151.97	Staff
1/17/2025	Spm Marketing	202.32	Staff
1/17/2025	Sq Andersens Engravi	195	Student
1/20/2025	Sq Andersens Engravi	100	Student
2/3/2025	Sq Blessed Little Kit	217.66	Staff
2/3/2025	Sq Cxt Roasting Compa	4.8	Staff
1/31/2025	Sq Great Harvest Brea	-1.17	Staff
1/31/2025	Sq Great Harvest Brea	14.18	Staff
2/3/2025	Sq Great Harvest Brea	17.7	Staff
2/3/2025	Sq Intuition Coffee +	17.52	Staff
1/24/2025	Sq Kane Cty Roe Event	50	Staff
1/17/2025	Sq Labor Arbitration	450	Staff
2/4/2025	Sq Priscillas Ultima	810.4	Student
1/31/2025	Sq Savor At Peoria Ci	6.85	Staff
1/10/2025	Sq Trophykits.Com	10.74	Student
2/3/2025	Starbucks 10954	188.25	Student

2/3/2025	Starbucks Store 10239	169.25	Student
2/3/2025	Starbucks Store 24782	184.45	Student
1/20/2025	Steiner Elec St Charle	838.8	B&G
1/9/2025	Target 00008383	84.38	Student
1/9/2025	Target 00018010	58.11	Student
1/10/2025	Target 00018010	43.21	Student
1/10/2025	Target 00018010	7.99	Student
1/15/2025	Target 00018010	38.45	Student
1/16/2025	Target 00018010	-38.45	Student
1/17/2025	Target 00018010	75.03	Student
1/20/2025	Target 00018010	27.78	Student
1/20/2025	Target 00018010	55.95	Student
1/24/2025	Target 00018010	669.11	Student
2/4/2025	Target 00018010	31.39	Student
1/28/2025	Target 00021220	195.67	Student
1/13/2025	Target 00033415	107.47	Student
1/10/2025	Taylor St Pizza Algonq	84.3	Student
1/20/2025	Taylor St Pizza Algonq	239.28	Student
2/3/2025	Taylor St Pizza Algonq	113.45	Student
1/9/2025	Taylor Street Pizza Of	404.8	Student
1/15/2025	Taylor Street Pizza Of	138.76	Student
1/20/2025	Taylor Street Pizza Of	189.39	Student
1/23/2025	Taylor Street Pizza Of	144.4	Student
1/24/2025	Taylor Street Pizza Of	135.48	Student
1/27/2025	Taylor Street Pizza Of	1,623.43	Student
1/14/2025	Tech Tool Supply, Llc	715.04	B&G
2/3/2025	Textmagic.Com	20	Staff
1/30/2025	The Home Depot #1934	68.42	B&G
1/31/2025	The Home Depot #1934	92.95	B&G
1/6/2025	The Home Depot #1940	3.34	B&G
1/6/2025	The Home Depot #1940	9.9	B&G
1/6/2025	The Home Depot #1940	99.92	B&G
1/6/2025	The Home Depot #1940	14.97	B&G
1/6/2025	The Home Depot #1940	30.23	B&G
1/9/2025	The Home Depot #1940	100	B&G
1/9/2025	The Home Depot #1940	54.72	B&G
1/9/2025	The Home Depot #1940	92.61	B&G
1/9/2025	The Home Depot #1940	67.21	B&G
1/9/2025	The Home Depot #1940	417.21	B&G
1/10/2025	The Home Depot #1940	212.14	B&G
1/10/2025	The Home Depot #1940	101.96	B&G
1/13/2025	The Home Depot #1940	646.88	B&G
1/13/2025	The Home Depot #1940	117.92	B&G
1/15/2025	The Home Depot #1940	432.2	B&G

1/15/2025	The Home Depot #1940	175.29	B&G
1/16/2025	The Home Depot #1940	70.82	B&G
1/20/2025	The Home Depot #1940	710.03	B&G
1/20/2025	The Home Depot #1940	18.23	B&G
1/20/2025	The Home Depot #1940	263.8	B&G
1/20/2025	The Home Depot #1940	89.97	B&G
1/20/2025	The Home Depot #1940	642.17	B&G
1/20/2025	The Home Depot #1940	79.96	B&G
1/20/2025	The Home Depot #1940	11.38	B&G
1/20/2025	The Home Depot #1940	109.93	B&G
1/20/2025	The Home Depot #1940	314.19	B&G
1/22/2025	The Home Depot #1940	13.36	B&G
1/23/2025	The Home Depot #1940	23.92	B&G
1/27/2025	The Home Depot #1940	17.48	B&G
1/27/2025	The Home Depot #1940	30.95	B&G
1/27/2025	The Home Depot #1940	599	B&G
1/27/2025	The Home Depot #1940	249	B&G
1/27/2025	The Home Depot #1940	-5.69	B&G
1/29/2025	The Home Depot #1940	75.26	B&G
1/30/2025	The Home Depot #1940	40.8	B&G
1/31/2025	The Home Depot #1940	44.98	B&G
1/31/2025	The Home Depot #1940	111.81	B&G
1/31/2025	The Home Depot #1940	770.8	B&G
2/3/2025	The Home Depot #1940	68.85	B&G
2/3/2025	The Home Depot #1940	33.78	B&G
2/3/2025	The Home Depot #1940	-12.98	B&G
2/3/2025	The Home Depot #1940	20.16	B&G
2/3/2025	The Home Depot #1940	65.53	B&G
2/3/2025	The Home Depot #1940	150.61	B&G
2/3/2025	The Home Depot #1940	34.88	B&G
2/3/2025	The Home Depot #1940	437.01	B&G
2/3/2025	The Home Depot #1940	146.09	B&G
2/4/2025	The Home Depot #1940	259.88	B&G
2/5/2025	The Home Depot #1940	31.82	B&G
2/5/2025	The Home Depot #1940	240.53	B&G
2/5/2025	The Home Depot #1940	104.4	B&G
2/5/2025	The Home Depot #1940	208.75	B&G
2/5/2025	The Home Depot #1940	423.19	B&G
1/6/2025	The Home Depot #1948	148.97	B&G
1/6/2025	The Home Depot #1948	33.5	B&G
1/6/2025	The Home Depot #1948	154.77	B&G
1/8/2025	The Home Depot #1948	83.26	B&G
1/8/2025	The Home Depot #1948	71.52	B&G
1/9/2025	The Home Depot #1948	55.7	B&G

1/10/2025	The Home Depot #1948	105.61	B&G
1/13/2025	The Home Depot #1948	310.97	B&G
1/13/2025	The Home Depot #1948	94.97	B&G
1/15/2025	The Home Depot #1948	49.94	B&G
1/15/2025	The Home Depot #1948	901.64	B&G
1/16/2025	The Home Depot #1948	-3.78	B&G
1/17/2025	The Home Depot #1948	833.5	B&G
1/20/2025	The Home Depot #1948	113.1	B&G
1/20/2025	The Home Depot #1948	114.77	B&G
1/20/2025	The Home Depot #1948	296.26	B&G
1/20/2025	The Home Depot #1948	530.08	B&G
1/24/2025	The Home Depot #1948	56.25	B&G
1/27/2025	The Home Depot #1948	2.95	B&G
1/27/2025	The Home Depot #1948	115.92	B&G
1/27/2025	The Home Depot #1948	12.98	B&G
1/27/2025	The Home Depot #1948	81.67	B&G
1/27/2025	The Home Depot #1948	49.92	B&G
1/27/2025	The Home Depot #1948	131.21	B&G
1/27/2025	The Home Depot #1948	222.78	B&G
1/27/2025	The Home Depot #1948	99.34	B&G
1/27/2025	The Home Depot #1948	207.86	B&G
1/27/2025	The Home Depot #1948	805	B&G
1/27/2025	The Home Depot #1948	153.87	B&G
1/27/2025	The Home Depot #1948	113.89	B&G
1/27/2025	The Home Depot #1948	138.96	B&G
1/29/2025	The Home Depot #1948	547	B&G
1/31/2025	The Home Depot #1948	178	B&G
2/3/2025	The Home Depot #1948	119.48	B&G
2/3/2025	The Home Depot #1948	44.88	B&G
2/3/2025	The Home Depot #1948	103.88	B&G
2/3/2025	The Home Depot #1948	77.71	B&G
2/5/2025	The Home Depot #1948	92.88	B&G
1/16/2025	The Il Assoc Of School	257.5	Staff
1/23/2025	Tmobile Postpaid Web	4,258.60	Board Appproved
1/23/2025	Tmobile Postpaid Web	5,570.23	Board Appproved
1/14/2025	Trader Joe S #699	11.98	Student
1/9/2025	Trane Supply-112420	30.85	B&G
1/15/2025	Trane Supply-112420	734.19	B&G
1/16/2025	Trane Supply-112420	376.74	B&G
1/16/2025	Trane Supply-112420	29.09	B&G
1/16/2025	Trane Supply-112420	47.5	B&G
1/27/2025	Trane Supply-112420	196.48	B&G
1/31/2025	Trane Supply-112420	10.75	B&G
2/3/2025	Trane Supply-112420	275.16	B&G

2/3/2025	Trane Supply-112420	29.09	B&G
1/20/2025	Trio Grille	13	Staff
1/13/2025	Tropical Smoothie Cafe	57.19	Staff
1/31/2025	Tst Bh - Bloomington	434.4	Student
1/31/2025	Tst Blue Duck Bbq Tave	92.75	Student
1/20/2025	Tst Fattys Pub & Gri	290.22	Student
1/6/2025	Tst Fire Bar & Grill	669.28	Student
1/13/2025	Tst Fire Bar & Grill	474.34	Student
1/6/2025	Tst Garibaldis Hoffm	483.22	Student
1/15/2025	Tst Garibaldis Hoffm	1,001.28	Student
2/3/2025	Tst Lou Malnatis - L	642.52	Staff
1/13/2025	Tst Maize - Train Stat	818.6	Student
1/29/2025	Tst Nothing Bundt Cak	200	Student
1/29/2025	Tst Nothing Bundt Cak	100	Student
1/29/2025	Tst Nothing Bundt Cak	300	Student
2/3/2025	Tst Obed And Isaacs Pe	150.14	Student
2/3/2025	Tst Obed And Isaacs Pe	115.59	Student
1/16/2025	Tst Panderia La Ilusio	34.16	Staff
2/3/2025	Tst Saffron Social	101	Student
1/16/2025	Tst Supermercado Y Li	22.34	Student
2/3/2025	Tst The Village Squire	103.96	Staff
1/31/2025	Tst Thyme Kitchen And	20	Staff
2/3/2025	Tst Thyme Kitchen And	61	Staff
2/3/2025	Tst Thyme Kitchen And	45.25	Staff
1/29/2025	U Of I Crop Science	270	Staff
1/27/2025	U Of I Online Payment	150	Staff
1/29/2025	U Of I Online Payment	30	Staff
1/20/2025	Uber Trip	7	Staff
1/20/2025	Uber Trip	7	Staff
1/20/2025	Uber Trip	33.32	Staff
1/30/2025	Uber Trip	12	Staff
1/30/2025	Uber Trip	68.34	Staff
1/30/2025	Uber Trip	41.58	Staff
1/31/2025	Uber Trip	3	Staff
1/31/2025	Uber Trip	13.87	Staff
1/31/2025	Uber Trip	15.95	Staff
1/31/2025	Uber Trip	15.99	Staff
1/31/2025	Uber Trip	17.29	Staff
1/31/2025	Uber Trip	20.6	Staff
2/3/2025	Uber Trip	15.94	Staff
2/3/2025	Uber Trip	12.05	Staff
2/3/2025	Uber Trip	30.79	Staff
2/3/2025	Uber Trip	30.5	Staff
1/9/2025	Uhaul Moving And Stora	10.8	Staff

1/13/2025	Uhaul Moving And Stora	542.42	Staff
1/16/2025	United 01624512186441	551.42	Staff
1/16/2025	United 01624514253891	601.61	Staff
1/17/2025	United 01624515784625	415.97	Staff
1/17/2025	United 01624516616590	690.44	Staff
2/4/2025	United 01624565738482	525.2	Staff
1/17/2025	United 01644651666232	35.99	Staff
1/31/2025	United 01644685292025	40	Staff
2/3/2025	United 01644693326780	40	Staff
1/23/2025	Uprrp	550	Staff
1/8/2025	Usps Po 1600960102	73	Staff
1/9/2025	Usps Po 1600960102	10.45	Staff
1/27/2025	Usps Po 1600960102	73	Staff
2/5/2025	Usps Po 1600960102	76.43	Staff
2/5/2025	Usps Po 1600960102	146	Staff
1/31/2025	Usps Po 1600960105	149.43	Staff
1/24/2025	Village Fresh Market	19.96	Student
1/31/2025	Village Fresh Market	27.57	Student
1/27/2025	Village Pizza And Pub	277.05	Student
1/27/2025	Village Pizza And Pub	73.11	Student
1/6/2025	Walgreens #6760	19.98	Student
1/31/2025	Wal-Mart #1028	38.15	Student
1/16/2025	Wal-Mart #1413	55.35	Student
2/4/2025	Wal-Mart #1413	152.96	Student
1/9/2025	Wal-Mart #1531	89.88	Student
1/9/2025	Wal-Mart #1531	73	Student
1/9/2025	Wal-Mart #1531	101.68	Student
1/15/2025	Wal-Mart #1531	120.55	Student
1/15/2025	Wal-Mart #1531	68.65	Student
1/16/2025	Wal-Mart #1531	49.94	Student
1/16/2025	Wal-Mart #1531	14.6	Student
1/17/2025	Wal-Mart #1531	57.16	Student
1/17/2025	Wal-Mart #1531	155.71	Student
1/21/2025	Wal-Mart #1531	93.63	Student
1/22/2025	Wal-Mart #1531	109.61	Student
1/23/2025	Wal-Mart #1531	400	Student
1/23/2025	Wal-Mart #1531	561.4	Student
1/23/2025	Wal-Mart #1531	49.03	Student
1/24/2025	Wal-Mart #1531	53.89	Student
1/24/2025	Wal-Mart #1531	184.1	Student
1/27/2025	Wal-Mart #1531	86.9	Student
1/28/2025	Wal-Mart #1531	153.68	Student
1/29/2025	Wal-Mart #1531	10	Student
1/30/2025	Wal-Mart #1531	135.32	Student

1/30/2025	Wal-Mart #1531	47.34	Student
1/30/2025	Wal-Mart #1531	71.25	Student
2/4/2025	Wal-Mart #1531	14.6	Student
2/4/2025	Wal-Mart #1531	15.32	Student
2/5/2025	Wal-Mart #1531	56.21	Student
2/5/2025	Wal-Mart #1531	102.08	Student
2/5/2025	Wal-Mart #1531	85.33	Student
2/5/2025	Wal-Mart #1531	21.4	Student
2/5/2025	Wal-Mart #1531	506.82	Student
2/3/2025	Wal-Mart #1814	35.06	Student
1/14/2025	Wal-Mart #3597	149.78	Student
1/13/2025	Wal-Mart #4641	16.83	Student
1/14/2025	Wal-Mart #4641	45.8	Student
1/20/2025	Wal-Mart #4641	76.36	Student
1/27/2025	Wal-Mart #4641	4.47	Student
1/28/2025	Wal-Mart #4641	212.55	Student
2/4/2025	Wal-Mart #4641	46.13	Student
2/4/2025	Wal-Mart #4641	295.08	Student
1/8/2025	Wal-Mart #5060	63.75	Student
1/9/2025	Wal-Mart #5060	91.06	Student
1/9/2025	Wal-Mart #5060	54.64	Student
1/14/2025	Wal-Mart #5060	18.41	Student
1/16/2025	Wal-Mart #5060	19.64	Student
1/16/2025	Wal-Mart #5060	24.02	Student
1/17/2025	Wal-Mart #5060	55.58	Student
1/20/2025	Wal-Mart #5060	11.92	Student
1/28/2025	Wal-Mart #5060	68.76	Student
1/29/2025	Wal-Mart #5060	97.27	Student
2/3/2025	Wal-Mart #5060	136.1	Student
2/3/2025	Wal-Mart #5060	89.76	Student
2/4/2025	Wal-Mart #5060	5.28	Student
2/4/2025	Wal-Mart #5060	70.28	Student
2/4/2025	Wal-Mart #5060	90.33	Student
1/14/2025	Wal-Mart #5276	582.71	Student
1/29/2025	Wal-Mart #5276	363.3	Student
1/6/2025	Wal-Mart #5352	149.28	Student
1/27/2025	Wal-Mart #5352	99.62	Student
2/5/2025	Walmart.Com	25.45	Staff
1/10/2025	Walmart.Com 8009256278	211.36	Staff
1/13/2025	Walmart.Com 8009256278	97.02	Staff
1/10/2025	West Side Electric Sup	1,538.00	B&G
1/28/2025	Wicked Tickets	15,625.00	Student
1/20/2025	Wingstop 1391	200.98	Staff
1/27/2025	Wisconsin Center For E	35	Staff

1/10/2025	Wm Supercenter #1413	74.24	Student
2/3/2025	Wm Supercenter #1413	38.59	Student
1/27/2025	Wm Supercenter #1814	66.33	Student
2/3/2025	Wm Supercenter #1814	-38.04	Student
2/3/2025	Wm Supercenter #1814	38.04	Student
1/6/2025	Wm Supercenter #3434	33.72	Student
1/17/2025	Wm Supercenter #3597	46.68	Student
1/13/2025	Wm Supercenter #4641	112.65	Student
1/14/2025	Wm Supercenter #4641	201.17	Student
1/20/2025	Wm Supercenter #4641	43.94	Student
1/20/2025	Wm Supercenter #4641	32.85	Student
1/22/2025	Wm Supercenter #4641	53.01	Student
1/23/2025	Wm Supercenter #4641	151.64	Student
1/23/2025	Wm Supercenter #4641	210.04	Student
1/29/2025	Wm Supercenter #4641	8.43	Student
1/29/2025	Wm Supercenter #4641	108.88	Student
1/31/2025	Wm Supercenter #4641	292.52	Student
2/3/2025	Wm Supercenter #4641	73.97	Student
2/5/2025	Wm Supercenter #4641	108.65	Student
1/7/2025	Wm Supercenter #5060	22.2	Student
1/8/2025	Wm Supercenter #5060	93.26	Student
1/13/2025	Wm Supercenter #5060	57.01	Student
1/14/2025	Wm Supercenter #5060	39.21	Student
1/14/2025	Wm Supercenter #5060	18.69	Student
1/15/2025	Wm Supercenter #5060	59.28	Student
1/15/2025	Wm Supercenter #5060	48.79	Student
1/16/2025	Wm Supercenter #5060	46.4	Student
1/17/2025	Wm Supercenter #5060	51.02	Student
1/22/2025	Wm Supercenter #5060	24.36	Student
1/23/2025	Wm Supercenter #5060	101.91	Student
1/23/2025	Wm Supercenter #5060	143.3	Student
1/27/2025	Wm Supercenter #5060	33.68	Student
1/28/2025	Wm Supercenter #5060	18.32	Student
1/28/2025	Wm Supercenter #5060	43.11	Student
1/31/2025	Wm Supercenter #5060	149.74	Student
1/31/2025	Wm Supercenter #5060	51.81	Student
1/31/2025	Wm Supercenter #5060	112.54	Student
2/5/2025	Wm Supercenter #5060	72.47	Student
1/27/2025	World Class Ink Sup	639.99	Staff
1/29/2025	Wristband.Com	295	Student
2/3/2025	Wristband.Com	163	Student
1/16/2025	Www.Fumcpeoria.Org	93.5	Staff
1/20/2025	Www.Fumcpeoria.Org	118	Staff
1/14/2025	Www.Roosevelt.Edu	125	Staff

1/13/2025	Yeti 1-833-225-9384	380	Staff
1/15/2025	Yeti 1-833-225-9384	-380	Staff
1/7/2025	Zenni Optical, Inc.	57.49	Student
1/6/2025	Ziegler-Carpentersvill	46.24	B&G
1/7/2025	Ziegler-Carpentersvill	8.99	B&G
1/9/2025	Ziegler-Carpentersvill	195.62	B&G
1/28/2025	Ziegler-Carpentersvill	39.72	B&G
1/9/2025	Zieglers Ace Hdwe	13.54	B&G
1/21/2025	Zieglers Ace Hdwe	15.52	B&G
1/30/2025	Zieglers Ace Hdwe	5.59	B&G
		210489.73	

Debit Total	212,586.38
Credit Total	-2,096.65
Total	210,489.73

ACTIVITY ACCOUNT SUMMARY
FOR MONTH OF: January, 2025

	Month to Date			Year To Date			
	Month End Receipts	Month End Disbursements	Month End Activity	July 1, 2024 Beginning Book Balance	Year to Date Receipts	Year to Date Disbursements	Year to Date Book Balance
School							
Algonquin Lakes ES	$ 65.44	$ -	$ 65.44	$ 12,824	$ 9,346	$ 9,158	$ 13,011
Algonquin M.S.	$ 89.30	$ 3,218.79	$ (3,129.49)	$ 11,485	$ 15,283	$ 12,900	$ 13,868
Big Timber E.S	$ 1,660.58	$ 3,013.77	$ (1,353.19)	$ 7,769	$ 11,359	$ 7,876	$ 11,252
Carpentersville M.S.	$ 121.31	$ 771.30	$ (649.99)	$ 28,763	$ 8,420	$ 4,653	$ 32,531
DeLacey	$ 17.03	$ -	$ 17.03	$ 6,273	$ 3,230	$ 5,033	$ 4,470
Dundee-Crown H.S.	$ 22,730.48	$ 21,806.86	$ 923.62	$ 161,822	$ 183,924	$ 145,465	$ 200,281
Dundee Highlands	$ 117.40	$ 132.45	$ (15.05)	$ 1,945	$ 2,901	$ 132	$ 4,713
Dundee M.S.	$ 14,465.73	$ 2,066.13	$ 12,399.60	$ 139,153	$ 63,059	$ 59,830	$ 142,382
Eastview ES	$ 13.57	$ -	$ 13.57	$ 1,633	$ 4,005	$ 1,920	$ 3,718
Gary D Wright ES	$ 48.43	$ 2,623.00	$ (2,574.57)	$ 7,302	$ 29,579	$ 25,638	$ 11,243
Gilberts ES	$ 168.33	$ 1,692.15	$ (1,523.82)	$ 5,830	$ 8,561	$ 8,714	$ 5,677
Golfview ES	$ 14.56	$ -	$ 14.56	$ 1,632	$ 2,583	$ 1,291	$ 2,924
Hampshire ES	$ 741.67	$ 1,250.86	$ (509.19)	$ 2,612	$ 17,429	$ 15,226	$ 4,814
Hampshire H.S.	$ 22,058.53	$ 32,282.15	$ (10,223.62)	$ 380,582	$ 201,715	$ 162,182	$ 420,115
Hampshire M.S.	$ 5,561.10	$ 12,507.38	$ (6,946.28)	$ 87,424	$ 35,808	$ 31,868	$ 91,363
H.D. Jacobs H.S.	$ 31,676.48	$ 12,877.26	$ 18,799.22	$ 251,410	$ 202,189	$ 132,738	$ 320,861
Lake In The Hills ES	$ 19.81	$ -	$ 19.81	$ 9,583	$ 2,751	$ 6,893	$ 5,441
Lakewood ES	$ 1,277.20	$ -	$ 1,277.20	$ 18,366	$ 13,016	$ 3,632	$ 27,750
Liberty ES	$ 25.53	$ -	$ 25.53	$ 9,407	$ 4,170	$ 6,542	$ 7,035
Lincoln Prairie ES	$ 684.55	$ 377.40	$ 307.15	$ 10,479	$ 6,579	$ 2,477	$ 14,581
Meadowdale ES	$ 9.17	$ 23.05	$ (13.88)	$ 781	$ 10,487	$ 9,572	$ 1,696
Neubert ES	$ 15.52	$ -	$ 15.52	$ 1,766	$ 3,937	$ 1,682	$ 4,021
Parkview ES	$ 63.93	$ 1,605.00	$ (1,541.07)	$ 6,768	$ 4,208	$ 4,637	$ 6,339
Perry ES	$ 1,466.29	$ 1,721.83	$ (255.54)	$ 7,535	$ 4,538	$ 2,585	$ 9,488
Sleepy Hollow ES	$ 13.59	$ -	$ 13.59	$ 1,319	$ 2,773	$ 365	$ 3,727
Westfield ES/MS	$ 5,633.18	$ 4,618.53	$ 1,014.65	$ 48,213	$ 53,705	$ 48,275	$ 53,643
Total	$ 108,758.71	$ 102,587.91	$ 6,170.80	$ 1,222,676	$ 905,553	$ 711,285	$ 1,416,945

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	12,945.63	65.44			13,011.07
Total Cash Accounts	12,945.63	65.44	0.00	0.00	13,011.07
Other Accounts					
200M-00-00 Special Ed	153.25				153.25
2029-00-00 Class of 2029	39.55				39.55
2030-00-00 Class of 2030	137.56				137.56
2032-00-00 Class of 2032	667.83				667.83
2033-00-00 Class of 2033	175.75				175.75
2034-00-00 Class of 2034	812.45				812.45
2035-00-00 Class of 2035	0.05				0.05
2036-00-00 Class of 2036	16.00				16.00
2090-10-00 Acting Club	51.46				51.46
2410-00-00 Culinary Kids 2/3	80.57				80.57
2415-10-00 Science Club	10.31				10.31
2420-10-00 Board Game Club	464.00				464.00
2590-10-00 Lady Lions Running Club	1,338.08				1,338.08
2590-20-00 Boys Running Club	1,871.08				1,871.08
4100-10-10 Fitness Club	130.05				130.05
4200-10-00 Birthday Books	365.00				365.00
4200-20-00 Book Fair	(39.64)				(39.64)
4210-00-00 Holiday Creations	135.85				135.85
4300-00-00 Yearbook	1,657.26				1,657.26
5100-00-00 General Fund	289.70				289.70
5500-10-00 ALES Grant Awards	18.19				18.19
5700-00-00 Social Committee	245.00				245.00
6000-00-00 Interest Income	1,723.59	65.44			1,789.03
6000-30-00 Field Trip Reserve	2,602.69				2,602.69
Total Other Accounts	12,945.63	65.44	0.00	0.00	13,011.07

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	16,997.81	89.30	3,218.79		13,868.32
Total Cash Accounts	16,997.81	89.30	3,218.79	0.00	13,868.32
Other Accounts					
2000-10-00 Student Council	1,730.90				1,730.90
2029-00-00 Class of 2029	107.11				107.11
2030-00-00 Class of 2030	688.00				688.00
2031-00-00 Class of 2031	105.73				105.73
2110-10-00 Band	468.32				468.32
2140-10-00 Chorus	720.03				720.03
2150-30-00 Musical	3,717.72		1,221.99		2,495.73
2151-10-00 Music Club	197.06				197.06
2220-10-00 Art Club	363.89				363.89
2230-10-00 Beta Club	3,018.33		1,409.60		1,608.73
2240-00-00 Baking Club	0.16				0.16
2250-00-00 Chess Club	0.10				0.10
2391-10-00 AVID	1,654.84		398.23		1,256.61
2430-10-00 Special Ed Community Trips	5.50				5.50
2590-40-00 Read-a-Thon	566.25				566.25
3020-00-00 Wrestling	455.45				455.45
3100-20-00 Volleyball - 8th grade	15.15				15.15
3110-10-00 Cross Country	106.25				106.25
3210-00-00 Boys Basketball	126.51	28.00			154.51
3210-10-00 Girls Basketball	73.57				73.57
3230-10-00 Track and Field	2.25				2.25
3250-20-10 Poms/Dance	87.48				87.48
3350-20-10 Cheerleading	34.18				34.18
4100-10-00 PBIS	36.96				36.96
4100-30-00 General	17.91				17.91
4300-30-00 Staff Account	110.05		188.97	100.00	21.08
5110-10-00 D300 Honors Band Concert	102.20				102.20
5110-20-00 MB Jazz Ensembles	814.00				814.00
5200-00-00 Physical Education Fund	477.21				477.21
6000-20-00 Field Trip Reserve	765.00				765.00
6000-30-00 Interest Income	429.70	61.30		(100.00)	391.00
Total Other Accounts	16,997.81	89.30	3,218.79	0.00	13,868.32

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 BMOHarris Checking Account	12,605.35	1,660.58	3,013.77		11,252.16
Total Cash Accounts	12,605.35	1,660.58	3,013.77	0.00	11,252.16
Other Accounts					
2031-00-00 Class of 2031	256.65				256.65
2032-00-00 Class of 2032	2,027.47		337.75	(1,127.00)	562.72
2033-00-00 Class of 2033	(167.15)	1,185.00	672.00		345.85
2034-00-00 Class of 2034	576.82				576.82
2035-00-00 Class of 2035	409.09		618.54		(209.45)
2036-00-00 Class of 2036	1,212.21	429.50	810.31		831.40
2037-00-00 Class of 2037	(787.50)		337.75	1,127.00	1.75
3010-00-00 Yearbook	550.00				550.00
3100-20-00 Math and Reading Night	662.00				662.00
4100-30-00 General	541.37		237.42		303.95
5100-10-00 PBIS	390.00				390.00
5100-10-10 Staff Sunshine Account	1,625.78				1,625.78
6000-00-00 Interest Income	451.61	46.08			497.69
6000-30-00 Field Trip Reserve	4,857.00				4,857.00
Total Other Accounts	12,605.35	1,660.58	3,013.77	0.00	11,252.16

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	33,180.73	121.31	771.30		32,530.74
Total Cash Accounts	33,180.73	121.31	771.30	0.00	32,530.74
Other Accounts					
2000-10-00 Student Council	4,254.02		400.00		3,854.02
2031-00-00 Class of 2031	112.03				112.03
2105-00-00 Man in Demand/Dare to be Rare	447.56				447.56
2110-10-00 Music	739.12				739.12
2110-20-00 MB Jazz	420.00				420.00
2120-10-00 Drama	3,281.62				3,281.62
2140-10-00 Chorus	846.04				846.04
2221-10-00 Art Club	10.00				10.00
2230-10-00 Beta Club	522.68				522.68
2235-10-00 Chess Club	111.79				111.79
2481-10-00 Yearbook	195.56				195.56
2590-40-00 Relay for Life	2.00				2.00
2670-20-00 Book Fair	13.14				13.14
3250-20-10 Poms	2,968.85		100.00		2,868.85
3350-20-10 Cheerleading	4,066.89		100.00		3,966.89
4101-30-00 AVID	3,934.61				3,934.61
4210-20-00 General	2,848.41		171.30		2,677.11
4300-30-00 Sunshine	870.14				870.14
6000-00-00 Interest	4,036.27	121.31			4,157.58
6000-30-00 Field Trip Reserve	3,500.00				3,500.00
Total Other Accounts	33,180.73	121.31	771.30	0.00	32,530.74

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Cash Account	4,452.91	17.03			4,469.94
Total Cash Accounts	4,452.91	17.03	0.00	0.00	4,469.94
Other Accounts					
4100-00-00 Student Memorial Fundraiser	85.80				85.80
4700-00-00 Pyramid Model Committee	1,616.29				1,616.29
5100-00-00 General Student Activities	247.11				247.11
5200-00-00 PBIS	1,791.25				1,791.25
6000-00-00 Interest Income	712.46	17.03			729.49
Total Other Accounts	4,452.91	17.03	0.00	0.00	4,469.94

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	199,357.32	22,730.48	21,806.86		200,280.94
Total Cash Accounts	199,357.32	22,730.48	21,806.86	0.00	200,280.94
Other Accounts					
1000-10-10 Banking Corrections	(204.00)				(204.00)
2000-10-00 Student Council	12,974.84		1,750.00		11,224.84
2095-10-00 Animation Club	98.78				98.78
2110-10-00 Instrumental Music	2,401.55	1,335.81	715.40		3,021.96
2120-10-00 Drama Club	5,450.53				5,450.53
2120-20-00 Musical Account	12,718.11	75.00			12,793.11
2120-30-00 Fall Play	12,511.05	44.79			12,555.84
2140-10-00 Choral Music	(444.74)				(444.74)
2145-50-00 Orchestra	12,564.46		3,756.70		8,807.76
2223-20-00 Charger Pride-Staff	2,311.81				2,311.81
2230-10-00 Beta Club	2,922.68		672.00		2,250.68
2235-10-00 SAFE	2,918.42				2,918.42
2240-10-00 Black Youth Alliance	157.03				157.03
2260-10-00 Industrial Ed Club	353.86				353.86
2263-10-00 Rotary Interact	1,186.16				1,186.16
2280-20-00 Environmental Club	1,751.59				1,751.59
2282-10-00 GirlUp	1,362.34				1,362.34
2310-10-00 World Language (French) Club	3,671.97				3,671.97
2340-10-00 Science Olympiad	(23.49)	41.23			17.74
2370-10-00 FACS Club	1,157.00				1,157.00
2375-10-00 Literary Arts Magazine	2,255.30				2,255.30
2385-10-00 Poetry Club-Souls Spill Ink	1,488.58				1,488.58
2390-10-00 National Honor Society	2,327.92				2,327.92
2390-20-00 Illinois Music Honors Society	238.63				238.63
2391-10-00 AVID	186.81				186.81
2392-00-00 PSI Alpha	301.32				301.32
2408-10-00 GSA/LGBT Support Group	802.70				802.70
2439-10-00 Peer Mentors	298.30				298.30
2450-10-00 Debate Team	249.32				249.32
2480-10-00 Yearbook-INACTIVE	(29.92)				(29.92)
2590-40-00 Relay for Life	688.95				688.95
2591-10-00 Fight the Stigma	756.25				756.25
2592-10-00 Minority Leadership	804.52				804.52
2595-10-00 HOSA	326.22				326.22
2618-10-10 Operation Click	1,862.98				1,862.98
2700-10-20 Work Program/Buttons/Store	950.33				950.33
3100-20-20 Baseball	1,753.93				1,753.93
3150-20-10 Softball	340.09				340.09
3200-20-10 Girls Basketball	6,508.70	149.00	1,625.00		5,032.70
3200-20-20 Boys Basketball	7,746.76		1,100.00		6,646.76
3210-20-10 Girls Bowling	68.10				68.10
3250-00-00 Dance Team (Poms)	6,316.21		1,351.09		4,965.12
3300-20-10 Girls Soccer	6,416.09				6,416.09
3300-20-20 Boys Soccer	7,529.33				7,529.33
3350-20-10 Cheerleading	9,543.79	17,338.20	5,736.45		21,145.54
3400-20-10 Girls Tennis	1,404.78				1,404.78
3400-20-20 Boys Tennis	673.54				673.54
3450-20-10 Girls Swimming	581.91				581.91
3500-20-10 Girls Track	4,237.60				4,237.60
3500-20-20 Boys Track	792.60		241.50		551.10

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3600-20-10 Girls Golf	1,532.44				1,532.44
3600-20-20 Boys Golf	3,397.25				3,397.25
3650-20-10 Boys Lacrosse	2,288.87		281.25		2,007.62
3700-20-10 Football	5,255.01				5,255.01
3750-20-10 Flag Football	1,482.20				1,482.20
3800-20-00 Cross Country	494.79				494.79
3850-20-00 Wrestling	7,264.07		3,537.47		3,726.60
3900-20-00 Volleyball	(589.86)	3,000.00			2,410.14
4000-10-00 Sr. Class Gift	5,242.96				5,242.96
4100-30-00 General	3,666.44				3,666.44
4300-20-00 Sunshine Club/Staff Pride	1,293.94				1,293.94
4700-30-00 Scholarships	1,185.67				1,185.67
4750-10-00 Testing Prep	1,318.00				1,318.00
6000-00-00 Interest Income	16,523.95	746.45			17,270.40
6000-30-00 Field Trip Reserve	5,740.00		1,040.00		4,700.00
Total Other Accounts	199,357.32	22,730.48	21,806.86	0.00	200,280.94

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	4,728.01	117.40	132.45		4,712.96
Total Cash Accounts	4,728.01	117.40	132.45	0.00	4,712.96
Other Accounts					
2031-10-00 Class of 2031 Field Trips	31.97				31.97
2033-10-00 Class of 2033 Field Trips	79.60				79.60
2034-10-00 Class of 2034 Field Trips	196.12				196.12
2036-00-00 Class of 2036	3.25	100.00	132.45	45.00	15.80
4100-30-00 General Fund	464.81				464.81
4200-10-00 Service Club	1,053.24				1,053.24
6000-00-00 Interest Income	399.02	17.40			416.42
6000-30-00 Field Trip Reserve	2,500.00			(45.00)	2,455.00
Total Other Accounts	4,728.01	117.40	132.45	0.00	4,712.96

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	129,982.26	14,465.73	2,066.13		142,381.86
Total Cash Accounts	129,982.26	14,465.73	2,066.13	0.00	142,381.86
Other Accounts					
2000-10-00 Cardunal Council (Student)	3,404.39		200.00		3,204.39
2027-20-00 Class of 2027-B	114.66				114.66
2029-10-00 Class of 2029-A	150.00				150.00
2029-20-00 Class of 2029-B	150.00				150.00
2030-10-00 Class of 2030-A	988.23				988.23
2030-20-00 Class of 2030-B	988.22				988.22
2031-10-00 Class of 2031-A	169.58				169.58
2031-20-00 Class of 2031-B	169.58				169.58
20TG-00-00 Universal Team (PBIS)	2,764.88		173.73		2,591.15
20TY-00-00 Secondary Team	363.97				363.97
2110-10-00 Band	9,436.65	340.00			9,776.65
2130-10-00 Music Department	(6,867.02)	12,228.75			5,361.73
2140-10-00 Chorus/Vocal	6,595.96	158.00	125.00		6,628.96
2150-30-00 Musical/Ensembles	18,291.19	696.01			18,987.20
2155-10-00 Orchestra	15,121.32		837.55		14,283.77
2220-10-00 Art Club	5,448.15				5,448.15
2230-10-00 Beta Club	61.28				61.28
2380-10-00 Targeted Intervention Team	13.53				13.53
2391-10-00 AVID	(554.22)		222.07		(776.29)
2425-10-00 Exploratory/Spanish	446.34				446.34
2431-10-00 Life Program (SPED)	93.95		30.51		63.44
2432-10-00 Snack (skills) Program	427.82		97.14		330.68
2435-10-00 S.O.A.R.	596.45				596.45
2436-10-00 SWANS	23.22				23.22
2481-10-00 Yearbook Club	2,523.96				2,523.96
2530-10-00 Chess Club	326.91				326.91
2560-30-00 Book Club	6.15				6.15
2565-00-00 Bracelet Club	370.00				370.00
2566-10-00 Garden Club	321.04				321.04
2570-30-00 IMC	630.17				630.17
2590-10-00 Lions	16.11				16.11
2615-10-00 Midnight Mile	20,403.87				20,403.87
2619-10-00 Cardunal Care	3,301.59				3,301.59
2620-10-00 Scrapbook	102.00				102.00
2625-10-00 Schoolpalooza	776.58				776.58
2630-10-00 Ski Club	1,215.78	75.00	151.00		1,139.78
2631-10-00 Washington D.C. Trip	3.77				3.77
2635-10-00 Snowflake	1,331.31				1,331.31
2655-10-00 Battle of the Books	5.30				5.30
2665-10-00 Spelling Bee	21.34				21.34
2670-10-00 Robotics	1,428.65				1,428.65
2675-00-00 STEM	65.35				65.35
3010-00-00 Ultimate Club	352.24				352.24
3207-20-10 Girls Basketball - 7th	90.35				90.35
3207-20-20 Boys Basketball - 7th	0.62				0.62
3208-20-20 Boy's Basketball - 8th	183.47				183.47
3250-20-10 Poms	0.40				0.40
3253-20-10 Intramural Basketball	82.06				82.06
3254-20-00 Intramural Poms	121.95				121.95
3255-20-10 Intramural Wrestling	48.00				48.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
3350-20-10 Cheerleading	31.80				31.80
3400-10-00 Color Guard	212.49				212.49
3500-20-10 Track Team	47.15				47.15
3600-10-00 Flag Football	542.22				542.22
3800-20-00 Cross Country	215.53				215.53
3800-20-10 Marathon Club - 6th Gr.CC Only	16.00				16.00
3840-10-00 Wiffle Ball	315.54				315.54
3850-20-00 Wrestling	73.64				73.64
3900-20-00 Volleyball	137.55				137.55
4100-30-00 General	1,956.09		108.94		1,847.15
4110-10-00 Outdoor Club	3,045.12		42.29		3,002.83
4210-00-00 Fall Play	9,261.61				9,261.61
4220-00-00 Street Ensemble	143.19				143.19
4230-00-00 Buddy Club	114.14				114.14
4300-30-00 Faculty (Social) Fund	136.00				136.00
4400-30-00 Fitness Club (PE)	4,162.76				4,162.76
4500-30-00 Flower Fund	138.92	475.00	77.90		536.02
6000-00-00 Interest Income	13,805.41	492.97			14,298.38
6000-30-00 Field Trip Reserve	3,500.00				3,500.00
Total Other Accounts	129,982.26	14,465.73	2,066.13	0.00	142,381.86

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,703.52	13.57			3,717.09
Total Cash Accounts	3,703.52	13.57	0.00	0.00	3,717.09
Other Accounts					
2029-00-00 Class of 2029	59.55				59.55
2032-00-00 Class of 2032	64.09				64.09
2035-00-00 Class of 2035	(506.00)				(506.00)
2036-00-00 Class of 2036	1,368.07				1,368.07
2100-10-10 Julie Voss Class-Inactive	0.10				0.10
2100-20-10 LEAP Program	15.00				15.00
4100-30-00 Miscellaneous	555.03				555.03
5010-00-00 Library Books (Birthday Club)	232.59				232.59
6000-00-00 Interest Income	350.09	13.57			363.66
6000-30-00 Field Trip Reserve	1,565.00				1,565.00
Total Other Accounts	3,703.52	13.57	0.00	0.00	3,717.09

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	13,817.61	48.43	2,623.00		11,243.04
Total Cash Accounts	13,817.61	48.43	2,623.00	0.00	11,243.04
Other Accounts					
2032-00-00 Class of 2032	3,286.39		1,750.00		1,536.39
2033-00-00 Class of 2033	1,376.04				1,376.04
2034-00-00 Class of 2034	709.34				709.34
2035-00-00 Class of 2035	1,278.85				1,278.85
2036-00-00 Class of 2036	(49.48)				(49.48)
2037-00-00 Class of 2037	1,290.00		873.00		417.00
2140-10-10 Chorus	(75.34)				(75.34)
2215-10-10 Yearbook - Elem	726.00				726.00
2499-20-00 Apparel Store	0.11				0.11
2590-30-00 Girls on the Run	5.00				5.00
4100-30-00 General	63.48				63.48
4300-20-00 Staff Wear	75.00				75.00
5010-10-00 PBIS	1,343.65				1,343.65
6000-00-00 Interest Income	1,788.57	48.43			1,837.00
6000-30-00 Field Trip Reserve	2,000.00				2,000.00
Total Other Accounts	13,817.61	48.43	2,623.00	0.00	11,243.04

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,201.59	168.33	1,692.15		5,677.77
Total Cash Accounts	7,201.59	168.33	1,692.15	0.00	5,677.77
Other Accounts					
2000-20-00 LIFE Program	2,417.52	136.00	36.65		2,516.87
2032-00-00 Class of 2032	(1,084.18)				(1,084.18)
2033-00-00 Class of 2033	(486.54)		355.41		(841.95)
2034-00-00 Class of 2034	33.36		980.00		(946.64)
2035-00-00 Class of 2035	262.02		320.09		(58.07)
2276-10-00 Field Trips	27.02				27.02
2277-10-00 Field Days	543.68				543.68
2590-40-00 Relay for Life	1,859.00				1,859.00
4100-30-00 General	514.10				514.10
5000-10-00 Staff Social Account	(38.30)				(38.30)
6000-00-00 Interest Income	653.91	32.33			686.24
6000-30-00 Field Trip Reserve	2,500.00				2,500.00
Total Other Accounts	7,201.59	168.33	1,692.15	0.00	5,677.77

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	2,909.05	14.56			2,923.61
Total Cash Accounts	2,909.05	14.56	0.00	0.00	2,923.61
Other Accounts					
2151-10-20 Summer Music Camp	268.29				268.29
2590-40-00 Relay for Life	144.00				144.00
4100-30-00 General	67.17				67.17
4210-00-00 Scholastic Book Fair-Fall	3.59				3.59
4220-00-00 Scholastic Book Fair-Spring	427.62				427.62
4270-00-00 PBIS	202.10				202.10
4600-10-00 Change Drawer	231.00				231.00
5000-10-10 Staff Spirit Wear	154.33				154.33
6000-00-00 Interest Income	190.95	10.56			201.51
6000-30-00 Field Trip Reserve	1,220.00	4.00			1,224.00
Total Other Accounts	2,909.05	14.56	0.00	0.00	2,923.61

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris Bank Checking	5,323.80	741.67	1,250.86		4,814.61
Total Cash Accounts	5,323.80	741.67	1,250.86	0.00	4,814.61
Other Accounts					
2032-00-00 Class of 2032	(36.43)			36.43	0.00
2033-00-00 Class of 2033	355.83		459.60	103.77	0.00
2034-00-00 Class of 2034	256.30				256.30
2035-00-00 Class of 2035	61.92	720.00	480.00	180.00	481.92
2036-00-00 Class of 2036	249.00		311.26	62.26	0.00
2140-20-00 Chorus	47.50				47.50
2270-10-00 Environmental Science	329.61				329.61
2276-10-00 Field Trips	34.60			(34.60)	0.00
4100-30-00 General	82.60			(64.09)	18.51
5100-00-00 Scholastic Book Fair	436.65				436.65
5110-00-00 Yearbook	292.00				292.00
5200-00-00 Sunshine Staff Account	779.96				779.96
6000-00-00 Interest Income	830.26	21.67		(103.77)	748.16
6000-30-00 Field Trip Reserve	1,604.00			(180.00)	1,424.00
Total Other Accounts	5,323.80	741.67	1,250.86	0.00	4,814.61

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	430,338.45	22,058.53	32,282.15		420.114.83
Total Cash Accounts	430,338.45	22,058.53	32,282.15	0.00	420,114.83
Other Accounts					
2000-10-00 Student Council	1,629.82				1,629.82
2014-10-00 Homecoming	48,390.86		1,833.11		46,557.75
2015-10-10 Class of 2015 Statue Maintenan	69.26				69.26
2025-00-00 Class of 2025	7,799.70		227.12		7,572.58
2026-00-00 Class of 2026	6,550.07				6,550.07
2027-00-00 Class of 2027	7,762.82				7,762.82
2028-00-00 Class of 2028	2,025.96				2,025.96
2110-10-00 Band	492.56				492.56
2112-00-00 Tri M (Modern Music Masters)	2,168.37				2,168.37
2140-10-00 Chorus	8,123.21				8,123.21
2150-30-00 Musical	12,765.59		1,585.00		11,180.59
2151-10-00 Music Student Tour Account	3,019.84				3,019.84
2155-10-00 Orchestra	454.38				454.38
2156-10-00 Prom - Junior Class	31,880.45				31,880.45
2220-10-00 Art Club	969.70	275.00	154.46		1,090.24
2222-10-00 ABC Business Club	1,562.32				1,562.32
2223-00-00 ASL Club	400.85				400.85
2225-10-00 Black Student Alliance	7,400.45				7,400.45
2225-20-00 Hispanic Youth Alliance	605.66				605.66
2230-10-00 Debate Team	1,395.76		62.70		1,333.06
2240-10-00 Drama Club	6,700.03	3,082.00	447.67		9,334.36
2250-10-10 GSA Club	96.25				96.25
2260-10-00 Industrial Arts	1,591.92				1,591.92
2265-10-00 Environmental Club/Med Careers	507.53				507.53
2276-10-00 Field Trips	271.00		218.54		52.46
2280-10-00 Fishing Club	522.19				522.19
2310-10-00 AAPI Club	741.72				741.72
2320-10-00 German Club	206.94				206.94
2330-10-00 Foreign Language	180.71				180.71
2330-20-00 French Club	242.00				242.00
2340-10-00 Spanish Club	70.07				70.07
2350-10-00 Language Arts Field Trips	808.00				808.00
2390-10-00 National Honor Society	14,984.45	423.60			15,408.05
2390-20-00 Robotics	100.91				100.91
2391-10-00 AVID	16,305.02	50.00	403.09		15,951.93
2393-10-00 PBIS	1,487.06				1,487.06
2410-00-00 Math Team	646.00		185.00		461.00
2480-10-00 Yearbook	98.16				98.16
2499-30-00 School Store	187.60				187.60
2618-10-10 Operation Click	1,064.80				1,064.80
2620-00-00 Female Empowerment	412.66		75.39		337.27
2644-10-00 Co-Op	109.92	2,991.00			3,100.92
2647-10-00 FACS	294.94				294.94
2655-00-00 Literary Magazine	466.73				466.73
2670-10-00 Scholastic Bowl	134.09				134.09
2671-00-00 Science	1,896.57				1,896.57
2671-10-00 Science-Six Flags GreatAmerica	0.01				0.01
2680-10-00 Marketing Class	181.65				181.65
2685-00-00 Target Edu	211.77				211.77
2686-00-00 Woodshop	140.00				140.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2690-00-00 WHIPS TV	58.00				58.00
3100-10-00 Athletic Development	1,321.54				1,321.54
3100-20-20 Baseball	16,898.55		4,750.00		12,148.55
3150-20-10 Softball	5,153.57				5,153.57
3200-20-10 Girls Basketball	5,487.76	1,950.00	1,889.06		5,548.70
3200-20-20 Boys Basketball	8,511.48		3,891.59		4,619.89
3250-20-10 Poms	10,261.48		2,029.55		8,231.93
3300-20-10 Girls Soccer	9,493.83		2,500.00		6,993.83
3300-20-20 Boys Soccer	4,184.75		2,812.50		1,372.25
3350-20-10 Cheerleading	12,980.64	240.00	580.37		12,640.27
3400-20-10 Girls Tennis	5,488.93				5,488.93
3400-20-20 Boys Tennis	1,053.00				1,053.00
3500-20-10 Girls Track & Field	5,385.17				5,385.17
3500-20-20 Boys Track	4,699.02				4,699.02
3600-20-10 Boys Golf	5,613.85				5,613.85
3600-20-20 Girls Golf	4,500.56		830.00		3,670.56
3610-10-00 Boys Lacrosse	2,135.80				2,135.80
3610-20-00 Girls LaCrosse	2,606.60				2,606.60
3700-20-10 Football	17,743.50		3,750.00		13,993.50
3700-30-10 Powder Puff	3,528.25				3,528.25
3700-40-10 Flag Football	2,278.77				2,278.77
3800-10-00 Whip Squad	0.00	500.00	307.00		193.00
3800-20-00 Boys and Girls Cross Country	1,016.17				1,016.17
3850-20-00 Wrestling	5,742.40				5,742.40
3900-20-00 Volleyball	4,242.41		3,750.00		492.41
3900-20-10 Volleyball Club	118.00				118.00
3990-10-00 Gatorade Fundraiser	537.87				537.87
4000-30-00 General	7,584.80	11,000.00			18,584.80
4100-00-00 FVC Leadership	981.48				981.48
4150-00-00 Teacher Grants	22.50				22.50
4210-10-00 Rachel's Challenge	20.00				20.00
4220-00-00 D300 Speaks	219.52				219.52
4300-20-00 Sunshine	92.70				92.70
4300-30-00 Spiritwear	3.03				3.03
4300-40-00 PE-Active	1.00				1.00
4700-10-00 2017 Gene Haas Scholarship	531.79				531.79
4700-10-10 2018 Gene Haas Scholarship	1,558.50				1,558.50
4700-10-20 2019 Gene Haas Scholarship	7,021.00				7,021.00
4700-10-30 2020 Gene Haas Scholarship	12,000.00				12,000.00
4700-10-50 2024 GENE HAAS SCHOLARSHIP	20,000.00				20,000.00
4700-30-00 Scholarship & Blood Drive	2,540.00				2,540.00
4700-40-00 Drama Club Scholarship	625.50				625.50
4800-00-00 Guidance	642.52				642.52
6000-00-00 Interest	35,103.88	1,546.93			36,650.81
6000-30-00 Field Trip Reserve	4,220.00				4,220.00
Total Other Accounts	430,338.45	22,058.53	32,282.15	0.00	420,114.83

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	98,309.56	5,561.10	12,507.38		91,363.28
Total Cash Accounts	98,309.56	5,561.10	12,507.38	0.00	91,363.28
Other Accounts					
1000-10-00 Banking Corrections	(18.46)		21.76		(40.22)
2001-10-00 Student Council - MS	672.53				672.53
2029-00-00 8th Grade Class of 2029	6,149.54				6,149.54
2030-00-00 7th Grade Class of 2030	2,248.10				2,248.10
2031-00-00 6th Grade Class of 2031	708.49				708.49
2111-00-00 Music Field Trip Account	6,327.17		1,625.00		4,702.17
2114-10-00 Band - MS	625.44	1,045.00	1,000.00		670.44
2120-10-00 Drama Club	14,640.77				14,640.77
2140-10-00 Chorus	4,342.39				4,342.39
2155-10-00 MS Orchestra	1,720.79				1,720.79
2210-00-00 Cafe 10A	460.78		50.00		410.78
2225-10-00 Arts & Craft Club	84.56		21.76		62.80
2230-10-00 Beta Club	5,062.24				5,062.24
2391-10-00 AVID	14,188.32				14,188.32
2400-00-00 PBIS	4,046.96				4,046.96
2560-20-00 Book Fair	702.37				702.37
2631-10-29 Washington DC 8th Grade	9,652.74	1,253.40	9,087.02	(822.90)	996.22
2631-10-30 Washington DC 7th Grade	3,021.23	2,713.40	472.94	425.50	5,687.19
2631-10-31 Washington DC 6th Grade	0.00			397.40	397.40
2667-00-00 MS Sports	870.21	187.47	50.00		1,007.68
2669-00-00 MS Yearbook	200.00				200.00
4100-30-00 General	9,223.06		178.90		9,044.16
4250-30-00 Student Activity	4,176.42				4,176.42
6000-00-00 Interest	6,711.91	361.83			7,073.74
6000-30-00 Field Trip Reserve	2,492.00				2,492.00
Total Other Accounts	98,309.56	5,561.10	12,507.38	0.00	91,363.28

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	302,062.01	31,676.48	12,877.26		320,861.23
Total Cash Accounts	302,062.01	31,676.48	12,877.26	0.00	320,861.23
Other Accounts					
1000-10-10 Banking Corrections	(20.00)				(20.00)
2000-10-00 Student Council	46,312.29				46,312.29
2022-00-00 Class of 2022	64.85				64.85
2023-00-00 Class of 2023	8,771.03				8,771.03
2024-00-00 Class of 2024	6,843.48				6,843.48
2025-00-00 Class of 2025	9,059.80	324.00			9,383.80
2026-00-00 Class of 2026	5,434.18				5,434.18
2027-00-00 Class of 2027	995.91				995.91
2028-00-00 Class of 2028	358.11				358.11
2110-00-10 Prom	13,491.53				13,491.53
2110-10-00 Band	6,120.58				6,120.58
2120-10-00 Drama Club	4,770.98	1,755.33			6,526.31
2140-10-00 Choral	6,698.48	5,610.00			12,308.48
2150-30-00 Musical	4,575.00	456.26	204.00		4,827.26
2151-10-00 Tri-M	659.00				659.00
2151-10-10 Music Industry Club- MIC	822.65				822.65
2152-10-00 24hr Musical	444.46				444.46
2155-10-00 Orchestra	1,504.27				1,504.27
2210-10-00 Activist Club	85.88				85.88
2220-10-00 Art Club	1,920.22				1,920.22
2230-00-00 Black Allegiance Club	567.12				567.12
2240-10-00 Muslim Student Alliance Club	924.00				924.00
2245-10-00 Women's Empowerment Club	42.00	530.89			572.89
2253-10-00 Conservation	621.10	405.00			1,026.10
2258-10-00 Engineering Club	161.85				161.85
2259-10-00 Film Production	203.00				203.00
2263-10-00 Interact Club	4,634.24				4,634.24
2276-10-00 Field Trips	534.59				534.59
2281-10-00 Gold Rush	128.66	171.42			300.08
2310-10-00 French Club	200.36				200.36
2320-10-00 German Club	282.64				282.64
2330-10-00 Spanish Club	169.44				169.44
2330-20-00 World Language Department	287.37				287.37
2340-10-10 Key Club	3,237.13	128.85			3,365.98
2370-10-00 FCCLA	79.42				79.42
2390-10-00 National Honor Society	3,605.68				3,605.68
2391-10-00 AVID	5,361.52	3,030.00			8,391.52
2393-10-00 PBIS	884.95				884.95
2400-10-00 Peer Mediation/SADD	102.95				102.95
2405-10-00 Debate Team	3,390.59		50.00		3,340.59
2406-10-00 DJ (Entertainment) Club	680.05				680.05
2408-10-00 GSA (Gay Straight Alliannce)	547.86				547.86
2409-10-00 Hispanic Youth Alliance	226.97				226.97
2409-20-00 AAPIA-Asian Amer Pac Islander	43.52				43.52
2410-10-00 Knitting Club	20.00				20.00
2415-10-00 Science Club	470.90				470.90
2425-10-00 Girls Into Stem	100.00				100.00
2430-10-00 Academic Challenge	400.00				400.00
2590-40-00 Relay for Life	122.51				122.51
2618-30-00 Green Eagles	2,655.70				2,655.70

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
2618-30-10 High School Against Cancer	25.35				25.35
3000-10-00 Special Olympics	4,081.36				4,081.36
3001-00-00 Student Act/Ath Council	55.00				55.00
3100-20-20 Baseball	6,178.12		1,929.38		4,248.74
3150-20-10 Softball	6,152.43		2,764.80		3,387.63
3200-20-10 Girls Basketball	521.12	1,865.80			2,386.92
3200-20-20 Boys Basketball	56.93	7,525.25			7,582.18
3210-20-10 Bowling	157.01		53.97		103.04
3250-20-10 Dance Team	8,575.50	1,710.80	407.00		9,879.30
3275-00-00 Math Team	798.27				798.27
3300-20-10 Girls Soccer	6,911.72				6,911.72
3300-20-20 Boys Soccer	15,364.98				15,364.98
3350-20-10 Cheerleaders	7,619.19		1,689.46		5,929.73
3400-20-10 Girls Tennis	0.81				0.81
3400-20-20 Boys Tennis	1.42				1.42
3450-20-10 Girls Swimming	50.00				50.00
3450-20-20 Boys Swimming	579.16	1,740.00	1,160.00		1,159.16
3500-20-10 Girls Track & Field	6,970.88				6,970.88
3500-20-20 Boys Track	7,791.83				7,791.83
3600-20-10 Girls Golf	1,495.18				1,495.18
3600-20-20 Boys Golf	1,296.78				1,296.78
3650-20-10 Boys Lacrosse	8,853.99				8,853.99
3700-20-10 Football	12,543.22		4,618.65		7,924.57
3750-20-10 Flag Football	4,737.26				4,737.26
3800-20-00 Cross Country	4,507.09				4,507.09
3850-20-00 Wrestling	4,833.04	5,217.50			10,050.54
3900-20-00 Volleyball	13,728.95				13,728.95
4100-30-00 General	251.18				251.18
4110-10-00 Eagle Minds Matter	1,081.00				1,081.00
4200-10-00 Eagle's Wings Food Pantry	7,264.94				7,264.94
4300-30-10 Eagle Pride Advisory Committee	1,455.32	40.00			1,495.32
6000-00-00 Interest	14,024.16	1,165.38			15,189.54
6000-30-00 Field Trip Reserve	4,500.00				4,500.00
Total Other Accounts	302,062.01	31,676.48	12,877.26	0.00	320,861.23

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	5,421.72	19.81			5,441.53
Total Cash Accounts	5,421.72	19.81	0.00	0.00	5,441.53
Other Accounts					
2034-00-00 Class of 2034	248.77				248.77
2631-10-00 Field Trip Grant Funds	94.47				94.47
3020-10-00 Leopards Chorus Club	1,897.67				1,897.67
3030-20-00 ILMEA	80.00				80.00
4100-30-00 Principal Discretionary Fund	1,509.14				1,509.14
5010-00-10 Jump Rope for Heart	50.00				50.00
5020-00-00 Ned Show / Yo-yo	1,184.00				1,184.00
5100-00-00 Leopards Holiday Giving	71.36				71.36
5900-00-00 General	1,017.36				1,017.36
6000-00-00 Interest Income	1,161.65	19.81			1,181.46
6000-30-00 Field Trip Reserve	(1,892.70)				(1,892.70)
Total Other Accounts	5,421.72	19.81	0.00	0.00	5,441.53

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	26,472.86	1,277.20			27,750.06
Total Cash Accounts	26,472.86	1,277.20	0.00	0.00	27,750.06
Other Accounts					
2001-10-10 PBIS (Student Council)	3,508.81				3,508.81
2031-00-00 Class of 2031	801.03				801.03
2032-00-00 Class of 2032	1,163.98	100.00			1,263.98
2033-00-00 Class of 2033	997.76	100.00			1,097.76
2034-00-00 Class of 2034	738.40	100.00			838.40
2035-00-00 Class of 2035	461.32	100.00			561.32
2036-00-00 Class of 2036	666.00	100.00			766.00
2037-00-00 Class of 2037	861.50	100.00			961.50
2110-10-00 Band	16.70				16.70
2120-00-00 Book Fair	5,062.01	280.06			5,342.07
2151-10-00 Music Club	2,996.95				2,996.95
2230-10-00 Beta Club	42.46				42.46
2540-20-00 Cultural Committee	305.60				305.60
2618-30-00 Families in Need	104.41				104.41
2657-00-00 Family Night-Math Night	1,376.34				1,376.34
2657-10-00 Family Night-Reading Night	2,025.92				2,025.92
4100-30-00 Miscellaneous/General	218.43	300.00			518.43
4300-30-00 Sunshine Fund	0.66				0.66
6000-00-00 Interest Income	2,656.50	97.14			2,753.64
6000-30-00 Field Trip Reserve	2,468.08				2,468.08
Total Other Accounts	26,472.86	1,277.20	0.00	0.00	27,750.06

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,009.52	25.53			7,035.05
Total Cash Accounts	7,009.52	25.53	0.00	0.00	7,035.05
Other Accounts					
2030-00-00 Class of 2030	282.29				282.29
2032-00-00 Class of 2032	91.00				91.00
2033-00-00 Class of 2033	(256.00)				(256.00)
2034-00-00 Class of 2034	426.00				426.00
2035-00-00 Class of 2035	179.00				179.00
2100-10-00 Dual Language Activities	40.00				40.00
2276-10-00 Field Trips	100.97				100.97
2410-00-00 Bookfair	11.18				11.18
2482-10-00 Yearbook	279.98				279.98
2590-40-00 Relay for Life	65.50				65.50
4100-30-00 General	1,202.36				1,202.36
4200-00-00 Liberty Chorus	1,855.70				1,855.70
4300-20-00 Kids Heart Challenge	500.00				500.00
4400-00-00 Reach for the Stars	732.48				732.48
5000-10-00 Student Assistance Account	725.98				725.98
6000-00-00 Interest Income	773.08	25.53			798.61
Total Other Accounts	7,009.52	25.53	0.00	0.00	7,035.05

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	14,273.80	684.55	377.04		14,581.31
Total Cash Accounts	14,273.80	684.55	377.04	0.00	14,581.31
Other Accounts					
2032-00-00 Class of 2032	709.87	592.00		16.00	1,317.87
2033-00-00 Class of 2033	2,171.00				2,171.00
2034-00-00 Class of 2034	112.88				112.88
2035-00-00 Class of 2035	25.36				25.36
2036-00-00 Class of 2036	428.51		16.00		412.51
2200-10-00 LIFE Program	0.00		8.39	8.39	0.00
2210-00-00 Animal Shelter Fundraiser	0.50				0.50
2510-00-00 Scholastic Book Fair/Follett	90.02				90.02
3100-00-00 Yearbook	3,432.37				3,432.37
4100-00-00 Artworks Program	1,262.50				1,262.50
4100-30-00 General	258.78				258.78
4300-10-00 Staff Spiritwear	1,314.71				1,314.71
4300-20-00 Sunshine	1,445.60	40.00	352.65		1,132.95
6000-00-00 Interest Income	1,123.23	52.55			1,175.78
6000-30-00 Field Trip Reserve	1,898.47			(24.39)	1,874.08
Total Other Accounts	14,273.80	684.55	377.04	0.00	14,581.31

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	1,710.10	9.17	23.05		1,696.22
Total Cash Accounts	1,710.10	9.17	23.05	0.00	1,696.22
Other Accounts					
2590-30-00 Girls on the Run	69.01				69.01
4100-30-00 General	97.18				97.18
4250-30-00 Staff Spirit Wear	6.48				6.48
4300-30-00 Social Fund	416.30		23.05		393.25
4400-10-00 Scholastic Book Fair	(398.80)				(398.80)
6000-00-00 Interest Income	783.93	9.17			793.10
6000-30-00 Field Trip Reserve	736.00				736.00
Total Other Accounts	1,710.10	9.17	23.05	0.00	1,696.22

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	4,005.40	15.52			4,020.92
Total Cash Accounts	4,005.40	15.52	0.00	0.00	4,020.92
Other Accounts					
2032-00-00 Class of 2032	192.00				192.00
2033-00-00 Class of 2033	106.16				106.16
2034-00-00 Class of 2034	165.36				165.36
2035-00-00 Class of 2035	14.19				14.19
4100-30-00 General	1,025.31				1,025.31
6000-00-00 Interest Income	380.88	15.52			396.40
6000-30-00 Field Trip Reserve	2,121.50				2,121.50
Total Other Accounts	4,005.40	15.52	0.00	0.00	4,020.92

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	7,880.36	63.93	1,605.00		6,339.29
Total Cash Accounts	7,880.36	63.93	1,605.00	0.00	6,339.29
Other Accounts					
2030-00-00 Class of 2030	117.00				117.00
2032-00-00 Class of 2032	0.00		1,605.00	1,605.00	0.00
2035-00-00 Class of 2035	16.00				16.00
2590-40-00 Relay for Life	1,248.02				1,248.02
4100-00-00 PBIS	1,034.98				1,034.98
4150-00-00 Math Night	108.00				108.00
4300-00-00 General Fund	970.26				970.26
5010-00-00 School Fundraisers	1,480.40	38.70			1,519.10
5030-10-00 School Store-Inactive	269.06				269.06
5500-00-00 Staff Social Account-Inactive	1.36				1.36
6000-00-00 Interest Income	867.28	25.23			892.51
6000-30-00 Field Trip Reserve	1,768.00			(1,605.00)	163.00
Total Other Accounts	7,880.36	63.93	1,605.00	0.00	6,339.29

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	9,743.39	1,466.29	1,721.83		9.487.85
Total Cash Accounts	9,743.39	1,466.29	1,721.83	0.00	9,487.85
Other Accounts					
2014-10-00 Kindergarten Grade Level Funds	614.07				614.07
2014-10-01 1st Grade Level Funds	190.01				190.01
2014-10-02 2nd Grade Level Funds	2.32				2.32
2014-10-03 3rd Grade Level Funds	224.36				224.36
2014-10-04 4th Grade Level Funds	764.03				764.03
2014-10-05 5th Grade Level Funds	536.76				536.76
2029-00-00 Class of 2029	0.45				0.45
2030-00-00 Class of 2030	20.00				20.00
2031-00-00 Class of 2031	111.00				111.00
2032-00-00 Class of 2032	88.00				88.00
2035-00-00 Class of 2035	0.00		341.25		(341.25)
3200-00-00 Media Center	91.70	1,384.03	1,380.58		95.15
3300-10-00 Student Council	502.35				502.35
3300-20-00 Perry Fundraising	2,330.30	45.50			2,375.80
3350-00-00 Kane County Cougars Grant	391.87				391.87
4100-30-00 General	381.71				381.71
4200-00-00 Perry Teacher Social Account	226.32				226.32
6000-00-00 Interest Income	1,111.14	36.76			1,147.90
6000-30-00 Field Trip Reserve	2,157.00				2,157.00
Total Other Accounts	9,743.39	1,466.29	1,721.83	0.00	9,487.85

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	3,712.69	13.59			3,726.28
Total Cash Accounts	3,712.69	13.59	0.00	0.00	3,726.28
Other Accounts					
2031-00-00 Class of 2031	133.81				133.81
2033-00-00 Class of 2033	369.51				369.51
2034-00-00 Class of 2034	299.91				299.91
2035-00-00 Class of 2035	39.81				39.81
2560-30-00 Library - Birthday Books	0.08				0.08
4100-30-00 Principal Discretionary	15.97				15.97
6000-00-00 Interest Income	448.60	13.59			462.19
6000-10-00 Bank Corrections	5.00				5.00
6000-30-00 Field Trip Reserve	2,400.00				2,400.00
Total Other Accounts	3,712.69	13.59	0.00	0.00	3,726.28

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Cash Accounts					
1000-00-10 Harris - Checking	52,628.36	5,633.18	4,618.53		53.643.01
Total Cash Accounts	52,628.36	5,633.18	4,618.53	0.00	53,643.01
Other Accounts					
2000-10-00 Student Council	5,657.60	1,310.20	1,336.16		5,631.64
2028-00-00 Class of 2028-A	21.23				21.23
2029-00-00 Class of 2029-A	407.87				407.87
2029-10-00 Class of 2029-B	407.88				407.88
2030-00-00 Class of 2030-A	498.39				498.39
2030-10-00 Class of 2030-B	151.67				151.67
2031-10-00 Class of 2031-A	563.33				563.33
2031-20-00 Class of 2031-B	563.32				563.32
2032-00-00 Class of 2032	452.45				452.45
2033-00-00 Class of 2033	133.80				133.80
2034-00-00 Class of 2034	532.39		172.41		359.98
2035-00-00 Class of 2035	183.00				183.00
2112-00-00 Band - Middle School	369.51	1,139.00	339.50		1,169.01
2115-00-00 Music - Elementary	1,770.07				1,770.07
2150-30-00 Musicals	3,252.96				3,252.96
2151-10-00 Music Dept.	144.39	406.00	213.95		336.44
2220-10-00 Art Club	475.59				475.59
2230-10-00 Beta Club	3,007.70	2,336.80	1,150.00		4.194.50
2276-10-00 Field Trips	81.77				81.77
2340-10-00 Spelling Bee	46.03				46.03
2391-10-00 AVID	4,319.20	150.00	393.37	50.00	4,125.83
2392-10-00 HANDS Club	0.06				0.06
2392-20-00 Pawsitivity Pack	396.21				396.21
2393-10-00 PBIS Middle School	277.74		57.91		219.83
2393-20-00 PBIS Elementary	0.34				0.34
2481-10-00 Yearbook - MS	6,800.42				6,800.42
2482-10-00 Yearbook - ELE	1,047.28				1,047.28
2560-30-00 Birthday Book Club	3.74				3.74
2560-40-00 Library-Book Fair	6,577.09				6,577.09
2590-10-00 Boys Basketball Lions Club	0.66				0.66
2590-20-00 Girls Basketball Lions Club	36.92				36.92
2640-30-00 Science Fair	164.46				164.46
2660-00-00 Math Club	24.86				24.86
2668-00-00 Track	10.68				10.68
3250-20-10 Poms	465.42				465.42
3350-20-10 Cheerleading	960.44				960.44
3830-00-00 Basketball - Girls	27.68				27.68
3840-00-00 Basketball - Boys	875.02	80.25	955.23		0.04
3850-20-00 Wrestling	142.55				142.55
3860-20-00 Cross Country	78.20				78.20
3900-20-00 Volleyball	0.50				0.50
4100-30-00 General	628.66				628.66
4105-30-00 Student Assistance Account	1,161.60				1,161.60
4400-30-00 PE - MS	74.52				74.52
4401-30-00 PE - Elementary	243.09				243.09
4480-30-00 Barb Dubow Wal-Mart	5.82				5.82
5500-10-00 Bank Correction	150.00				150.00
6000-00-00 Interest Income	6,227.25	210.93			6.438.18
6000-30-00 Field Trip Reserve	3,207.00			(50.00)	3.157.00

ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Total Other Accounts	52,628.36	5,633.18	4,618.53	0.00	53,643.01

Community Unit School District 300

A/P Board Bill Listing for March 25,2025

Fund		Amount
Educational	$	2,106,822.15
Health Insurance Fund	$	2,940,473.16
Grant Fund	$	19,260.39
COVID 19 Fund		
Operations & Maintenance	$	188,391.92
Bond & Interest		
Transportation	$	69,778.05
IMRF	$	2,350.67
Site & Construction	$	29,367.18
Impact Fees		
Tort Immunity Fund		
Total All Funds	$	5,356,443.52

Approved at a meeting of the Board of Education, Community Unit School District No. 300

Date: _____

Signed: _____ _____

President Secretary

AP Check Register

AP Run: 20250325 AP — Post Date: 2025-03-25 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
03/25/2025	0205	Wire Transfer	COMCAST	7,500.00
03/25/2025	0206	Wire Transfer	FLEETMATICS USA LLC	1,117.46
03/25/2025	0207	Wire Transfer	ILLINOIS MUNICIPAL RET FUND	1,286.80
03/25/2025	4878	Check	1-800MD LLC	1,040.00
03/25/2025	4879	Check	A FREEDOM FLAG CO	478.60
03/25/2025	4880	Check	ABLENET INC	690.00
03/25/2025	4881	Check	ADESTA LLC	1,984.15
03/25/2025	4882	Check	AGC EDUCATION INC	312.46
03/25/2025	4883	Check	AL WARREN OIL COMPANY INC	21,937.12
03/25/2025	4884	Check	ALEXANDER LEIGH CTR FOR AUTISM	66,384.27
03/25/2025	4885	Check	ALMODOVAR, JORGE	841.41
03/25/2025	4886	Check	AMERICAN ASSN OF SCHOOL ADMIN	500.00
03/25/2025	4887	Check	AMS STORE AND SHRED LLC	620.00
03/25/2025	4888	Check	ARLINGTON HEIGHTS SCHOOL DISTRICT 25	3,380.00
03/25/2025	4889	Check	ART OF EDUCATION UNIVERSITY	5,000.00
03/25/2025	4890	Check	ATI HOLDINGS LLC	18,817.42
03/25/2025	4891	Check	AUTOMATIC FIRE SYSTEMS INC	5,840.74
03/25/2025	4892	Check	BALCAZAR, KATHY A	52.43
03/25/2025	4893	Check	BARNES AND NOBLE BOOKSELLERS	575.36
03/25/2025	4894	Check	BATTERIES PLUS 1028	536.24
03/25/2025	4895	Check	BAYCOM INC	4,531.00
03/25/2025	4896	Check	BECKERS SCHOOL SUPPLIES	552.99
03/25/2025	4897	Check	BERINGER, ROBERT J	119.00
03/25/2025	4898	Check	BILITERACY SOLUTIONS	4,000.00
03/25/2025	4899	Check	BLACKOUT EZ LLC	2,453.62
03/25/2025	4900	Check	BOTTS WELDING & TRUCK SVC INC	27.00
03/25/2025	4901	Check	BREAKOUT EDU	119.00
03/25/2025	4902	Check	BSN SPORTS LLC	615.40
03/25/2025	4903	Check	CANDOR HEALTH EDUCATION	1,950.00
03/25/2025	4904	Check	CASSANDRA STRINGS	1,371.96
03/25/2025	4905	Check	CDI CORPORATION	192.04
03/25/2025	4906	Check	CENTRAL DUPAGE HOSPITAL ASSN	134.22
03/25/2025	4907	Check	CHICAGO HEARING SOCIETY	1,470.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
03/25/2025	4908	Check	CITICARE SERVICES LLC	221.25
03/25/2025	4909	Check	CLARE WOODS ACADEMY	30,471.82
03/25/2025	4910	Check	CLASSROOM CONNECTION DAY SCHOO	14,807.88
03/25/2025	4911	Check	CLIENTFIRST CONSULTING GROUP L	1,363.75
03/25/2025	4912	Check	COLLEY ELEVATOR	2,281.00
03/25/2025	4913	Check	COMMUNITY UNIT SCHOOL DIST 303	300.00
03/25/2025	4914	Check	CONNECTION DAY SCHOOL	11,789.12
03/25/2025	4915	Check	CONSERV FS	4,287.42
03/25/2025	4916	Check	CRAIG R ELLIOTT	135.00
03/25/2025	4917	Check	CRISIS PREVENTION INSTITUTE	4,298.00
03/25/2025	4918	Check	CROWN AWARDS	202.14
03/25/2025	4919	Check	DELTA DENTAL PLAN OF ILLINOIS	128,638.18
03/25/2025	4920	Check	DEMCO INC	211.17
03/25/2025	4921	Check	DOBBECK, KEVIN R	150.00
03/25/2025	4922	Check	EHARDT, JEFFREY M	212.80
03/25/2025	4923	Check	FELICITY SCHOOLS	9,048.00
03/25/2025	4924	Check	FOLLETT CONTENT SOLUTIONS LLC	3,313.19
03/25/2025	4925	Check	G AND O THERMAL SUPPLY CO	2,098.50
03/25/2025	4926	Check	GENEVA HIGH SCHOOL ATHLETICS	325.00
03/25/2025	4927	Check	GERTZ, STEVEN L	145.60
03/25/2025	4928	Check	GOLD MEDAL PRODUCTS	437.95
03/25/2025	4929	Check	GREEN, MATTHEW B	8.40
03/25/2025	4930	Check	GRISWOLD, DAWN M	18.90
03/25/2025	4931	Check	GROOT INC	20,865.09
03/25/2025	4932	Check	H AND M LIMOUSINE SERVICE INC	113.30
03/25/2025	4933	Check	HARRIES, ADRIAN W, JR	95.68
03/25/2025	4934	Check	HASTINGS, DARICE A	40.74
03/25/2025	4935	Check	HENNESSY, PATRICIA L	59.85
03/25/2025	4936	Check	HOMEPRO VACUUM LLC	957.80
03/25/2025	4937	Check	ILLINOIS ASSOCIATION OF SCHOOL	340.00
03/25/2025	4938	Check	ILLINOIS PARENT EDUCATION	1,680.00
03/25/2025	4939	Check	ILLINOIS SCHOOL SERVICES	1,525.00
03/25/2025	4940	Check	IMPERIAL DADE	175.51

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
03/25/2025	4941	Check	JAMF SOFTWARE LLC	35.13
03/25/2025	4942	Check	JEREMY BUDROW	150.00
03/25/2025	4943	Check	JIMENEZ, ELIZETTE M	53.84
03/25/2025	4944	Check	JOHNSON CONTROLS FIRE PROTECTI	1,427.91
03/25/2025	4945	Check	JW PEPPER	29.00
03/25/2025	4946	Check	KANE COUNTY REGIONAL OFFICE ED	560.00
03/25/2025	4947	Check	KELLY SERVICES INC	1,660.56
03/25/2025	4948	Check	KEM VENTURES INC DBA BIG GRIPS	109.90
03/25/2025	4949	Check	KENNEDY, NICOLE M	77.62
03/25/2025	4950	Check	KIRHOFERS SPORTS INC	299.00
03/25/2025	4951	Check	KNAPHEIDE EQUIPMENT CO	514.08
03/25/2025	4952	Check	KONA ICE OF MCHENRY COUNTY	2,750.00
03/25/2025	4953	Check	KYLLOE, JUSTINE M	64.40
03/25/2025	4954	Check	LAKESHORE LEARNING MATERIALS	2,492.12
03/25/2025	4955	Check	LIBERTYVILLE TILE AND CARPET	9,887.79
03/25/2025	4956	Check	LIPPERER, JESSICA L	99.68
03/25/2025	4957	Check	LOUIS, SHARON	49.00
03/25/2025	4958	Check	LOVE YOUR CLASSROOM LLC	9,750.00
03/25/2025	4959	Check	LUCKY LOCATORS INC	265.00
03/25/2025	4960	Check	MANTOVANO, ALBERTO M	150.00
03/25/2025	4961	Check	MCGRAW-HILL SCHOOL EDUCATION	32,442.90
03/25/2025	4962	Check	MELISSA SCHOONOVER	150.00
03/25/2025	4963	Check	MILLER, DANIEL J	44.10
03/25/2025	4964	Check	MOBILE MINI	496.56
03/25/2025	4965	Check	MORENO, ALYSSA M	17.64
03/25/2025	4966	Check	MURNANE PAPER COMPANY	5,416.00
03/25/2025	4967	Check	NATIONAL COUNCIL OF TEACHERS	299.00
03/25/2025	4968	Check	NEUCO INC	667.56
03/25/2025	4969	Check	NEW CONNECTIONS ACADEMY	6,907.83
03/25/2025	4970	Check	NIEVES, MARIA L	94.50
03/25/2025	4971	Check	NORTH AMERICAN CORPORATION	1,073.60
03/25/2025	4972	Check	OAK FIRE & SECURITY SYSTEMS	720.00
03/25/2025	4973	Check	OSBORN, SYDNEY E	95.68

AP Check Register

AP Run: 20250325 AP — Post Date: 2025-03-25 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
03/25/2025	4974	Check	PALDO SIGN COMPANY INC	4,045.00
03/25/2025	4975	Check	PARKLAND PREPARATORY ACADEMY SOUTH INC	11,328.64
03/25/2025	4976	Check	PARTS TOWN LLC	163.15
03/25/2025	4977	Check	PAZ, ANDREW	297.92
03/25/2025	4978	Check	PEERLESS NETWORK	14,339.57
03/25/2025	4979	Check	PERFECTION LEARNING CORPORATION	30,080.73
03/25/2025	4980	Check	POWERSCHOOL GROUP LLC	843.50
03/25/2025	4981	Check	RALPH HELM INC	319.90
03/25/2025	4982	Check	RAYMOND JAMES AND ASSOCIATES I	2,950.00
03/25/2025	4983	Check	RIVERA, LUIS R	106.47
03/25/2025	4984	Check	ROBERT KANIA	150.00
03/25/2025	4985	Check	ROMAN, HILDA E	64.82
03/25/2025	4986	Check	RUSSO POWER EQUIPMENT	1,197.99
03/25/2025	4987	Check	SANCHEZ, ADRIAN	257.25
03/25/2025	4988	Check	SCHEURICH, MARK J	150.99
03/25/2025	4989	Check	SCHOOL HEALTH CORPORATION	795.66
03/25/2025	4990	Check	SCHOOL SPECIALTY, LLC	1,162.77
03/25/2025	4991	Check	SECUREDOCS	700.00
03/25/2025	4992	Check	SIECZKOWSKI, JOSEPH W	296.80
03/25/2025	4993	Check	SIFUENTES, VINCE G, JR	245.56
03/25/2025	4994	Check	SITTER, MICHAEL C	525.70
03/25/2025	4995	Check	SLAVICH, LAURA D	13.30
03/25/2025	4996	Check	SMITHEREEN COMPANY	1,030.00
03/25/2025	4997	Check	SNAP-ON INDUSTRIAL	204.00
03/25/2025	4998	Check	SPECIAL EDUCATION SERVICES	67,750.65
03/25/2025	4999	Check	SPECIAL EDUCATION SYSTEMS	12,435.75
03/25/2025	5000	Check	SPECIAL EDUCATION SYSTEMS	8,256.06
03/25/2025	5001	Check	STA-KLEEN INC	70.00
03/25/2025	5002	Check	SUMMIT SCHOOL INC	33,965.64
03/25/2025	5003	Check	SUPERPSYCHED SUPPORT	11,471.25
03/25/2025	5004	Check	T S LIVINGSTON INC	975.00
03/25/2025	5005	Check	TAXON, ALEXANDRIA LEIGH	150.00
03/25/2025	5006	Check	THE HORTON GROUP	7,000.00

AP Check Register

AP Run: 20250325 AP — Post Date: 2025-03-25 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
03/25/2025	5007	Check	TOWN AND COUNTRY GARDENS INC	102.99
03/25/2025	5008	Check	TRADUCCIONNOW	63.68
03/25/2025	5009	Check	TRANE COMPANY	7,968.14
03/25/2025	5010	Check	TROY, JENNIFER E	54.30
03/25/2025	5011	Check	TYSKI, PATRICK N	179.90
03/25/2025	5012	Check	UNITED DOOR AND DOCK LLC	6,051.34
03/25/2025	5013	Check	VARITRONICS LLC	1,048.91
03/25/2025	5014	Check	VILLAGE OF HAMPSHIRE	6,916.40
03/25/2025	5015	Check	VISION SERVICE PLAN	25,540.76
03/25/2025	5016	Check	WAGNER, CINDY R	13.44
03/25/2025	5017	Check	WAKOH WEAR	401.00
03/25/2025	5018	Check	WAREHOUSE DIRECT INC	11,584.50
03/25/2025	5019	Check	WARNEKE, ROBERT J	23.24
03/25/2025	5020	Check	WEST A THOMSON REUTERS BUSINES	1,033.85
03/25/2025	5021	Check	WEST SIDE ELECTRIC SUPPLY INC.	662.20
03/25/2025	5022	Check	WHITEY'S TOWING	150.00
03/25/2025	5023	Check	WOCHNER, CHRISTIE M	259.00
03/25/2025	5024	Check	ZIOLS, JASON J	376.04
03/25/2025	9000000477	ACH	AIRGAS USA, LLC	994.58
03/25/2025	9000000478	ACH	ALLIED BENEFIT SYSTEMS, LLC	272.60
03/25/2025	9000000479	ACH	AMAZON CAPITAL SERVICES INC	1,831.42
03/25/2025	9000000480	ACH	ANDERSON LOCK COMPANY	1,379.00
03/25/2025	9000000481	ACH	APEX3 SYSTEMS LLC	11,200.00
03/25/2025	9000000482	ACH	AXESS TRANSPORTATION	18,942.00
03/25/2025	9000000483	ACH	BLICK ART MATERIALS LLC	826.67
03/25/2025	9000000484	ACH	BLUE CROSS	2,785,254.22
03/25/2025	9000000485	ACH	BRODERICK, SANDRA L	79.52
03/25/2025	9000000486	ACH	CDW-G	566,212.58
03/25/2025	9000000487	ACH	ENTERPRISE FM TRUST	73,122.98
03/25/2025	9000000488	ACH	FASTSIGNS OF CARPENTERSVILLE	1,332.93
03/25/2025	9000000489	ACH	GRAINGER	23,297.30
03/25/2025	9000000490	ACH	INTERSTATE ROOF SYSTEMS CONSUL	28,000.00
03/25/2025	9000000491	ACH	KLEIN THORPE & JENKINS LTD	1,210.00

AP Check Register

Check Date	Check Number	Payment Type	Name	Check Amount
03/25/2025	9000000492	ACH	LEGAT ARCHITECTS INC	1,367.18
03/25/2025	9000000493	ACH	LINDE GAS & EQUIPMENT INC	593.40
03/25/2025	9000000494	ACH	MANPOWER	16,100.38
03/25/2025	9000000495	ACH	ORGANIC LIFE LLC	934,400.49
03/25/2025	9000000496	ACH	PARKLAND PREPARATORY ACADEMY	80,956.17
03/25/2025	9000000497	ACH	SHRUB OAK INTERNATIONAL SCHOOL	35,067.50
03/25/2025	9000000498	ACH	VOYA FINANCIAL	21,193.95
03/25/2025	9000000499	ACH	WEST MUSIC COMPANY	71.89
			Total:	**5,355,379.65**

20250325 AP Summary

Type	Count	Amount
Regular Checks:	147	741,768.63
ACH Checks:	23	4,603,706.76
Wire Transfers:	3	9,904.26
Epayables:	0	0.00
Total:	**173**	**5,355,379.65**

Fund	Total
10 - EDUCATION FUND	2,106,822.15
11 - HEALTH INSURANCE FUND	2,940,473.16
14 - GRANT FUND	19,260.39
20 - OPERATIONS & MAINTENANCE FUND	188,391.92
40 - TRANSPORTATION FUND	69,778.05
50 - MUNICIPAL RETIREMENT FUND	1,286.80
60 - SITE & CONSTRUCTION FUND	29,367.18
	5,355,379.65

AP Check Register

AP Run: 20250307 OFFCYCLE — Post Date: 2025-03-07 — AP Run Type: R **COMMUNITY UNIT SCHOOL DIST 300**

Check Date	Check Number	Payment Type	Name	Check Amount
03/07/2025	0204	Wire Transfer	ILLINOIS MUNICIPAL RET FUND	1,063.87
			Total:	**1,063.87**

20250307 OFFCYCLE Summary

Type	Count	Amount
Regular Checks:	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	1,063.87
Epayables:	0	0.00
Total:	**1**	**1,063.87**

Fund	Total
50 - MUNICIPAL RETIREMENT FUND	1,063.87
	1,063.87

COMMUNITY UNIT SCHOOL DISTRICT 300

HUMAN RESOURCES REPORT

March 25, 2025

ADMINISTRATORS

1. Recommend the following be employed by Community Unit School District 300 for the **2025 - 2026** school year and be compensated according to the expected Board of Education approved Certified Administrators' and Supervisory Staff Compensation & Benefits Handbook for the 2025-2026 school year:

Name	Position	Location	Annual Salary	Effective
Bryan, Nicole	Principal	Neubert Elementary School	E, 1	July 1, 2025
Pleasant, Alexis	Assistant Principal	Dundee Middle School	I, A	July 1, 2025

RESIGNATION - ADMINISTRATORS

None

RETIREMENT – ADMINISTRATORS

None

CERTIFIED PERSONNEL

None

OTHER EMPLOYMENT – CERTIFIED PERSONNEL

None

RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Dubois, Grace	SPED	Big Timber Elementary School	End of the 2024-2025 school year
Hildebrand, Charlotte	Cross Categorical	Hampshire High School	End of the 2024-2025 school year
Labombarbe, Xenia	4th Grade	Westfield Community School	End of the 2024-2025 school year
Sikora, Jessica	Speech & Language Pathologist	Gilberts Elementary School	April 18, 2025

Leave of absence requests are attached separately for Board of Education approval.

2. Recommend approval of request to rescind the following letter of resignation:

Name	Position	Location	Effective
Sikora, Jessica	Speech & Language Pathologist	Gilberts Elementary School	End of the 2024-2025 school year

3. Recommend approval of the following letters of resignation from members currently on leave, effective at the close of the 2024-2025 school year:

Name	Position	Location
Banuelos, Danielle	4th Grade Dual Language	Meadowdale Elementary School
Danhof, Danielle	3rd Grade	Big Timber Elementary School
Leclair, Hannah	Music	Parkview Elementary School
Martinez, Lindsey	School Social Worker	Jacobs High School
O'Hara, Maria	Math	Jacobs High School
Schuck, Stephanie	Physical Education	Jacobs High School
Simons, Ginny	Cross Categorical	Hampshire Elementary School

OTHER RESIGNATION – CERTIFIED PERSONNEL

None

RETIREMENT – CERTIFIED PERSONNEL

1. Recommend approval of the following requests to retire in accordance with Article XX, B of the July 1, 2022 – June 30, 2025 LEAD negotiated agreement:

Name	Position	Location	Effective
Aguirre, Deborah	Cognitive Disabilities	Dundee-Crown High School	End of the 2028-2029 School Year
Bates, Laura	4th Grade	Lake In The Hills Elementary School	End of the 2028-2029 School Year
Butera, Jayne	3rd Grade	Algonquin Lakes Elementary School	End of the 2028-2029 School Year
Butler, Rita	ESL (.4) & Science (.6)	Dundee-Crown High School	End of the 2028-2029 School Year
Cabrera, Nilda	5th Grade Dual Language	Golfview Elementary School	End of the 2028-2029 School Year
Dixon, Michelle	Cross Categorical	Dundee Highlands Elementary School	End of the 2028-2029 School Year

Leave of absence requests are attached separately for Board of Education approval.

Name	Position	Location	Effective
Kerley, Amy	5th Grade	Gilberts Elementary School	End of the 2028-2029 School Year
Nosbisch, Reed	Cross Categorical	Jacobs High School	End of the 2028-2029 School Year
Russell, Jason	Physical Education	Westfield Community School	End of the 2028-2029 School Year
Stobbe, Jason	Physical Education	Dundee-Crown High School	End of the 2028-2029 School Year
Vehrs, Lisa	Guidance Counselor	Algonquin Middle School	End of the 2028-2029 School Year
Wicker, Donald	7th Grade Social Studies	Dundee Middle School	End of the 2028-2029 School Year
Wilken, Tammy	Cross Categorical	Liberty Elementary School	End of the 2028-2029 School Year

SUPERVISOR/MANAGER – EDUCATIONAL SUPPORT PERSONNEL

None

RESIGNATION – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

RETIREMENT – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following educational support personnel:

Name	Position	Location	Hourly Rate	Type
Gallo, Dominic	Paraeducator	Jacobs High School	$18.72	Replacement
Gonzalez, Karla	Paraeducator	Gilberts Elementary School	$20.43	Additional
Palmisano, Michelle	Paraeducator	Hampshire Middle School	$18.72	Additional
Payne, Emily	Paraeducator	Westfield Community School	$20.43	Additional

Leave of absence requests are attached separately for Board of Education approval.

Name	Position	Location	Hourly Rate	Type
Sanchez, Daisy	Family School Liaison	Liberty Elementary School (.4), Sleepy Hollow Elementary School (.4) & Dundee Highlands Elementary School (.2)	$21.92	Replacement
Sleigher, Abigail	Paraeducator	Jacobs High School	$18.72	Replacement
Vander Meulen, Peter	Night Custodian	Hampshire High School	$18.40	Replacement

RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following letters of resignation:

Name	Position	Location	Effective
Hernandez Bautista, Jose	Night Custodian	Lake In The Hills Elementary School	March 7, 2025
Peterson, Thomas	Safety Staff	Westfield Community School	March 21, 2025

DISMISSAL – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend dismissal of the following probationary employee, pursuant to Article XVII, Section 17.1 Probationary Period of the DESPA July 1, 2022 – June 30, 2025 negotiated agreement:

Name	Position	Location	Effective
Jackson, Dakota	Safety Staff	Dundee-Crown High School	March 21, 2025

RETIREMENT – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following requests to retire:

Name	Position	Location	Effective
McCall, Mary	Nurse (Non-Certified)	Algonquin Middle School	May 23, 2025
Hammersmith, Patricia	Paraeducator	Lake In The Hills Elementary School	May 23, 2025

COACHING/VOLUNTEER – EDUCATIONAL SUPPORT PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.

DISTRICT POSITION TRANSFERS

1. Recommend position transfers of the following personnel:

Current Class	Name	Current Position	Current Location	New Class	New Position	CBA/ Handbook	Lane-Step	New Location	Effective Date
DESPA	Bautista, Briselda	Registrar Secretary	HES	Same	Principal's Secretary	DESPA	C, 2	Same	March 17, 2025
ADMIN	Fenner, Dara's	Dean	WCS	Same	Assistant Principal	ADMIN	G, 1	HHS	July 1, 2025

Leave of absence requests are attached separately for Board of Education approval.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Tommy Parisi,
Director of PE, Health, Driver's Ed & Athletics

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/11/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **IHSA Athletics Annual Membership Agreement (Renewal)**

Background

Each year, the Illinois High School Association (IHSA) requires school boards to renew their membership by confirming that our schools continue to be recognized by the Illinois State Board of Education and by certifying that our Board has voted to adopt and abide by the Constitution, By-Laws, Terms and Conditions, Administrative Procedures, Guidelines and Policies of the Association for the 2025-2026 school year.

Administrative Recommendation

The administration recommends the Board approve the renewal of the IHSA Membership.

Fiscal Impact

None

ILLINOIS HIGH SCHOOL ASSOCIATION

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

March 2025

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. **For the 2025-2026 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.**

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2025-26 school term.

Your 2025-26 membership renewal is due by June 30, 2025. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to general@ihsa.org or fax (309) 663-7479.

Sincerely,

Craig Anderson

Craig Anderson
Executive Director

THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.
DO NOT DETACH

To: IHSA Executive Director

We certify that Dundee-Crown High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on March 25, 2025, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2025, through June 30, 2026.

Asia Gurney

Principal/Official Representative Signature

Board President or Board Secretary Signature

ASIA GURNEY

Print Name and Phone Number

Dr. David Scarpino, Board President 847-551-8300

Print Name and Phone Number

Dundee-Crown High School

Carpentersville, Illinois

2025-26 Membership Renewal

2715 McGraw Drive / Bloomington, IL 61704
Tel 309.663.6377 / Fax 309.663.7479 / www.ihsa.org

ILLINOIS HIGH SCHOOL ASSOCIATION

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

March 2025

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. **For the 2025-2026 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.**

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2025-26 school term.

Your 2025-26 membership renewal is due by June 30, 2025. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to general@ihsa.org or fax (309) 663-7479.

Sincerely,

Craig Anderson

Craig Anderson
Executive Director

THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.
DO NOT DETACH

To: IHSA Executive Director

We certify that Hampshire High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on March 25, 2025, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2025, through June 30, 2026.

M Sitter

Principal/Official Representative Signature

Board President or Board Secretary Signature

Michael Sitter 847-792-3569

Print Name and Phone Number

Dr. David Scarpino, Board President 847-551-8300

Print Name and Phone Number

Hampshire High School

Hampshire, Illinois

2025-26 Membership Renewal

ILLINOIS HIGH SCHOOL ASSOCIATION

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

March 2025

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. **For the 2025-2026 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.**

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2025-26 school term.

Your 2025-26 membership renewal is due by June 30, 2025. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to general@ihsa.org or fax (309) 663-7479.

Sincerely,

Craig Anderson
Executive Director

THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.
DO NOT DETACH

To: IHSA Executive Director

We certify that Harry D. Jacobs High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on March 25, 2025, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2025, through June 30, 2026.

Principal/Official Representative Signature

Jason Ziols 847-532-6151
Print Name and Phone Number

Board President or Board Secretary Signature

Dr. David Scarpino, Board President 847-551-8300
Print Name and Phone Number

Harry D. Jacobs High School Algonquin, Illinois

2025-26 Membership Renewal

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Diane White,
Director of Purchasing

Presented at the following Board Meetings	
Board Operations Committee	3/11/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/11/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **Student Photography Contract (Extension)**

Background

Administration is recommending a contract extension for Student Photography Services to be awarded to Visual Image Photography, Inc. VIP's communication plan, scheduling, and quality of pictures is exceptional. We have had positive feedback from school administration, athletic coaches, and parents.

The extension will run from June 1, 2025 through May 31, 2027. Pricing will remain at original rates given.

The RFP extension includes Student Photography Services K-12, ID Badges, and Senior Graduation Day picture services.

The original RFP documents were released on Monday, March 28, 2022, via Bidnet. Thirteen prospective bidders downloaded the documents from Bidnet. Electronic proposals were publicly opened via Google Meet on Wednesday, April 12, 2022. Three complete bids were received, in addition to three formal declines. The RFP is for District-Wide Student Photography and ID badges. The initial contract term was three years, beginning June 1, 2022, and ending May 31, 2025.

Administrative Recommendation

Visual Image Photography, Inc – Cedarburg, WI: Extension of student photography services.

Fiscal Impact

D300 parents will pay for student photography packages purchased from this contract.

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

January 23, 2025

Ms. Courtney Lutz
Visual Image Photography, Inc
W63 N582 Hanover Avenue
Cedarburg, WI 53012
Chicago, IL 60707

RFP - Student Photography Services K-12, ID Badges and Graduation Day Picture Services

Via Email: Courtney@vipis.com CC: kbarbel@vipis.com

Dear Ms. Lutz,

On May 12, 2022, District 300 originally approved a contract with Visual Image Photography, Inc for Student Photography Services. District 300 would like to exercise a contract extension based on the April 28, 2022 response submitted by your firm. This contract would be for Student Photography (Fall, Spring, Athletic/Group, Seniors and Staff), ID Badges and Graduation Day Picture Services. The extension will run from June 1, 2025 through May 31, 2027. Pricing would remain at original rates given.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee and award by the board on Tuesday, February 18, 2025.

The favor of a response is requested by Wednesday, January 29, 2025.

Sincerely,
Nicole Kennedy **2025-01-23**
2E5C437EB41564CA096ED735A24EE71B contractworks
Diane C White, Director of Purchasing
Signed by Nicole Kennedy, Purchasing Manager, in Diane's absence

Acceptance to hold submitted pricing:

Courtney Lutz **2025-01-23**
E3E63C36CD8938887FDFFB7C940B3176 contractworks
Service Provider

DISTRICT 300

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

August 24, 2022

Mr. Peter Heck
Central Valley Studios
PO Box 10
Hampshire, IL 60140

Via Email: pete@cvstudios.com

RFP-Student Photography and ID Services

Dear Mr. Heck,

Congratulations! District 300 has awarded the contract for the graduation photo portion of Student Photography and ID Services RFP to Central Valley Studios! The Board of Education approved this award at their regular meeting of August 23, 2022. The awarded contract pricing is shown on the following page with a three-year contract term from June 1, 2022 through May 31, 2025.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

Please send this signed letter via Contract Works by September 6, 2022.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured prior to September 6, 2022 to the bids.purchasing@d300.org.

This Agreement is entered into as of August 24, 2022.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks **2022-08-31**
OWNER *(Signature)*

Peter Heck, CV Studios
48A902AA84E3F52E52B65F14731F0E52 contractworks **2022-08-31**
CONTRACTOR *(Signature)*

Diane C. White, Director of Purchasing

Peter Heck, CV Studios President
(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White
Diane C. White, Director of Purchasing

Central Valley Studios Inc.
Processing Center
P.O. Box 10
Hampshire, IL 60140
877-446-2196

Pin#:«NameID»

$3.00 late charge after «DeadlineDate»

«FirstName» «LastName»

«Address»

«City», «State» «Zip»

Phone:

See Details on New Pearlized Portraits at bottom of sheet

*Order by Web at:
www.gradphotonetwork.com
*Online orders can zoom & crop photo

*Order by Phone: 877-446-2196
*Order by Fax: 847-683-0611
*Order by mail to address above.
*All Prints imprinted with event title

Package A
2-8x10's, 4-5x7's
16-Wallets
$112 New Pearlized Portraits
$98 Laminated with Folders
$92 Laminated $84 Matte prints

Package B
1-8x10, 2-5x7's
8-Wallets
$60 New Pealized Portraits
$54 Laminated with Folders
$50 Laminated $46 Matte prints

Package C 4-5x7's
$46 New Pealized Portraits
$38 Laminated with Folders
$36 Laminated $31 Matte prints

Package D 8-Wallets
$22.95 New Pearlized Portraits
$17.95 Laminated $15.95 Matte prints

Package E 1-8x10
$22.95 New Pearlized Portraits
$19.95 Laminated w/ Folders
$17.95 Laminated $15.00 Matte print

Package F 1-5x7
$12 New Pearlized Portraits
$10.50 Laminated w/ Folders
$9.50 Laminated $7.95 Matte print

Package G 4-3x5's
$22.95 New Pearlized Portraits
$19.95 Laminated $17.95 Matte prints

Package H 2-5x7's special
$15.00 Matte prints only

Package I $15.00 Retouching
This custom service minimizes blemishes and lines for an improved complexion, as well as brightening eyes and teeth for a more polished appearance

Package GP $49.95 Grad Plaque
Includes Name, School & Graduation Year.
Name to appear on plaque

Tassel – Photo Frames

See enclosed flyer and website for more products →
www.cvstudios.com &
www.gradphotonetwork.com

Go to website for better view
«OrderNumber1»
«Roll1»-«Frame1»

«Picture1»

	New Pearlized Portraits Price	Qty.	Laminated w/Folders Price	Qty.	Laminated Prints Price	Qty.	Matte Prints Price	Qty.	Total
Pkg. A	$112		$98		$92		$84		
Pkg. B	$60		$54		$50		$46		
Pkg. C	$46		$38		$36		$31		
Pkg. D	$22.95		NA		$17.95		$15.95		
Pkg. E	$22.95		$19.95		$17.95		$15.00		
Pkg. F	$12.95		$11.95		$9.95		$7.95		
Pkg. G	$22.95		NA		$19.95		$17.95		
Pkg. H	2-5x7's special						$15.00		
Pkg. I	Retouching						$15.00		

Go to website for better view
«OrderNumber1»
«Roll2»-«Frame2»

«Picture2»

	New Pearlized Portraits Price	Qty.	Laminated w/Folders Price	Qty.	Laminated Prints Price	Qty.	Matte Prints Price	Qty.	Total
Pkg. A	$112		$98		$92		$84		
Pkg. B	$60		$54		$50		$46		
Pkg. C	$46		$38		$36		$31		
Pkg. D	$22.95		NA		$17.95		$15.95		
Pkg. E	$22.95		$19.95		$17.95		$15.00		
Pkg. F	$12.95		$11.95		$9.95		$7.95		
Pkg. G	$22.95		NA		$19.95		$17.95		
Pkg. H	2-5x7's special						$15.00		
Pkg. I	Retouching						$15.00		

Go to website for better view
«OrderNumber1»
«Roll3»-«Frame3»

«Picture3»

	New Pearlized Portraits Price	Qty.	Laminated w/Folders Price	Qty.	Laminated Prints Price	Qty.	Matte Prints Price	Qty.	Total
Pkg. A	$112		$98		$92		$84		
Pkg. B	$60		$54		$50		$46		
Pkg. C	$46		$38		$36		$31		
Pkg. D	$22.95		NA		$17.95		$15.95		
Pkg. E	$22.95		$19.95		$17.95		$15.00		
Pkg. F	$12.95		$11.95		$9.95		$7.95		
Pkg. G	$22.95		NA		$19.95		$17.95		
Pkg. H	2-5x7's special						$15.00		
Pkg. I	Retouching						$15.00		

Subtotal

Shipping Scale		
$0.00	$20.00	=$4.00
$20.01	$50.00	=$6.00
$50.01	$120.00	=$7.00
$120.01+		=$8.00

Add $49.95 for Package GP if you ordered it
ILL Res. Add 7% sales tax
Add total from special product flyer
USA Shipping–See Scale on Left
(add $50.00 if shipping outside the USA) Total Payment

Orders mailed within 10 days of receipt. Allow 3 weeks additional for frame and plaque delivery.

Payment by: ☐ Check/MO ☐ MC, Visa, Discover, AMX
Name on Card
Card# Exp Date
Signature

Light or Dark Proofs will be corrected on Final prints.
100% Satisfaction Guarantee

☐ *Change My Address*-Indicate New Address Below
New Street
New City St Zip
New Phone#

Grad Collage

Thank you Cards

New Pearlized Portraits
Make your image a hi-definition photo with brighter colors, increased clarity and richer tones that create an intense result

Lamination
Glossy coating to protect photos from spills, fingerprints and fading.

Black Presentation Folders
Great for displaying photos.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **August 9, 2022**

TO: Susan Harkin, Superintendent
Board of Education

FROM: Diane C. White
Director of Purchasing

Presented at the following Board Meetings	
Construction/Facility	
Finance	8/9/2022
Policy/Legislative	
School Utilization	
BOE 1st Reading	08/09/2022
BOE 2nd Reading	08/23/2022

SUBJECT: **Approval of Student Photography – Grad Photos Agreement**

Background

RFP documents were released on Monday, March 28, 2022, via Bidnet. Thirteen prospective bidders downloaded the documents from Bidnet. Electronic proposals were publicly opened on Google Meet on Wednesday, April 12, 2022. Three complete bids were received in addition to three formal declines. Central Valley Studios of Hampshire, IL, is the only one of the three bids submitted specializing in graduation photography. Central Valley Studios has had favorable reviews from our three high schools over the last five years. This contract is for a three-year contract term with the possibility of two one-year extensions. The new initial contract will begin June 1, 2022, and go through May 31, 2025. D300 parents will pay for graduation photo packages purchased from this contract.

Administrative Recommendation

Central Valley Studios, Hampshire, IL: Award contract for Student Photography - Graduation Photos for a three-year term, June 1, 2022, through May 31, 2025, with the possibility of two one-year extensions.

Fiscal Impact

No fiscal impact on District 300. If interested, photos are purchased by District 300 families directly from Central Valley Studios.

COMMUNITY UNIT SCHOOL DISTRICT 300
RFP-Student Photography and ID Services
Wednesday, April 13, 2022, 12:00PM

COMPANY	Addendum 1	Privacy Addendum	Questionaire	Signed RFP Response Form	References	Certifications	W-9	Vendor App.	Comments
Central Valley Studios	Y	Y	Y	Y	Y	Y	Y	Y	Grad photos only
Enterprise Pals, Inc.									
School Wholesale Supplies									
Bobbi Rose Photography									
Color Portraits, Inc.									
Data Entry Outsourcing Services LLC									
Allied Solutions									
Shutterfly Lifetouch, LLC	Y	Y	Y	Y	Y	Y	Y	Y	$2/RFID card
HR Imaging Partners, Inc.									Decline
Interstate Studio									Decline
Sport Pics, LLC									
Jostens									Decline
Visual Image Photography	Y	Y	Y	Y	Y	Y	Y	Y	

Administrative Recommendation

Central Valley Studios, Hampshire, IL: Award contract for Student Photography - Graduation Photos for a three-year term, June 1, 2022 through May 31, 2025 with the possibility of two, one-year extensions.

Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 - PHONE
bids.purchasing@d300.org

March 29, 2022

Dear Vendor:

The Board of Education of Community Unit School District No. 300 invites you to submit an electronicproposal for:

RFP – Student Photography Services K-12

The enclosed proposal form(s) **must** be used in submitting your proposal. Proposal must be addressed asfollows:

Community Unit School District No. 300
Purchasing Department–Student Photography Services K-12
2605 Bunker Hill Drive
Algonquin, IL 60102

Electronic proposals will be received until **12:00 NOON CT, Wednesday, April 13, 2022** at which time they will
be opened and read publicly in a virtual meeting. Enter proposals via BidNet.

The required Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the Board of Education to award the proposal at **the Tuesday, May 10, 2022 regular meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price no constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for the rejection. Any request for information shall be made to Diane C White, Director of Purchasing, but the response may not be used as a condition to any proposal being submitted.

Sincerely,

Diane C White

Diane C. White
Director of
Purchasing

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed Requests for Proposal for:

RFP – Student Photography Services K-12

Proposals will be accepted until **12:00 NOON CT, Wednesday, April 13, 2022** at:

Community Unit School District 300
Purchasing Office
2605 Bunker Hill Drive
Algonquin, IL 60102
Via Bidnet

A public RFP opening will be held virtually, via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

Instruction to Vendors

Proposals should be submitted via Bidnet, District 300's online bid submittal service.

A non-mandatory document review Pre-Bid meeting will be held virtually on **Tuesday, April 5, 2022 at 10:00 AM CT.**

Bid specifications will be available on Monday, March 28, 2022, after 3:00 PM. To obtain bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 Bidnet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all proposals or waive any bid irregularities.

RFP - Student Photography and ID Services
Tentative Project Timeline (Subject to Change)
All Times are Central Time

ACTION	DATE	TIME	LOCATION
Establish Project Timeline	Monday, March 21, 2022		Purchasing Dept
Meet with stakeholders to establish scope of service	Monday, March 21, 2022		APO/CFO
Establish annual Calendar of Events with stakeholders beginning with June Senior pictures	Wednesday, March 23, 2022		APO and Purchasing
Scope Review with Stakeholders	Thursday, March 24, 2022		APO and Purchasing
Specifications Draft	Thursday, March 24, 2022		Purchasing Dept
Finalize Scope of Work Review with stakeholders	Friday, March 25, 2022		APO and Purchasing
Documents Finalized	Friday, March 25, 2022		Purchasing Dept
Documents Released	Monday, March 28, 2022	3:00PM	Bidnet
Legal Ad Publication	Tuesday, March 29, 2022		Daily Herald
Pre-RFP Meeting	Tuesday, April 5, 2022	10:00am	Google Meet
Q&A Deadline	Friday, April 8, 2022	4:00PM	Bid Net
RFP Submittal Deadline	Wednesday, April 13, 2022	12:00Noon	Bid Net
Evaluation Period	4/13-14/22		Committee
Vendor Short List - Notification	Thursday, April 14, 2022	3:00PM	Purchasing Dept
District 300 Questions for Short List Vendors	Thursday, April 14, 2022	3:00PM	Purchasing Dept
Vendor Interviews w/Committee	4/19-20/22	TBD	Google Meet
Best and Final Offer Requested	Thursday, April 28, 2022		Purchasing Dept
Recommendation to CFO	Tuesday, May 3, 2022		Purchasing Dept
BOE Workshop/Approval Packet	Tuesday, May 3, 2022		Purchasing Dept
BFC Committee Meeting	Tuesday, May 10, 2022	4:30PM	Central Office
BOE MEETING Approval	Wednesday, May 11, 2022	6:30PM	Central Office
Contract or Purchase Order Released	Thursday, May 12, 2022		Purchasing Office
Kick-off Meeting	Friday, May 13, 2022	TBD	TBD
Bi-Weekly Virtual Status Meeting Schedule	TBD	TBD	TBD

Instructions to Bidders

1. General

a. Proposals shall be signed and submitted in an envelope properly marked with the title of the proposal, and date and time of opening. Unsigned proposals will be rejected.

b. Seal and deliver proposal to the purchasing office on or before the time scheduled for the opening. Late proposals will not be opened nor considered.

c. All proposals shall be made on this form.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Proposals should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation and delivery to the locations designated on the proposal specification and installation, if called for, in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Proposals are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

h. Oral, telephonic, telegraphic, or facsimile bids will not be accepted.

i. Electronic bids may be submitted via BidNet.

2. Errors and Omissions

All proposals shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for proposal opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda

3. Firm Proposal

All proposals will be considered to be firm for a period of sixty (60) days from the dateestablished for the opening of proposals.

4. Withdrawal of Proposals

Proposals may be withdrawn by letter, or telegram, or fax received by the district orin person prior to the time and date established for the opening of proposals.

5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill proposal requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the proposal.

b. The Board of Education reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified in the requirements.

6. Vendor Application and W-9 Form

District 300 requires that a current Vendor Application and W-9 form be included withyour electronic proposal. These forms can be found on the District website https://www.d300.org/Purchasing

7. Compliance with Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor 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 as ascertained by the Illinois Department of Labor. 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. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. Signature Constitutes Acceptance

The signing of these proposal forms shall be construed as acceptance of allprovisions contained herein.

9. Contracts

The successful bidder will be required to enter into a contract incorporating the termsand conditions of this proposal.

10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved)the contractor agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth theprovisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidder state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. Evaluations

The District reserves the right to reject any and all proposals, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on proposal request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of proposals. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. Examination of Documents and Site

Before submitting a proposal for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the proposal, and include in its own proposal all sums sufficient to provide all

work required by the contract documents. After opening of proposals, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a proposal, each bidder shall be held to represent that that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of thework.

14. Performance: Labor and Material Payment Bonds (IS NOT REQUIRED FORTHIS PROJECT)

Within ten days of the date of the Notice of Award, the successful contractor shall enter into a formal contract with the Board of Education and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. Bid Security (IS NOT REQUIRED FOR THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the proposal shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the contractor shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof.

The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds havebeen provided.

16. Service Points

- **See site listing in scope of work/service**
- **Project Manager – Diane C. White, Director of Purchasing**
- Email: diane.white@d300.org

17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 2 years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. Total Price for All Items Proposal

A total proposal dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the proposal form before signing and submitting the proposal.

19. Insurance

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

Umbrella liability insurance with a minimum combined single limit of Two Million dollars ($2,000,000.00) per occurrence and Two Million Dollars ($2,000,000) general aggregate.

The insurance shall include sexual abuse and molestation coverage if the Contractor will be on District premises. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or comparable rating service. The comprehensive general liability, property damage, auto liability, and umbrella liability insurance policy shall name the District, its Board, Board members, employees, volunteers, and agents as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the District (if the Contractor will be on the District's premises the waiver of subrogation shall also apply to the workers' compensation insurance the waiver of subrogation shall also apply to the workers' compensation insurance). The Contractor shall provide the District with certificates of insurance reasonably acceptable to the District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. If requested the Contractor shall provide copies of applicable policy endorsements. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the District by certified mail, return receipt requested.

It is MANDATORY within ten (10) days after the proposal award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

20. Hold Harmless and Indemnification

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to thiscontract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. Damage to Property

In the event the bidder damages the District's property, the bidder shall, at the bidder's 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 bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. Late Proposals

Proposals received after the time specified in the Invitation for Proposal may not be opened or considered. The method of transmittal of the proposal is at the bidder's risk of untimely receipt by the institution. The use of institution equipment for transmission of proposals is prohibited.

23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as proposal alternatives. Notations are to be included as to the percentage of recycled products in each item.

24. Payment

Payment is to be made within 45 days of the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. Manuals

The successful bidder shall supply, at no cost to the district, a detailed service manual, parts list, and list of service locations.

26. Completion of Work – Contract Term

Three (3) year contract with the possibility of Two (2), one (1) year extensions with favorable recommendation from District 300 stakeholders.

27. Personnel

If any person employed on the work site were, in the opinion of the District Project Manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to theDepartment upon request.

29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. Compliance with Laws

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. Governing Law

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. Proposal

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All proposals shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal. Unless the bidder so indicates, it is understood that the bidder has submitted the proposal in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such proposal is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications

contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with
(1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. Cancellation

The District reserves the right to cancel this contract at any time for reasons ofunsatisfactory services.

36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hoursof 8:00AM and 4:30PM, or by email – diane.white@d300.org

Proposal Content and Proposal Format Submittal to include:

One complete electronic copy of proposal

Section 1 - Firm Experience and Capabilities

- Provide a list of all School District clients for which you have provided services for in the last five years.
- Highlight your experience in performing work such as described in the Proposal.
- Examples of implementations that demonstrate experience with large organizations in education and government organizations.

Section 2 - Project Approach

- Provide a brief discussion of the following:
- The methodology that your firm would use in collaborating with District personnel. Please provide an adequate description and summary of capabilities.
- Provide staffing resumes who would be proposed to oversee our account, along with resumes of potential employees that would be assigned to District 300.
- Your approach for providing the necessary support to District 300 to insure the successful implementation of the contract for Student Photography project.
- Your procedure for training personnel to adhere to the District 300 guidelines of this contract.

Section 3 – Economic Impact – Pricing and Proposal Questionnaire

- Include Proposal Response Forms A and B in this section.
- Include any related price sheets and specification sheets.

Section 4 – Required District 300 certificates, Vendor Application, W-9 form, Student Data Privacy Addendum. These forms are included in Exhibit B.

Section 5 – Your firm's Sample Contract (if applicable)

Section 6 – Other information proposed that is not included in the questionnaire

Section 7 – Please provide audited financials or financials for the past five years. You may provide a link to these documents for the district to review.

Scope of Work/Services
Student Photography
Services K-12

Community Unit School District 300 is seeking a firm to provide Student Photography Services for Grades K-12. The vendor must bid on all items in one or multiple categories. It is the intention of the District to award this project by category, which may also be awarded to a single vendor.

About the District: District 300 has approximately 20,290 students, 2596 employees, and it is governed by an elected seven-member Board of Education. District 300 is located in four counties, Cook, DeKalb, Kane, and McHenry. District 300 serves families residing in Algonquin, Carpentersville, East Dundee, Gilberts, Hampshire, Lake in the Hills, Pingree Grove, Sleepy Hollow, and West Dundee.

Currently, we have one (1) Pre-K school, sixteen (17) elementary schools (with one (1) dual language school), four (4) middle schools, one (1) K-8 school, three (3) High Schools, and one (1) Alternative School.

Community Unit School District 300 is a unit of local government and is entitled to exemption from Illinois State Sales Tax.

Link to District 300 financial reporting - https://www.d300.org/Page/1371

Total Student Enrollment	
Pre-K	770
Elementary	8550
Middle	4714
High	6493
Total Number of Juniors	
Dundee Crown HS	660
Hampshire HS	497
Jacobs HS	519
Total Staff	
Elementary	725
Middle	388
High	539
Misc - Coaches, etc.	100
Total Central Office and Contractors	
Central Office Staff	243
Contractor - Food Service	225
Contractor - Transportation	300
Contractor - NIA	50

Requirements for photo upload into our systems.

1. Photos must be placed in a zip file (no larger than 100MB) along with a mapping file.The mapping file named "idlink.txt" which has a line for each photo and the line consists of the patron barcode (ID#) with no leading zeros, and the name of the photo separated by a comma. Tab Delimited TXT Mapping file with Student Number, Photo File Name
2. 72DPI, 120X150 Pixels for student photography
3. 72DPI, 480X600 Pixels for staff photography
4. Jpg format, "######.jpg"
5. 200 x 300 resolution is preferred (3:2 aspect ratio)
6. A file transfer site from your company would be preferred.

Additional requirements:

1. All staff, including District 300 contractors must have their ID's prior to August 1, 2022.
2. ID's must work for barcode reading for, Kronos (Timekeeping System for payroll and attendance), One Source – (Point of Sale software for Food Service) and Destiny (Asset tracking system for library and resources). ID Badge proofs must be submitted to District 300 IT department for proof of concept for all three systems.
3. Vendor to adhere to District 300's scheduling requests.
4. Take staff pictures during WOW week for new staff and existing staff prior to start of school.
5. Take pictures for contracted employees' start-up sessions prior to the start of school.
6. Different color or distinctive layout for each year to differentiate the current year tags from prior years.
7. District 300 will require an annual report for purchases and provide a commission report.
8. Generic school tags for
    a. **S** for Substitutes
    b. **V** for Visitors
    c. **VOL** for Volunteers
9. 2 of ea. – Software, camera, and ID Badge printing machine that remains at the Administration Center. District 300 is currently using a Fargo DTC 1250e for our non-RFID badges.
10. Vendor to provide maintenance and maintenance supplies for all id printers provided to District.
11. Replacement ribbons and replacement ID cards to be pre-punched.
12. Master copy of software – made available to IT department for backup.
13. Pictures backup either locally or on the network.
14. D300 templates are included with the scope of work.
15. Ability to provide an online website for ordering that details picture packets available and pricing.
16. Ability to accept cash, checks and credit cards as forms of payment. There needs to be an option for prepayment.
17. Required virtual bi-weekly status meetings with Project Manager. A District-Wide google form will be utilized to record any issues that need resolution, either with the successful vendor or with the school.

Student ID Cards – PVC plastic ID cards and **RFID (Elementary only) two-sided printed.**

1. All cards are to be pre-printed with a message on the back. A small stock of blank cards are to be made available to the District for onsite replacement badge printing for both types of cards.
2. PVC plastic ID cards for each student and staff member photographed. The ID cards will be pre-printed and delivered prior August 1st.
3. RFID cards will be used for **K-5 students only**. These cards must be compatible with our transportation system (Zonar). RFID card specification are as follows:
   - ✓ 125kHz RFID circuit.
   - ✓ Rectangular antennae for maximum read range.
   - ✓ ISO card ID-1 package type.
   - ✓ Full color printing on both sides
     - Includes variable photos, logos, names and barcodes for students
   - ✓ Slot Punching
   - ✓ Shrink wrapped in 100's
   - ✓ Programmed value is sequential.
   - ✓ Unique card number etched on the outside of housing.
4. RFID Card Printer Specifications – supplies to all elementary schools
   - ✓ Direct color sublimation printing
   - ✓ Print speed: 190+ cards/hour
   - ✓ Feeder capacity: 100 cards
     - Slot for non-RFID cards
   - ✓ Output hopper capacity: 25+ cards
   - ✓ Card thickness: 20-50 mil
   - ✓ Ribbon capacity: 250 - 300 Prints/Roll (YMCKO)
   - ✓ Display
     - Printer notifications: feeder empty/almost empty, cleaning alerts, ribbon finished, almost finished.
   - ✓ Operating systems
     - Compatible with Windows (32/64 Bit): XP SP3, Vista, W7, W8, W10
   - ✓ Contactless RFID encoder
     - 125 KHZ
     - 13.56 MHZ
   - ✓ Warranty
     - Three Years
   - ✓ Service
     - Three Years Hot Swap Printer Replacement
     - All Parts, Labor and Loaner Provision
5. New Preschool and Kindergarten ID Cards will be delivered to each school after picture retake.
6. ID card will be designed to the school's specifications and will include the following:
   a. Photo
   b. Name
   c. ID #
   d. Grade
   e. Additional fields as needed

7. Production equipment at Administration Center (1 ea.), five (5) Middle Schools (1 ea.), three (3) High Schools (1 ea.), one (1) Alternative School (1 ea.), and eighteen (18) Elementary Schools (1 ea.). Replacements as needed, and annual maintenance. Equipment ownership remains with vendor.
    a. Webcam
    b. Printer – USB connect, RFID badge printer for elementary schools, all other schools should receive a PVC badge printer for one sided printing.
    c. Software – to print id cards on demand
8. Vendor to provide a sample of each of the ID templates provided with the scope of work.
9. Vendor to provide training and technical support
10. Vendor to provide yearbook staff with photos.
11. Vendor to provide two (2) complimentary sessions for training students on the yearbook staff to take candid photos of sports and activities.

Category A - Student Portraits

1. Vendor will photograph students and staff on dates mutually agreed between the vendor and school. Retake photo days will be scheduled.
2. Sufficient staff will be provided to ensure an efficient picture day with minimal disruption to schedules.
3. Proofs will be posted to the vendor's website for viewing and purchase.
4. Vendor will provide a copy of all images taken at school.
5. Bilingual staff can be made available upon District 300's request.
6. Ability to provide an online ordering website that details picture packets available and pricing.
7. Ability to accept cash, checks and credit cards as forms of payment. Receipts must be issued with all cash payments to the student or as an electronic receipt process.

Dances and designated Special events and or activities

1. School and vendor will cooperatively determine the number of photographers needed at various events.
2. All sales will be conducted online. Proofs will be posted to the vendor's website for viewing and purchase within 5 days of the event.
3. Complimentary digital images will be provided to the yearbook staff and/or PTO
4. All products are unconditionally guaranteed, and are fully refundable.

Category B - Sports/Clubs program - (Middle and High School)

1. Provide team/club and varsity individual headshots
2. Coaches/Sponsors will receive a complimentary package and 8x10 group photo.
3. Varsity Athletes will receive an individual 2x3 free of charge.
4. Proofs will be posted to the vendor's website for viewing and purchase within 5 days of the event.
5. Vendor will work with the Athletic Department to create a picture day schedule that meets the needs of all teams/clubs.
6. Sufficient staff will be provided to ensure an efficient picture day with minimal disruption to practice schedules.
7. Middle School recognition night – Photographer is required.
8. Custom sports/clubs' flyers offering a variety of packages and options will be provided tothe Athletic Department for distribution prior to picture day.
9. When photographing outdoors, vendor will provide its own risers for all large teams and group photos.
10. Complimentary Wall of Fame photographs up to a 16x20 in size that includes school logo, graphics and text for all Varsity Teams.
11. Upon request vendor will take photographs of administrators, athletic staff, coaches, sponsors, managers and others.
12. Vendor will provide a copy of all images taken at school.
13. All products are unconditionally guaranteed, and are fully refundable.
14. Ability to provide an internet ordering website that details picture packets available.
15. Ability to accept cash, checks and credit cards as forms of payment. Receipts must be issued with all cash payments to the student or as an electronic receipt process.
16. High School candid events will be limited to 60 events per high school

Category C - Senior Portraits

1. Seniors will be photographed at the school.
2. Proofs will be posted to the vendor's website for viewing and purchase within10 days of the event.
3. No senior is under any obligation to purchase. Seniors must be photographed by vendor to be included in the yearbook. No charge will be required for a "yearbook only" sitting.
4. Vendor will photograph all seniors in traditional head and shoulder pose. Seniors will be photographed in attire deemed appropriate by the school.
5. Timely delivery of senior images to yearbook staff.
6. Vendor will initiate "portrait sign up days" during lunch periods or online.
7. Vendor will schedule appointments, promotions, reminders and follow-ups.
8. Ability to provide an internet ordering website that details picture packets available.
9. Ability to accept cash, checks and credit cards as forms of payment. Receipts must be issued with all cash payments to the student or as an electronic receipt process.
10. All products are unconditionally guaranteed, and are fully refundable.

Category D - Graduation Ceremony – Starting May 2023

1. Schedule professional photographers to arrive at least ninety (90) minutes before each ceremony to arrange the photographer's position with the school contact.
2. Mail and/or email each graduate photographed a passport-sized photo proof image within 5 days of the graduation, along with the opportunity to select from a variety of photo packages, with no obligation to purchase.
3. Fulfill the orders of graduates and ship them within 7 days of receiving their orders.
4. Protect the students' right to privacy by not selling or providing the names and addresses of our candidates for graduation to another company for any purpose.
5. Provide this service at no cost to the school.
6. Provide photographer on location to take public relations photos before, during and after the graduation of various faculty members, administration, and candid photos of graduates.
7. Provide the school with documentation of the ceremony, speakers and dignitaries through images furnished in a digital format. Rights of these images are property of the school for promotion, documentary or advertising purposes within 7-10 days of the event.
8. Guarantee complete satisfaction to the students and their parents, or their money will be refunded.
9. Graduations are held at the NOW Center in Hoffman Estates.

Vendor Evaluation:

The Purchasing Department will contact vendors for Vendor Interviews and software demonstrations once a short list has been determined. Evaluations will be assessed on the following basis:

	Scoring Matrix	
	Definition	**Point Values**
Customer Service Protocol and options for parents and staff	Defined customer service options to resolve address any questions and resolve issues with service and orders.	25
Ability to implement project including, your proposed project team	Provided a complete proposal for implementation, including team members resumes, including technology contact for District-wide contract.	25
Quality of Photo Samples for All categories	Provided samples of defined categories which may include the following: student photos, activity photos, sport team group photos, indoor and outdoor, candid photos of activities, senior portraits, graduations ceremony photos.	25
Proposed Package Options and pricing	Provided package options available for a range of pricing to accommodate all families	10
References	Provided current and past references for like services.	10
Commission Rates, Gratuities, and additional Services	Provided detailed proposal for commission options, and other items.	5
TOTAL POINTS POSSIBLE		**100**

Evaluation Team will consist of:

- **Administration**
- **Principal of Operations**
- **Athletic Directors**
- **Principals**
- **Support Staff**

Exhibit A and Exhibit B are to be considered part of the Complete RFP documents.

Following are questions as they appear on Response Form A
Please provide answers on Response Form A in the provided Excel Document for ease of entry.

Please list members of your implementation team

	Name	Phone Number	Cell Number	Email
School Pictures				
Primary Contact				
Secondary Contact				
Senior Portraits				
Primary Contact				
Secondary Contact				
Candid's				
Primary Contact				
Secondary Contact				
Sales Manager				
Director of Sales				
Technology Representative				

#	Question	Yes/No	Comments
A	**Customer Service**		
A.1	What is the process for escalating issues?		
A.2	What type of customer service portal do you have for parents to resolve issues?		
A.3	How does your firm currently handle customer service?		
A.4	Do you have bilingual customer service staff?		
B	**Scheduling**		
B.1	Please explain the process for scheduling class pictures.		
B.2	Please explain the process for scheduling senior pictures. Online registration, mailings, etc.		
B.3	Please explain the process for scheduling Athletic/activities/dances/etc. pictures		
B.4	How will your organization work with the school's office staff to setup scheduling?		
B.5	What is your method of communication for scheduling?		
B.6	Is your organization willing to accommodate the existing requested dates of service?		
B.7	Is there any concern that your organization does not have enough staff to meet our picture demand?		
B.8	Will your firm be able to accommodate the requested dates provided in the RFP?		
C	**Picture Quality - Expectations**		
C.1	What kind of resources do you have available to help adjust students to look their best for pictures?		
C.2	How can you ensure that the overall quality/coloring of the pictures is ideal for skin tones?		
C.3	Do you provide on-site review or approval of the photo on picture day?		
C.4	What method is used to transmit school day picture to your processing plant?		
C.5	Will we have the option to choose backdrops for school pictures for both Fall and Spring? If no, can you provide the background color to the school prior to picture day?		

C.6	What kind of back drops are available to use for team sports photos?		
C.7	Will your logo appear on the photos? Where and how big will it be?		
C.8	Do you require a copyright letter to print any photo? (Print or Digital)		
C.9	Will you provide samples for us to review?		
D	**Equipment**		
D.1	Will you be able to provide cameras, ID printers (that will accommodate RFID badges), and software at each of our sites/buildings (including elementary schools and central office) for ID badge printing?		
D.2	What kind of maintenance is provided for this equipment?		
D.3	What type of equipment is allocated for use with indoor photos vs. outdoor photos (still and action)?		
D.4	Do you provide data back up in the event that data is deleted due to a camera or computer malfunction?		
E	**Templates**		
E.1	Will the annual templates be available for the new school year by July 1?		
E.2	Can card templates be changed remotely?		
E.3	Are you able to combine our data from last year with this year's data without duplicates or missing information?		
E.4	Can you provide several different templates based on our needs (staff, non-staff, foodservice, etc.)?		
F	**Cost of Packages, Rebates, Commissions**		
F.1	Describe your photo packages and costs for each.		
F.2	Can packages be viewed/purchased online as well as packets taken home for purchase?		
F.3	Will each package have a digital option?		
G	**Staffing and Training**		
G.1	Do you provide photographers, receptionists and other staff to ensure a smooth process on picture day?		
G.2	Do you require background checks on all staff when hired?		

G.3	Is your staff fully trained to ensure a smooth process?		
G.4	What is the average years of service of your photographers?		
G.5	Will bilingual staff be available upon request?		
G.6	Is your staff trained to work with students of different ages?		
G.7	Explain your initial and ongoing training protocol for your photographers.		
G.8	Do you have a pool of photographers to pull from if the one assigned is not able to make it that day?		
G.9	How has Covid impacted your ability to service customers and what provisions have been implemented to insure staffing is covered on scheduled days.?		
G.10	Please explain your process for training office staff, yearbook sponsors, and athletic secretaries.		
H	**Photos for Yearbook**		
H.1	How are images shared with yearbook staff?		
H.2	How are images shared with the yearbook publishing company?		
H.3	How does scheduling work?		
H.4	How many sports events will you cover?		
H.5	How many candid events will you cover? (Homecoming, prom, plays, musicals, etc.)		
H.6	Do you provide cameras to yearbook staff?		
I	**Turnaround Time**		
I.1	What is the turn-around time on digital copies of photos?		
I.2	What is the turn around time for [packages to be delivered to the school or mailed to the students home?		
I.3	How long after an event would we have access to the photos?		
J	**Capabilities/Strong Points**		
J.1	Please describe your Student ID capabilities.		

J.2	Please describe your Athletic Photo capabilities.		
J.3	Please describe your capabilities at the High School Level.		
J.4	Please describe your capabilities at the Middle School Level.		
J.5	Please describe your capabilities at the Elementary School Level.		
J.6	Would it be possible for us to use you and another vendor based on capabilities?		
K	**References and Past Experience**		
K.1	Please describe a past positive experience with a customer.		
K.2	Please describe a past negative experience with a customer and how it was resolved.		
L	**Non-Monetary Services**		
L.1	Do you provide any non-monetary gratuities? If yes, please describe.		
M	**Presentation and Implementation**		
M.1	Will you be able to provide a written proposal highlighting services your company provides?		
M.2	Please describe your implementation plan if you are awarded the contract.		
N	**Student and Staff ID's and ID card blanks**		
N.1	Do you provide student/staff ID's?		
N.2	Can you provide a staff ID card embedded with RFID?		
N.3	Can your blank ID card embedded with RFID be printed on both sides? (Backside with message from D300 on all blank badges)		
N.4	Does your firm have the option for digital ID for students?		

RFP RESPONSE FORM – PART B

RFP – Student Photography Services K-12

This completed signed form is to be included in Section 3 along with your completed questionnaire, your offered Photo Packages and pricing lists by category which you are submitting a proposal for, and any additional costs for RFID cards for elementary schools.

If applicable:

Vendor has received: **Addendum #1** **Yes _____ No _____**
Addendum #2 **Yes _____ No_____**
Addendum #3 **Yes _____ No_____**

COMMENTS AND ADDITIONAL INFORMATION

_____

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

_____ _____
Name of Company/Corporation Length of time bid is firm

_____
Street Address Bid Submitted by:

_____ _____
City, State, Zip Code Authorized Signature

_____ _____
Telephone Number Please Type or Print Name

_____ _____
Fax Number Illinois License Number

Email address - _____

*****Proposals are due by 12:00 NOON CT, Wednesday, April 13, 2022.*****

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

April 8, 2022

Dear Vendor:

ADDENDUM 1

RFP: Student Photography

Vendor Questions

Question: Can you provide the parameters for the barcodes for the three systems?

Answer: See Code 39 Information Guide attached.

Question: How do you encode the correct student to the correct code for RFID cards?

Answer: D300 will provide a file with student name, ID#, grade, photo and any additional field as needed

Question: Do RFID cards have images?

Answer: Yes, everyone except for Pre-K and kindergarteners. Photos will be from previous calendar year.

Question: Can pouches and lanyards be used instead of slot punching the RFID student ID cards?

Answer: Provide pricing for pre-slotted RFID cards that can be used in the equipment provided. D300 will purchase pouches and lanyards if needed.

Question: What provisions will be taken to keep company financials confidential?

Answer: All documents provided are stored on a secure server with limited access.

Question: Are company financials subject to a FOIA request? If you are FOIA'd, would you be sharing private company financials?

Answer: Yes, company financial are subject to FOIA. Yes, if they are specifically requested, we are required to comply.

Question: Do the middle and high school students receive rollover ID's also?

Answer: Yes, everyone except for Pre-K and kindergarteners. Photos will be from previous calendar year.

Changes

Original Scope of Work/Services Introduction Page 14: Community Unit School District 300 is seeking a firm to provide Student Photography Services for **Grades K-12.**

Change: Community Unit School District 300 is seeking a firm to provide Student Photography Services for **Grades Pre-K-12.**

Original About the District Page 14: Currently, we have one (1) Pre-K school, **sixteen** (17) elementary schools (with one (1) dual language school), four (4) middle schools, one (1) K-8 school, three (3) High Schools, and one (1) Alternative School.

Change: Currently, we have one (1) Pre-K school, **seventeen** (17) elementary schools (with one (1) dual language school), four (4) middle schools, one (1) K-8 school, three (3) High Schools, and one (1) Alternative School.

Original Student ID Cards Page 16 #3: RFID cards will be used for **K-5 students only**.

Change: RFID cards will be used for K-5 students that are eligible bus riders. Estimated number of eligible bus riders is 6000. The number of required cards is 7200 which contains 20% spare cards.

Original Section 7 Page 13: Please provide audited financials or financial for the past five years. You may provide a link to these documents for the district to review.

Change: Financial are not required with original RFP submittal. After shortlisted vendors are notified, they must provide financials at that time.

This Addendum and all Exhibits are to be considered a part of the original RFP documents. Please confirm receipt of this addendum via email or fax and on RFP Response Forms A and B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
	4/11/2022
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: 4/11/2022

COMPANY	HOW LONG IN PRESENT BUSINESS?
Central Valley Candid Color Co. dba Central Valley Studios Inc.	42

ADDRESS	CITY	STATE	ZIP
398 E. Jefferson Av. Unit 2	Hampshire	IL	60140

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
Pete Heck	( )	847-683-7130

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☑ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: illinois

YEARS ESTABLISHED: 1980

DO YOU ACCEPT PURCHASE ORDERS? YES ☑ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☑ NO ☐

CATEGORY (Check below the category which applies to the applicant)

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☑ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT Peter A. Heck
(B) VICE PRESIDENT
(C) SECRETARY Ethel J. Heck
(D) TREASURER Ethel J. Heck
(E) OWNERS, PARTNERS, OR STOCKHOLDERS Peter A Heck(50%) and Ethel J Heck (50%)

TAXPAYER'S I.D. NO.
FEIN 36-3092033
or
S.S. No. _____

INSURANCE INFORMATION (Check Applicable)
LIABILITY INSURANCE: $2,000,000 ☑ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☐ Greater than Minimum ☑
Required that CUSD be named as an Additional Insured ☑ INSURANCE CO. CNA 20443

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)
Perf. Bond na / na (Mo. / Year) ☐ Payment Bond (Labor and Materials) na / na (Mo. / Year) ☐ Builder's Risk na / na (Mo. / Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Peter A. Heck	President of Corporation
Ethel J. Heck	Sec.- Tres. of Corporation

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse
18	300,000	na	na

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below	FOR USE BY CONTRACT COMPLIANCE ONLY:
☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE	BY:_____ DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Central Valley Studios

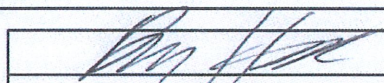
Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.	Elgin Community College	1700 Spartan Dr. Elgin, IL 60124	Sean Varner	847-214-7667
2.	University of Wisconsin-Parkside	900 wood rd. Kenosha, WI 53141	Julie Lee	262-595-2261
3.	University of St. Francis	500 Wilcox St. Joliet, IL 60435	Arlene Finkle	815-740-3398
4.	Rockford University	5050 E. State St. Rockford, IL 61108	Emma Bergstrom	815-394-5041

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
Chase	12130 princeton dr. Huntley, IL 60142		847-669-6767
First American	201 s. state st. Hampshire, IL 60140		

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.



SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

Peter Heck - President

NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Central Valley Candid Color Co.

2 Business name/disregarded entity name, if different from above
Central Valley Studios Inc

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
398 E. Jefferson Ave. Unit 2

6 City, state, and ZIP code
Hampshire, IL 60140

Requester's name and address (optional)
COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			-		-				

or

Employer identification number
3	6	-	3	0	9	2	0	3	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 4/11/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

REFERENCES

LIST BELOW (3) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

Please be sure that contact information for references is current.

---

1. ORGANIZATION:

University of Wisconsin - Whitewater

ADDRESS:

800 West Main St.

CITY, STATE, and ZIP CODE:

Whitewater, WI 53190

CONTACT PERSON:

Heather Chermak

TELEPHONE NUMBER: 262-472-1570

EMAIL: chermakh@uww.edu

DATES OF SERVICE: May 2021 + Dec. 2021

DOLLAR AMOUNT: 40,925.83

2. ORGANIZATION:

Huntley High School

ADDRESS:

13719 Harmony Rd.

CITY, STATE, and ZIP CODE:

Huntley, IL 60142

CONTACT PERSON:

Megan Wheeler

TELEPHONE NUMBER: 847-659-6600

EMAIL: mwheeler@district158.org

DATES OF SERVICE: May 2021

DOLLAR AMOUNT: 6937.29

REFERENCES (CONT.)

3. ORGANIZATION:

Elgin Community College

ADDRESS:

1700 Spartan Dr.

CITY, STATE, and ZIP CODE:

Elgin, IL 60123

CONTACT PERSON:

Sean Varner

TELEPHONE NUMBER: 847-214-7667

EMAIL: svarner@elgin.edu

DATES OF SERVICE: May and Dec 2019

DOLLAR AMOUNT: 6528.64

OFFEROR'S NAME

SIGNATURE:

DATE: 4/11/2022

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bidrotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURETO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Central Valley Studios Inc, as part of its bid for the RFP student photo service work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS5/33-E4.

Firm: Central Valley Studios Inc

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11TH day of APRIL, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT

Central Valley Studios Inc, having 25 or more employees, 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 certifiesthat it in not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11TH day of APRIL, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

Central Valley Studios Inc, 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.

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11th day of APRIL, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

CERTIFICATE REGARDING EQUAL EMPLOYMENT OPPORTUNITY

Central Valley Studios Inc., does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunityprovisions of the Illinois Human Rights Act.

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11TH day of April, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for thelegitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TODO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Central Valley Studios Inc., as part of its bid for the RFP Student Photo Services work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is notbarred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11TH day of APRIL, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

Central Valley Studios Inc, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11th day of April, 2022

_____

NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Codeof 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the SchoolCode or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shallfurnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-
21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drugoffenses enumerated above. Contractor further agrees to submit with said authorization payment for any costsand expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact withthe students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its dulyauthorized officer.

By Peter Heck

Its: President

Dated: 4/11/2022

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Algonquin, Illinois to request a criminal background investigation from the IllinoisState Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9and to receive criminal history record information pursuant thereto.

Peter Heck

(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: 4/11/2022

RFP RESPONSE FORM – PART B

RFP – Student Photography Services K-12

This completed signed form is to be included in Section 3 along with your completed questionnaire, your offered Photo Packages and pricing lists by category which you are submitting a proposal for, and any additional costs for RFID cards for elementary schools.

If applicable:

Vendor has received:	**Addendum**	**#1**	**Yes** X **No** ____
	Addendum	**#2**	**Yes** X **No** ____
	Addendum	**#3**	**Yes** X **No** ____

COMMENTS AND ADDITIONAL INFORMATION

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

Central Valley Studios Inc
Name of Company/Corporation

90 Days
Length of time bid is firm

398 E. Jefferson Av. Unit 2
Street Address

Bid Submitted by:

Hampshire, IL. 60140
City, State, Zip Code

Authorized Signature

847-683-7130
Telephone Number

Peter Heck
Please Type or Print Name

NA
Fax Number

Corp file # D5217-792-8
Illinois License Number

Email address - Pete@cvstudios.com

Proposals are due by 12:00 NOON CT, Wednesday, April 13, 2022.

Appendix "A"

Insert a brief description. "*Nature of Products or Services Provided.* The Company has agreed to provide the School District the products and/or services outlined below:

Click or tap here to enter text.

We specialize in Graduation Photography for over 42 years.

We take a portrait photo and stage photo of each graduate at no charge to the school or students.

Using the Gradphotonetwork about 3 to 5 days after the event we will email, text and mail out FREE proofs to each student photographed with no obligation to buy.

Portrait photos are taken on a greenscreen so students can pick their own background with 100's to choose from.

Light or Dark Proofs will be corrected on Final prints 100% Satisfaction Guarantee

Final prints and product are mailed directly to their homes.

All customer service is handled by us from our office in Hampshire.

Photos of all the stage speakers will be available to download in the school portal.

	Homeroom	☐
	Guidance counselor	☐
	Specific curriculum programs	☐
	Year of graduation	☐
	Other enrollment information-Please specify:	☐
Parent/Guardian Contact Information	Address	☑
	Email	☑
	Phone	☑
Parent/Guardian ID	Parent ID number (created to link parents to students)	☐
Parent/Guardian Name	First and/or Last	☑
Schedule	Student scheduled courses	☐
	Teacher names	☐
Special Indicator	English language learner information	☐
	Low income status	☐
	Medical alerts/health data	☐
	Student disability information	☐
	Specialized education services (IEP or 504)	☐
	Living situations (homeless/foster care)	☐
	Other indicator information-Please specify:	☐
Student Contact Information	Address	☑
	Email	☑
	Phone	☑

We use the information to only send out Free proofs after the Graduation

Company Name Central Valley Studios Inc.	**Community Unit School District 300**
Signature	Signature
Peter Heck Name	Jennifer Porter
President Title	Chief Financial Officer
4/11/2022 Date	Date

#	Question	Yes/No	Comments
A	**Customer Service**	yes	
A.1	What is the process for escalating issues?		we talk to the customer and fix issues within our control and get the quality product out to them.
A.2	What type of customer service portal do you have for parents to resolve issues?	yes	contact us to resolve issues. Schools can use our portal to download grad photos for yearbook use.
A.3	How does your firm currently handle customer service?	yes	ability. Replace or refund for the product. And in extreme cases recreate the photo on green screen and photoshop them into the original background.
A.4	Do you have bilingual customer service staff?	yes	
B	**Scheduling**		
B.1	Please explain the process for scheduling class pictures.	na	
B.2	Please explain the process for scheduling senior pictures. Online registration, mailings, etc.	na	
B.3	Please explain the process for scheduling Athletic/activities/dances/etc. pictures	na	
B.4	How will your organization work with the school's office staff to setup scheduling?		We specialize in Graduation Photography so we know the dates and times months in advance.
B.5	What is your method of communication for scheduling?	na	
B.6	Is your organization willing to accommodate the existing requested dates of service?	yes	
B.7	Is there any concern that your organization does not have enough staff to meet our picture demand?	no	
B.8	Will your firm be able to accommodate the requested dates provided in the RFP?	yes	
C	**Picture Quality - Expectations**		
C.1	What kind of resources do you have available to help adjust students to look their best for pictures?	yes	students can pick your own background on the portrait photos and crop their photo's on the website. The stage photo's can also be cropped
C.2	How can you ensure that the overall quality/coloring of the pictures is ideal for skin tones?	yes	We use light meters and camera settings to get the skin tone correct. Also my lab color corrects each image to insure quality and coloring.
C.3	Do you provide on-site review or approval of the photo on picture day?	yes	phones about 3 to 5 days after the ceremonies once the names are matched to the photos. If cell phone numbers are provided.
C.4	What method is used to transmit school day picture to your processing plant?	yes	We FTP them to my lab Candid Color Systems in OKC.
C.5	Will we have the option to choose backdrops for school pictures for both Fall and Spring? If no, can you provide the background color to the school prior to picture day?	na	

C.6	What kind of back drops are available to use for team sports photos?	na	
C.7	Will your logo appear on the photos? Where and how big will it be?	no	
C.8	Do you require a copyright letter to print any photo? (Print or Digital)	yes	We provide a copyright release to anyone who purchases a digital image and print apon request.
C.9	Will you provide samples for us to review?	yes	
D	**Equipment**		
D.1	Will you be able to provide cameras, ID printers (that will accommodate RFID badges), and software at each of our sites/buildings (including elementary schools and central office) for ID badge printing?	na	
D.2	What kind of maintenance is provided for this equipment?	yes	Clean and service them often and replace every few years.
D.3	What type of equipment is allocated for use with indoor photos vs. outdoor photos (still and action)?	yes	we use nikon cameras and metz's flashes with 60" umbrella's on the portraits and nikon cameras and hand held flashes on stage..
D.4	Do you provide data back up in the event that data is deleted due to a camera or computer malfunction?	yes	
E	**Templates**		
E.1	Will the annual templates be available for the new school year by July 1?	na	
E.2	Can card templates be changed remotely?	na	
E.3	Are you able to combine our data from last year with this year's data without duplicates or missing information?	na	
E.4	Can you provide several different templates based on our needs (staff, non-staff, foodservice, etc.)?	na	
F	**Cost of Packages, Rebates, Commissions**		
F.1	Describe your photo packages and costs for each.	yes	5x7's for $15.00 also 2-8x10's, 4-5x7's, 16 wallets for $84.00 and 1-8x10, 2-5x7's, 8 wallets for $46.00 and 4-5x7's for $31.00. Are just a few of our print
F.2	Can packages be viewed/purchased online as well as packets taken home for purchase?	yes	We send out FREE proofs with email, phone and USPS mail.
F.3	Will each package have a digital option?	yes	
G	**Staffing and Training**		
G.1	Do you provide photographers, receptionists and other staff to ensure a smooth process on picture day?	yes	photographers yes but no need for receptionist.
G.2	Do you require background checks on all staff when hired?	yes	

G.3	Is your staff fully trained to ensure a smooth process?	yes	
G.4	What is the average years of service of your photographers?	10	
G.5	Will bilingual staff be available upon request?	yes	
G.6	Is your staff trained to work with students of different ages?	yes	
G.7	Explain your initial and ongoing training protocol for your photographers.		photographers. My lab Candid color systems is a worldwide Graduation company and has training and seminars 4 times a year. We also run a mock
G.8	Do you have a pool of photographers to pull from if the one assigned is not able to make it that day?	yes	
G.9	How has Covid impacted your ability to service customers and what provisions have been implemented to insure staffing is covered on scheduled days.?		Like all businesses covid has had an impact but I have a good core of photographers that are ready to work.
G.10	Please explain your process for training office staff, yearbook sponsors, and athletic secretaries.	na	
H	**Photos for Yearbook**		
H.1	How are images shared with yearbook staff?		We provide a portal code to the schools so they can download any photo they need for the yearbook from Graduation.
H.2	How are images shared with the yearbook publishing company?		As many as they want.
H.3	How does scheduling work?	na	
H.4	How many sports events will you cover?	na	
H.5	How many candid events will you cover? (Homecoming, prom, plays, musicals, etc.)	na	
H.6	Do you provide cameras to yearbook staff?	na	
I	**Turnaround Time**		
I.1	What is the turn-around time on digital copies of photos?	y	3 to 5 days
I.2	What is the turn around time for [packages to be delivered to the school or mailed to the students home?	y	After the order is placed 7 days
I.3	How long after an event would we have access to the photos?	y	15 years online.
J	**Capabilities/Strong Points**		
J.1	Please describe your Student ID capabilities.	na	

J.2	Please describe your Athletic Photo capabilities.	na	
J.3	Please describe your capabilities at the High School Level.	y	Graduation Photos.
J.4	Please describe your capabilities at the Middle School Level.	y	8th Grade Promotional photos
J.5	Please describe your capabilities at the Elementary School Level.	na	
J.6	Would it be possible for us to use you and another vendor based on capabilities?	yes	
K	**References and Past Experience**		
K.1	Please describe a past positive experience with a customer.		Graduation because of Covid. So we had her come to my office for a free sitting and took some excellent photos which made her a little happier.
K.2	Please describe a past negative experience with a customer and how it was resolved.		of a wheelchair blockage. So we went to her home with a greenscreen and took many photos with her shaking her mothers hand. Then we cut out her
L	**Non-Monetary Services**		
L.1	Do you provide any non-monetary gratuities? If yes, please describe.	no	
M	**Presentation and Implementation**		
M.1	Will you be able to provide a written proposal highlighting services your company provides?	yes	
M.2	Please describe your implementation plan if you are awarded the contract.	yes	we would continue to work with the district and each school like we have in the past.
N	**Student and Staff ID's and ID card blanks**		
N.1	Do you provide student/staff ID's?	na	
N.2	Can you provide a staff ID card embedded with RFID?	na	
N.3	Can your blank ID card embedded with RFID be printed on both sides? (Backside with message from D300 on all blank badges)	na	
N.4	Does your firm have the option for digital ID for students?	na	

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Todd Rohlwing,
Director of School Safety

Presented at the following Board Meetings	
Board Operations Committee	03/11/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	03/11/2025
BOE 2nd Reading	03/25/2025

SUBJECT: **Village of Hampshire Intergovernmental Agreement - VirTra 300 Training for School Resource Officers**

Background

District 300 and the Hampshire Police Department are partnering in a unique training opportunity for our School Resource Officers. The training is done using a system called VirTra 300, a virtual reality training simulator for law enforcement. It has the ability to present officers with valuable scenarios such as de-escalation, mental health issues, and response to school violence. This system can be customized to show the incidents occurring in our schools after the area has been videotaped and downloaded to their computer. All eight School Resource Officers will receive this 8-hour training annually for $250.00 per officer.

Administrative Recommendation

The Administration recommends the approval of the Village of Hampshire SRO Intergovernmental Agreement.

Fiscal Impact

$2,000.00 annually from the Director of School Safety budget.

INTERGOVERNMENTA AGREEMENT FOR
SCHOOL RESOURCE OFFICER TRAINING

This Agreement is dated as of the effective date set forth in Section 11 (the "**Effective Date**") by and between Community Unit School District 300 (the "**School District**"), and the Village of Hampshire (the "**Village**").

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues and other resources to pay costs related to intergovernmental activities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq*. provides that any power or powers, privileges, functions, or authority exercised, or which may be exercised by a public agency of this State, which includes units of local government and school districts, may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State; and

NOW, THEREFORE, the School District and the Village have determined that entering into this Agreement is in their collective best interest and agree as follows:

1. **Recitals**. The above recitals are incorporated into and made a part of this Agreement as if fully stated in this Agreement.

2. **Village Training of SROs.** The Village provides training sessions through its VirTra 300 system ("**Village Training**") to school resource officers ("**SROs**" or individually an "**SRO**"). The School District has numerous SROs assigned to various schools within the School District who the School District and the municipalities that employ the SROs feel would benefit from the Village Training.

3. **Scope.** The Village Training shall consist of, without limitation, the following:
    a. Training for de-escalation, addressing mental health issues, and responding to school violence and shall include, at a minimum:
        i. Unlimited scheduled use of the VirTra 300 system (the "**Simulator**"), subject to the reasonable availability of a certified instructor and approval by the Chief of Police of the Hampshire Police Department or his designee; and
        ii. One (1) annual eight (8)-hour course taught by Hampshire Police personnel at the Hampshire Police Department.
    b. Sufficient personnel, materials, and equipment to administer the Village Training.

4. **Payment.** As compensation for the Village Training, the School District will pay the Village $250.00 per year per SRO that is assigned by the School District and undertakes the Village Training. The Village will provide an invoice to the School District after

Village Training and the School District agrees to remit payment in accordance with the Illinois Local Government Prompt Payment Act.

5. **Term.** The term of this Agreement shall be from the Effective Date until December 31, 2025. The Agreement may be renewed upon the written agreement of the parties.

6. **Termination.** The School District or the Village may terminate this Agreement upon 30 days' prior written notice to the other party. If this Agreement is so terminated, the Village shall be paid for Village Training performed, if any, prior to termination.

7. **Use of Village Equipment and Facilities.** The Village does not insure the personal property of the School District or any SRO against damage or loss by any means. The SROs shall take all reasonable actions to assure their safety and to prevent damage to the Simulator and shall conform to the applicable policies, practices, procedures, rules and regulations set forth by VirTra when using and operating the Simulator.

8. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

9. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Central District of Illinois.

10. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties as it pertains the Village Training and supersedes all related prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

11. **Authority to Execute.** Each individual signing this Agreement on behalf of the entity that constitutes the School District and the Village, represents and warrants that the individual is duly authorized to execute and deliver this Agreement on behalf of the entity, and that this Agreement is binding on the School District and the Village, as the case may be, in accordance with its terms.

12. **Severability**. If any provision, word or part of this Agreement is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed from this Agreement, and the remainder of this Agreement will continue to have its intended full force and effect.

13. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, but altogether shall constitute the same Agreement.

14. **No Personal Liability.** No official, officer, director, agent, employee, consultant or

attorney of the Village or the School District shall be personally liable under this Agreement or be subject to any personal liability or accountability by reason for or in connection with or arising out of the execution, delivery and performance of this Agreement or any failure in connection therewith.

15. **No Employment Relationship.** Nothing contained in this Agreement, nor any act of the Village or the School District, shall be deemed or construed by either of the parties or by third persons to create any employment relationship or relationship of a third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the Village, the School District or the SROs.

16. **Effective Date.** This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

COMMUNITY UNIT SCHOOL DISTRICT 300 Signature:_____ Title: _____ Date: _____	VILLAGE OF HAMPSHIRE Signature:_____ Title: _____ Date: _____

Freedom of Information
Board Report
March 11, 2025

FOIA#	Date of Request	Requestor	Subject	Date Completed/ STATUS	Time to complete in hours
14-2025	2/4/2025	Sheri Reid **SmartProcure**	**Commercial Purpose** - Requesting general purchasing records from 10/10/2024 to the current request date of 2/4/2025. Responsive reports include those containing the following details per purchase: (1) 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) (2) Purchase Date (3) Line item details, (4) Line item quantity, (5) Line item price, (6) Vendor ID number, name, address, contact person and their email address.	Pending	
18-2025	2/10/2025	Chris Scafidi **Community Member**	Requesting email and text correspondence with safety inspections of playgrounds for 2024-2025 school year along with information regarding the plan to replace parks going forward as stated in the master facility plan including what year Neubert Elementary playground will be replaced.	Completed 2/25/2025	4
19-2025	2/11/2025	Justin Wenig **Runstar Jump**	Requesting the active/most recent contracts possessed by Cusd 300 for all of the following vendors with which you have a relationship: Imagine Learning, Kendall Hunt, Carolina Biological, Amplify	Completed 2/24/2025	2.5
20-2025	2/12/2025	Alan Vu **Ro Health**	**Commercial Purpose** - Requesting the contracts for the 2023-2024 and 2024-2025 school years between Community Unit School District 300 and any and all external staffing or temporary work agencies that provide nursing, therapy, and/or behavioral services. Specifically, requesting (1) Current and/or expired board-approved contracts between staffing agencies and the district for Nursing Services (including RN, LPN, and CNA provider certifications), Behavioral Services (including Paraeducator, BCBA, RBT, BT/BI, SPED Teacher), Psych Services (Psychologist), and Therapy Services (SLP, OT, and PT, and together with paraeducator, BCBA, RBT, BT/BI, SPED Teacher, RN, LPN, CNA the "Certifications" and each a "Certification")rendered in the 2023-2024 and 2024-2025 school year, and total spend per contract; (2) Any and all information regarding bill rates for each Certification; (3) Any and all records containing information regarding compensation, including but not limited to pay rates and salaries for employees holding the Certifications who the district directly employs during the 2023-2024 and 2024-2025 school years.	Completed 2/28/2025	3
21-2025	2/13/2025	Abbas Khan **Inovo AI Solutions LLC**	**Commercial Purpose** - Requesting all purchasing records from 07/01/2020 to date for all schools under your jurisdiction. Specifically, (1) Vendor Number or Vendor ID, (2) Vendor Name, (3) Identifier for each purchase, such as purchase order number (PO#) or, alternatively, an invoice or check number, (4) Purchase Date, (5) Line item details or description of each purchase, (6) Line item quantity, and (7) Line item price.	Pending	
22-2025	2/19/2025	Sheri Reid **SmartProcure**	**Commercial Purpose** - Requesting general purchasing records from 6/18/2024 to the current request date of 2/19/2025. Responsive reports include those containing the following details per purchase: (1) 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) (2) Purchase Date (3) Line item details, (4) Line item quantity, (5) Line item price, (6) Vendor ID number, name, address, contact person and their email address.	Pending	
23-2025	2/26/2025	Eric Johnson **Community Member**	Requesting copies of any and all records, including but not limited to emails, text messages, internal documents, reports, notes, and any other written or electronic communications, that mentions my son XXX. This request includes but is not limited to communications among school staff, administrators, teachers, and third parties regarding XXX and/or his parents. Please include emails, attachments, text messages, memos, meeting notes, and any other relevant documents from [Date Range, if applicable]	Completed 2/27/2025	1
24-2025	2/26/2025	Kim Shallcross **Community Member**	Requesting a copy of the following FOIAs: (1) #15-2025, and (2) #16-2025	Completed 2/27/2025	1
25-2025	2/26/2025	Jenn Weith **Walsworth Publishing Company**	Requesting the current yearbook contract(s) for 2024-2025 for D300 from Herff Jones/Varsity. It's my understanding this contract(s) cover(s) all schools in the district. I also like to see the RFP and proposals for the last time the yearbook business was evaluated in 2014.	Completed 2/28/2025	1.5
26-2025	2/26/2025	Wallace "Sonny" Ellen III **Lakeshore Recycling Systems**	**Commercial Purpose** - Current contract for waste and recycling for the school district. Last bid package for waste and recycling Last 3 months of invoices for waste and recycling.	Completed 2/27/2025	2
27-2025	2/26/2025	Antonio Martinez **Community Member**	Requesting copies of the following records related to Liberty Elementary School and my son XXX.	Completed 2/27/2025	1
28-2025	2/28/2025	Jenn Weith **Walsworth Publishing Company**	Requesting the final invoice from each school in the district for their yearbooks from last year (2023-2024).	Completed 3/3/2025	1.5
29-2025	3/3/2025	Samantha Abbott **Community Member**	Requesting (1)Mr. Vincent Serritella attendance record for 2024-2025 school year. (2)All electronic communication of Mr. Serritella from 2/1/25-3/3/25. (3)All electronic communication between Ms. Jamee Kenney and Mr. Spencer Brown from 2/1/25-3/3/25	Pending	

Freedom of Information
Board Report
March 25, 2025

FOIA#	Date of Request	Requestor	Subject	Date Completed/ STATUS	Time to complete in hours
14-2025	2/4/2025	Sheri Reid **SmartProcure**	**Commercial Purpose** - Requesting general purchasing records from 10/10/2024 to the current request date of 2/4/2025. Responsive reports include those containing the following details per purchase: (1) 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) (2) Purchase Date (3) Line item details, (4) Line item quantity, (5) Line item price, (6) Vendor ID number, name, address, contact person and their email address.	Completed 3/5/2025	3
21-2025	2/13/2025	Abbas Khan **Inovo AI Solutions LLC**	**Commercial Purpose** - Requesting all purchasing records from 07/01/2020 to date for all schools under your jurisdiction. Specifically, (1) Vendor Number or Vendor ID, (2) Vendor Name, (3) Identifier for each purchase, such as purchase order number (PO#) or, alternatively, an invoice or check number, (4) Purchase Date, (5) Line item details or description of each purchase, (6) Line item quantity, and (7) Line item price.	Pending	
22-2025	2/19/2025	Sheri Reid **SmartProcure**	**Commercial Purpose** - Requesting general purchasing records from 6/18/2024 to the current request date of 2/19/2025. Responsive reports include those containing the following details per purchase: (1) 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) (2) Purchase Date (3) Line item details, (4) Line item quantity, (5) Line item price, (6) Vendor ID number, name, address, contact person and their email address.	Completed 3/5/2025	3
29-2025	3/3/2025	Samantha Abbott **Community Member**	Requesting (1)Mr. Vincent Serritella attendance record for 2024-2025 school year. (2)All electronic communication of Mr. Serritella from 2/1/25-3/3/25. (3)All electronic communication between Ms. Jamee Kenney and Mr. Spencer Brown from 2/1/25-3/3/25.	Completed 3/13/2025	6
30-2025	3/10/2025	Justin Wenig **StarJump**	Requesting the active/most recent contracts possessed by Cusd 300 for all of the following vendors with which you have a relationship: * Imagine Learning, Kendall Hunt, Carolina Biological, Amplify I am looking for existing, already maintained electronic records (without copying, scanning, or printing).	Completed 3/10/2025	2
31-2025	3/14/2025	Mike Powers **Smart265**	Requesting information broken down by school. I am requesting information regarding construction and/or maintenance work planned for this year for any building owned or leased by your district that falls under the following scopes: If any contracts have already been awarded, please include the names and contact information of the contractor(s) and/or subcontractor(s). (1) HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems, (2) Roof Work, including architectural metals used for weatherproofing and/or ornamental purposes, (3) Gutters and/or Downspouts, (4) New Installation and/or Replacement of Lockers, (5) New Installation and/or Replacement of Toilet Partitions, (6) Kitchen Renovations, and (7)Current HVAC Maintenance Contracts.	Pending	
32-2025	32-2025	Anonymous	Requesting details about the hourly wages for paraprofessionals employed by the Stepping Stones Group at Hampshire High School. I would like to receive the following information: A list of names and the per-hour salary rates for all SSG paraprofessionals employed at Hampshire High School, including any variations based on experience or position. Also, how many years of experience each SSG paraprofessional has in their current position and what requirements are necessary to become a paraprofessional with the Stepping Stones Group. Also, what is the total payment District 300 pays the Stepping Stone Group for each Paraprofessional hired at Hampshire High School.	Pending	
33-2025	33-2025	Eric Johnson **Community Member**	Requesting copies of public records related to legal matters, compliance issues, and training efforts regarding Section 504 Plans and Individualized Education Programs (IEPs) within Community Unit School District 300. The timeframe for this request is from January 1, 2022, to the present. Specifically, I request the following records: (1)Legal Bills & Descriptions: Copies of all legal invoices, billing statements, and descriptions of services provided to D300 that relate to 504 Plans or IEPs, including but not limited to: Legal consultations, Lawsuits or legal disputes, Compliance-related expenses, and External legal reviews or investigations. (2) Legal Settlements, Cases & Agreements: Copies of any legal settlements, agreements, mediation records, or court rulings related to 504 Plans or IEP Plans, (3) Payments Related to 504 or IEP Compliance: Copies of any payments, reimbursements, or expenditures made by D300 related to compliance with 504 or IEP plans, including payments for: Compensatory services, Private placements, Out-of-district services, and Legal fees related to disputes over accommodations. (4) Complaints from Parents or Guardians: Copies of all written complaints (emails, letters, text messages, or formal filings) received by D300 from parents or guardians regarding noncompliance with 504 Plans or IEPs, Copies of district responses to such complaints, including any actions taken. (5) Communications and Internal Guidance on 504 & IEP Compliance: Copies of all emails, text messages, letters, memos, or reports sent to or from D300 administrators, teachers, or staff that reference, Compliance with 504 Plans or IEP Plans, Instructions on how to handle accommodation requests, and Staff discussions regarding challenges or refusals to implement accommodations. (6) Trainings & Memos on 504 & IEP Compliance: Copies of all training materials, memos, or presentations provided to teachers, administrators, or staff regarding, How to properly implement 504 Plans or IEPs, District policies for ensuring compliance, and Legal obligations under the Rehabilitation Act (Section 504) and IDEA.	Pending	
34-2025	3/17/2025	David Rodriguez **Community Member**	Requesting the estimated budget of the Westfield Parking Lots improvements that was prepared by the construction manager. (If possible, broken down by the cost of each parking lot and the cost of the new proposed access road)	Completed 3/18/2025	1
35-2025	3/17/2025	Heather Gregar **Community Member**	Requesting Itemized financial spending plan for special education for 2024	Pending	
36-2025	3/18/2025	Casey Ryan **Parents Defending Education**	Requesting any district policies or any documents that serve as guidance for the district regarding transgender issues. I am also requesting any gender support plan templates used by the district for students.	Pending	
37-2025	3/18/2025	Anna Z Harla **Community Member**	Requesting all emails between October 27, 2024 through March 18, 2025. Any email mentioning: XXXX in the body or subject line of the email.	Pending	
38-2025	3/18/2025	Anna Z Harla **Community Member**	Requesting all emails between October 27th through March 3/18/2025 from and to Douglas W Tamms with any of these words in the subject line or body of email: XXXX	Pending	
39-2025	3/18/2025	Anna Z Harla **Community Member**	Requesting any emails to or from Eberto Mora between October 27, 2024 through March 18, 2025 with these words in either the subject line or body of email: XXXX	Pending	
40-2025	3/18/2025	Anna Z Harla **Community Member**	Requesting any emails to or from Collen O'Keefe between October 27, 2024 through March 18, 2025 with these words in either the subject line or body of email: XXXX	Pending	
41-2025	3/18/2025	Anna Z Harla **Community Member**	Requesting any complaints made against Douglas Tamms from October 2023 to March 2025.	Pending	
42-2025	3/18/2025	Anna Z Harla **Community Member**	Requesting any email from (DCFS) Department Children Family Services with the teachers name Douglas W. Tamms between Oct 2024 through March 18, 2025.	Pending	

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Deborah Mason,
Director of Transportation & Food Service

Presented at the following Board Meetings	
Board Operations Committee	3/11/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/11/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **Activity Bus Purchase and Lease Agreement**

Background

We have been using activity buses to supplement transportation needs and assist in controlling field trip costs for approximately 15 years. The activity buses have been very successful, and we have had a growing number of coaches willing to be trained to operate our activity buses safely. We need to update our current fleet of activity buses.

Currently, we have four 2009 activity buses that need to be replaced. Doing this with two buses at a time will be most cost-effective. We have estimated the savings using activity buses vs school buses to provide transportation for these field trips based on actual usage by our coaches. During the 2023-2024 school year, the estimated savings from using activity buses vs. school buses was approximately $124,000.00. The anticipated 2024-2025 school year savings is roughly $130,000.00.

Purchasing two 2019 activity buses costs $66,308.00 per bus for $132,616.00. The cost to lease the two 2019 activity buses is $23,892 per year for $119,460.00 at the end of our 5-year lease. It makes the most financial sense to purchase these activity buses vs leasing them.

The total cost of leasing two 2025 activity buses is $41,980.00 annually. After the initial investment to purchase the two used activity buses, the lease expense will remain well below our savings by using the activity buses over school buses year over year.

Purchasing two activity buses and leasing two new ones will allow us to sell two of our 2009 activity buses. The estimated value of the 2009 activity buses is approximately $5,000.00 per bus, which will help offset the expense of purchasing the two 2019 buses. The cost of buying the two 2019 activity buses can be depreciated over five years, and the lease expense of the two new activity buses can also be depreciated over the five-year lease term.

Administrative Recommendation

The Administration recommends approving the purchase of two 2019 activity buses and the 5-year lease of two 2025 activity buses. This recommendation supports Goals 1 (Develop the whole child), 4 (Engage all stakeholders) and 5 (Use District resources equitably and efficiently) of the strategic plan.

Fiscal Impact

The total cost to purchase the two 2019 activity buses is $132,616.00. The total cost to lease two 2025 activity buses for a 5-year term is $41,980.00 annually. This would be funded through the Transportation fund.

This quote is firm for 30 days.

All delivery dates are estimated and NOT guaranteed.

All stock units subject to prior sale.

Credit cards will not be accepted for payments of any kind.

MIDWEST TRANSIT EQUIPMENT

Prepared For:

Quote Expires: 3/27/2025

Deborah Mason

Community Unit School District # 300

Summary Of Units and Options Quoted					
QTY	ID	Year	5 Year Lease	$Per Bus/Per Yr	Line Total
2	25-314IL	2025	14 Passenger Chevy Collins MFSAB - 5 Year	$20,990.00	$41,980.00
~~2~~	~~U25-035~~	~~2018~~	~~14 Passenger Chevy StarCraft MFSAB - 5 Year~~	~~$10,438.00~~	~~$20,876.00~~
~~2~~	~~U25-029~~	~~2019~~	~~14 Passenger Chevy StarCraft MFSAB - 5 Year~~	~~$11,946.00~~	~~$23,892.00~~
			Purchase Option	Purchase $	
~~2~~	~~U25-035~~	~~2018~~	~~14 Passenger Chevy StarCraft MFSAB - 5 Year~~	~~$58,958.00~~	~~$117,916.00~~
2	U25-029	2019	14 Passenger Chevy StarCraft MFSAB - 5 Year	$66,308.00	$132,616.00

Also Included in pricing above:
* Pre - Delivery
* Title and License
* Safety Lane
* Graphics

Submitted By:

Matt Garr

Regional Sales Manager

Midwest Transit Equipment, Inc.

(815)954-5141

matt.garr@midwesttransit.com

Pricing submitted is subject to any manufacturer surcharges until time of delivery. Should any surcharges be applied, MTE will communicate with the district prior to delivery. Any interest rates quoted are estimated rates and are subject to change until the lender is able to provide a locked rate. Any change in rate will be communicated with the customer and the payment will reflect the change accordingly.

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: March 11, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Shelley Nacke, Assistant
Superintendent of Education Services

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/11/2025
BOE 2nd Reading	3/25/2025

SUBJECT: Alternative Education Service Contract (Renewal) - Ombudsman

---

Background

The district has used Ombudsman for several years to support students who need Alternative Education plans. These are students who have personal, social, learning, family, and environmental challenges that make it harder for them to succeed in a traditional classroom setting. The purpose of Ombudsman is to provide alternative education in an off-campus program intended to reduce drop-out rates and increase graduation rates.

Administrative Recommendation

The Administration recommends approval of the contract.

Fiscal Impact

This is a one-year contract with a cost of $78,810; this is an increase of $1,920 from last year. The expense will be paid for out of the Education Services budget.

Ombudsman
2025-26 Alternative Education Services Agreement

This Agreement is made and entered into by and between Ombudsman Educational Services, Ltd., an Illinois corporation whose address is 28100 Ashley Circle, Suite 102, Libertyville, IL 60048-1359 ("Ombudsman"), and the Board of Education of Community Unit School District No. 300, Kane, McHenry, Cook, and DeKalb Counties, IL, whose address is 2550 Harnish Drive, Algonquin, 60102 (the "District").

Section 1. Scope of Service Provided.

Ombudsman provides the Districts an off-campus program intended to reduce drop-out rates, increase graduation rates, increase attendance levels, improve academic performance for drop-out prevention and offer the District's non-traditional learners a new opportunity to encounter a personalized learning experience different than they encountered in the traditional school setting.

The Ombudsman Program helps students progress through academic and pro-social skills by offering differentiated instruction of standards-based curriculum in a technology rich environment to improve success toward course completion, test performance and persistence to graduation.

1.1 Placement. Working with Ombudsman, the District identifies students who may benefit from the program. An initial intake interview is conducted with the student, parent, Ombudsman center director and a District representative, if necessary. The Ombudsman center director explains the expectations of the program and asks for the student's commitment for participation and success in the program. The parent/guardian is also asked to make a commitment to support the student's effort to succeed in the program.

The District determines credit requirements and projects graduation or promotion, which is reflected in the student's Academic Profile and Course Schedule. Students who are unable to fulfill the referring District's graduation requirements may be eligible at the District's discretion to receive an Ombudsman diploma. The Ombudsman diploma is recognized and accredited as a high school diploma by the Middle States Commission (MSCES), Southern Association of Colleges and Schools (SACS), North Central Association of Schools and Colleges (NCA) and Cognia (Cognia).

1.2 Assessment. Students enrolled in the Ombudsman program will take all state required testing and end of course assessments. Students are also assessed in reading, writing and mathematics.

1.3 Instruction. Each student receives instruction in the courses identified on the Course Schedule utilizing online instructional components, print-based and multimedia resources driven by a standards-based curriculum, small group instruction and, when appropriate, work study, community service and volunteer opportunities. Students are also prepared for high stakes and end of course assessments utilizing targeted test preparation instruction and materials as well as small group instruction. Pro-social skill development through assessment, group discussion, teacher

modeling and student role playing is provided to improve student behaviors in and out of the learning environment.

Building on success, the students begin to improve their self-image and establish realistic academic and life-long goals. As a result of the student's rededication to the process of learning and achieving academic success, the program can provide the student the means to willingly modify his/her behavior in a positive way; including the decision to stay in school in pursuit of a high school diploma.

1.4 Evaluation. Each student's progress is evaluated daily, weekly, monthly and quarterly by the teaching staff using a variety of qualitative and quantitative strategies. Instructional strategies, resources and academic and social skill remediation are adjusted as needed to ensure each student meets all requirements of enrollment. Students must demonstrate proficiency in coursework to earn credit. Those credits are issued back to the District.

1.5 Staff. The Ombudsman instructional staff consists of certified teachers who may be supported by instructional assistants, with a minimum of a four-year college degree and/or licensed paraprofessionals. The teaching staff possesses a high degree of professionalism, emotional maturity, and general content knowledge, willingness to change instructional strategies, a sense of humor and a passion for teaching the non-traditional student. Ombudsman agrees that prior to the commencement of this Agreement, it shall conduct criminal background checks in accordance with Section 10-21.9 of the Illinois School Code, 105 ILCS 5/10-21.9, at its own expense, on all of its employees that will be performing services for the District at the learning center and/or that will have direct, daily contact with students. Ombudsman further acknowledges that none of its employees performing such services have been convicted of any felony involving dishonesty, sexual offense, or violence against another person. Ombudsman agrees to provide the District with a written verification that the criminal backgrounds checks of the employees have been performed, which verification shall be tendered to the District prior to the commencement of this Agreement, and upon the hiring of any new employee.

1.6 Educational Environment. Ombudsman instructional staff members create a positive and nurturing learning environment focused on student success. As relationships are fostered between students and teachers, high expectations are maintained, and students learn to take responsibility for their choices. Students are guided by the Ombudsman staff members in goal setting and making positive choices in academics, behavior, and postsecondary planning.

1.6.1 Ombudsman will provide its performance-based curriculum correlated with the Common Core and to Illinois State standards, as the foundation of its academic program. The foundation will be supplemented with other materials to help students work towards meeting District and state requirements for graduation and/or promotion.

1.6.2 Ombudsman agrees that it will use and maintain such data in compliance with all applicable laws and regulations, including the Illinois School Student Records Act and FERPA.

1.6.3 Students and parents shall be informed of the Program's behavioral expectations and consequences for engaging in misconduct as per Ombudsman 's student handbook and be provided with a written copy of the same. Students shall not be disciplined for misconduct that is a result of their disability, except as may be allowed under IDEA or Section 504. Should a student enrolled in the Program pose a danger to themselves, other students, or staff, such as bringing a weapon into the learning center; possessing or attempting to sell or distribute illegal, prescription, or over-the-counter drugs, or commit an infraction that results in serious bodily injury, the Ombudsman learning center director shall follow the Ombudsman safety and security procedures and notify District designated staff. Ombudsman staff shall cooperate with District disciplinary proceedings that may be undertaken.

1.7 Reports. Ombudsman will provide the District reports, including, but not limited to, the following: Student attendance on a weekly basis.

1.7.1 Student academic progress reports after the 1 st and 3'd quarters and transcripts after the 1 st and 2nd semesters.
1.7.2 Student academic progress reports after the 1 st and 3rd quarters and transcripts after the 1 st and 2nd semesters.

1.8 Administrative Support Services

1.8.1 The local Ombudsman learning center will be supported by an Ombudsman operations manager, special education, curriculum and instruction, technology, student services, human resources, training, integrity assurance, financial services and district and public relations teams.

1.82 The Ombudsman regional Administrator, learning center director and other members of the Ombudsman special education or administrative team, as needed, will regularly meet/conference with the District's designated administrative team to review the satisfaction of students, parents and District staff with the program.

1.9 Program evaluation. The program's effectiveness is to be evaluated based upon criteria determined jointly by Ombudsman and the District. To facilitate such evaluation and upon receipt of parent and/or student consent to release student records, the District agrees to provide data to Ombudsman in a timely manner regarding demographic information, prior academic achievement, transcripts, state achievement test scores and graduation data for students enrolled at an Ombudsman site as well as any data for students that return to the District to measure success after

enrollment in the program. Ombudsman will provide a process for collecting such data. Once compiled, Ombudsman will report the results to the District at an agreed upon timeline. Ombudsman agrees that it will use and maintain such data in compliance with all applicable laws and regulations, including the Illinois School Student Records Act and FERPA.

2.0 Student Slots and Costs. Please initial next to the option, fill in the blanks for number of committed slots and total cost, the sign, date, return a copy of the Agreement to OES and retain a copy for the District's records.

10 student slots: $7,881 per slot multiplied by ___ slots equals a total cost of_____.

The District may refer students on an "as-needed" basis, or in addition to slots purchased, at a cost of $1000 per student per month or prorated $70 per day for partial months. The District will be billed for "as-needed" slots on a monthly basis, and payment for "as-needed" slots will be due upon receipt of invoices.

The number of slots purchased may be increased through the end of the month of September in each term of the contract. Any increase in the number of slots must be agreed to in writing by OES and the District.

A slot purchased by the District is a commitment for that slot for the entire school year. Billing will be based on the number of slots purchased, plus the number of students referred on an "as-needed" basis.

The District will be invoiced in four (4) equal amounts in August, October, January and March. If this Agreement remains in effect for subsequent school years, the District will be invoiced for the annual payment in four (4) equal amounts in August, October, January and March. Payment is due within thirty (30) days from the date of the invoice. As Needed Billing will be based on the number of students referred.

Payment to Ombudsman will be made via Automated Clearing House (ACH).

2.1 Notices. All notices, consents and other communications under this Agreement shall be given in writing and shall be sent by shall be deemed to have been sufficiently given or served for all purposes as of the date it is delivered by hand, received by overnight courier, or within three (3) business days of being sent by registered or certified mail, postage prepaid to the Parties at the following addresses (or to such other address as hereafter may be designated in writing by such Party to the other Party):

If to District: Superintendent
District 300
2550 Harnish Drive
Algonquin, IL 60102

If to Ombudsman: Sue Leuser
Senior Vice President

28100 Ashley Circle, Suite 102
Libertyville, IL 60048

2.2 Indemnification. Ombudsman shall indemnify, defend, and hold harmless the District, and the District's board member directors, Board members, administrators, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses arising out of Ombudsman's performance of this Agreement, caused in whole or in part by any negligent act or omission of Ombudsman, or anyone directly or indirectly employed by Ombudsman, or anyone whose acts for which Ombudsman may be liable.

District shall indemnify &, defend, and hold harmless Ombudsman, and Ombudsman's Board members, administrators, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses arising out of the Districts' performance of this Agreement, caused in whole or in part by any negligent act or omission of the District, or anyone directly or indirectly employed by the District, or anyone whose acts for which the District may be liable.

2.3 Insurance. During the term of this Agreement, Ombudsman, at its sole cost and expense, and for the benefit of the District, shall carry and maintain the following insurance:

1. Comprehensive general liability and property damage insurance, insuring against all liability of Contractor related to this Agreement, with a minimum combined single limit of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000) general aggregate.

2. Professional Liability Insurance with limits in the per claim amount of not less than One Million Dollars ($1,000,000) and the annual aggregate of not less than Three Million Dollars ($3,000,000).

3. Automobile liability Insurance with a combined single limit of One Million dollars ($1,000,000);

4. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Contractor's respective employees; and

5. Sexual abuse and molestation insurance with a combined single limit of One Million dollars.

6. Umbrella liability insurance with a minimum combined single limit of One Million dollars ($1,000,000) per occurrence and One Million Dollars ($1,000,000) general aggregate.

All insurers shall be licensed by the State of Illinois and rated A+-VII or better by A.M. Best or comparable rating service. The comprehensive general liability, sexual abuse and molestation, and property damage insurance policy shall name the District, its Board, Board members, employees, agents, and successors as an additional insured on a primary' noncontributory basis with a waiver of subrogation in favor of the District. Ombudsman shall provide the District with certificates of insurance and/or copies of policies reasonably acceptable to the District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the District by certified mail, return receipt requested.

2.4 Contract Term. The initial term of this Agreement, shall be for the 2025-2026 school year, ending on June 30, 2026. The parties may agree in writing to renew the Agreement.

2.5 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of Illinois without regard to conflict of law principles, and time shall be considered of the essence for this Agreement. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

2.6 Entire Agreement. This Agreement constitutes the entire understanding between Ombudsman and the District, and supersedes all other agreements, whether written or oral, with respect to the subject matter hereof. This Agreement may be executed in separate counterparts (including by means of facsimile), each of which is deemed to be an original and all of which taken together constitute one and the same agreement.

2.7 Inurement of Benefits. All covenants and agreements contained in this Agreement by or on behalf of any of the parties hereto shall bind and inure to the benefit of the respective successors and permitted assigns of the parties hereto whether so expressed or not.

2.8 Amendment. The provisions of this Agreement may be amended or waived only with the prior written consent of the District and Ombudsman.

2.9 Confidentiality. The District will not at any time, whether during or after the term of this Agreement: (1) use for its own benefit or purposes, or for the benefit or purposes of any other person, firm, partnership, association, corporation or business organization, entity or enterprise (each, a "Person"), or (2) unless required by law, disclose in any manner to any Person, any trade secrets, information, data, know-how, or knowledge belonging to, or relating to the affairs of Ombudsman.

2.10 Termination. If either party is in material breach of its obligations under this Agreement, the nonbreaching party may terminate this Agreement if such breach is not cured within 60 days after the non-breaching party provides notice to the breaching party. If the District terminates this Agreement pursuant to this Section due to Ombudsman's breach, the School District will not incur any termination fees.

2.11 Severability. In case any provision of the Agreement is adjudged invalid, illegal or unenforceable, it shall, to the extent possible, be modified in such a manner as to be valid, legal and enforceable but so as to most nearly retain the intent of the parties, and if such modification is not possible, such provision shall be severed from this Agreement, and in either case, the validity, legality and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

2.12 Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

This Agreement sets forth the business relationship between Ombudsman and the District and is properly executed where indicated below.

District Authorization:	_____	OES Authorization:	_____
Print Name:	_____	Print Name:	Sue Leuser
Position:	_____	Position:	Senior Vice President
Date:	_____	Date:	_____

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	
Board Operations Committee	3/11/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/11/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **Custodial Uniform Contract (Extension)**

Background

Custodial uniforms are supplied to building custodians and grounds/maintenance department workers as a part of the negotiated agreement through their DESPA contract. Each employee is allotted a specific number of clothing items annually.

We will be using the Omnia National Cooperative contract pricing. The Omnia contract meets standard uniform specifications.

Administrative Recommendation

Omnia National Cooperative Pricing contract #R210102 is recommended. **ServiceWear Apparel, Nashville, TN** holds the current OMNIA contract, April 1, 2025 through March 31, 2026. Omnia contract pricing average increase is 2.48% over the previous year's pricing. This complies with the District's goal of contract renewal with pricing at less than the December 2024 CPI-U rate of 3.40%. Both administration and staff have had a positive experience with product and service from ServiceWear Apparel. The administration recommends extending the contract awarding the contract pricing for **Custodial Uniforms** to **ServiceWear Apparel, Nashville, TN.**

Fiscal Impact

The estimated amount of this contract is $86,675.24. The award is based upon historical purchases from 4/1/24 until 2/28/25.

Custodial uniforms will be paid from the Operation and Maintenance budget, as they are a benefit defined in the DESPA contract.

Omnia Cooperative Purchasing Pricing

Catalog Item Number	Description	UOM	Qty Purchased	Amount	Extended Cost
2574-CH-XXXL - TALL	XXXLT CHARCOAL SHORT SLVE SHIR W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-CH-XXXL - TALL	EA	20	$ 21.94	$ 438.80
2574-GB-MD	MD GF BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-MD	EA	16	$ 21.94	$ 351.04
2574-GB-SM	SM GF BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-SM	EA	16	$ 21.94	$ 351.04
2574-GB-XL	XL GF BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-XL	EA	60	$ 21.94	$ 1,316.40
2574-GB-XXL	XXL GF BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-XXL	EA	8	$ 21.94	$ 175.52
2574-GB-XXXL - TALL	XXXL GF BLUE SHORT SLEEVE SHIR W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-XXXL - TALL	EA	20	$ 21.94	$ 438.80
2574-NV-LG	LG NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-LG	EA	52	$ 21.94	$ 1,140.88
2574-NV-MD	MD NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-MD	EA	101	$ 21.94	$ 2,215.94
2574-NV-SM	SM NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-SM	EA	38	$ 21.94	$ 833.72
2574-NV-XL	XL NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-XL	EA	20	$ 21.94	$ 438.80
2574-NV-XXL	XXL NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-XXL	EA	64	$ 21.94	$ 1,404.16
2574-NV-XXXL	XXXL NV BLUE SHORT SLEEVE SHIR W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-XXXL	EA	56	$ 21.94	$ 1,228.64
574-GB-LG	LG LT BLUE LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-GB-LG	EA	40	$ 23.47	$ 938.80
574-GB-SM	SM LT BLUE LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-GB-SM	EA	12	$ 23.47	$ 281.64
574-GB-XL	XL LT BLUE LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-GB-XL	EA	8	$ 23.47	$ 187.76
574-N-LG	LG NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-LG	EA	68	$ 23.47	$ 1,595.96
574-N-MD	MD NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-MD	EA	64	$ 23.47	$ 1,502.08
574-N-SM	SM NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-SM	EA	40	$ 23.47	$ 938.80
574-N-XL	XL NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-XL	EA	12	$ 23.47	$ 281.64
574-N-XXL	XXL NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-XXL	EA	20	$ 23.47	$ 469.40
574-N-XXXL	XXXL NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-XXXL	EA	8	$ 23.47	$ 187.76
874-30X28	30 X 28 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-30X28	EA	80	$ 25.21	$ 2,016.80
874-30X30	30 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-30X30	EA	40	$ 25.21	$ 1,008.40
874-30X32	30 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-30X32	EA	14	$ 25.21	$ 352.94
874-32X30	32 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-32X30	EA	26	$ 25.21	$ 655.46
874-32X32	32 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-32X32	EA	46	$ 25.21	$ 1,159.66
874-34X28	34 X 28 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-34X28	EA	15	$ 25.21	$ 378.15
874-34X30	34 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-34X30	EA	70	$ 25.21	$ 1,764.70
874-34X32	34 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-34X32	EA	80	$ 25.21	$ 2,016.80
874-36X30	36 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-36X30	EA	95	$ 25.21	$ 2,394.95
874-36X32	36 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-36X32	EA	24	$ 25.21	$ 605.04
874-38X30	38 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-38X30	EA	46	$ 25.21	$ 1,159.66
874-38X32	38 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-38X32	EA	10	$ 25.21	$ 252.10
874-40X28	40 X 28 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-40X28	EA	10	$ 25.21	$ 252.10
874-40X30	40 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-40X30	EA	20	$ 25.21	$ 504.20
874-40X32	40 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-40X32	EA	6	$ 25.21	$ 151.26
874-40X36	40 X 36 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-40X36	EA	10	$ 25.21	$ 252.10
874-42X30	42 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-42X30	EA	10	$ 25.21	$ 252.10
874-44X30	44 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-44X30	EA	14	$ 25.21	$ 352.94
874-44X32	44 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-44X32	EA	8	$ 25.21	$ 201.68
874-46X32	46 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-46X32	EA	10	$ 25.21	$ 252.10
DICKIES-WS50DN 3XL DK NVY	SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN 3XL DK NVY	EA	100	$ 11.63	$ 1,163.00
DICKIES-WS50DN 2XL TALL DK NVY	SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN 2XL TALL DK NVY	EA	100	$ 11.63	$ 1,163.00
DICKIES-WS50DN LARGE DK NVY	SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN LARGE DK NVY	EA	100	$ 11.63	$ 1,163.00
DICKIES-WS50DN MEDIUM DK NVY	SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN MEDIUM DK NVY	EA	100	$ 11.63	$ 1,163.00
DICKIES-WS50DN SMALL DK NVY	SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN SMALL DK NVY	EA	100	$ 11.63	$ 1,163.00

DICKIES-WS50DN XL DK NVY	SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN XL DK NVY	EA	100	$ 11.63	$ 1,163.00
DICKIES-WS50HG 2XL H GRAY	SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG 2XL H GRAY	EA	205	$ 11.63	$ 2,384.15
DICKIES-WS50HG 3XL H GRAY	SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG 3XL H GRAY	EA	120	$ 11.63	$ 1,395.60
DICKIES-WS50HG 3XL TALL H GRAY	SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG 3XL TALL H GRAY	EA	40	$ 11.63	$ 465.20
DICKIES-WS50HG LARGE H GRAY	SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG LARGE H GRAY	EA	400	$ 11.63	$ 4,652.00
DICKIES-WS50HG MEDIUM H GRAY	SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG MEDIUM H GRAY	EA	275	$ 11.63	$ 3,198.25
DICKIES-WS50HG SMALL H GRAY	SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG SMALL H GRAY	EA	150	$ 11.63	$ 1,744.50
DICKIES-WS50HG XL H GRAY	SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG XL H GRAY	EA	305	$ 11.63	$ 3,547.15
EMBROIDERED LOGO - 1	FLAG BLUE - APPLY TO SHIRT ITEM COLOR: LT BLUE OR GRAY VENDOR ITEM NUMBER:LOGO ELY917	EA	1686	$ 6.50	$ 10,959.00
EMBROIDERED LOGO - 2	WHITE-FOR SHIRT JACKET HOODIE ITEM COLOR: NAVY VENDOR ITEM NUMBER:LOGO ELZ193	EA	1267	$ 6.50	$ 8,235.50
EMBROIDERED LOGO - 3	WHITE-FOR SHIRT JACKET HOODIE ITEM COLOR: NAVY VENDOR ITEM NUMBER:LOGO ELZ192	EA	134	$ 6.50	$ 871.00
HD20ND-OSFA	RED KAP HOOD - NAVY, DUCK HOOD Hood for JD24ND WINTER JACKET VENDOR ITEM NUMBER:HD20ND-OSFA	EA	4	$ 20.47	$ 81.88
JD24DN-LG	LG NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-LG	EA	21	$ 66.67	$ 1,400.07
JD24DN-MD	MD NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-MD	EA	19	$ 66.67	$ 1,266.73
JD24DN-SM	SM NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-SM	EA	10	$ 66.67	$ 666.70
JD24DN-XL	XL NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-XL	EA	15	$ 66.67	$ 1,000.05
JD24DN-XXL	XXL NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-XXL	EA	4	$ 66.67	$ 266.68
JD24DN-XXXL	XXXL NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-XXXL	EA	6	$ 66.67	$ 400.02
PD60PW-32X30	MEN'S RELAXED FIT DENIM JEAN Red Kap Jean/Prewashed Indigo VENDOR ITEM NUMBER:PD60PW-32X30	EA	30	$ 17.54	$ 526.20
PD60PW-34X30	MEN'S RELAXED FIT DENIM JEAN Red Kap Jean/Prewashed Indigo VENDOR ITEM NUMBER:PD60PW-34X30	EA	10	$ 17.54	$ 175.40
PD60PW-34X32	MEN'S RELAXED FIT DENIM JEAN Red Kap Jean/Prewashed Indigo VENDOR ITEM NUMBER:PD60PW-34X32	EA	8	$ 17.54	$ 140.32
PD60PW-36X30	MEN'S RELAXED FIT DENIM JEAN Red Kap Jean/Prewashed Indigo VENDOR ITEM NUMBER:PD60PW-36X30	EA	6	$ 17.54	$ 105.24
PD80SW-32X30	DUNGAREE, HEAVY DUTY WORK JEAN VENDOR ITEM NUMBER:PD80PW-32X30	EA	30	$ 18.66	$ 559.80
PD80SW-34X30	DUNGAREE, HEAVY DUTY WORK JEAN VENDOR ITEM NUMBER:PD80PW-34X30	EA	10	$ 18.66	$ 186.60
PD80SW-34X32	DUNGAREE, HEAVY DUTY WORK JEAN VENDOR ITEM NUMBER:PD80PW-34X32	EA	8	$ 18.66	$ 149.28
PD80SW-36X30	DUNGAREE, HEAVY DUTY WORK JEAN VENDOR ITEM NUMBER:PD80PW-36X30	EA	6	$ 18.66	$ 111.96
PT21NV-SZ-6 X 30	WOMEN'S NAVY BLUE WORK PANT Red Kap/DuraKap Industrial VENDOR ITEM NUMBER:PT21NV-SZ-6 X 30	EA	10	$ 19.95	$ 199.50
PT21NV-SZ-8 X 30	WOMEN'S NAVY BLUE WORK PANT Red Kap/DuraKap Industrial VENDOR ITEM NUMBER:PT21NV-SZ-8 X 30	EA	26	$ 19.95	$ 518.70
PT60NV-30X28	30 X 28 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-30X28	EA	8	$ 20.33	$ 162.64
PT60NV-30X30	30 X 30 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-30X30	EA	10	$ 20.33	$ 203.30
PT60NV-32X28	32 X 28 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-32X28	EA	8	$ 20.33	$ 162.64
PT60NV-34X30	34 X 30 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-34X30	EA	10	$ 20.33	$ 203.30
PT60NV-34X32	34 X 32 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-34X32	EA	6	$ 20.33	$ 121.98
PT61NV-SZ-14 X 30	WOMEN'S NAVY BLUE WORK PANT Red Kap/Elastic Insert VENDOR ITEM NUMBER:PT61NV-SZ-14 X 30	EA	10	$ 20.33	$ 203.30
PT61NV-SZ-16 X 30	WOMEN'S NAVY BLUE WORK PANT Red Kap/Elastic Insert VENDOR ITEM NUMBER:PT61NV-SZ-16 X 30	EA	10	$ 20.33	$ 203.30
PT61NV-SZ-18 X 32	WOMEN'S NAVY BLUE WORK PANT Red Kap/Elastic Insert VENDOR ITEM NUMBER:PT61NV-SZ-18 X 32	EA	20	$ 20.33	$ 406.60
PT61NV-SZ-8 X 30	WOMEN'S NAVY BLUE WORK PANT Red Kap/Elastic Insert VENDOR ITEM NUMBER:PT61NV-SZ-8 X 30	EA	6	$ 20.33	$ 121.98
		Estimated Total Award Cost			**$ 86,675.24**
Recommendation					
ServiceWear Apparel of Nashville, TN, award estimated contract amount of $86,675.24					

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Deb Mason,
Director of Transportation & Food Service

Presented at the following Board Meetings	
Board Operations Committee	03/11/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	03/11/2025
BOE 2nd Reading	03/25/2025

SUBJECT: **Fuel and Lubricants Contract Extension**

Background

District 300 supplies the fuel and lubricants for our contracted transportation services, buses/vehicles, and District vehicles. Per our bid specifications, vendors provide pricing + or - the diesel and gasoline costs are based on the Chicago area daily low rack price of the OPIS (Oil Price Information Service) Distillate Gross Price, including winter additives. The + or - pricing cost includes the freight cost to bring the fuel to the District.

The District purchased 123,539 gallons of unleaded gasoline and 270,429 gallons of diesel fuel for approximately $1,147,700.00 during the 2023-2024 school year. The District is exempt from federal excise and sales tax, but we pay environmental impact tax.

Lubricant specifications were based on district-preferred products such as motor oil weights, transmission fluid, chassis lubricant, and washer solvent. Vendors were asked to bid on pricing per unit of measure.

We are proposing a 1 year extension for both companies, Al Warren Oil Company and Rilco Inc. The current companies we are working with have proven to be reliable partners who have continually met the district's expectations. Both companies have committed to holding their pricing for the 1-year contract extension.

Contract term: April 1, 2025 – March 31, 2026

Administrative Recommendation

The administration recommends approving the 1 year extension for:
Al Warren Oil Company, Hammond, IN for Gasoline and diesel fuel
Rilco Inc, Moline, IL for Lubricant products

Fiscal Impact

Gasoline and diesel fuel at a per-gallon rate of $0.040 for gasoline and $0.045 for diesel fuel with an estimated contract amount of $17,110.87 for delivery plus the OPIS cost of fuel and taxes for the 1 year contract extension.

Lubricant products with an estimated contract amount of $26,638.00 for the 1 year contract extension.

The fuel and lubricants' funding will come from the Operations & Maintenance, Driver's Education, Security, and Transportation Budgets.

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

February 21, 2025

Mr. Jerry Piszczor
Al Warren Oil Co, Inc.
1646 Summer Street
Hammond, IN 46320

Via Email: jerry@altomransport.com cc: aberg@alwarrenoil.com

BID – Contract Purchase of Fuel and Lubricants Extension

Dear Mr. Piszczor,

On November 14, 2023, The Board of Education originally approved a contract with Al Warren Oil Co, Inc for the Contract Purchase of Fuel and Lubricants Bid. District 300 would like to exercise a contract extension based on the January 20, 2023 response submitted by your firm. Originally bid prices would be held. The extension will run from April 1, 2025 to March 31, 2026.

If your firm agrees to the pricing as shown on pages 6-7, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, March 11, 2025 and award by the board on Tuesday, March 25, 2025.

The favor of a response is requested by Wednesday, February 26, 2025.

Sincerely,

Diane White **2025-02-24**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Jerry Piszczor
2FBF97449E4D1ECCC54E6A3C08421F63 contractworks **2025-02-27**
Service Provider

DISTRICT 300

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

March 1, 2023

Jerry Piszczor
Al Warren Oil Co, Inc.
1646 Summer Street
Hammond, IN 46320

Via Email: jerry@altomtransport.com cc: aberg@alwarrenoil.com

Bid: Contract Purchase of Fuel and Lubricants

Dear Mr. Piszczor,

Congratulations! District 300 awarded the fuel portion of the Contract Purchase of Fuel and Lubricants bid to Al Warren Oil Company. The Board of Education approved this contract at the regularly scheduled meeting on February 28, 2023. The value of this contract is for a per-gallon mark-up rate of $0.040 for gasoline and $0.045 for diesel fuel with a total estimated amount of $34,141.97 for delivery plus the OPIS cost of fuel and taxes for the two-year contract term. The contract term is April 1, 2023 through March 31, 2025.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

Please sign this letter electronically via Contract Works.

Purchase orders will be issued in accordance with the terms of this contract on a just in time basis.

Please sign this award letter by March 14, 2023. ***Please submit your Performance Bond based on $75,000 and Certificate of Insurance naming District 300, and its member individually and its employees and agents as additional named insureds. This contract also requires similarly named Certificates of Insurance for any carriers delivering product to the District throughout the contract term. Providing these COI's is the responsibility of the vendor. All original documents should be sent to the following address prior to March 14, 2023:***

Diane C. White, Director of Purchasing
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

This Agreement is entered into as of March 1, 2023.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. **2023-03-06**
ADMINISTRATOR *(Signature)*

Jerry Piszczor
2FBF97449E4D1ECCC54E6A3C08421F63 contractworks. **2023-03-06**
CONTRACTOR *(Signature)*

Diane C White, Director of Purchasing

Jerry Piszczor **CFO**
(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C White, Director of Purchasing

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **January 26, 2023**

TO: Dr. Susan Harkin, Superintendent
Board of Education

FROM: Deb Mason
Director of Transportation

Presented at the following Board Meetings	
Construction/Facility	
Finance	02/14/23
Policy/Legislative	
School Utilization	
BOE 1st Reading	02/14/23
BOE 2nd Reading	02/28/23

SUBJECT: **Fuel and Lubricants Bid**

Background

District 300 supplies the fuel and lubricants for our contracted transportation services, buses/vehicles, and District vehicles. Per our bid specifications, vendors provide pricing + or - the diesel and gasoline costs are based on the Chicago area daily low rack price of the OPIS (Oil Price Information Service) Distillate Gross Price, including winter additives. This cost associated with the + or - pricing includes the freight cost to bring the fuel to the District.

Specifications were released on Wednesday, January 4, 2023. Bids were opened on Tuesday, January 24, 2023. The District received three vendor responses for fuel and three responses for lubricants. Bid documents were evaluated, and references were confirmed.

The last full year of fuel usage pre-pandemic was for the 2018-2019 school year. The 2018-2019 school year usage was used for this bid. The District purchased 97,943 gallons of unleaded gasoline and 308,014 gallons of diesel fuel annually at approximately $965,000.00. The District is exempt from federal excise and sales tax, but we pay environmental impact tax.

Specifications for lubricants were based on district-preferred products such as motor oil weights, transmission fluid, chassis lubricant, and washer solvent. Vendors were asked to bid on per unit of measure pricing.

Contract term- April 1, 2023 – March 31, 2025

Administrative Recommendation

The administration recommends awarding the contract pricing for:

- Gasoline and diesel fuel to **Al Warren Oil Company, Hammond, IN**
- Lubricant products to **Rilco Inc, Moline, IL**

Fiscal Impact

Gasoline and diesel fuel at a per-gallon rate of $0.040 for gasoline and $0.045 for diesel fuel with an estimated contract amount of $34,141.97 for delivery plus the OPIS cost of fuel and taxes for years 1 and 2; and Lubricant products with an estimated contract amount of $31,033.35 for year one and $31,792.95 for year 2.

The fuel and lubricants' funding will come from the Operations & Maintenance, Driver's Education, Security, and Transportation Budgets.

COMMUNITY UNIT SCHOOL DISTRICT 300
CONTRACT PURCHASE OF FUEL AND LUBRICANTS
TUESDAY, JANUARY 24, 2023 2:00 PM

VENDORS	References	Certificates	W-9	Vendor Application	Bid Bond	Addendum 1	Response Form A	Response Form B	Comments
Al Warren Oil Co.	Y	Y	Y	Y	Y	Y	Y	Y	Check provided for Bid Security, Bid includes an alternate Diesel Product in addition to Diesel in Scope.
Allied Solutions									
Arneson Oil Company									
Bell Performance, Inc.									
Colonial Oil Industries, Inc									
J.A. Watts Incorporated									
Keller-Heartt Oil									
Mansfield Oil Company	Y	Y	Y	Y	Y	Y	Y	Y	
PetroChoice LLC	N	N	N	N	N	N	N	Y	
Petroleum Traders Corporation	Y	Y	Y	Y	Y	Y	Y	Y	
RelaDyne									
Rilco Inc.	Y	Y	Y	Y	N	Y	Y	Y	
Romeo Enterprises									
Saratoga Rack Marketing LLC									

Adminstration Recommends

Al Warren Oil Company, Hammond, IN - Award contract pricing for fuel purchases for gasoline and diesel fuel with an estimated mark-up amount of $34,141.97 plus the cost of fuel and taxes for years 1 and 2.

Rilco Inc., Moline, IL - Award contract pricing for all lubricant products with an estiamted contract amount of $31,003.35 for year 1 and $31,792.95 for year 2.

COMMUNITY UNIT SCHOOL DISTRICT 300
CONTRACT PURCHASE OF FUEL AND LUBRICANTS
TUESDAY, JANUARY 24, 2023 2:00 PM

COMPANY	Diesel $/Gal April 1, 2023-March 31, 2024			Diesel $/Gal April 1, 2024-March 31, 2025			Gasoline $/Gal April 1, 2023-March 31, 2024			Gasoline $/Gal April 1, 2024-March 31, 2025			PROJECTED COST of MARK-UP OVER THE LIFE OF THE CONTRACT FOR BOTH GAOLINE & DIESEL
	Unit Price Factor	Estimated Annual Gallon Purchase*	Mark-up Total	Unit Price Factor	Estimated Annual Gallon Purchase*	Mark-up Total	Unit Price Factor	Estimated Annual Gallon Purchase*	Mark-up Total	Unit Price Factor	Estimated Annual Gallon Purchase*	Mark-up Total	
Al Warren Oil Co.	$0.045	299,653	$ 13,484.39	$0.045	299,653	$ 13,484.39	$0.040	89,665	$ 3,586.60	$0.040	89,665	$ 3,586.60	**$ 34,141.97**
Mansfield Oil Company	$0.0398	299,653	$ 11,926.19	$0.0434	299,653	$ 13,004.94	$0.0802	89,665	$ 7,191.13	$0.0839	89,665	$ 7,522.89	**$ 39,645.16**
Petroleum Traders Corporation	$0.0411	299,653	$ 12,315.74	$0.0411	299,653	$ 12,315.74	$0.0542	89,665	$ 4,859.84	$0.0542	89,665	$ 4,859.84	**$ 34,351.16**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**

*Estimated Annual Gallon Purchase is based on usage during 4/1/21 - 3/31/22

Unit price factor per gallon plus (+) or minus (-) the Chicago Daily Opis low rack + differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

Contract Term - Contract is for a two year term ending March 31, 2025

COMMUNITY UNIT SCHOOL DISTRICT 300
CONTRACT PURCHASE OF FUEL AND LUBRICANTS
TUESDAY, JANUARY 24, 2023 2:00 PM

ITEM DESCRIPTION	Annual Usage	u/m	Al Warren Oil Co.		PetroChoice LLC		Rilico	
YEARS	4/21 -3/22		23-24	24-25	23-24	24-25	23-24	24-25
ISO 220 NLGI #2 Grease (Keg 120 lb)	120	lb.	$3.45	$4.50	$4.16	$4.36	$3.99	$4.15
Multi-Purpose ATF Dex Merc (bulk)	201	gal.	$11.50	$14.95	$10.57	$11.37	$9.75	$9.95
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	1705	gal.	$7.05	$9.20	$6.70	$6.90	$5.00	$5.20
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	1503	gal.	$11.95	$15.55	$11.55	$12.23	$10.80	$11.00
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	55	gal.	$9.95	$12.95	$9.19	$9.87	$8.99	$9.20
GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	55	gal.	$13.95	$18.15	$12.58	$13.26	$12.49	$12.75
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	55	gal.	$9.95	$12.95	$9.37	$10.04	$8.99	$9.20
GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	55	gal.	$13.95	$18.15	$13.26	$13.94	$13.50	$13.75
CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	55	gal.	$21.50	$27.95	$18.97	$19.65	$17.99	$18.25
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	35	lb.	$2.95	$3.85	$3.45	$3.65	$2.35	$2.65
Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	55	gal.	$3.25	$4.25	$3.15	$3.50	$2.05	$2.15
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	55	lb.	$3.75	$4.90	$4.37	$4.57	$3.72	$3.85
	Annual Cost		$37,006.35	$48,198.85	$35,426.43	$37,198.16	$31,003.35	$31,792.95
	TWO YEAR COST			$85,205.20		$72,624.59		$62,796.30

Community Unit School District #300
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 - PHONE
847-551- 8463- FAX

Wednesday, January 4, 2023

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit an electronic **Bid** for:

BID – Contract Purchase of Fuel and Lubricants

The enclosed proposal form(s) **must** be used in submitting your electronic proposal.

Electronic proposals will be received until **2:00 PM CT, Tuesday, January 24, 2023** via BidNet at which time they will be opened publicly.

The Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the District to award the proposal at the **Tuesday, February 28, 2023 meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted.

Sincerely,

Diane C. White

Diane C. White
Director of Purchasing

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting bids for:

BID – Contract Purchase of Fuel and Lubricants

Sealed bids will be accepted until **2:00 PM CT, Tuesday, January 24, 2023,** via BidNet

Instruction to Bidders

Bids should be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review pre-Bid meeting will be held virtually on Tuesday, January 10, 2023 at 10:00 AM. See BidNet posting for link to this meeting.

Bid security in the form of a bid bond, certified check or cash in an amount equal to 10 percent of the base bid amount shall be submitted with the bid. The successful Contractor shall provide Labor and Material Bonds, and Performance Bonds for the work.

Bid specifications will be available on Wednesday, January 4, 2023 after 4:00 PM. To obtain Bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all bids or waive any bid irregularities.

Project Timeline

BID – Contract Purchase of Fuel and Lubricants

ACTION	DATE	TIME	LOCATION
Establish Timeline	**Wednesday, January 4, 2023**		
Specifications Review	**Wednesday, January 4, 2023**		
Specifications Finalized	**Wednesday, January 4, 2023**		
Legal Ad	**Friday, January 6, 2023**		Daily Herald
Specifications Released	**Wednesday, January 4, 2023**	**4:00 PM**	Bidnet
Pre-Bid Meeting	**Tuesday, January 10, 2023**	**10:00 AM**	Virtual
Q&A Deadline	**Tuesday, January 17, 2023**	**Noon**	Bidnet
Bid Opening	**Tuesday, January 24, 2023**	**2:00 PM**	Virtual
Evaluation Period	**1/24/2023-1/26/2023**		
To COO	**Thursday, January 26, 2023**		Jennifer Porter, COO
BFC Packet	**Tuesday, February 14, 2023**		
CFOC Meeting	**Tuesday, February 14, 2023**		
BOE Workshop / Approval	**Tuesday, February 28, 2023**		
Contract Commencement	**Saturday, April 1, 2023**		
Contract Termination	**Monday, March 31, 2025**		

Instructions to Bidders

1. General

a. Bid shall be signed and with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. All bids shall be made on this form.

c. Unsigned or late bids will not be considered or accepted.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs, tariffs, energy charges and delivery to the locations designated on the bid and installation if called for in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment after the award of orders.

h. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted.

i. Bids shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here
   ii. For Vendor Registration Help Document: Click here
   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

2. Errors and Omissions

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the purchasing official first orally, followed by written (FAX or letter) specification of the claimed problems which must be received during regular working hours at least 72 hours before the date set for bid opening so that a written notification can be prepared by the purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

4. Withdrawal of Bids

Bids may be withdrawn by in writing, by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The District reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The District reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified.

6. Vendor Application and W-9 Form

The District requires that a current Vendor Application and W-9 form be included with your sealed electronic bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the contractor and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor 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 as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any contractor shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved) the contractor agrees as follows:

a. The contractor will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter “unlawful discrimination”). The contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to unlawful discrimination.

11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. Evaluations

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. Examination of Documents and Site

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. Performance: Labor and Material Payment Bonds (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. Bid Security (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Bid bond and Performance bond should be submitted based on $75,000.00.
This total is an estimate based on a 1 (one) month supply of fuel.

If the contractor chooses to submit a check in lieu of a bond, the check must arrive at the following address by the bid due date and time. The envelope must be labeled with the bid name and due date and time:

Diane C. White
Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

16. Service Points

All Service Points are listed in the Scope of Work herein.

17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. Insurance

The contractor and subcontractors shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. Hold Harmless and Indemnification

The contractor, to the extent of the contractor's negligence or willful misconduct, shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

   -Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

   -Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

   -Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. Damage to Property

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's 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 bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. Late Bids

Bids received after the time specified in the Invitation for Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the District. The use of District equipment for transmission of bids is prohibited.

23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives, except where noted in the Scope of Work. Notations are to be included as to the percentage of recycled products in each item.

24. Payment

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. Manuals

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. Completion Of Work

Contract period is for two years, from April 1, 2023 through March 31, 2025.

27. Personnel

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the contractor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. Compliance with Laws

Contractor shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. Governing Law

The terms of this bid shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. Bid

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

.

35. Cancellation

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

LIST BELOW (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

Please be sure that contact information for references is current.

1. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT:**

2. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT:**

REFERENCES (CONT.)

3. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT:**

4. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT:**

OFFEROR'S NAME

SIGNATURE: **DATE:**

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the
_____work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_____, having 25 or more employees, 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 this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____, 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.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____

NOTARY PUBLIC

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the_____work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11- 9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By:_____

Its: _____

Dated:_____

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____
(Printed or Typed Name of Applicant Employee)

_____
Signature of Applicant or Employee

Dated: _____

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	**APPLICATION DATE**
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	**REVISION DATE**

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?
ADDRESS CITY STATE ZIP	
CONTACT PERSON/REPRESENTATIVE	FAX NUMBER ( ) / PHONE AND EXTENSION ( )
TYPE OF ORGANIZATION (Check Applicable) ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
YEARS ESTABLISHED:	**DO YOU ACCEPT PURCHASE ORDERS? YES** ☐ **NO** ☐ **DO YOU ACCEPT CREDIT CARDS? YES** ☐ **NO** ☐

CATEGORY **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.

FEIN _____

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____

DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.			
2.			
3.			
4.			

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

Sales Tax Exemption Certificate

Issue date:
02/10/2020

Sales Tax Exemption **E99960079**

Expiration date:
03/01/2025

Organization type: **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

Scope of Work

Contract Purchase of Fuel and Lubricants

Fuel and lubricants are used in school buses, both diesel and unleaded gasoline. The District also operated a white fleet which includes operation and maintenance vehicles and drivers' education cars.

Gasoline and Diesel Fuel Specification

1. Fuel Specifications

   Diesel Fuel: Any major brand of #2 Ultra Low Sulfur with 2% Bio Mix Diesel Fuel (B2 ULS2). Fuel must meet or exceed 40 cetane (normally #2 Diesel). Fall and winter blends of #1 Ultra Low Sulfur (ULS1) and B2 ULS2 or B2 ULS2 with winter additive must be available upon request of the School District.

   The District may blend diesel as follows:

   Temperatures of 0°F and below – 70/30 blend plus additives
   Temperatures of 0°F to 20°F – 80/20 blend plus additives
   Non-winter months – B2 ULS2

   Example of switch date from fall to winter blend: In the 2021/2022 school year, the first delivery of blended fuel (80/20) occurred on October 19, 2021. In the 2022/2023 school year, the first delivery of blended fuel (80/20) occurred on October 24, 2022.

   Gasoline: Gasoline to contain 10% ethanol regular 87 Octane OPIS average. Use of alcohol additives to raise the octane rating is not acceptable. Identify and define additives for winter blends.

   The District will not accept re-refined products.

Fuel requirements for bid package:

Ultra Low Sulfur Diesel (ULSD) fuel is required for diesel engines used with advanced after treatment systems. The fuel should meet all the specifications of **ATSM D975** standard (current year revision, including the EPA specification for sulfur content (0.0015% mass of 15 parts per million maximum). These specifications are included in the standard under the designation No. 2-D S15 fuel and No. 1-D S15 fuel. Grade No. 1-D fuel is a lighter fuel with higher volatility than Grade No. 2-D; it may be blended with grade No. 2-D in winter time to provide engine operability under low ambient temperature.
Acceptable Diesel Fuel Blends

- Ultra low sulfur Kerosene (No. 1-D S15 diesel fuel) blended with No. 2-D S15 fuel to improve cold weather performance. Blend rate would depend on regional low temperatures.
- Lower biodiesel blends up to B5 (a blend of 5% neat biodiesel with 95% diesel fuel).

Such blends have characteristics indistinguishable from diesel fuel. If the two components meet the requirements of their standards: ASTM D6751 current revision, (Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels and ASTM D975 current revision, Standard Specification for Diesel Fuel - Grade No. 2-D S15

.

As of December 12, 2022, blends of up to 5% biodiesel are included in the Diesel Fuel Standard ATSM D975-22.

- Supplier must be a BQ9000 certified fuel supplier, must provide proof that the supplier meets ASTM D975-22 Standard.

Acceptable Unleaded Gasoline Blends

- Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
- Use of alcohol additives to raise the octane rating is not acceptable.
- Identify and define additives for winter use.

2. Quality Control

   The District reserves the right to sample deliveries, which will produce samples for testing purposes that are fully representative of the product, delivered.

   All product that does not meet specification requirements will be rejected, and when so ordered by the Transportation Director, the contractor, at his expense, shall replace all inferior product delivered with product meeting the specification requirements.

3. Annual Usage

   Each Location has a 10,000-gallon underground storage diesel fuel tank and a 10,000-gallon underground unleaded gasoline tank. Tanks are located at two District-owned facilities. Shipments must be received within twenty-four to forty-eight hours of the District's purchase order.

   All figures are approximations and do not represent an intent to purchase.
   Figures may increase or decrease over the period of the contract.

TIME FRAME	FUEL TYPE	LOCATION	LOCATION	BOTH LOCATIONS
		2603 Bunker Hill Dr. Algonquin, IL	300 Cleveland Ave. Carpentersville, IL	TOTALS
4/1/21 - 3/31/22	ULS1	22269	13430	35699
	B2 ULS2	82792	48526	131318
	B2 ULS2 with Winter Additive	82275	50361	132636
	Unleaded Gasoline	28458	61207	89665
4/1/22 - 12/1/22	ULS1	2400	1201	3601
	B2 ULS2	81933	41507	123440
	B2 ULS2 with Winter Additive	32525	17808	50333
	Unleaded Gasoline	17022	41237	58259

4. Transportation Fuel Tanks

   The fuel tanks are the property of the District and will be maintained at District expense.

5. Transport Loads

   Bidder shall include the number of gallons that constitute a transport load In the Comments and Additional Information Section.

6. Fuel Order Process
   The District shall supply a purchase order for invoice processing 24 to 48 hours prior to expected delivery. The purchase order shall include estimated pricing and volume based on the most recent purchase. The successful Bidder shall provide an order confirmation number within 24 hours of request for fuel. Subsequently, an invoice shall be provided based on actual fuel delivery including the purchase order number. Payment to be made within 45 days of delivery.

7. Delivery and Usage
   Delivery is to be made within 24 to 48 hours of our request. The time of delivery must be coordinated with the Director of Transportation or designee. The delivery driver must check in with the vehicle maintenance personnel prior to beginning the delivery of fuel. Tanks must be measured before and after filling. The measurements must be recorded on the delivery receipt.

   Bid response should include recommendations for delivery times of fuel outside of the District's regular business hours.

8. Proof of Delivery
   Proof of delivery must be provided in one of the following ways:

   A. A metered ticket to be supplied with each delivery and signed by a representative of the Transportation or Vehicle Maintenance Department.

   B. Drivers must supply a copy of the bill of lading for the terminal showing the number of gallons received and the seal numbers supplied at the point of fill from the terminal. These seal numbers will be matched with the numbers on the seal at the time of delivery to our location.

9. Proposals
   The price per gallon shall bid as follows:

   A. All Bidders shall bid gross gallons.

   B. Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.
   C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. **The Price adjustment factor will remain firm for the life of the contract**.

   D. If a blend of ULS1 and B2 ULS2 or B2 ULS2 with winter additive is ordered, the price will be based on the percentage quantity of each type of fuel that has been ordered.

   E. Any taxes for which the District is liable will be added to the invoice.

   F. District 300 is exempt from Federal Excise tax and Illinois State Sales Tax.

G. If the Bidder plans to use a common carrier, the District must be notified in writing. Also, Community Unit School District 300, the Board of Education, and its members individually and its employees and agents must be named as <u>additional insureds on the Common Carrier's insurance certificate and the coverage must meet the District's requirements.</u>
The bid response must include the names, addresses and phone numbers of all delivery subcontractors to be used.

H. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110

Lubricant and Solvent Specifications

Annual usage - Oil / solvent products listed below:

All fluids are delivered in bulk and pumped into District tanks except product ordered by the 55-gallon drum or pail.

Bidders may include service information regarding the collections, transport and disposal of used oil, filters, antifreeze, etc.

Pricing per pound or gallon, is to be quoted as DELIVERED pricing on Bid Response Forms A & B.
Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or
300 Cleveland Avenue, Carpentersville, Illinois, 60110.

VENDOR MUST PROVIDE SPECIFICATION SHEETS AND SAFETY DATA SHEETS WITH BID.
EQUIVALENT LUBRICANTS AND SOLVENTS WILL BE CONSIDERED.

LUBRICANTS – Usage 4-1-21 to 3-31-22				
	D300 ITEM DESCRIPTION	**CURRENT CONTRACT ITEM DESCRIPTION**	**Usage**	**u/m**
45-0007	ISO 220 NLGI #2 Grease (Keg 120 lb)	Mobilgrease XHP 222	120	LBS
45-0008	Multi-Purpose ATF Dex Merc (bulk)	Med Plus Multi Veh ATF	201	GAL
45-0009	Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	Kost Defendal HD ELC 50/50	1705	GAL
45-0010	CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	Dplx 21C Dezol 10w30	1503	GAL
45-0011	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus Syn Blend GF-6 5w20	0-55	GAL
45-0020	GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus FS GF-6 5w20	0-55	GAL
45-0021	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus Syn Blend GF-6 5w30	0-55	GAL

45-0022	GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus FS GF-5 Dex 1 5w30	0-55	GAL
45-0023	CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	Dplx 21C FS HDEO 5w40 CK-4	0-55	GAL
45-0014	SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	Dplz 21C Galaxy 80w90 Gear Oil	0-35	LBS
45-0012	Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	Peak Windshield Washer -20 Solvent Premix	0-55	GAL
TBD	SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	TBD	0-55	GAL

LUBRICANTS – Usage 4-1-22 to 12-1-22				
	D300 ITEM DESCRIPTION	**CURRENT CONTRACT ITEM DESCRIPTION**	**Usage**	**u/m**
45-0007	ISO 220 NLGI #2 Grease (Keg 120 lb)	Mobilgrease XHP 222	0-120	LBS
45-0008	Multi-Purpose ATF Dex Merc (bulk)	Med Plus Multi Veh ATF	96	GAL
45-0009	Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	Kost Defendal HD ELC 50/50	990	GAL
45-0010	CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	Dplx 21C Dezol 10w30	814	GAL
45-0011	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus Syn Blend GF-6 5w20	0-55	GAL
45-0020	GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus FS GF-6 5w20	0-55	GAL
45-0021	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus Syn Blend GF-6 5w30	0-55	GAL
45-0022	GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus FS GF-5 Dex 1 5w30	55	GAL
45-0023	CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	Dplx 21C FS HDEO 5w40 CK-4	0-55	GAL
45-0014	SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	Dplz 21C Galaxy 80w90 Gear Oil	105	LBS
45-0012	Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	Peak Windshield Washer -20 Solvent Premix	0-55	GAL
TBD	SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	TBD	0-55	GAL

Lubricant Tanks and Monitoring

The awarded lubricants supplier must provide monitoring equipment to monitor lubricant levels. Any monitoring equipment is to be installed by the provider and uninstalled at the termination of the contract or extension thereof. Installation and removal shall occur at no additional expense to Community Unit School District 300.

The District owns the tanks and has two locations:

- 2603 Bunker Hill Drive, Algonquin, Illinois, 60102

  Motor oil tank – 250 Gallon Capacity
  ATF tank – 250 Gallon Capacity
  Transmission Fluid tank – 250 Gallon Capacity

- 300 Cleveland Avenue, Carpentersville, Illinois, 60110

  Motor oil tank – 300 Gallon Capacity
  ATF tank – 300 Gallon Capacity
  Transmission Fluid tank – 300 Gallon Capacity

The awarded supplier will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for a two-year term ending March 31, 2025.

It is the intent of District 300 to award this project to a single source vendor.

A non-mandatory pre-bid meeting is scheduled for Tuesday, January 10, 2023 at 10:00 AM. Prospective vendors may meet virtually. Please contact the Purchasing Department for access to the virtual meeting.

Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023

COMMUNITY UNIT SCHOOL DISTRICT 300
BID RESPONSE FORM A

Contract Purchase of Fuel and Lubricants

Fuel Product Specified	April 1, 2023-March 31, 2024	April 1, 2024- March 31, 2025
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*	+$ _____	+$ _____
	or	or
	-$ _____	-$ _____
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*	+$ _____	+$ _____
	or	or
	-$ _____	-$ _____

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

Lubricants	April 1, 2023-March 31, 2024	April 1, 2024- March 31, 2025
ISO 220 NLGI #2 Grease (Keg 120 lb)	$ _____ lb.	$ _____ lb.
Multi-Purpose ATF Dex Merc (bulk)	$ _____ gal.	$ _____ gal.
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	$ _____ gal.	$ _____ gal.
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil **10w30** (bulk)	$ _____ gal.	$ _____ gal..
GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w20** (55-gallon drum)	$ _____ gal.	$ _____ gal.
GF6 OEM Approved and OEM Licensed **Full Synthetic** Gasoline Engine Oil **5w20** (55-gallon drum)	$ _____ gal.	$ _____ gal.
GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w30** (55-gallon drum)	$ _____ gal.	$ _____ gal.
GF6 OEM Approved and OEM Licensed **Full Synthetic** Dexos 1 Gasoline Engine Oil **5w30** (55-gallon drum)	$ _____ gal.	$ _____ gal.
CK4 OEM Approve and OEM Licensed **Full Synthetic** Diesel Engine Oil **5w40** (55-gallon drum)	$ _____ gal.	$ _____ gal.
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$ _____ lb.	$ _____ lb.

Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	$ _____ gal.	$ _____ gal.
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$ _____ lb.	$ _____ lb.
IMPORTANT: Bidders must include all delivery charges. No taxes are to be.		

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this quote to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. By executing and submitting this Bid Response Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the conditions of the bid documents, which shall serve as the Contract as provided therein.

COMMENTS AND ADDITIONAL INFORMATION – (*Please include Contract Load information here)*

_____

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

_____
Name of Company/Corporation

90 Days
Length of time quote is firm prior to award

_____
Street Address

Bid Submitted by:

_____
City, State, Zip Code

_____
Authorized Signature

_____
Telephone Number

_____
Please Type or Print Name

_____
Fax Number

_____
Illinois License Number

Email address - _____

Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023

BID RESPONSE FORM
Contract Purchase of Fuel and Lubricants

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:

1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.

2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.

3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.

4. Prices quoted shall include ALL charges for handling, transportation and delivery.

5. All items bid are F.O.B. destination.

6. Community Unit School District #300 is Tax Exempt.
Tax Exemption Number - E9996-0079-07.

Vendor has received Addendum (IF APPLICABLE)

#1 - _____ #2 - _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

NAME OF COMPANY /CORPORATION

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

FEIN NUMBER

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

PLEASE TYPE OR PRINT NAME

DATE

*****Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 *****

INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND E . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.	Vendor Name	
	Complete Address	
	Phone	
	Fax	
	Email	
	Contact Person	

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*	Plus		Plus		
		or		or	
	Minus		Minus		
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*	Plus		Plus		
		or		or	
	Minus		Minus		

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

INSTRUCTIONS: PLEASE FILL IN COLUMNS **B** and D **.** PLEASE USE COLUMN **F** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.	**Vendor Name**	
	Complete Address	
	Phone	
	Fax	
	Email	
	Contact Person	

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
		UOM		UOM	
ISO 220 NLGI #2 Grease (Keg 120 lb)		lb.		lb.	
Multi-Purpose ATF Dex Merc (bulk)		gal.		gal.	
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)		gal.		gal.	
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)		gal.		gal.	
CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)		gal.		gal.	
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)		lb.		lb.	
Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)		gal.		gal.	
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)		lb.		lb.	

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

January 18, 2023

ADDENDUM 1

Contract purchase of Fuel and Lubricants

Questions and Answers:

Pre-Bid Meeting Question: On page 30 of the original bid documents note:
Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
On page 32 note:
C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. The Price adjustment factor will remain firm for the life of the contract.
Page 30 refers to the OPIS average and Page 32 refers to the OPIS Low Rack. Why are these different?
Answer:
On Page 30, the word average is used to describe the quality of the acceptable unleaded fuel.
On Page 32, the word Low, referring to the rack, is used to describe the pricing accepted by the District.

1) Question: Could we please get a copy of the current bid tab?
Answer: The original bid tab for the current contract may be found on the District 300 website, Board of Education Agenda for March 16, 2021 Please scroll down to point *11.3. Approval of Fuel and Lubricants Bid* and follow the links.

2) Question: With the uncertainty of price increases during 2021, are there options for price increases/decreases based on market fluctuations with advanced notice?
Answer: The awarded vendor may submit a letter from the manufacturer to the District explaining a market price increase for lubricants only. The District reserves the right to either accept a substantiated increase or terminate the contract if the awarded vendor is unable to maintain awarded pricing.

3) Question: If you were to realize a large savings by eliminating the need for #1 and jugs of additive, would you consider a Premium Winter Diesel option?
Answer: Currently, the District purchases B2 ULS2 with the winder additive already added to the B2 ULS2 load. Pricing on both response forms should reflect the Unit Price Factor over and above Diesel Fuel plus the winter additive. Premium products may be quoted as an alternate. The District

limits Diesel purchases to B2 and does not intend to purchase higher percentage biodiesel blends.

4) Question: When will tabulations be released after the opening?
Answer: When the *February 28, 2023 at 6:00 PM – Board of Education Business Meeting* agenda is posted, vendors may view the bid tabulations here. Typically the agenda is posted on the Friday afternoon prior to the meeting. Follow the agenda link to the fuel bid item on the agenda for details.

5) Question: May we have an update on our FOIA request?
Answer: FOIA 2- 2023 was submitted on 1/5/2023 and the answers were released via email to Kara Clark and Kevin Smith of Petroleum Traders on 1/9/2023 by the District 300 FOIA Officer.

6) Question: We would like to confirm if any addenda have been released for this bid? We did not see any posted as of the time this question was asked and wanted to be sure that was correct.
Answer: As of 1/18/2023, there is only Addendum 1, as written herein.

7) Question: Please confirm that a bid bond for 10% will be required for this bid.
Answer: The Bid Security Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

8) Question: Please confirm that a performance bond for 100% will be required for this contract.
Answer: The Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

9) Question: Bid Bonds and Performance Bonds usually cover a percentage of the entire contract price. On page 7 the School District says to submit these bonds based off only a month supply of fuel ($75,000.00). Should the bidder submit bonds based on the full bid price?
Answer: The Bid Security Bond and Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

10) Question: What day should the OPIS for gasoline be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

11) Question: What day should the OPIS for diesel be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

12) Question: Is the School District requesting to be priced two separate ways for Gas and Diesel?
Answer: District 300 has provided individual spaces on both Response Forms A and B for the vendor to state the unit price factor for Diesel Fuel and the unit price factor for Gasoline.

13) Question: Does the vendor have to bid on all products in order to be deemed responsive?
Answer: Vendors may provide pricing for the Fuel Products only, the Lubricants only, or the Fuel Products and the Lubricants both.

14) Question: Are there any renewals offered for this bid?
Answer: No renewal contracts are offered within this bid.

15) Question: If there are renewals offered, how many?
Answer: No renewal contracts are offered within this bid.

16) Question: If there are renewals offered, are they offered under mutual agreement?
Answer: No renewal contracts are offered within this bid.

17) Question: If the vendor is not to fill out the Current Vendor Application in the bid documents, should the download a different one from www.d300.org?
Answer: Vendors may use the vendor application included in the bid on pages 26 & 27 of the Complete Bid Documents – Fuel 2023. The vendor may also use the vendor application found on the District 300 webpage for Purchasing here.

18) Question: Where should the contractor include the pricing for the winter additive package on the bid?
Answer: The Unit Price Factor is to be added to B2 ULS2 with the Winter Additive included. Please provide the specifications for the winter additive you intend to provide in the comments on Response Form A and in the comments on Response Form B.

This Addendum is to be considered part of the original bid documents.

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

Community Unit School District #300
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 - PHONE
847-551- 8463- FAX

Wednesday, January 4, 2023

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit an electronic **Bid** for:

BID – Contract Purchase of Fuel and Lubricants

The enclosed proposal form(s) **must** be used in submitting your electronic proposal.

Electronic proposals will be received until **2:00 PM CT, Tuesday, January 24, 2023** via BidNet at which time they will be opened publicly.

The Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the District to award the proposal at the **Tuesday, February 28, 2023 meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted.

Sincerely,

Diane C White

Diane C. White
Director of Purchasing

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting bids for:

BID – Contract Purchase of Fuel and Lubricants

Sealed bids will be accepted until **2:00 PM CT, Tuesday, January 24, 2023,** via BidNet

Instruction to Bidders

Bids should be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review pre-Bid meeting will be held virtually on Tuesday, January 10, 2023 at 10:00 AM. See BidNet posting for link to this meeting.

Bid security in the form of a bid bond, certified check or cash in an amount equal to 10 percent of the base bid amount shall be submitted with the bid. The successful Contractor shall provide Labor and Material Bonds, and Performance Bonds for the work.

Bid specifications will be available on Wednesday, January 4, 2023 after 4:00 PM. To obtain Bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all bids or waive any bid irregularities.

Project Timeline

BID – Contract Purchase of Fuel and Lubricants

ACTION	DATE	TIME	LOCATION
Establish Timeline	Wednesday, January 4, 2023		
Specifications Review	Wednesday, January 4, 2023		
Specifications Finalized	Wednesday, January 4, 2023		
Legal Ad	Friday, January 6, 2023		Daily Herald
Specifications Released	Wednesday, January 4, 2023	4:00 PM	Bidnet
Pre-Bid Meeting	Tuesday, January 10, 2023	10:00 AM	Virtual
Q&A Deadline	Tuesday, January 17, 2023	Noon	Bidnet
Bid Opening	Tuesday, January 24, 2023	2:00 PM	Virtual
Evaluation Period	1/24/2023-1/26/2023		
To COO	Thursday, January 26, 2023		Jennifer Porter, COO
BFC Packet	Tuesday, February 14, 2023		
CFOC Meeting	Tuesday, February 14, 2023		
BOE Workshop / Approval	Tuesday, February 28, 2023		
Contract Commencement	Saturday, April 1, 2023		
Contract Termination	Monday, March 31, 2025		

Instructions to Bidders

1. General

a. Bid shall be signed and with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. All bids shall be made on this form.

c. Unsigned or late bids will not be considered or accepted.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs, tariffs, energy charges and delivery to the locations designated on the bid and installation if called for in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment after the award of orders.

h. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted.

i. Bids shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here
   ii. For Vendor Registration Help Document: Click here
   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

2. Errors and Omissions

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the purchasing official first orally, followed by written (FAX or letter) specification of the claimed problems which must be received during regular working hours at least 72 hours before the date set for bid opening so that a written notification can be prepared by the purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

4. Withdrawal of Bids

Bids may be withdrawn by in writing, by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The District reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The District reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified.

6. Vendor Application and W-9 Form

The District requires that a current Vendor Application and W-9 form be included with your sealed electronic bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the contractor and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor 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 as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any contractor shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved) the contractor agrees as follows:

a. The contractor will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to unlawful discrimination.

11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. Evaluations

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. Examination of Documents and Site

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. Performance: Labor and Material Payment Bonds (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. Bid Security (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Bid bond and Performance bond should be submitted based on $75,000.00.
This total is an estimate based on a 1 (one) month supply of fuel.

If the contractor chooses to submit a check in lieu of a bond, the check must arrive at the following address by the bid due date and time. The envelope must be labeled with the bid name and due date and time:

Diane C. White
Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

16. Service Points

All Service Points are listed in the Scope of Work herein.

17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. Insurance

The contractor and subcontractors shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. Hold Harmless and Indemnification

The contractor, to the extent of the contractor's negligence or willful misconduct, shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

   -Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

   -Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

   -Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. Damage to Property

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's 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 bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. Late Bids

Bids received after the time specified in the Invitation for Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the District. The use of District equipment for transmission of bids is prohibited.

23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives, except where noted in the Scope of Work. Notations are to be included as to the percentage of recycled products in each item.

24. Payment

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. Manuals

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. Completion Of Work

Contract period is for two years, from April 1, 2023 through March 31, 2025.

27. Personnel

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the contractor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. Compliance with Laws

Contractor shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. Governing Law

The terms of this bid shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. Bid

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. Cancellation

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

LIST BELOW (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

Please be sure that contact information for references is current.

1. ORGANIZATION:

Village of Addison

ADDRESS:

1491 Jeffrey DR.

CITY, STATE, and ZIP CODE:

Addison, IL 60101

CONTACT PERSON:

Dominic Macri

TELEPHONE NUMBER: **EMAIL:**

331-254-0423 dmacri@addison-il.org

DATES OF SERVICE: **DOLLAR AMOUNT:**

2018 - present $914,000.00

2. ORGANIZATION:

Village of Morton Grove

ADDRESS:

7840 Nagle Ave.

CITY, STATE, and ZIP CODE:

Morton Grove, IL 60053

CONTACT PERSON:

Andy Andrews

TELEPHONE NUMBER: **EMAIL:**

224-343-1416 aandrews@mortongrove.il.org

DATES OF SERVICE: **DOLLAR AMOUNT:**

2018-present $1734,000

REFERENCES (CONT.)

3. ORGANIZATION:

City of Lake Forest

ADDRESS:

800 North Field Dr.

CITY, STATE, and ZIP CODE:

Lake Forest, IL 60045

CONTACT PERSON:

Ron Gramer

TELEPHONE NUMBER: **EMAIL:**

847-810-3546 gramerr@cityoflakeforest.com

DATES OF SERVICE: **DOLLAR AMOUNT:**

2018-present $1,210,000

4. ORGANIZATION:

Village of Glenview

ADDRESS:

2498 E. Lake Ave.

CITY, STATE, and ZIP CODE:

Glenview IL 60026

CONTACT PERSON:

Gil Taylor gtaylor@glenview.il.us

TELEPHONE NUMBER: **EMAIL:**

847-376-0145

DATES OF SERVICE: **DOLLAR AMOUNT:**

2019-present $940,000

OFFEROR'S NAME

Arnie Berg

SIGNATURE: **DATE:**

Arnie Berg 1/18/23

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Jerry Piszczor, as part of its bid for the Fuel + Lubricant work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: Al Warren Oil Co Inc,

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Al Warren Oil Co Inc, having 25 or more employees, 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 this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Al Warren Oil Co Inc.

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

Al Warren Oil Co Inc., 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.

Firm: Al Warren Oil Co Inc.

By: _____
(Signature)

Jerry Pisziger - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

A1 Warren Oil Co Inc does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: A1 Warren Oil Co Inc.

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Al Warren Oil Co Inc. agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Al Warren Oil Co. Inc agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: Al Warren Oil Co Inc.

By: _____
(Signature)

Jerry Pisziger - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 27th day of January, 2023.

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Al Warren Oil Co Inc, as part of its bid for the Fuel + Lubricant work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Al Warren Oil Co Inc

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

A1 Warren Oil Co Inc, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: A1 Warren Oil Co Inc.

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11- 9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Its: CFO

Dated: 1 | 20 | 2023

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Jerry Pisczor
(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: 1/20/2023

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: 2/19/23

COMPANY	HOW LONG IN PRESENT BUSINESS?
A1 Warren Oil Co Inc	75 years

ADDRESS	CITY	STATE	ZIP
1646 Summer St.	Hammond	IN	46320

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
ARNIE BERG	(630 971-8301	(630 484-4368

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☒ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Illinois

YEARS ESTABLISHED:

DO YOU ACCEPT PURCHASE ORDERS? YES ☒ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☒ NO ☐

CATEGORY (Check below the category which applies to the applicant)

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☒ (E) DISTRIBUTOR
☒ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT Thomas A Warren (B) VICE PRESIDENT

(C) SECRETARY Jerry A. Piszczor (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.
FEIN 36-3104190
or
S.S. No. _____

INSURANCE INFORMATION (Check Applicable)
LIABILITY INSURANCE: $2,000,000 ☒ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☒ Greater than Minimum ☐
Required that CUSD be named as an Additional Insured ☒ INSURANCE CO. Arch Insurance

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)
Perf. Bond ___/___ (Mo. Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. Year) ☐ Builder's Risk ___/___ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Jerry Piszczor	CFO

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet) Manufacturing	Floor Space (Square Feet) Warehouse
85-115	2.5 million	N/A	N/A

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below	FOR USE BY CONTRACT COMPLIANCE ONLY:
☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE	BY:_____ DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.	Village of Addison	1491 Jeffrey 60101	Dominic Macri	331-254-0423
2.	Village of Glenview	2498 E Lake Ave 60026	Gil Taylor	847-376-0145
3.	City of Lake Forest	800 North Field Dr. 60045	Ron Cramer	847-810-3546
4.	Village of Morton Grove	7840 Nagle Ave. 60053	Andy Andrews	224-343-1416

Bank References

	NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
X	BMO	Lemont, IL	Mike Salvador	(815) 806-2503

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

X _____
SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

X Jason A. Pierson CFO
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
AL Warren Oil Co Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1646 Summer St.

Requester's name and address (optional)

6 City, state, and ZIP code
Hammond Indiana 46320

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
36 - 3104190

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 01-01-2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

Sales Tax Exemption Certificate

Issue date:
02/10/2020

Sales Tax Exemption **E99960079**

Expiration date:
03/01/2025

Organization type: **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

Scope of Work

Contract Purchase of Fuel and Lubricants

Fuel and lubricants are used in school buses, both diesel and unleaded gasoline. The District also operated a white fleet which includes operation and maintenance vehicles and drivers' education cars.

Gasoline and Diesel Fuel Specification

1. Fuel Specifications
   Diesel Fuel: Any major brand of #2 Ultra Low Sulfur with 2% Bio Mix Diesel Fuel (B2 ULS2). Fuel must meet or exceed 40 cetane (normally #2 Diesel). Fall and winter blends of #1 Ultra Low Sulfur (ULS1) and B2 ULS2 or B2 ULS2 with winter additive must be available upon request of the School District.

   The District may blend diesel as follows:
   Temperatures of 0°F and below – 70/30 blend plus additives
   Temperatures of 0°F to 20°F – 80/20 blend plus additives
   Non-winter months – B2 ULS2

   Example of switch date from fall to winter blend: In the 2021/2022 school year, the first delivery of blended fuel (80/20) occurred on October 19, 2021. In the 2022/2023 school year, the first delivery of blended fuel (80/20) occurred on October 24, 2022.

   Gasoline: Gasoline to contain 10% ethanol regular 87 Octane OPIS average. Use of alcohol additives to raise the octane rating is not acceptable. Identify and define additives for winter blends.

   The District will not accept re-refined products.

Fuel requirements for bid package:

Ultra Low Sulfur Diesel (ULSD) fuel is required for diesel engines used with advanced after treatment systems. The fuel should meet all the specifications of **ATSM D975** standard (current year revision, including the EPA specification for sulfur content (0.0015% mass of 15 parts per million maximum). These specifications are included in the standard under the designation No. 2-D S15 fuel and No. 1-D S15 fuel. Grade No. 1-D fuel is a lighter fuel with higher volatility than Grade No. 2-D; it may be blended with grade No. 2-D in winter time to provide engine operability under low ambient temperature.
Acceptable Diesel Fuel Blends

- Ultra low sulfur Kerosene (No. 1-D S15 diesel fuel) blended with No. 2-D S15 fuel to improve cold weather performance. Blend rate would depend on regional low temperatures.
- Lower biodiesel blends up to B5 (a blend of 5% neat biodiesel with 95% diesel fuel).

Such blends have characteristics indistinguishable from diesel fuel. If the two components meet the requirements of their standards: ASTM D6751 current revision, (Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels and ASTM D975 current revision, Standard Specification for Diesel Fuel - Grade No. 2-D S15

As of December 12, 2022, blends of up to 5% biodiesel are included in the Diesel Fuel Standard ATSM D975-22.

- Supplier must be a BQ9000 certified fuel supplier, must provide proof that the supplier meets ASTM D975-22 Standard.

Acceptable Unleaded Gasoline Blends

- Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
- Use of alcohol additives to raise the octane rating is not acceptable.
- Identify and define additives for winter use.

2. Quality Control

The District reserves the right to sample deliveries, which will produce samples for testing purposes that are fully representative of the product, delivered.

All product that does not meet specification requirements will be rejected, and when so ordered by the Transportation Director, the contractor, at his expense, shall replace all inferior product delivered with product meeting the specification requirements.

3. Annual Usage

Each Location has a 10,000-gallon underground storage diesel fuel tank and a 10,000-gallon underground unleaded gasoline tank. Tanks are located at two District-owned facilities. Shipments must be received within twenty-four to forty-eight hours of the District's purchase order.

All figures are approximations and do not represent an intent to purchase.
Figures may increase or decrease over the period of the contract.

TIME FRAME	FUEL TYPE	LOCATION	LOCATION	BOTH LOCATIONS
		2603 Bunker Hill Dr. Algonquin, IL	300 Cleveland Ave. Carpentersville, IL	TOTALS
4/1/21 - 3/31/22	ULS1	22269	13430	35699
	B2 ULS2	82792	48526	131318
	B2 ULS2 with Winter Additive	82275	50361	132636
	Unleaded Gasoline	28458	61207	89665
4/1/22 - 12/1/22	ULS1	2400	1201	3601
	B2 ULS2	81933	41507	123440
	B2 ULS2 with Winter Additive	32525	17808	50333
	Unleaded Gasoline	17022	41237	58259

4. Transportation Fuel Tanks

The fuel tanks are the property of the District and will be maintained at District expense.

5. Transport Loads

Bidder shall include the number of gallons that constitute a transport load In the Comments and Additional Information Section.

6. Fuel Order Process

The District shall supply a purchase order for invoice processing 24 to 48 hours prior to expected delivery. The purchase order shall include estimated pricing and volume based on the most recent purchase. The successful Bidder shall provide an order confirmation number within 24 hours of request for fuel. Subsequently, an invoice shall be provided based on actual fuel delivery including the purchase order number. Payment to be made within 45 days of delivery.

7. Delivery and Usage

Delivery is to be made within 24 to 48 hours of our request. The time of delivery must be coordinated with the Director of Transportation or designee. The delivery driver must check in with the vehicle maintenance personnel prior to beginning the delivery of fuel. Tanks must be measured before and after filling. The measurements must be recorded on the delivery receipt.

Bid response should include recommendations for delivery times of fuel outside of the District's regular business hours.

8. Proof of Delivery

Proof of delivery must be provided in one of the following ways:

A. A metered ticket to be supplied with each delivery and signed by a representative of the Transportation or Vehicle Maintenance Department.

B. Drivers must supply a copy of the bill of lading for the terminal showing the number of gallons received and the seal numbers supplied at the point of fill from the terminal. These seal numbers will be matched with the numbers on the seal at the time of delivery to our location.

9. Proposals

The price per gallon shall bid as follows:

A. All Bidders shall bid gross gallons.

B. Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.

C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. **The Price adjustment factor will remain firm for the life of the contract.**

D. If a blend of ULS1 and B2 ULS2 or B2 ULS2 with winter additive is ordered, the price will be based on the percentage quantity of each type of fuel that has been ordered.

E. Any taxes for which the District is liable will be added to the invoice.

F. District 300 is exempt from Federal Excise tax and Illinois State Sales Tax.

G. **If the Bidder plans to use a common carrier, the District must be notified in writing. Also, Community Unit School District 300, the Board of Education, and its members individually and its employees and agents must be named as additional insureds on the Common Carrier's insurance certificate and the coverage must meet the District's requirements.**
The bid response must include the names, addresses and phone numbers of all delivery subcontractors to be used.

H. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110

Lubricant and Solvent Specifications

Annual usage - Oil / solvent products listed below:

All fluids are delivered in bulk and pumped into District tanks except product ordered by the 55-gallon drum or pail.

Bidders may include service information regarding the collections, transport and disposal of used oil, filters, antifreeze, etc.

Pricing per pound or gallon, is to be quoted as DELIVERED pricing on Bid Response Forms A & B.
Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110.

VENDOR MUST PROVIDE SPECIFICATION SHEETS AND SAFETY DATA SHEETS WITH BID. EQUIVALENT LUBRICANTS AND SOLVENTS WILL BE CONSIDERED.

LUBRICANTS – Usage 4-1-21 to 3-31-22				
	D300 ITEM DESCRIPTION	**CURRENT CONTRACT ITEM DESCRIPTION**	**Usage**	**u/m**
45-0007	ISO 220 NLGI #2 Grease (Keg 120 lb)	Mobilgrease XHP 222	120	LBS
45-0008	Multi-Purpose ATF Dex Merc (bulk)	Med Plus Multi Veh ATF	201	GAL
45-0009	Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	Kost Defendal HD ELC 50/50	1705	GAL
45-0010	CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	Dplx 21C Dezol 10w30	1503	GAL
45-0011	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus Syn Blend GF-6 5w20	0-55	GAL
45-0020	GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus FS GF-6 5w20	0-55	GAL
45-0021	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus Syn Blend GF-6 5w30	0-55	GAL

45-0022	GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus FS GF-5 Dex 1 5w30	0-55	GAL
45-0023	CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	Dplx 21C FS HDEO 5w40 CK-4	0-55	GAL
45-0014	SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	Dplz 21C Galaxy 80w90 Gear Oil	0-35	LBS
45-0012	Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	Peak Windshield Washer -20 Solvent Premix	0-55	GAL
TBD	SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	TBD	0-55	GAL

LUBRICANTS – Usage 4-1-22 to 12-1-22				
	D300 ITEM DESCRIPTION	**CURRENT CONTRACT ITEM DESCRIPTION**	**Usage**	**u/m**
45-0007	ISO 220 NLGI #2 Grease (Keg 120 lb)	Mobilgrease XHP 222	0-120	LBS
45-0008	Multi-Purpose ATF Dex Merc (bulk)	Med Plus Multi Veh ATF	96	GAL
45-0009	Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	Kost Defendal HD ELC 50/50	990	GAL
45-0010	CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	Dplx 21C Dezol 10w30	814	GAL
45-0011	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus Syn Blend GF-6 5w20	0-55	GAL
45-0020	GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus FS GF-6 5w20	0-55	GAL
45-0021	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus Syn Blend GF-6 5w30	0-55	GAL
45-0022	GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus FS GF-5 Dex 1 5w30	55	GAL
45-0023	CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	Dplx 21C FS HDEO 5w40 CK-4	0-55	GAL
45-0014	SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	Dplz 21C Galaxy 80w90 Gear Oil	105	LBS
45-0012	Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	Peak Windshield Washer -20 Solvent Premix	0-55	GAL
TBD	SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	TBD	0-55	GAL

Lubricant Tanks and Monitoring

The awarded lubricants supplier must provide monitoring equipment to monitor lubricant levels. Any monitoring equipment is to be installed by the provider and uninstalled at the termination of the contract or extension thereof. Installation and removal shall occur at no additional expense to Community Unit School District 300.

The District owns the tanks and has two locations:

- 2603 Bunker Hill Drive, Algonquin, Illinois, 60102

  Motor oil tank – 250 Gallon Capacity
  ATF tank – 250 Gallon Capacity
  Transmission Fluid tank – 250 Gallon Capacity

- 300 Cleveland Avenue, Carpentersville, Illinois, 60110

  Motor oil tank – 300 Gallon Capacity
  ATF tank – 300 Gallon Capacity
  Transmission Fluid tank – 300 Gallon Capacity

The awarded supplier will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for a two-year term ending March 31, 2025.

It is the intent of District 300 to award this project to a single source vendor.

A non-mandatory pre-bid meeting is scheduled for Tuesday, January 10, 2023 at 10:00 AM. Prospective vendors may meet virtually. Please contact the Purchasing Department for access to the virtual meeting.

Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023

SAFETY DATA SHEET

ULTRA Power RED Antifreeze & Coolant 50/50

SECTION 15 - REGULATORY INFORMATION

TSCA Inventory Status	All ingredients are listed on the TSCA inventory.
DSCL (EEC)	All ingredients are listed on the DSCL inventory.
California Proposition 65	Not Listed
SARA 302	Not Listed
SARA 304	Not Listed
SARA 311	Acute Health Hazard
SARA 312	Acute Health Hazard
SARA 313	Not Listed
WHMIS Canada	Class D-2A: Poisonous and infectious material- Other effects- Very toxic Class D-1B: Poisonous and infectious material- Immediate and serious effects- Toxic

SECTION 16 - OTHER INFORMATION

2/27/2017 – SDS was created

Disclaimer: The information in this document is believed to be correct as of the date issued. **HOWEVER, NO WARRANTY OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR ANY OTHER WARRANTY IS EXPRESSED OR IS TO BE IMPLIED REGARDING THE ACCURACY OR COMPLETENESS OF THIS INFORMATION, THE RESULTS TO BE OBTAINED FROM THE USE OF THIS INFORMATION OR THE PRODUCT, THE SAFETY OF THIS PRODUCT, OR THE HAZARDS RELATED TO ITS USE.** This information and product are furnished on the condition that the person receiving them shall make his own determination as to the suitability of the product for his particular purpose and on the condition that he assume the risk of his use thereof.

	cause defatting of skin or irritation, seen as local redness with possibility of mild discomfort.
Eyes	Eye burns, watering eyes, redness.
Respiratory	Irritation of nose and/or throat, drowsiness, headache, nausea.
Ingestion	Toxic when swallowed. Lethal dose for adults is 1-2mL per kilogram. Symptoms of exposure may include headache, weakness, confusion, nausea, dizziness, staggering gait, slurred speech, loss of concentration, faintness, vomiting, increased heart rate, decreased blood pressure, difficulty breathing, and pulmonary edema. Severe poisoning may cause death.

Chronic Toxicity	Repeated overexposure may aggravate existing kidney disease. Repeated ingestion may cause kidney damage.
Teratogenicity	Not Available
Mutagenicity	Not Available
Embryotoxicity	Not Available
Specific Target Organ Toxicity	Not Available
Reproductive Toxicity	Not Available
Respiratory/Skin Sensitization	Not Available

SECTION 12 - ECOLOGICAL INFORMATION

Ecotoxicity

Ethylene Glycol

Aquatic Vertebrate	LC50 - Oncorhynchus mykiss (rainbow trout) - 18,500 mg/l - 96 h LC50 - Leuciscus idus (Golden orfe) - > 10,000 mg/l - 48 h NOEC - Pimephales promelas (fathead minnow) - 32,000 mg/l - 7 d NOEC - Pimephales promelas (fathead minnow) - 39,140 mg/l - 96 h
Aquatic Invertebrate	EC50 - Daphnia magna (Water flea) - 74,000 mg/l - 24 h NOEC - Daphnia - 24,000 mg/l - 48 h LC50 - Daphnia magna (Water flea) - 41,000 mg/l - 48 h
Terrestrial	Not Available

Persistence and Degradability	Biodegradable.
Bioaccumulative Potential	Not Available
Mobility in Soil	Not Available
PBT and vPvB Assessment	Not Available
Other Adverse Effects	Not Available

SECTION 13 - DISPOSAL CONSIDERATIONS

Waste Residues	Users should review their operations in terms of the applicable federal/national or local regulations and consult with appropriate regulatory agencies if necessary before disposing of waste product or residues.
Product Containers	Users should review their operations in terms of the applicable federal/national or local regulations and consult with appropriate regulatory agencies if necessary before disposing of waste product container.

The information offered in section 13 is for the product as shipped. Use and/or alterations to the product may significantly change the characteristics of the material and alter the waste classification and proper disposal methods.

SECTION 14 - TRANSPORTATION INFORMATION

US DOT	Not Dangerous Goods
TDG	Not Dangerous Goods
IMDG	Not Dangerous Goods
Marine Pollutant	No
IATA/ICAO	Not Dangerous Goods

OTHER: Provide eyewash stations, quick-drench showers and washing facilities accessible to areas of use and handling.

SECTION 9 - PHYSICAL and CHEMICAL PROPERTIES

PHYSICAL STATE:	Liquid
APPEARANCE & ODOR:	Red
ODOR THRESHOLD (PPM):	Not Determined
VAPOR PRESSURE (mmHg):	10 mmHg at 20°C (68°F)
VAPOR DENSITY (AIR=1):	2.1 (air = 1)
EVAPORATION RATE (nBuAc = 1):	No Data Available
FLASH POINT	Not Flammable
MELTING POINT (C°):	No Data Available
FREEZING POINT:	-36°C (-34°F)
pH:	9.0-10.5
VISCOSITY:	No Data Available
KINEMATIC VISCOSITY:	Not Data Available
SPECIFIC GRAVITY:	1.045 min.
DENSITY:	No Data Available
SOLUBILITY IN WATER (%)	Completely soluble in water.
BOILING POINT (C°):	109°C (229°F)

SECTION 10 - STABILITY and REACTIVITY

STABILITY: Stable

HAZARDOUS DECOMPOSITION PRODUCTS: Oxides of carbon.

INCOMPATIBLE MATERIALS: Strong acids, oxidizers.

POSSIBILITY OF HAZARDOUS REACTIONS: Will not occur

CONDITIONS TO AVOID: Storage below 15.5°C (60°F) or above 65.5°C (150°F)

SECTION 11 - TOXICOLOGICAL INFORMATION

ACUTE EXPOSURE

ETHYLENE GLYCOL

Skin	LD50 Dermal - rabbit - 10,626 mg/kg
Eyes	Eyes - rabbit - Mild eye irritation - 24 h
Respiratory	Not Available
Ingestion	LD50 Oral - rat - 4,700 mg/kg

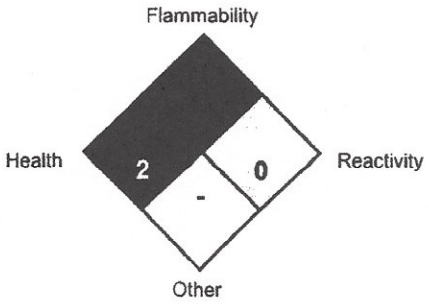
Carcinogenicity

IARC	No components of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC.
ACGIH	No components of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by ACGIH.
NTP	No components of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP.
OSHA	No components of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by OSHA.

Signs & Symptoms of Exposure

Skin	Brief contact is not irritating. Prolonged contact, as well as clothing wetted with material may

NFPA RATING SYSTEM



HMIS RATING SYSTEM

HAZARDOUS MATERIAL IDENTIFICATION SYSTEM	
PHYSICAL HAZARD (YELLOW)	0
PROTECTIVE EQUIPMENT	

EYES	RESPIRATORY	HANDS	BODY
	See Sect 8		See Sect 8

For Routine Industrial Use and Handling Applications

Hazard Scale: 0 = Minimal 1 = Slight 2 = Moderate 3 = Serious 4 = Severe * = Chronic hazard

SECTION 6 - ACCIDENTAL RELEASE MEASURES

PERSONAL PRECAUTIONS, PROTECTIVE EQUIPMENT, AND EMERGENCY PROCEDURES: See section 8 for recommendations on the use of personal protective equipment.

ENVIRONMENTAL PRECAUTIONS: Prevent spillage from entering drains. Any release to the environment may be subject to federal/national or local reporting requirements.

METHODS FOR REMOVAL: Absorb spill with noncombustible absorbent material, then place in a suitable container for disposal. Clean surfaces thoroughly with water to remove residual contamination. Dispose of all waste and cleanup materials in accordance with regulations.

Dispose of in accordance with applicable Federal, State, and local procedures (see Section 13, Disposal Considerations).

SECTION 7 - HANDLING and STORAGE

PRECAUTIONS FOR SAFE HANDLING: See section 8 for recommendations on the use of personal protective equipment. Use with adequate ventilation. Wash thoroughly after using. Keep container closed when not in use. Avoid formation of aerosols.

CONDITIONS FOR SAFE STORAGE, INCLUDING ANY INCOMPATIBILITIES: Store in cool, dry well ventilated area. Store only in containers that are resistant to alkaline solutions. Keep away from incompatible materials (see section 10 for incompatibilities).

SECTION 8 - EXPOSURE CONTROLS - PERSONAL PROTECTION

EXPOSURE LIMITS/GUIDELINES:

Chemical Name		Exposure Limits	Basis	Entity
Ethylene Glycol		100 mg/m^3	STEL	ACGIH
		50 ppm 125 mg/m^3	STEL	OSHA

Other Exposure Limits: Not Determined

RESPIRATORY PROTECTION: Provide local exhaust, preferably mechanical. If exposure levels are excessive, use an approved respirator.

EYE PROTECTION: Wear chemical safety glasses or goggles, and face shield.

BODY PROTECTION: Wear nitrile or rubber gloves, and full body covering. The type of protective equipment must be selected according to the concentration and amount of the dangerous substance at the specific workplace.

accordance with local regulations.

TARGET ORGANS: Kidney, Liver

SECTION 3 - COMPOSITION and INFORMATION ON INGREDIENTS

HAZARDOUS INGREDIENTS:	CAS #	EINECS #	Formula	WT %	Molecular Weight
Ethylene Glycol	107-21-1	203-473-3	$C_2H_6O_2$	>50	62.07 g/mol
Antifreeze Inhibitors*	Proprietary	Proprietary	Proprietary	<2	Proprietary
Dye	N/A	N/A	N/A	<1	N/A
Deionized Water	7732-18-5	231-791-2	H_20	Balance	18.00 g/mol

SECTION 4 - FIRST-AID MEASURES

EYE CONTACT: Immediately rinse with plenty of water for at least 15 minutes and seek medical attention immediately.

SKIN CONTACT: Immediately flush with plenty of water for at least 15 minutes while removing contaminated clothing and wash using soap. Get medical attention immediately.

INHALATION: Move casualty to fresh air and keep at rest. If breathing is difficult, give oxygen. If not breathing, give artificial respiration. Get medical attention immediately.

INGESTION: Do Not Induce Vomiting! Never give anything by mouth to an unconscious person. If conscious, wash out mouth with water. Get medical attention immediately.

SECTION 5 - FRE-FIGHTING MEASURES

FLASH POINT: Not Flammable

AUTOIGNITION TEMPERATURE: Not Established

FLAMMABLE LIMITS (in air by volume, %): Lower (LEL): Not Available Upper (UEL): Not Available

SUITABLE (AND UNSUITABLE) EXTINGUISHING MEDIA) Product is not flammable. Use water, fog, foam, carbon dioxide or dry chemical on fires involving this product. Use appropriate media for adjacent fire. Cool unopened containers with water.

SPECIAL FIRE-FIGHTING PROCEDURES: Do not release runoff from fire control methods to sewers or waterways. Because fire may produce toxic thermal decomposition products, wear a self-contained breathing apparatus (SCBA) with a full face piece operated in pressure-demand or positive-pressure mode. Full protective equipment including self-contained breathing apparatus should be used during a fire. During emergency conditions, overexposure to decomposition products may cause a health hazard. Symptoms may not be immediately apparent. Seek medical attention.

SPECIFIC HAZARDS ARISING FROM THE CHEMICAL: Closed containers may rupture or explode due to steam pressure build-up when exposed to extreme heat. Water may be used to cool closed containers. May emit toxic fumes (oxides of carbon) under fire conditions. (See also Stability and Reactivity section).

SAFETY DATA SHEET

ULTRA Power RED Antifreeze & Coolant 50/50

Prepared according to U.S. OSHA, CMA, ANSI, Canadian WHMIS, Australian WorkSafe, Japanese Industrial Standard JIS Z 7250:2000, and European Union REACH Regulations

SECTION 1 - PRODUCT AND COMPANY IDENTIFICATION

PRODUCT NAME:	**ULTRA Power RED Antifreeze & Coolant 50/50**
CAS#	Mixture
MANUFACTURER'S NAME:	**Maverick Performance Products, LLC**
ADDRESS:	5950 S. Cooper Rd Ste 3 Chandler, AZ 85249 USA
EMERGENCY PHONE:	1-800-424-9300 **TOLL-FREE in USA/Canada**
BUSINESS PHONE:	1-480-621-7302 (Product Information)
WEB SITE:	www.maverickoil.com
DATE OF PREPARATION:	27 February 2017
DATE OF LAST REVISION:	27 February 2017

SECTION 2 - HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW: This product is a red liquid
HEALTH HAZARDS: Harmful if swallowed. Causes serious eye irritation
OTHER HAZARD(S): Combustible liquid. Repeated exposure may cause dryness of the skin. Vapors may cause respiratory irritation.
PRECAUTION(S): Wear eye and skin protection before handling. Do not breathe mist/vapors/spray. Use in a well ventilated area. Wear protective gloves/protective clothing. IF IN EYES: Flush with water for 15 minutes and consult a physician. Do no ingest. IF SWALLOWED: Do NOT induce vomiting. Immediately call a POISON CENTER or doctor/physician.
DISPOSAL: Keep out of waterways. Check local, national, and international regulations for proper disposal

US DOT SYMBOLS

Signal Word: **Warning!**

GHS Hazard Classification(s):
Acute Toxicity, Oral Category 4
Eye Irritation Category 2B

Hazard Statement(s):
H302: Harmful if swallowed
H320: Causes eye irritation

CANADA (WHMIS) SYMBOLS

Not Controlled

EUROPEAN and (GHS) Hazard Symbols

Signal Word: **Warning!**

Precautionary Statement(s):
P264: Wash hands thoroughly after handling
P270: Do not eat, drink or smoke when using this product
P301+P312: IF Swallowed: Call a POISON CENTER and get IMMEDIATE MEDICAL ATTENTION.
P330: Rinse mouth
P305+P351+P338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
P337+P313: If eye irritation persists: Get medical advice/attention.
P501: Dispose of all contents/containers in

VP® ULTRA POWER RED Antifreeze & Coolant

DESCRIPTION

ULTRA POWER™ RED ELC Antifreeze and Coolant is engineered to deliver total cooling system protection for most heavy-duty engines. Proprietary nitrited-hybrid organic acid inhibitor technology (NOAT/HOAT) meets and exceeds most universal heavy-duty coolant applications. This heavy-duty hybrid organic acid formulation delivers superior corrosion protection for system metals, including; steel, aluminum, cast iron, copper, brass and solder. Its unique combination of carboxylic acids (OAT) and nitrites provides ultimate protection of diesel engine wet sleeve cylinder liners from pitting and cavitation, minimizes maintenance costs by providing extended service intervals and eliminates the need for the use or monitoring of supplemental coolant additives (SCA's).

PERFORMANCE BENEFITS

- Total cooling system protection for most heavy-duty applications
- 600,000 miles/12,000 hours (or 6 year) extended service life
- Safe and compatible for top-off with all types of coolant technology
- Low-silicate formula (<250 ppm) contains no phosphates or amines
- Ultimate protection of wet sleeve liner cavitation/pitting in diesel engines
- Outstanding corrosion protection for all cooling system metals
- Optimum water pump seal life due to low levels of dissolved solids
- Excellent heat transfer under severe operating conditions
- Formulated with bitterant to prevent human and animal consumption

DIRECTIONS FOR USE

For new installations, a complete flush and fill of the cooling system is recommended to obtain maximum service interval and system protection. ULTRA POWER RED ELC 50/50 is carefully balanced (prediluted) with pure deionized water to ensure optimum freezing and boiling points and eliminates system deterioration caused by poor water quality, DO NOT ADD WATER. Follow vehicle or equipment owner's manual for recommended maintenance guidelines, including proper coolant levels and instructions for coolant top-off. Use ULTRA POWER RED ELC 50/50 exclusively for top-off, as needed.

PRODUCT APPLICATION

MEETS AND EXCEEDS:
ASTM D3306
ASTM D4985
ASTM D6210
TMC of ATA RP329 & 338
GM 6277M & 1825M
Ford ESE-M97B44-A
Ford WSS-M97B44-B/D
Ford WSS-M97B44-E1/E2
Ford WSS-M97B51-A1
Chrysler MS9769
MTU MTL5048 & MTL5049
GSA CID A-A-52624A
Waukesha 4-1974D
EMD M.I. 1748E
Caterpillar EC-1 & ELC
Cummins CES14603;
Service bulletin 3666132-02
Detroit Diesel 7SE298;
Powercool Plus & 6000
Navistar/International;
CEMS B1, Type IIIa
PACCAR CS0185;
Kenworth R026-170-97
Peterbilt 8802.002
Freightliner 48-22880
John Deere H-5 ,JMD-H24C1 & 8650-5
Mack Truck 014GS17004
SAE J1034, J814 & J1941

DO NOT USE where a nitrite-free or silicate-free antifreeze & coolant is required for certain cars or light-trucks.

Typical Physical Properties

Property	Method	
Concentrate Item Number		VP6020010
Prediluted 50/50 Item Number		VP6025010
Specific Gravity, @70°F/21°C	D-1122	1.13
pH Level, 50% Volume	D-1287	10.0
Freezing Point, 50% Volume °C (°F)	D-1177	-36 (-34)
Boiling Point, 50% Volume °C (°F)	D-1120	107 (226)
Color	Visual	Red
Minor variations in physical test results may occur through normal manufacturing		

Always consult original equipment manufacturer's coolant recommendation for proper application.

© Copyright 2017 Maverick Performance Products, LLC. All rights reserved.

VP® is a registered trademark of VP Racing Fuels, Inc. VP Lubricants are produced in the U.S.A. for VP Racing Fuels, Inc. by Maverick Performance Products, LLC, authorized manufacturer, reseller, and licensee.

rev01201701

Technical Data Sheet

VP® Street Legal Motor Oil

Synthetic-Blend Formula

DESCRIPTION

STREET LEGAL™ Synthetic-Blend Motor Oil is formulated with a proprietary blend of conventional and synthetic base oils and a state-of-the-art additive system to deliver trusted engine protection and peak vehicle performance. Synthetic-Blend Motor Oil provides added resistance to sludge formation and varnish deposits during stop-and-go driving and maintains outstanding wear protection under severe driving conditions.

Street Legal Synthetic-Blend Motor Oil is available in SAE grades 5W-20, 5W-30 and 10W-30 and exceeds new car warranty requirements as defined by ILSAC standards GF-5 and API classification Resource Conserving SN.

PERFORMANCE BENEFITS

- Excellent wear protection for critical engine components
- Delivers excellent low-temperature engine protection and performance
- Maintains maximum engine protection under severe operating conditions
- Protects vehicle emission systems
- Delivers optimum fuel economy

PRODUCT APPLICATION

Recommended for turbo-charged or naturally aspirated gasoline-powered and flex-fuel passenger cars, hybrid vehicles, light-trucks and sport utility vehicles and fleets requiring:

ILSAC GF-5 & API Service Category Resource Conserving SN (API License number 3233)
Chrysler; MS-6395 (Revision S)
Ford; WSS-M2C945-A (5W-20) & WSS-M2C946A (5W-30)
General Motors; GM6094M (Obsolete)

Typical Physical Properties				
Property	**Method**			
SAE Grade		5W-20	5W-30	10W-30
Item Number		VP3152010	VP3153010	VP3110310
Viscosity, cSt @40°C	D-445	49.7	63.2	69.5
Viscosity, cSt @100°C	D-445	8.6	10.6	10.6
Viscosity Index	D-2270	150	155	140
Specific Gravity, @60°F	D-1250	0.861	0.860	0.866
Flash Point, COC, °C(°F)	D-92	218 (424)	224 (435)	234 (453)
Pour Point, °C(°F)	D-97	-39 (-38)	-39 (-38)	-36 (-33)
CCS, cP, maximum @-30°C	D-5293	6100	6300	6300 (-25°C)
NOACK Volatility @ 700°F, % loss	D-5800	<15	<15	<12
Total Base Number (TBN)	D-2896	8.5	8.5	8.5
Sulfated Ash, wt.%	D-4929	0.92	0.92	0.92
Minor variations in physical test results may occur through normal manufacturing				

Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.

© Copyright 2017 Maverick Performance Products, LLC. All rights reserved.

VP® is a registered trademark of VP Racing Fuels, Inc. VP Lubricants are produced in the U.S.A. for VP Racing Fuels, Inc. by Maverick Performance Products, LLC, authorized manufacturer, reseller, and licensee.

rev01201701

Titan Performance Grease

Typical Characteristics:

Titan Performance Grease	
NLGI Consistency Number	2
Thickener	Lithium Complex
Texture	Smooth
Color, Observed	Red
Worked 60 Penetration, D-217	265 - 295
Dropping Point, D-566, °F. (°C.)	500 (260)
Wheel Bearing Leakage, D-4290, g loss	1.4
Timken EP Test, OK Load, lbs	60
Water Washout, D-1264, % loss	4.1 @ 175°F
Rust Prevention, D-1743, rating	Pass
Copper Corrosion, D4048, rating	Pass
Oil Separation, D-1742, % loss	1.2
Four-Ball Wear, D2266, mm	0.54
Four-Ball EP Weld Point, D-2596, kgf	315
Four-Ball Load Wear Index, D-2596, kgf	50
High Temperature Life, D-3527, hrs	100
Low Temperature Torque, D-4693, N-m	13.0
Fretting Wear, D-4170, mg	7.8
Approximate Temperature Range, °F. (°C.)	-10 to 325 (-23 to 163)
Characteristics of Base Oil	
Viscosity @ 100°C, cSt	15.7
Viscosity @ 40°C, cSt	214
Viscosity Index	67
Pour Point, °F. (°C.)	+5 (-15)
Flash Point, °F. (°C.)	425 (218) Min.

Titan Performance Grease

Titan Performance Grease is a premium quality, lithium complex multi-purpose grease. The primary application is in high temperature operations such as wheel bearings on vehicles equipped with conventional, disc and antilock braking systems. This grease will protect wheel bearings on cars, trucks, buses, vans and farm equipment with disc brakes, even under heavy loads and shock loading.

Titan Performance Grease eliminates the need to inventory other greases, as it may be used in wheel bearings, ball joints, U-joints, chassis, fifth wheels, king pins, as well as industrial bearings, couplings and gears.

Benefits

- Premium quality lithium complex multi-purpose grease
- Fully additive treated: EP/antiwear, rust and oxidation inhibited
- Highly water resistant
- An exceptionally versatile multi-purpose grease
- Excellent wheel bearing and chassis performance
- Outstanding protection to lubricate a wide variety of severe duty automotive, trucking, industrial, mining and construction equipment

Technical Data Sheet

VP® Street Legal Automatic Trans Fluid

Multi-Purpose Formula

DESCRIPTION

STREET LEGAL™ Multi-Purpose Automotive Transmission Fluid is a premium lubricant designed and recommended for use in automatic transmissions previously serviceable by GM DEXRON®-III (H) and Ford MERCON® brands.

Street Legal Multi-Purpose Auto Trans Fluid's advanced additive technology and balanced friction modifiers provide long-term protection and optimum performance for automatic transmissions found in passenger cars, sports utility vehicles and light trucks. Due to excellent low-temperature fluidity and red product color, it also delivers excellent hydraulic performance in industrial applications or where leak detection is an important characteristic.

PERFORMANCE BENEFITS

- Superior anti-wear properties protect critical transmission components
- Balanced frictional properties for smooth shifting
- Excellent anti-shudder performance
- Good seal compatibility
- Protection against varnish and sludge formation
- Superior thermal stability
- Outstanding low-temperature fluidity

PRODUCT APPLICATION

Street Legal Multi-Purpose Auto Trans Fluid is recommended for the following automatic transmission fluid requirements:

Transmissions previously serviceable by GM DEXRON®-III(H), DEXRON®-III(G), DEXRON®-II(E), DEXRON®-II(D) & DEXRON®-II or Ford MERCON® brands
Allison C-3 & C-4
Caterpillar TO-2

Not recommended for use in transmissions requiring GM DEXRON®-VI, Ford MERCON®-V, MERCON® SP & MERCON® LV fluids, or Ford ATF Type F applications.

Typical Physical Properties		
Property	**Method**	
Viscosity, cSt @ 40°C	D-445	32.9
Viscosity, cSt @ 100°C	D-445	7.0
Viscosity Index	D-2270	180
Specific Gravity @ 60°F	D-1250	0.862
Flash Point, COC, °C(°F)	D-92	204 (399)
Pour Point, °C(°F)	D-97	-51 (-60)
Color	D-1500	Red
Brookfield Viscosity, cP @ -40°C	D-2983	18,000
Minor variations in physical test results may occur through normal manufacturing		

Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.

© Copyright 2017 Maverick Performance Products, LLC. All rights reserved.

VP® is a registered trademark of VP Racing Fuels, Inc. VP Lubricants are produced in the U.S.A. for VP Racing Fuels, Inc. by Maverick Performance Products, LLC, authorized manufacturer, reseller, and licensee.

rev01201701

VP® ULTRA POWER Heavy-Duty Engine Oil

Synthetic Formula

DESCRIPTION

ULTRA POWER™ Synthetic Heavy-Duty Engine Oil is specially formulated for engines operating under severe conditions and in a wide-range of operating climates and ambient temperatures. It meets the latest requirements of U.S. Tier 4 and European EURO VI emission standards for long-lasting protection of diesel engines equipped with diesel particulate filters (DPF). Ultra Power Synthetic HD Engine Oil is compounded with advanced additive and friction reducing chemistry that delivers superior wear protection, optimum fuel economy and long-lasting soot and oxidation control to support maximum service intervals.

PERFORMANCE BENEFITS

- Superior anti-wear properties protect critical engine components
- Special friction optimized chemistry delivers optimal fuel economy
- Ultimate low-temperature performance for reliable oil flow and cold-start protection
- Enhanced detergency properties protect pistons and rings from carbon deposits
- Advanced dispersants keep soot in suspension and reduces oil thickening in extended intervals
- Excellent TBN retention neutralizes acidic engine conditions in extended service intervals
- Long-term protection of DPF and exhaust gas recirculation (EGR) NOx reduction systems
- Proven technology with over 40 million miles of field testing across major engine platforms

PRODUCT APPLICATION

Ultra Power HD Engine Oil is recommended for the following heavy-duty engine oil requirements:

Exceeds **API Service Categories CK-4**, CJ-4, CI-4 Plus, CI-4, CH-4, CG-4, CF-4 & Gasoline engines SN, SM & SL
Exceeds **ACEA E7/E9-2012** performance standards (E9-2016 ready)
Exceeds Engine Manufacturer Performance Requirements: **Caterpillar ECF-3**, ECF-2 & ECF-1, **Cummins CES 20086**, 20081, 20077, 20076, 20071, **Detroit Diesel 93K222** & 93K218, **Mack EOS-4.5**, EO-O Premium Plus 07, EO-N, EO-M Plus, EO-L Plus, **Mercedes Benz (Daimler) 228.31** & 228.3, Chrysler MS-10902 & MS 6395-G, Ford WSS-M2C171-F1 & WSS-M2C171-E, MIL-L-2104E, Allison C-4, Caterpillar TO-2, Department of Defense CID-a-a-52306A2 & A-A-52039A3, Navistar (International), John Deere, **Deutz DQC III-10-LA** & III-05, AGCO (Allis Chalmers), **Volvo VDS-4.5** & VDS-4, PACCAR, **MAN M3575**, JASO DH-2, **MTU 2.1**, **Renault RLD-4** & RDL-3, Global DHD-1

Typical Physical Properties		
Property	**Method**	
SAE Grade		5W-40
Item Number		VP5954010
Viscosity, cSt @ 40°C	D-445	87.8
Viscosity, cSt @ 100°C	D-445	14.8
Viscosity Index	D-2270	175
Specific Gravity, 60/60°F	D-1250	0.857
Flash Point, COC, °C(°F)	D-92	225 (437)
Pour Point, °C(°F)	D-97	-40 (-40)
Total Base Number (TBN)	D-2896	10.0
Sulfated Ash, wt.%	D-4929	1.0 max
Minor variations in physical test results may occur through normal manufacturing		

Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.

© Copyright 2017 Maverick Performance Products, LLC. All rights reserved.

VP® is a registered trademark of VP Racing Fuels, Inc. VP Lubricants are produced in the U.S.A. for VP Racing Fuels, Inc. by Maverick Performance Products, LLC, authorized manufacturer, reseller, and licensee.

rev01201701

Technical Data Sheet

VP® ULTRA POWER Heavy-Duty Engine Oil

DESCRIPTION

ULTRA POWER™ Heavy-Duty Engine Oil is engineered to meet the latest requirements of U.S. Tier 4 and European EURO VI emission standards, for long-lasting protection of diesel engines equipped with diesel particulate filters (DPF) and to exceed the performance standards for virtually all global diesel engine manufacturers. Ultra Power HD Engine Oil is formulated with synthetic-blend base stocks, advanced additive technology and friction reducing chemistry that delivers superior wear protection, optimum fuel economy and long-lasting soot and oxidation control to support maximum service intervals.

PERFORMANCE BENEFITS

- Superior anti-wear properties protect critical engine components
- Special friction reducing chemistry delivers optimum fuel economy
- Enhanced detergency properties protect pistons and rings from carbon deposits
- Advanced dispersants keep soot in suspension and reduces oil thickening in extended intervals
- Excellent TBN retention neutralizes acidic engine conditions in extended service intervals
- Outstanding lubricity characteristics with ultra-low sulfur (ULS) diesel and low-sulfur EPA diesel fuels
- Synthetic-blend base stocks deliver ultimate shear stability and support extended service intervals
- Long-term protection of DPF and exhaust gas recirculation (EGR) NOx reduction systems
- Proven technology with over 40 million miles of field testing across major engine platforms

PRODUCT APPLICATION

Ultra Power HD Engine Oil is recommended for the following heavy-duty engine oil requirements:

Exceeds **API Service Categories CK-4**, CJ-4, CI-4 Plus, CI-4, CH-4, CG-4, CF-4 & Gasoline engines SN & SM (SAE 15W-40), SL, SJ & SH (SAE 15W-40 & SAE 10W-30)
Exceeds **ACEA E6/E9-2012** performance standards (E9-2016 ready)
Exceeds Engine Manufacturer Performance Requirements: **Caterpillar ECF-3**, ECF-2 & ECF-1, **Cummins CES 20086**, 20081, 20077, 20076, 20071, **Detroit Diesel 93K222** & 93K218, **Mack EOS-4.5**, EO-O Premium Plus 07, EO-N, EO-M Plus, EO-L Plus, **Mercedes Benz (Daimler) 228.31** & 228.3, Chrysler MS-10902 & MS 6395-G, Ford ESE-M2C153-E & WSS-M2C171-F1, MIL-L-2104E, Allison C-4, Caterpillar TO-2, Department of Defense CID-a-a-52306A2 & A-A-52039A3, Navistar (International), John Deere, **Deutz DQC III-10-LA** & III-05, AGCO (Allis Chalmers), **Volvo VDS-4.5** & VDS-4, PACCAR, **MAN M3575**, JASO DH-2, **MTU 2.1**, **Renault RLD-4** & RDL-3, Global DHD-1

Typical Physical Properties			
Property	**Method**		
SAE Grade		10W-30 FE	15W-40
Item Number		VP5910310	VP5915410
Viscosity, cSt @ 40°C	D-445	81.7	113.9
Viscosity, cSt @ 100°C	D-445	12.2	15.6
Viscosity Index	D-2270	150	145
Specific Gravity, 60/60°F	D-1250	0.865	0.869
Flash Point, COC, °C(°F)	D-92	222 (432)	236 (457)
Pour Point, °C(°F)	D-97	-39 (-38)	-33 (-27)
Color	D-1500	4.0	4.0
Total Base Number (TBN)	D-2896	10.0	10.0
Sulfated Ash, wt.%	D-4929	1.0 max	1.0 max
Minor variations in physical test results may occur through normal manufacturing			

Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.

© Copyright 2018 Maverick Performance Products, LLC. All rights reserved.

VP® is a registered trademark of VP Racing Fuels, Inc. VP Lubricants are produced in the U.S.A. for VP Racing Fuels, Inc. by Maverick Performance Products, LLC, authorized manufacturer, reseller, and licensee.

rev05201801

Technical Data Sheet

VP® Street Legal Motor Oil

Full Synthetic Formula

DESCRIPTION

STREET LEGAL™ Synthetic Motor Oil is formulated with select synthetic base oils and a state-of-the-art additive system to deliver trusted engine protection and peak vehicle performance. Street Legal Synthetic Motor Oil provides added resistance to sludge formation and varnish deposits during stop-and-go driving and maintains outstanding wear protection under severe driving conditions.

Street Legal Synthetic Motor Oil, available in SAE grades 5W-20 and 10W-30, exceeds new car warranty requirements as defined by ILSAC standard GF-5 and API classification Resource Conserving SN.

PERFORMANCE BENEFITS

- Excellent wear protection for critical engine components
- Outstanding low-temperature engine protection and performance
- Maintains maximum engine protection under severe operating conditions
- Exceptional thermal and oxidation stability reduces oil consumption
- Protects vehicle emission systems
- Delivers optimum fuel economy

PRODUCT APPLICATION

Recommended for turbo-charged or naturally aspirated gasoline-powered and flex-fuel passenger cars, hybrid vehicles, light-trucks and sport utility vehicles and fleets requiring:

ILSAC GF-5 & API Service Category Resource Conserving SN (API License number 3233)
Chrysler; MS-6395 (Revision S)
Ford; WSS-M2C945-A (5W-20)
General Motors GM4718M & GM6094M (both obsolete)

Typical Physical Properties			
Property	**Method**		
SAE Grade		5W-20	10W-30
Item Number		VP3252010	VP3310310
Viscosity, cSt @40°C	D-445	48.3	69.5
Viscosity, cSt @100°C	D-445	8.5	11.0
Viscosity Index	D-2270	155	155
Specific Gravity, @60°F	D-1250	0.850	0.872
Flash Point, COC, °C(°F)	D-92	230 (446)	241 (465)
Pour Point, °C(°F)	D-97	-39 (-38)	-36 (-33)
CCS, cP @-25°C	D-5293	4800	5500
NOACK Volatility @ 700°F, % loss	D-5800	<13	<12
Total Base Number (TBN)	D-2896	8.5	8.5
Sulfated Ash, wt.%	D-4929	0.92	0.92
Minor variations in physical test results may occur through normal manufacturing			

Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.

© Copyright 2017 Maverick Performance Products, LLC. All rights reserved.

VP® is a registered trademark of VP Racing Fuels, Inc. VP Lubricants are produced in the U.S.A. for VP Racing Fuels, Inc. by Maverick Performance Products, LLC, authorized manufacturer, reseller, and licensee.

rev01201701

VP® Fleet MP Gear Lube

DESCRIPTION

Fleet MP Gear Lube is a premium multi-purpose gear lubricant. It is specifically formulated to meet the demanding lubrication requirements of hypoid gear sets found in industrial gear boxes, passenger cars, light-duty trucks, heavy-duty trucks, agriculture equipment and off-road construction and mining equipment.

Advanced extreme pressure (EP) additive technology that contains sulfur and phosphorus deliver exceptional wear protection and excellent load carrying capacity. Fleet MP Gear Lube meets and exceeds stringent performance standards of API gear oil service classification GL-5.

PERFORMANCE BENEFITS

- Special anti-wear additives protect critical gear components and prevent scuffing and welding
- Shear-stable viscosity modifiers deliver a wide-range of operating temperatures and applications
- Specially formulated for limited slip (LS) and positive traction rear axles (SAE 80W-90 w/LS)
- Long-lasting inhibitors protect against gear corrosion, rust formation and lubricant foaming
- Outstanding resistance to fluid oxidation maintains optimum gear cleanliness
- Excellent low-temperature shifting performance

PRODUCT APPLICATION

Recommended for mobile hypoid and industrial gear sets requiring:

API GL-5 & MT-1
MAN 342N
ZF TE-ML 05A & TE-ML 12E
AGMA 9005 E02
Ford WSP-M2C197-A (SAE 80W-90 w/LS)
MIL-PRF-2105E
U.S. STEEL 224
DIN 51527 Part 3
David Brown S1.53.101

Typical Physical Properties			
Property	**Method**		
SAE Grade		80W-90	85W-140
Item Number		VP4280910	VP4285110
API Service		GL-5	GL-5
Viscosity, cSt @40°C	D-445	145.0	323.0
Viscosity, cSt @100°C	D-445	14.7	24.6
Viscosity Index	D-2270	100	100
API Gravity, @60°F	D-1298	26.6	24.6
Flash Point, COC, °C(°F)	D-92	224 (435)	224 (435)
Pour Point, °C(°F)	D-97	-30 (-22)	-15 (5)
Minor variations in physical test results may occur through normal manufacturing			

Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.

© Copyright 2017 Maverick Performance Products, LLC. All rights reserved.

VP® is a registered trademark of VP Racing Fuels, Inc. VP Lubricants are produced in the U.S.A. for VP Racing Fuels, Inc. by Maverick Performance Products, LLC, authorized manufacturer, reseller, and licensee.

rev01201701

Technical Data Sheet

VP® Street Legal Motor Oil

Synthetic dexos® Formula

DESCRIPTION

STREET LEGAL™ Synthetic dexos1™ Gen 2 Motor Oil is formulated with select synthetic base oils and a state-of-the-art additive system to deliver trusted engine protection and peak vehicle performance. Synthetic dexos® Motor Oil provides added resistance to sludge formation and varnish deposits during stop-and-go driving and maintains outstanding wear protection under severe driving conditions.

Street Legal Synthetic dexos® Motor Oil is available in SAE grades 0W-20 and 5W-30 and exceeds new car warranty requirements as defined by ILSAC standard GF-5, API classification Resource Conserving SN and approved and licensed for General Motors dexos1™ Gen 2 specification.

PERFORMANCE BENEFITS

- Special chemistry minimizes low speed pre-ignition (LSPI)
- Excellent wear protection for critical engine components
- Ultimate low-temperature engine protection and performance
- Maintains maximum engine protection under severe operating conditions
- Protects vehicle emission systems
- Delivers optimum fuel economy

PRODUCT APPLICATION

Recommended for turbo-charged or naturally aspirated gasoline-powered and flex-fuel passenger cars, hybrid vehicles, light-trucks and sport utility vehicles and fleets requiring:

ILSAC GF-5 & API Service Category Resource Conserving SN (API License number 3233)
Chrysler; MS-6395 (Revision S)
Ford WSS-M2C946A (5W-30)
General Motors dexos1™ Gen 2 (License numbers 0W-20 D10645HI161 & 5W-30 D10646HI161)
Backward compatible and supersedes General Motors GM-LL-A-025, GM4718M & GM6094M (obsolete)

Typical Physical Properties			
Property	**Method**		
SAE Grade		0W-20	5W-30
Item Number		VP3202010	VP3253010
General Motors Performance		dexos1™	dexos1™
Viscosity, cSt @40°C	D-445	44.8	63.9
Viscosity, cSt @100°C	D-445	8.4	11.0
Viscosity Index	D-2270	169	167
Specific Gravity, @60°F	D-1250	0.846	0.849
Flash Point, COC, °C(°F)	D-92	230 (446)	232 (450)
Pour Point, °C(°F)	D-97	-42 (-44)	-36 (-33)
CCS, cP, maximum @-30°C	D-5293	5600 (-35°C)	4900
NOACK Volatility @ 700°F, % loss	D-5800	<13	<13
Total Base Number (TBN)	D-2896	8.5	8.5
Sulfated Ash, wt.%	D-4929	0.92	0.92
Minor variations in physical test results may occur through normal manufacturing			

Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.

© Copyright 2017 Maverick Performance Products, LLC. All rights reserved.

VP® is a registered trademark of VP Racing Fuels, Inc. VP Lubricants are produced in the U.S.A. for VP Racing Fuels, Inc. by Maverick Performance Products, LLC, authorized manufacturer, reseller, and licensee.

rev01201801

COMMUNITY UNIT SCHOOL DISTRICT 300
BID RESPONSE FORM A

Contract Purchase of Fuel and Lubricants

Fuel Product Specified	April 1, 2023-March 31, 2024	April 1, 2024- March 31, 2025
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*	+$ .045	+$ .045
	or	or
	-$ _____	-$ _____
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*	+$ .0400	+$ .0400
	or	or
	-$ _____	-$ _____

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

Lubricants	April 1, 2023-March 31, 2024	April 1, 2024- March 31, 2025
ISO 220 NLGI #2 Grease (Keg 120 lb)	$ 3.45 lb.	$ 4.50 lb.
Multi-Purpose ATF Dex Merc (bulk)	$ 11.50 gal.	$ 14.95 gal.
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	$ 7.05 gal.	$ 9.20 gal.
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil **10w30** (bulk)	$ 11.95 gal.	$ 15.55 gal..
GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w20** (55-gallon drum)	$ 9.95 gal.	$ 12.95 gal.
GF6 OEM Approved and OEM Licensed **Full Synthetic** Gasoline Engine Oil **5w20** (55-gallon drum)	$ 13.95 gal.	$ 18.15 gal.
GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w30** (55-gallon drum)	$ 9.95 gal.	$ 12.95 gal.
GF6 OEM Approved and OEM Licensed **Full Synthetic** Dexos 1 Gasoline Engine Oil **5w30** (55-gallon drum)	$ 13.95 gal.	$ 18.15 gal.
CK4 OEM Approve and OEM Licensed **Full Synthetic** Diesel Engine Oil **5w40** (55-gallon drum)	$ 21.50 gal.	$ 27.95 gal.
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$ 2.95 lb.	$ 3.85 lb.

Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	$ 3.25 gal.	$ 4.25 gal.
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$ 3.75 lb.	$ 4.90 lb.
IMPORTANT: Bidders must include all delivery charges. No taxes are to be.		

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this quote to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. By executing and submitting this Bid Response Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the conditions of the bid documents, which shall serve as the Contract as provided therein.

COMMENTS AND ADDITIONAL INFORMATION – (*Please include Contract Load information here)*

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

Al Warren Oil Co Inc.
Name of Company/Corporation

90 Days
Length of time quote is firm prior to award

1646 Summer St.
Street Address

Bid Submitted by:

Hammond IN 46320
City, State, Zip Code

Authorized Signature

630-484-4368
Telephone Number

Jerry Pisczor
Please Type or Print Name

630-971-8301
Fax Number

D-40095
Illinois License Number

Email address - aberg@alwarrenoil.com

Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023

BID RESPONSE FORM

Contract Purchase of Fuel and Lubricants

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:

1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.

2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.

3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.

4. Prices quoted shall include ALL charges for handling, transportation and delivery.

5. All items bid are F.O.B. destination.

6. Community Unit School District #300 is Tax Exempt.

Tax Exemption Number - E9996-0079-07.

Vendor has received Addendum (IF APPLICABLE)

#1 - _____X_____ #2 - _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

Al Warren Oil Co.
NAME OF COMPANY /CORPORATION

1646 Summer St
STREET ADDRESS

Hammond
CITY

IN
STATE

46320

630-484-4368
TELEPHONE NUMBER

630-971-8301
FAX NUMBER

aberg@alwarrenoil.com
EMAIL ADDRESS

FEIN NUMBER
36-3104190

ILLINOIS LICENSE NUMBER
D-40095

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

Arnie Berg
PLEASE TYPE OR PRINT NAME

1/20/2023
DATE

***Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 ***

INSTRUCTIONS: PLEASE FILL IN COLUMNS **B** and **D**. PLEASE USE COLUMN **F** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.

Vendor Name	Al Warren Oil Co, Inc
Complete Address	1646 Summer St Hammond, IN 46320
Phone	630-484-4368
Fax	630-971-8301
Email	aberg@alwarrenoil.com
Contact Person	Arnie Berg

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
		UOM		UOM	
ISO 220 NLGI #2 Grease (Keg 120 lb)	$3.45	lb.	$4.50	lb.	
Multi-Purpose ATF Dex Merc (bulk)	$11.50	gal.	$14.95	gal.	
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	$7.05	gal.	$9.20	gal.	
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	$11.95	gal.	$15.55	gal.	
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	$9.95	gal.	$12.95	gal.	
GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	$13.95	gal.	$18.15	gal.	
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	$9.95	gal.	$12.95	gal.	
GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	$13.95	gal.	$18.15	gal.	
CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	$21.50	gal.	$27.95	gal.	
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$2.95	lb.	$3.85	lb.	
Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	$3.25	gal.	$4.25	gal.	
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$3.75	lb.	$4.90	lb.	

INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND E . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.		
	Vendor Name	Al Warren Oil Co. Inc.
	Complete Address	1646 Summer St Hammond, IN 46320
	Phone	630-484-4368
	Fax	630-971-8301
	Email	aberg@alwarrenoil.com
	Contact Person	Arnie Berg

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) -- Unit Price Factor Per Gallon*	Plus	$0.045	Plus	$0.045	
		or		or	
	Minus		Minus		
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average -- Unit Price Factor Per Gallon*	Plus	$0.04	Plus	$0.04	
		or		or	
	Minus		Minus		

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

January 18, 2023

ADDENDUM 1

Contract purchase of Fuel and Lubricants

Questions and Answers:

Pre-Bid Meeting Question: On page 30 of the original bid documents note:
Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
On page 32 note:
C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. The Price adjustment factor will remain firm for the life of the contract.
Page 30 refers to the OPIS average and Page 32 refers to the OPIS Low Rack. Why are these different?
Answer:
On Page 30, the word average is used to describe the quality of the acceptable unleaded fuel. On Page 32, the word Low, referring to the rack, is used to describe the pricing accepted by the District.

1) Question: Could we please get a copy of the current bid tab?
Answer: The original bid tab for the current contract may be found on the District 300 website, Board of Education Agenda for March 16, 2021 Please scroll down to point *11.3. Approval of Fuel and Lubricants Bid* and follow the links.

2) Question: With the uncertainty of price increases during 2021, are there options for price increases/decreases based on market fluctuations with advanced notice?
Answer: The awarded vendor may submit a letter from the manufacturer to the District explaining a market price increase for lubricants only. The District reserves the right to either accept a substantiated increase or terminate the contract if the awarded vendor is unable to maintain awarded pricing.

3) Question: If you were to realize a large savings by eliminating the need for #1 and jugs of additive, would you consider a Premium Winter Diesel option?
Answer: Currently, the District purchases B2 ULS2 with the winder additive already added to the B2 ULS2 load. Pricing on both response forms should reflect the Unit Price Factor over and above Diesel Fuel plus the winter additive. Premium products may be quoted as an alternate. The District

limits Diesel purchases to B2 and does not intend to purchase higher percentage biodiesel blends.

4) Question: When will tabulations be released after the opening?
Answer: When the *February 28, 2023 at 6:00 PM – Board of Education Business Meeting* agenda is posted, vendors may view the bid tabulations here. Typically the agenda is posted on the Friday afternoon prior to the meeting. Follow the agenda link to the fuel bid item on the agenda for details.

5) Question: May we have an update on our FOIA request?
Answer: FOIA 2- 2023 was submitted on 1/5/2023 and the answers were released via email to Kara Clark and Kevin Smith of Petroleum Traders on 1/9/2023 by the District 300 FOIA Officer.

6) Question: We would like to confirm if any addenda have been released for this bid? We did not see any posted as of the time this question was asked and wanted to be sure that was correct.
Answer: As of 1/18/2023, there is only Addendum 1, as written herein.

7) Question: Please confirm that a bid bond for 10% will be required for this bid.
Answer: The Bid Security Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

8) Question: Please confirm that a performance bond for 100% will be required for this contract.
Answer: The Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

9) Question: Bid Bonds and Performance Bonds usually cover a percentage of the entire contract price. On page 7 the School District says to submit these bonds based off only a month supply of fuel ($75,000.00). Should the bidder submit bonds based on the full bid price?
Answer: The Bid Security Bond and Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

10) Question: What day should the OPIS for gasoline be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

11) Question: What day should the OPIS for diesel be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

12) Question: Is the School District requesting to be priced two separate ways for Gas and Diesel?
Answer: District 300 has provided individual spaces on both Response Forms A and B for the vendor to state the unit price factor for Diesel Fuel and the unit price factor for Gasoline.

13) Question: Does the vendor have to bid on all products in order to be deemed responsive?
Answer: Vendors may provide pricing for the Fuel Products only, the Lubricants only, or the Fuel Products and the Lubricants both.

14) Question: Are there any renewals offered for this bid?
Answer: No renewal contracts are offered within this bid.

15) Question: If there are renewals offered, how many?
Answer: No renewal contracts are offered within this bid.

16) Question: If there are renewals offered, are they offered under mutual agreement?
Answer: No renewal contracts are offered within this bid.

17) Question: If the vendor is not to fill out the Current Vendor Application in the bid documents, should the download a different one from www.d300.org?
Answer: Vendors may use the vendor application included in the bid on pages 26 & 27 of the Complete Bid Documents – Fuel 2023. The vendor may also use the vendor application found on the District 300 webpage for Purchasing here.

18) Question: Where should the contractor include the pricing for the winter additive package on the bid?
Answer: The Unit Price Factor is to be added to B2 ULS2 with the Winter Additive included. Please provide the specifications for the winter additive you intend to provide in the comments on Response Form A and in the comments on Response Form B.

This Addendum is to be considered part of the original bid documents.

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

RE:Voluntary Substitution
Al Warren Oil Company would like the CUSD 300 to consider an option to our Base Bid as submitted.

Al Warren Oil Company is an Authorized Reseller of ExxonMobil's Mobil Diesel Efficient(MDE). As such, we want to offer the benefits that the fuel has to offer:

1) increase fuel economy by 2%
2) reduce NOx emissions by 11%
3) reduce CO2 emissions by 2%
4) reduce DEF usage by 3-6%
5) extend the life of Diesel Particulate Filters
6) double the life of fuel filters
7) improved performance
8) B0 to B5-warrantied to -30 degrees

Mobil Diesel Efficient starts at the very beginning of the EGR system by cleaning the injectors allowing for a more complete combustion that minimizes deposit build-up. Less deposits means less buildup throughout the EGR system.

Mobil Diesel Efficient's Ultra Low Sulfur B0-B5 is warrantied in the winter to -30. I have attached the warranty document. The winter additive is fully formulated at the terminal so there is no guessing if the additive put in your tank will mix. It also eliminates the high price of #1 diesel, as you require in your bid. As a matter of fact, ExxonMobil requires that no additive, 911 or #1 diesel be mixed with their product in order to keep the warranty in place. Mobil Diesel Efficient was tested in Michigan during the Polar Vortex and they NEVER had a gelling issue. To this day since we became a distributor in November, 2019 Al Warren Oil Co or any of their customers have never had a gelling issue when using Mobil Diesel Efficient.

The cost of Mobil Diesel Efficient is .03/gal more than the .0450/gal over OPIS Low that was submitted on our Base Bid. Please remember that after the direct and indirect cost savings of using this fuel are realized you will see a savings of 07-.09/gal. Please see attached Cost Calculator that I can also send in an editable version.

Also attached are the Lab Tested and Proven product claims and Proven Customer Benefits sheets that ExxonMobil created to back-up their claims.

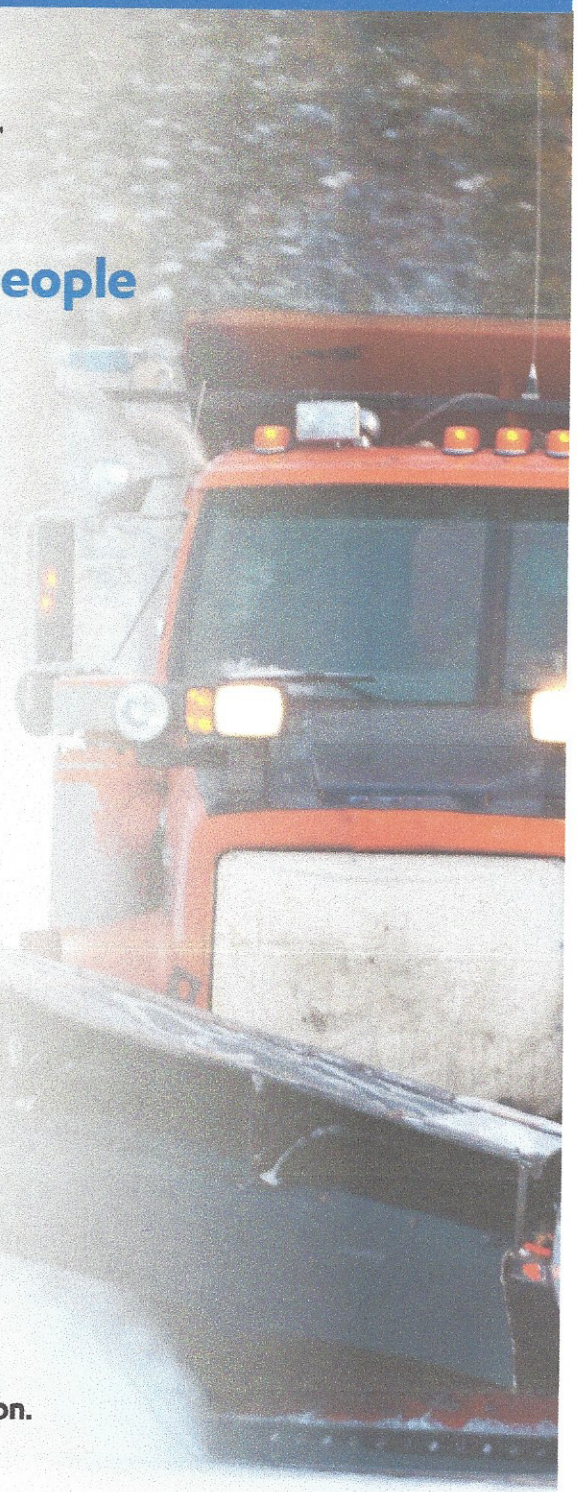
Lastly, I have included a link to a testimonial by Cook Illinois Bus Company who has used and realized the benefits of using Mobil Diesel Efficient. https://vimeo.com/740849328

Thank you for your consideration.

Winter Performance Guaranteed

Mobil Diesel Efficient™

Hardworking fuel for hardworking people



Mobil Diesel Efficient™ is our best diesel fuel ever.

It is engineered to optimize engine performance, improve productivity and enhance efficiency.

The multi-functional detergent additive in Mobil Diesel Efficient™ fuel helps prevent deposit formation and clean up existing deposits from fuel injectors, the heartbeat of your diesel engines.

Cold Flow Improver (CFI) is added over the winter months to help provide the cold weather operability you need to keep your business moving.

And now, Mobil Diesel Efficient™ fuel is available with a winter warranty!*

Temperatures down to:
B0-B5 = -30°F
B11 = -10° F

Time frame:
November 1st - March 31st

Al Warren Oil is an authorized reseller of Mobil Diesel Efficient™ fuel. Please contact your Al Warren Oil representative for more information.

AL WARREN OIL CO., INC.
Since 1948
Specialized Petroleum Marketers

tel: 800.327.8903 web: alwarrenoil.com

*Limited warranty for winter fuel gelling. Assumes consistent use of unadulterated Mobil Diesel Efficient fuel provided by Al Warren Oil out of the Lockport, Des Plaines and Hammond fuel terminals by commercial customers receiving Mobil Diesel Efficient fuel directly to the unit, underground or above ground storage tanks or at Al Warren Oil fuel stations. Warranty claims are all subject to testing and assessment by both Al Warren Oil and ExxonMobil representatives.

@2021 ExxonMobil. Mobil Diesel Efficient™ and ExxonMobil are trademarks or registered trademarks of ExxonMobil Corporation or one of its subsidiaries. Other trademarks shown are property of their respective owners.

Mobil Diesel Efficient

Input - user populated
Calculated values (no shading)

EXAMPLE

Fuel and DEF

Direct savings	Basic Diesel	Diesel Efficient
Fuel savings		**$33,100**
Number of vehicles		70
Average annual miles per truck		100,000
Annual operating miles		7,000,000
Fuel consumption reduction, %		2% ⓘ
Fuel consumption rate, mpg	6.22	6.34
Fuel consumption, gal	1,125,402	1,103,335
Cost of fuel, $/gal	$3.00	$3.03
Fuel cost, $	$3,376,206	$3,343,106
Diesel Exhaust Fluid (DEF) savings		**$5,332**
Current DEF consumption rate, % of mpg	3%	
DE exhaust fluid consumption potential reduction, %		6% ⓘ
Current DEF consumption rate, mpg	207	220
Annual DEF consumption, gal	33,762	31,851
Cost of DEF, $/gal		$2.79
DEF cost, $	$94,196	$88,864

Indirect savings	Basic Diesel	Diesel Efficient
Refueling labor savings		**$2,942**
Average fuel tank capacity, gal		150
Time to refuel, hr		0.50
Labor rate, $/hr		$40
Fueling events	7,503	7,356
Refueling labour, $	$150,054	$147,111
Productivity increase		**$4,611**
Equipment productivity rate, $/hr		$62.69
Potential increase in utilization, hr		74

DPF regenerations

Direct savings	Basic Diesel	Diesel Efficient
Active regens savings		**$956**
Number of vehicles with DPFs		70
Current active regens rates, 1/ X miles	1,000	ⓘ
Active regen potential reduction due to DE, %		10% ⓘ
Annual number of active regens	7,000	6300
Fuel consumption rate, gal/regen		0.50
Regen fuel consumption, gal	3,500	3150
Cost of fuel, $/gal	$3.00	$3.03
Active regen fuel cost, $	$10,500	$9,545
Stationary (parked) regenerations savings		**$1,486**
Current stationary regens rates, 1/ X miles	2,000	ⓘ
Stationary regen potential reduction due to DE, %		15% ⓘ
Annual number of active regens	3,500	2975
Fuel consumption rate, gal/regen		1.00
Regen fuel consumption, gal	3,500	2975
Cost of fuel, $/gal	$3.00	$3.03
Active regen fuel cost, $	$10,500	$9,014

Indirect savings	Basic Diesel	Diesel Efficient
Productivity savings		**$27,427**
Equipment productivity rate, $/hr		62.69
Average time for parked regen, hr		0.83 ⓘ
Hours for parked regens	2917	2479
Downtime costs, $	$182,846	$155,419

Equipment

Direct savings	Basic Diesel	Diesel Efficient
Fuel filter cost savings		**$2,625**
% filter improvement		100% ⓘ
Fuel filter service interval, miles	20,000	40,000
New filters per year	350	175
Cost per filter, $		$15
New filter costs, $	$5,250	$2,625
Filter disposal savings		**$88**
Disposal cost for filters, $/filter		$0.50
Disposal cost, $	$175	$88

Indirect savings	Basic Diesel	Diesel Efficient
Filter labor savings		**$1,750**
Time for filter replacement, hr		0.25
Labor for filter replacement, $	$3,500	$1,750
Productivity increase		**$2,743**
Equipment productivity rate, $/hr		$63
Potential increase in utilization, hr		44
DPF filter cost savings		**$12,250**
Cost per DPF filter, $		$3,500
DPF replacement interval, yrs	4	5
Annualized cost, $	$61,250	$49,000

Total direct savings	$43,586	3.95 cpg
Total indirect savings	$51,723	4.69 cpg
Total combined savings	$95,309	8.64 cpg
Reduced CO_2 emmissions (lbs/yr)*	486,792	

* Based on CO_2 emissions of: 22.06 lb/gal

The total cost of ownership calculator is based solely on customer input. The calculations provide potentially helpful product benefit insights and are intended for your convenience only. No warranty, representation or legally binding product performance is given by utilizing the calculator. Claims apply to Diesel Efficient-branded fuel compared to diesel fuel without detergent additive. Vehicle testing showed an average fuel economy improvement of 2%. Actual benefits and fuel economy will vary depending on factors such as vehicle/engine type, engine conditions, driving style and diesel fuel previously used.

Mobil Diesel Efficient™

Lab tested and proven

On-Road Product Claims

2% fuel economy improvement*

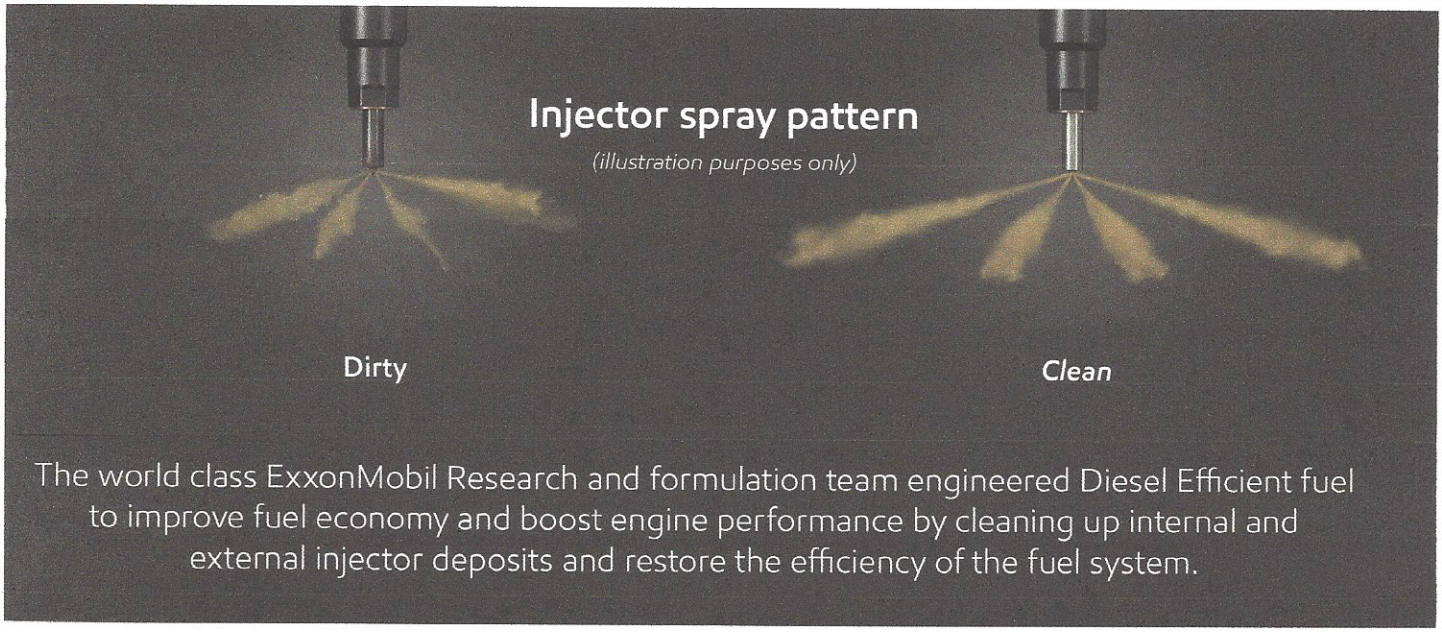
2% CO_2 emissions reduction*

11% reduction in NOx emissions*

REALITY:

Diesel fuel creates fuel injector deposits

The fuel system is one of the most sophisticated sets of components on the vehicle. The complex dynamics of how and when the fuel is delivered is key to efficient engine operation. Typical vehicle operation can create deposit-laden fuel injectors. These internal and external fuel injector deposits impede the fuel system's ability to deliver the fuel efficiently resulting in a decrease in power and engine responsiveness, loss of fuel economy and increased CO_2 emissions.



The world class ExxonMobil Research and formulation team engineered Diesel Efficient fuel to improve fuel economy and boost engine performance by cleaning up internal and external injector deposits and restore the efficiency of the fuel system.

Learn how Mobil Diesel Efficient™ fuel can help improve your bottom line at **mobildieselefficient.com** | **Hardworking fuel for hard working people.**

*Applies to Diesel Efficient fuel compared to diesel fuel without detergent additive. Vehicle testing showed an average fuel economy improvement of 2 percent, average 2% reduction in CO_2 emissions and average 11% reduction in NOx emissions. Actual benefits will vary depending on factors such as vehicle/engine type, driving style and diesel fuel previously used. Concentration and availability of our proprietary additive package may vary based upon factors beyond our control. ©2022 ExxonMobil. Mobil Diesel Efficient™ is a trademark or registered trademark of Exxon Mobil Corporation or one its subsidiaries. Other trademarks shown are property of their respective owners.

TEST METHOD:

The objective was to simulate what a fleet would experience when using Diesel Efficient fuel. We worked with Southwest Research Institute's world renowned independent research and testing laboratories to demonstrate and quantify the fuel economy improvement and CO_2 emissions reduction. We relied on their advanced facilities, and experienced testing scientists and engineers. Their proven testing methodologies provided unbiased test results.

Step 1: Identify a test fleet

Our most recent Diesel Efficient fuel testing endeavor included a fleet of Class 8 heavy duty trucks that were purchased after being operated in revenue-generating service by Over-The-Road fleets. The trucks represented leading on-road heavy duty engine and truck Original Equipment Manufacturers (OEM). The used trucks had accumulated injector deposits as a result of their day-to-day operations.

Step 2: Conditioning and Preparing Trucks for Baseline Testing

Before any lab testing was conducted, an un-additized reference base fuel was used to flush out any remaining previously used fuel from the tank. Conditioning the trucks also included ensuring the proper operating condition of the vehicle, installing a specific set of tires for the chassis dynamometer (dyno) testing, emissions after treatment conditioning, and changing the engine oil.

Industry accepted fuel economy and emissions testing cycles for medium and heavy duty vehicles and advanced analytical equipment for the most accurate and real-world results

Step 3: Baseline Dyno Testing

After the trucks were properly prepared, a series of tests were conducted on a heavy duty chassis dynamometer to capture baseline engine performance data. The dynamometer included two 48 inch diameter rolls, a 300 hp DC motor on each roll, a 250 hp road speed fan and an emissions test bench. This same underlying base fuel would consistently be used throughout the dynamometer testing.

Step 4: Diesel Efficient Fuel Conditioning

After completing the baseline tests, the trucks were converted to Diesel Efficient fuel. In all cases the underlying base fuel was No. 2 diesel with 5 percent biodiesel. Then the trucks were put back into revenue generating service and driven approximately 30,000 miles each to clean up the fuel injectors. The vehicles were loaded with concrete blocks (66,000 – 68,000 lbs gross vehicle weight) as per EPA testing practices. The over-the-road driving routes included flat and hilly terrains, plus highway and city "stop-and-go" operating cycles. The vehicles were only re-fueled at the lab with Diesel Efficient fuel.

Step 5: Prepare Trucks for Final Testing

After completing the Diesel Efficient fuel cleanup period, the trucks were returned to the lab. Prior to conducting the tests on the rolling chassis dynamometer, the trucks underwent the pre-baseline testing preparation and conditioning.

©2022 ExxonMobil. Mobil Diesel Efficient™ is a trademark or registered trademark of Exxon Mobil Corporation or one its subsidiaries. Other trademarks shown are property of their respective owners.

TEST EQUIPMENT:

We adopted the most advanced analytical equipment for our testing program to make sure the results were accurate, repeatable and reproducible.

The Test Vehicles: Each vehicle was equipped with automated manual transmissions. The operation of the vehicles was controlled with an automated driver (drive by wire) to simulate the desired accelerator pedal positions at any given engine speed and load. This approach eliminated errors and bias caused by human drivers for improved test repeatability and reproducibility.

The Chassis Dynamometer: The vehicles were operated under industry accepted emissions and fuel economy testing cycles for medium and heavy duty vehicles. The testing included three driving cycles: steady state cruise (55 mph and 65 mph) and transient cycles. The rollers were set to simulate a 65,000 pound gross vehicle weight load factor for a typical Class 8 truck engine. A drive shaft torque meter was used to directly measure the engine output. Lab testing allowed for the control of the ambient conditions, which included wind drag on the vehicle through the use of a fan controlled by the vehicle speed.

Measurement Tools: Fuel economy was measured by both CO_2 based carbon balance measurement and via a high precision fuel meter. In short, the vehicle operated as if it were running over-the-road under "real world operating conditions". We achieved a high level of testing precision (repeatability/reproducibility) capable of isolating the Diesel Efficient fuel contribution to fuel economy improvements and reduced CO_2 emissions.

Rigorous testing = Unbiased results = Proven benefits

Mobil Diesel Efficient™

©2022 ExxonMobil. Mobil Diesel Efficient™ is a trademark or registered trademark of Exxon Mobil Corporation or one its subsidiaries. Other trademarks shown are property of their respective owners.

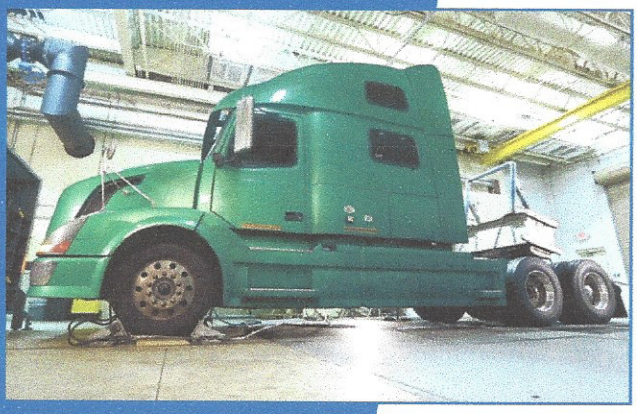
Proven Customer Benefits

Mobil Diesel Efficient™ fuel is the first and only fully formulated branded diesel fuel from a major American energy company with proven quantitative benefits. It is a next generation fuel engineered to clean up and keep injectors clean for improved engine power and efficiency and reduced maintenance costs.

Lab Proven

We worked with Southwest Research Institute's world renowned independent research and testing laboratories to demonstrate and quantify the fuel economy and CO_2 emissions reduction in on-road fleets.

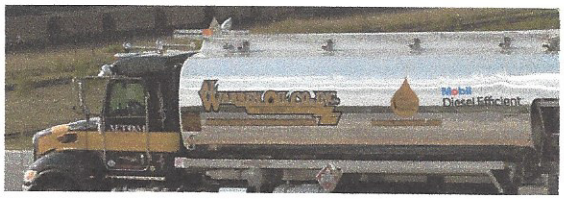
- 2% average fuel economy improvement*
- 2% average reduction in CO_2 emissions*



Experienced by customers**

Reduced DEF
Woodlands Transport Service Ptd Ltd experienced a **11%** reduction in Diesel Exhaust Fluid (DEF) after consistently using Diesel Efficient™ fuel.[1]

Lowered cost of operation
An Alabama based construction company reduced their total cost of operations by **3 to 5 cpg** after converting to Mobil Diesel Efficient fuel.[2]



Reduced DPF regens
Altom Transport Inc. fleet was able to reduce their unplanned shop visits for stationary DPF regens by **79%** after converting to Mobil Diesel Efficient fuel.

Mobil Diesel Efficient™

Hardworking fuel for hardworking people

*Applies to Mobil Diesel Efficient fuel compared to diesel fuel without detergent additive. On-road vehicle testing showed an average fuel economy improvement of 2%. Actual benefits will vary depending on factors such as vehicle/engine type, driving style and diesel fuel previously used. Concentration and availability of our proprietary additive package may vary based on upon factors beyond our control. ** These Proofs of Performance are based on the experience of a single customer who used Diesel Efficient fuel. Actual results can vary depending on factors such as type of operation, vehicle, engine, driving conditions, driving behavior and diesel fuel previously used. Actual benefits will vary depending on factors such as vehicle/engine type, engine conditions, driving style and diesel fuel previously used. 1. The comparison during this trial period was against our commercial additized diesel (ADO) with different dosage of additive(s). Data collected was based on telematics reporting on fuel consumption and mileage travelled. DEF (AdBlue) consumption was derived from drivers' manual record keeping. Trial was performed in Singapore by Woodlands Transport Services Pte Ltd's on 4 prime movers. 2. The construction company is realizing potential savings of $.03 to $.05 per gallon of Mobil Diesel Efficient fuel as the cost of aftermarket additives and associated labor costs have been eliminated. © 2022 ExxonMobil. Mobil Diesel Efficient and ExxonMobil are trademarks or registered trademarks of Exxon Mobil Corporation or one of its subsidiaries. Other trademarks shown are property of their respective owners.

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

February 25, 2025

Mr. Dan Dabizljevic
Rilco Inc.
3501 69th Avenue
Moline, IL 61265

Via Email: dan@rilcoinc.com

BID – Contract Purchase of Fuel and Lubricants Extension

Dear Mr. Dabizljevic,

On November 14, 2023, The Board of Education originally approved a contract with Rilco Inc for the Lubricants Portion of the Contract Purchase of Fuel and Lubricants Bid. District 300 would like to exercise a contract extension based on the January 20, 2023 response submitted by your firm. Originally bid prices would be held. The extension will run from April 1, 2025 to March 31, 2026.

If your firm agrees to the pricing as shown on pages 6-7, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, March 11, 2025 and award by the board on Tuesday, March 25, 2025.

The favor of a response is requested by Wednesday, February 26, 2025.

Sincerely,

Diane White **2025-02-25**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Dan Dabizljevic **2025-02-25**
31656AA381DDC8B24299FCAE80ADC806 contractworks
Service Provider

DISTRICT 300

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

March 1, 2023

Dan Dabizljevic
Rilco Inc.
3501 69th Avenue
Moline, IL 61265

Via Email: dan@rilcoinc.com

Bid: Contract Purchase of Fuel and Lubricants

Dear Mr. Dabizljevic,

Congratulations! District 300 awarded the lubricants portion of the Contract Purchase of Fuel and Lubricants bid to Rilco Inc. The Board of Education approved this contract at the regularly scheduled meeting on February 28, 2023. The value of this contract is $62,796.30 over the two-year contract term. The contract term is April 1, 2023 through March 31, 2025.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

Please sign this letter electronically via Contract Works.

Purchase orders will be issued in accordance with the terms of this contract on a just in time basis.

Please sign this award letter by March 14, 2023. ***Please submit your Certificate of Insurance naming District 300, and its member individually and its employees and agents as additional named insureds. This contract also requires similarly named Certificates of Insurance for any carriers delivering product to the District throughout the contract term. Providing these COI's is the responsibility of the vendor. All original documents should be sent to the following address prior to March 14, 2023:***

Diane C. White, Director of Purchasing
Community Unit School District 300
2605 Bunker hill Drive
Algonquin, Il 60102

This Agreement is entered into as of March 1, 2023.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks **2023-03-14**
ADMINISTRATOR *(Signature)*

Dan Dabizljevic
31656AA381DDC8B24299FCAE80ADC806 contractworks **2023-03-08**
CONTRACTOR *(Signature)*

Diane C White, Director of Purchasing

Dan Dabizljevic **Business Development Manager**
(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White
Diane C White, Director of Purchasing

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **January 26, 2023**

TO: Dr. Susan Harkin, Superintendent
Board of Education

FROM: Deb Mason
Director of Transportation

Presented at the following Board Meetings	
Construction/Facility	
Finance	02/14/23
Policy/Legislative	
School Utilization	
BOE 1st Reading	02/14/23
BOE 2nd Reading	02/28/23

SUBJECT: **Fuel and Lubricants Bid**

Background

District 300 supplies the fuel and lubricants for our contracted transportation services, buses/vehicles, and District vehicles. Per our bid specifications, vendors provide pricing + or - the diesel and gasoline costs are based on the Chicago area daily low rack price of the OPIS (Oil Price Information Service) Distillate Gross Price, including winter additives. This cost associated with the + or - pricing includes the freight cost to bring the fuel to the District.

Specifications were released on Wednesday, January 4, 2023. Bids were opened on Tuesday, January 24, 2023. The District received three vendor responses for fuel and three responses for lubricants. Bid documents were evaluated, and references were confirmed.

The last full year of fuel usage pre-pandemic was for the 2018-2019 school year. The 2018-2019 school year usage was used for this bid. The District purchased 97,943 gallons of unleaded gasoline and 308,014 gallons of diesel fuel annually at approximately $965,000.00. The District is exempt from federal excise and sales tax, but we pay environmental impact tax.

Specifications for lubricants were based on district-preferred products such as motor oil weights, transmission fluid, chassis lubricant, and washer solvent. Vendors were asked to bid on per unit of measure pricing.

Contract term- April 1, 2023 – March 31, 2025

Administrative Recommendation

The administration recommends awarding the contract pricing for:

- Gasoline and diesel fuel to **Al Warren Oil Company, Hammond, IN**
- Lubricant products to **Rilco Inc, Moline, IL**

Fiscal Impact

Gasoline and diesel fuel at a per-gallon rate of $0.040 for gasoline and $0.045 for diesel fuel with an estimated contract amount of $34,141.97 for delivery plus the OPIS cost of fuel and taxes for years 1 and 2; and Lubricant products with an estimated contract amount of $31,033.35 for year one and $31,792.95 for year 2.

The fuel and lubricants' funding will come from the Operations & Maintenance, Driver's Education, Security, and Transportation Budgets.

COMMUNITY UNIT SCHOOL DISTRICT 300
CONTRACT PURCHASE OF FUEL AND LUBRICANTS
TUESDAY, JANUARY 24, 2023 2:00 PM

VENDORS	References	Certificates	W-9	Vendor Application	Bid Bond	Addendum 1	Response Form A	Response Form B	Comments
Al Warren Oil Co.	Y	Y	Y	Y	Y	Y	Y	Y	Check provided for Bid Security, Bid includes an alternate Diesel Product in addition to Diesel in Scope.
Allied Solutions									
Arneson Oil Company									
Bell Performance, Inc.									
Colonial Oil Industries, Inc									
J.A. Watts Incorporated									
Keller-Heartt Oil									
Mansfield Oil Company	Y	Y	Y	Y	Y	Y	Y	Y	
PetroChoice LLC	N	N	N	N	N	N	N	Y	
Petroleum Traders Corporation	Y	Y	Y	Y	Y	Y	Y	Y	
RelaDyne									
Rilco Inc.	Y	Y	Y	Y	N	Y	Y	Y	
Romeo Enterprises									
Saratoga Rack Marketing LLC									

Adminstration Recommends

Al Warren Oil Company, Hammond, IN - Award contract pricing for fuel purchases for gasoline and diesel fuel with an estimated mark-up amount of $34,141.97 plus the cost of fuel and taxes for years 1 and 2.

Rilco Inc., Moline, IL - Award contract pricing for all lubricant products with an estiamted contract amount of $31,003.35 for year 1 and $31,792.95 for year 2.

COMMUNITY UNIT SCHOOL DISTRICT 300
CONTRACT PURCHASE OF FUEL AND LUBRICANTS
TUESDAY, JANUARY 24, 2023 2:00 PM

COMPANY	Diesel $/Gal April 1, 2023-March 31, 2024			Diesel $/Gal April 1, 2024-March 31, 2025			Gasoline $/Gal April 1, 2023-March 31, 2024			Gasoline $/Gal April 1, 2024-March 31, 2025			PROJECTED COST of MARK-UP OVER THE LIFE OF THE CONTRACT FOR BOTH GAOLINE & DIESEL
	Unit Price Factor	Estimated Annual Gallon Purchase*	Mark-up Total	Unit Price Factor	Estimated Annual Gallon Purchase*	Mark-up Total	Unit Price Factor	Estimated Annual Gallon Purchase*	Mark-up Total	Unit Price Factor	Estimated Annual Gallon Purchase*	Mark-up Total	
Al Warren Oil Co.	$0.045	299,653	$ 13,484.39	$0.045	299,653	$ 13,484.39	$0.040	89,665	$ 3,586.60	$0.040	89,665	$ 3,586.60	**$ 34,141.97**
Mansfield Oil Company	$0.0398	299,653	$ 11,926.19	$0.0434	299,653	$ 13,004.94	$0.0802	89,665	$ 7,191.13	$0.0839	89,665	$ 7,522.89	**$ 39,645.16**
Petroleum Traders Corporation	$0.0411	299,653	$ 12,315.74	$0.0411	299,653	$ 12,315.74	$0.0542	89,665	$ 4,859.84	$0.0542	89,665	$ 4,859.84	**$ 34,351.16**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**
		299,653	$ -		299,653	$ -		89,665	$ -		89,665	$ -	**$ -**

*Estimated Annual Gallon Purchase is based on usage during 4/1/21 - 3/31/22

Unit price factor per gallon plus (+) or minus (-) the Chicago Daily Opis low rack + differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

Contract Term - Contract is for a two year term ending March 31, 2025

COMMUNITY UNIT SCHOOL DISTRICT 300
CONTRACT PURCHASE OF FUEL AND LUBRICANTS
TUESDAY, JANUARY 24, 2023 2:00 PM

ITEM DESCRIPTION	Annual Usage	u/m	Al Warren Oil Co.		PetroChoice LLC		Rilico	
YEARS	4/21 -3/22		23-24	24-25	23-24	24-25	23-24	24-25
ISO 220 NLGI #2 Grease (Keg 120 lb)	120	lb.	$3.45	$4.50	$4.16	$4.36	$3.99	$4.15
Multi-Purpose ATF Dex Merc (bulk)	201	gal.	$11.50	$14.95	$10.57	$11.37	$9.75	$9.95
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	1705	gal.	$7.05	$9.20	$6.70	$6.90	$5.00	$5.20
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	1503	gal.	$11.95	$15.55	$11.55	$12.23	$10.80	$11.00
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	55	gal.	$9.95	$12.95	$9.19	$9.87	$8.99	$9.20
GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	55	gal.	$13.95	$18.15	$12.58	$13.26	$12.49	$12.75
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	55	gal.	$9.95	$12.95	$9.37	$10.04	$8.99	$9.20
GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	55	gal.	$13.95	$18.15	$13.26	$13.94	$13.50	$13.75
CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	55	gal.	$21.50	$27.95	$18.97	$19.65	$17.99	$18.25
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	35	lb.	$2.95	$3.85	$3.45	$3.65	$2.35	$2.65
Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	55	gal.	$3.25	$4.25	$3.15	$3.50	$2.05	$2.15
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	55	lb.	$3.75	$4.90	$4.37	$4.57	$3.72	$3.85
	Annual Cost		$37,006.35	$48,198.85	$35,426.43	$37,198.16	$31,003.35	$31,792.95
	TWO YEAR COST			$85,205.20		$72,624.59		$62,796.30

Community Unit School District #300
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 - PHONE
847-551- 8463- FAX

Wednesday, January 4, 2023

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit an electronic **Bid** for:

BID – Contract Purchase of Fuel and Lubricants

The enclosed proposal form(s) **must** be used in submitting your electronic proposal.

Electronic proposals will be received until **2:00 PM CT, Tuesday, January 24, 2023** via BidNet at which time they will be opened publicly.

The Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the District to award the proposal at the **Tuesday, February 28, 2023 meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted.

Sincerely,

Diane C. White

Diane C. White
Director of Purchasing

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting bids for:

BID – Contract Purchase of Fuel and Lubricants

Sealed bids will be accepted until **2:00 PM CT, Tuesday, January 24, 2023,** via BidNet

Instruction to Bidders

Bids should be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review pre-Bid meeting will be held virtually on Tuesday, January 10, 2023 at 10:00 AM. See BidNet posting for link to this meeting.

Bid security in the form of a bid bond, certified check or cash in an amount equal to 10 percent of the base bid amount shall be submitted with the bid. The successful Contractor shall provide Labor and Material Bonds, and Performance Bonds for the work.

Bid specifications will be available on Wednesday, January 4, 2023 after 4:00 PM. To obtain Bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all bids or waive any bid irregularities.

Project Timeline

BID – Contract Purchase of Fuel and Lubricants

ACTION	DATE	TIME	LOCATION
Establish Timeline	**Wednesday, January 4, 2023**		
Specifications Review	**Wednesday, January 4, 2023**		
Specifications Finalized	**Wednesday, January 4, 2023**		
Legal Ad	**Friday, January 6, 2023**		Daily Herald
Specifications Released	**Wednesday, January 4, 2023**	**4:00 PM**	Bidnet
Pre-Bid Meeting	**Tuesday, January 10, 2023**	**10:00 AM**	Virtual
Q&A Deadline	**Tuesday, January 17, 2023**	**Noon**	Bidnet
Bid Opening	**Tuesday, January 24, 2023**	**2:00 PM**	Virtual
Evaluation Period	**1/24/2023-1/26/2023**		
To COO	**Thursday, January 26, 2023**		Jennifer Porter, COO
BFC Packet	**Tuesday, February 14, 2023**		
CFOC Meeting	**Tuesday, February 14, 2023**		
BOE Workshop / Approval	**Tuesday, February 28, 2023**		
Contract Commencement	**Saturday, April 1, 2023**		
Contract Termination	**Monday, March 31, 2025**		

Instructions to Bidders

1. General

a. Bid shall be signed and with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. All bids shall be made on this form.

c. Unsigned or late bids will not be considered or accepted.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs, tariffs, energy charges and delivery to the locations designated on the bid and installation if called for in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment after the award of orders.

h. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted.

i. Bids shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here
   ii. For Vendor Registration Help Document: Click here
   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

2. Errors and Omissions

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the purchasing official first orally, followed by written (FAX or letter) specification of the claimed problems which must be received during regular working hours at least 72 hours before the date set for bid opening so that a written notification can be prepared by the purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

4. Withdrawal of Bids

Bids may be withdrawn by in writing, by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The District reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The District reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified.

6. Vendor Application and W-9 Form

The District requires that a current Vendor Application and W-9 form be included with your sealed electronic bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the contractor and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor 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 as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any contractor shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved) the contractor agrees as follows:

a. The contractor will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter “unlawful discrimination”). The contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to unlawful discrimination.

11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. Evaluations

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. Examination of Documents and Site

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. Performance: Labor and Material Payment Bonds (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. Bid Security (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Bid bond and Performance bond should be submitted based on $75,000.00.
This total is an estimate based on a 1 (one) month supply of fuel.

If the contractor chooses to submit a check in lieu of a bond, the check must arrive at the following address by the bid due date and time. The envelope must be labeled with the bid name and due date and time:

Diane C. White
Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

16. Service Points

All Service Points are listed in the Scope of Work herein.

17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. Insurance

The contractor and subcontractors shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. Hold Harmless and Indemnification

The contractor, to the extent of the contractor's negligence or willful misconduct, shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

   -Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

   -Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

   -Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. Damage to Property

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's 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 bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. Late Bids

Bids received after the time specified in the Invitation for Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the District. The use of District equipment for transmission of bids is prohibited.

23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives, except where noted in the Scope of Work. Notations are to be included as to the percentage of recycled products in each item.

24. Payment

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. Manuals

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. Completion Of Work

Contract period is for two years, from April 1, 2023 through March 31, 2025.

27. Personnel

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the contractor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. Compliance with Laws

Contractor shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. Governing Law

The terms of this bid shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. Bid

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

.

35. Cancellation

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

LIST BELOW (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

Please be sure that contact information for references is current.

1. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT:**

2. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT:**

REFERENCES (CONT.)

3. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT:**

4. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT:**

OFFEROR'S NAME

SIGNATURE: **DATE:**

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_____, having 25 or more employees, 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 this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____

NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____, 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.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____

NOTARY PUBLIC

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the_____work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11- 9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By:_____

Its: _____

Dated:_____

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____
(Printed or Typed Name of Applicant Employee)

_____
Signature of Applicant or Employee

Dated: _____

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	**APPLICATION DATE**
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	**REVISION DATE**

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?
ADDRESS CITY STATE ZIP	
CONTACT PERSON/REPRESENTATIVE	FAX NUMBER ( ) / PHONE AND EXTENSION ( )
TYPE OF ORGANIZATION (Check Applicable) ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
YEARS ESTABLISHED:	**DO YOU ACCEPT PURCHASE ORDERS? YES** ☐ **NO** ☐ **DO YOU ACCEPT CREDIT CARDS? YES** ☐ **NO** ☐

CATEGORY **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.

FEIN _____

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.				
2.				
3.				
4.				

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

Sales Tax Exemption Certificate

Issue date:
02/10/2020

Sales Tax Exemption **E99960079**

Expiration date:
03/01/2025

Organization type: **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

Scope of Work

Contract Purchase of Fuel and Lubricants

Fuel and lubricants are used in school buses, both diesel and unleaded gasoline. The District also operated a white fleet which includes operation and maintenance vehicles and drivers' education cars.

Gasoline and Diesel Fuel Specification

1. Fuel Specifications

   Diesel Fuel: Any major brand of #2 Ultra Low Sulfur with 2% Bio Mix Diesel Fuel (B2 ULS2). Fuel must meet or exceed 40 cetane (normally #2 Diesel). Fall and winter blends of #1 Ultra Low Sulfur (ULS1) and B2 ULS2 or B2 ULS2 with winter additive must be available upon request of the School District.

   The District may blend diesel as follows:

   Temperatures of 0°F and below – 70/30 blend plus additives
   Temperatures of 0°F to 20°F – 80/20 blend plus additives
   Non-winter months – B2 ULS2

   Example of switch date from fall to winter blend: In the 2021/2022 school year, the first delivery of blended fuel (80/20) occurred on October 19, 2021. In the 2022/2023 school year, the first delivery of blended fuel (80/20) occurred on October 24, 2022.

   Gasoline: Gasoline to contain 10% ethanol regular 87 Octane OPIS average. Use of alcohol additives to raise the octane rating is not acceptable. Identify and define additives for winter blends.

   The District will not accept re-refined products.

Fuel requirements for bid package:

Ultra Low Sulfur Diesel (ULSD) fuel is required for diesel engines used with advanced after treatment systems. The fuel should meet all the specifications of **ATSM D975** standard (current year revision, including the EPA specification for sulfur content (0.0015% mass of 15 parts per million maximum). These specifications are included in the standard under the designation No. 2-D S15 fuel and No. 1-D S15 fuel. Grade No. 1-D fuel is a lighter fuel with higher volatility than Grade No. 2-D; it may be blended with grade No. 2-D in winter time to provide engine operability under low ambient temperature.
Acceptable Diesel Fuel Blends

- Ultra low sulfur Kerosene (No. 1-D S15 diesel fuel) blended with No. 2-D S15 fuel to improve cold weather performance. Blend rate would depend on regional low temperatures.
- Lower biodiesel blends up to B5 (a blend of 5% neat biodiesel with 95% diesel fuel).

Such blends have characteristics indistinguishable from diesel fuel. If the two components meet the requirements of their standards: ASTM D6751 current revision, (Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels and ASTM D975 current revision, Standard Specification for Diesel Fuel - Grade No. 2-D S15

.

As of December 12, 2022, blends of up to 5% biodiesel are included in the Diesel Fuel Standard ATSM D975-22.

- Supplier must be a BQ9000 certified fuel supplier, must provide proof that the supplier meets ASTM D975-22 Standard.

Acceptable Unleaded Gasoline Blends

- Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
- Use of alcohol additives to raise the octane rating is not acceptable.
- Identify and define additives for winter use.

2. Quality Control

   The District reserves the right to sample deliveries, which will produce samples for testing purposes that are fully representative of the product, delivered.

   All product that does not meet specification requirements will be rejected, and when so ordered by the Transportation Director, the contractor, at his expense, shall replace all inferior product delivered with product meeting the specification requirements.

3. Annual Usage

   Each Location has a 10,000-gallon underground storage diesel fuel tank and a 10,000-gallon underground unleaded gasoline tank. Tanks are located at two District-owned facilities. Shipments must be received within twenty-four to forty-eight hours of the District's purchase order.

   All figures are approximations and do not represent an intent to purchase.
   Figures may increase or decrease over the period of the contract.

TIME FRAME	FUEL TYPE	LOCATION	LOCATION	BOTH LOCATIONS
		2603 Bunker Hill Dr. Algonquin, IL	**300 Cleveland Ave. Carpentersville, IL**	**TOTALS**
4/1/21 - 3/31/22	ULS1	22269	13430	35699
	B2 ULS2	82792	48526	131318
	B2 ULS2 with Winter Additive	82275	50361	132636
	Unleaded Gasoline	28458	61207	89665
4/1/22 - 12/1/22	ULS1	2400	1201	3601
	B2 ULS2	81933	41507	123440
	B2 ULS2 with Winter Additive	32525	17808	50333
	Unleaded Gasoline	17022	41237	58259

4. Transportation Fuel Tanks

   The fuel tanks are the property of the District and will be maintained at District expense.

5. Transport Loads

   Bidder shall include the number of gallons that constitute a transport load In the Comments and Additional Information Section.

6. Fuel Order Process
   The District shall supply a purchase order for invoice processing 24 to 48 hours prior to expected delivery. The purchase order shall include estimated pricing and volume based on the most recent purchase. The successful Bidder shall provide an order confirmation number within 24 hours of request for fuel. Subsequently, an invoice shall be provided based on actual fuel delivery including the purchase order number. Payment to be made within 45 days of delivery.

7. Delivery and Usage
   Delivery is to be made within 24 to 48 hours of our request. The time of delivery must be coordinated with the Director of Transportation or designee. The delivery driver must check in with the vehicle maintenance personnel prior to beginning the delivery of fuel. Tanks must be measured before and after filling. The measurements must be recorded on the delivery receipt.

   Bid response should include recommendations for delivery times of fuel outside of the District's regular business hours.

8. Proof of Delivery
   Proof of delivery must be provided in one of the following ways:

   A. A metered ticket to be supplied with each delivery and signed by a representative of the Transportation or Vehicle Maintenance Department.

   B. Drivers must supply a copy of the bill of lading for the terminal showing the number of gallons received and the seal numbers supplied at the point of fill from the terminal. These seal numbers will be matched with the numbers on the seal at the time of delivery to our location.

9. Proposals
   The price per gallon shall bid as follows:

   A. All Bidders shall bid gross gallons.

   B. Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.
   C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. **The Price adjustment factor will remain firm for the life of the contract**.

   D. If a blend of ULS1 and B2 ULS2 or B2 ULS2 with winter additive is ordered, the price will be based on the percentage quantity of each type of fuel that has been ordered.

   E. Any taxes for which the District is liable will be added to the invoice.

   F. District 300 is exempt from Federal Excise tax and Illinois State Sales Tax.

G. If the Bidder plans to use a common carrier, the District must be notified in writing. Also, Community Unit School District 300, the Board of Education, and its members individually and its employees and agents must be named as <u>additional insureds on the Common Carrier's insurance certificate and the coverage must meet the District's requirements.</u>
The bid response must include the names, addresses and phone numbers of all delivery subcontractors to be used.

H. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110

Lubricant and Solvent Specifications

Annual usage - Oil / solvent products listed below:

All fluids are delivered in bulk and pumped into District tanks except product ordered by the 55-gallon drum or pail.

Bidders may include service information regarding the collections, transport and disposal of used oil, filters, antifreeze, etc.

Pricing per pound or gallon, is to be quoted as DELIVERED pricing on Bid Response Forms A & B.
Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or
300 Cleveland Avenue, Carpentersville, Illinois, 60110.

VENDOR MUST PROVIDE SPECIFICATION SHEETS AND SAFETY DATA SHEETS WITH BID.
EQUIVALENT LUBRICANTS AND SOLVENTS WILL BE CONSIDERED.

LUBRICANTS – Usage 4-1-21 to 3-31-22				
	D300 ITEM DESCRIPTION	**CURRENT CONTRACT ITEM DESCRIPTION**	**Usage**	**u/m**
45-0007	ISO 220 NLGI #2 Grease (Keg 120 lb)	Mobilgrease XHP 222	120	LBS
45-0008	Multi-Purpose ATF Dex Merc (bulk)	Med Plus Multi Veh ATF	201	GAL
45-0009	Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	Kost Defendal HD ELC 50/50	1705	GAL
45-0010	CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	Dplx 21C Dezol 10w30	1503	GAL
45-0011	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus Syn Blend GF-6 5w20	0-55	GAL
45-0020	GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus FS GF-6 5w20	0-55	GAL
45-0021	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus Syn Blend GF-6 5w30	0-55	GAL

45-0022	GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus FS GF-5 Dex 1 5w30	0-55	GAL
45-0023	CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	Dplx 21C FS HDEO 5w40 CK-4	0-55	GAL
45-0014	SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	Dplz 21C Galaxy 80w90 Gear Oil	0-35	LBS
45-0012	Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	Peak Windshield Washer -20 Solvent Premix	0-55	GAL
TBD	SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	TBD	0-55	GAL

LUBRICANTS – Usage 4-1-22 to 12-1-22				
	D300 ITEM DESCRIPTION	**CURRENT CONTRACT ITEM DESCRIPTION**	**Usage**	**u/m**
45-0007	ISO 220 NLGI #2 Grease (Keg 120 lb)	Mobilgrease XHP 222	0-120	LBS
45-0008	Multi-Purpose ATF Dex Merc (bulk)	Med Plus Multi Veh ATF	96	GAL
45-0009	Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	Kost Defendal HD ELC 50/50	990	GAL
45-0010	CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	Dplx 21C Dezol 10w30	814	GAL
45-0011	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus Syn Blend GF-6 5w20	0-55	GAL
45-0020	GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus FS GF-6 5w20	0-55	GAL
45-0021	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus Syn Blend GF-6 5w30	0-55	GAL
45-0022	GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus FS GF-5 Dex 1 5w30	55	GAL
45-0023	CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	Dplx 21C FS HDEO 5w40 CK-4	0-55	GAL
45-0014	SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	Dplz 21C Galaxy 80w90 Gear Oil	105	LBS
45-0012	Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	Peak Windshield Washer -20 Solvent Premix	0-55	GAL
TBD	SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	TBD	0-55	GAL

Lubricant Tanks and Monitoring

The awarded lubricants supplier must provide monitoring equipment to monitor lubricant levels. Any monitoring equipment is to be installed by the provider and uninstalled at the termination of the contract or extension thereof. Installation and removal shall occur at no additional expense to Community Unit School District 300.

The District owns the tanks and has two locations:

- 2603 Bunker Hill Drive, Algonquin, Illinois, 60102

  Motor oil tank – 250 Gallon Capacity
  ATF tank – 250 Gallon Capacity
  Transmission Fluid tank – 250 Gallon Capacity

- 300 Cleveland Avenue, Carpentersville, Illinois, 60110

  Motor oil tank – 300 Gallon Capacity
  ATF tank – 300 Gallon Capacity
  Transmission Fluid tank – 300 Gallon Capacity

The awarded supplier will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for a two-year term ending March 31, 2025.

It is the intent of District 300 to award this project to a single source vendor.

A non-mandatory pre-bid meeting is scheduled for Tuesday, January 10, 2023 at 10:00 AM. Prospective vendors may meet virtually. Please contact the Purchasing Department for access to the virtual meeting.

Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023

COMMUNITY UNIT SCHOOL DISTRICT 300
BID RESPONSE FORM A

Contract Purchase of Fuel and Lubricants

Fuel Product Specified	April 1, 2023-March 31, 2024	April 1, 2024- March 31, 2025
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*	+$ _____	+$ _____
	or	or
	-$ _____	-$ _____
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*	+$ _____	+$ _____
	or	or
	-$ _____	-$ _____

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

Lubricants	April 1, 2023-March 31, 2024	April 1, 2024- March 31, 2025
ISO 220 NLGI #2 Grease (Keg 120 lb)	$ _____ lb.	$ _____ lb.
Multi-Purpose ATF Dex Merc (bulk)	$ _____ gal.	$ _____ gal.
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	$ _____ gal.	$ _____ gal.
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil **10w30** (bulk)	$ _____ gal.	$ _____ gal..
GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w20** (55-gallon drum)	$ _____ gal.	$ _____ gal.
GF6 OEM Approved and OEM Licensed **Full Synthetic** Gasoline Engine Oil **5w20** (55-gallon drum)	$ _____ gal.	$ _____ gal.
GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w30** (55-gallon drum)	$ _____ gal.	$ _____ gal.
GF6 OEM Approved and OEM Licensed **Full Synthetic** Dexos 1 Gasoline Engine Oil **5w30** (55-gallon drum)	$ _____ gal.	$ _____ gal.
CK4 OEM Approve and OEM Licensed **Full Synthetic** Diesel Engine Oil **5w40** (55-gallon drum)	$ _____ gal.	$ _____ gal.
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$ _____ lb.	$ _____ lb.

Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	$ _____ gal.	$ _____ gal.
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$ _____ lb.	$ _____ lb.
IMPORTANT: Bidders must include all delivery charges. No taxes are to be.		

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this quote to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. By executing and submitting this Bid Response Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the conditions of the bid documents, which shall serve as the Contract as provided therein.

COMMENTS AND ADDITIONAL INFORMATION – (*Please include Contract Load information here)*

_____

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

_____
Name of Company/Corporation

90 Days
Length of time quote is firm prior to award

_____
Street Address

Bid Submitted by:

_____
City, State, Zip Code

_____
Authorized Signature

_____
Telephone Number

_____
Please Type or Print Name

_____
Fax Number

_____
Illinois License Number

Email address - _____

Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023

BID RESPONSE FORM
Contract Purchase of Fuel and Lubricants

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:

1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.

2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.

3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.

4. Prices quoted shall include ALL charges for handling, transportation and delivery.

5. All items bid are F.O.B. destination.

6. Community Unit School District #300 is Tax Exempt.
Tax Exemption Number - E9996-0079-07.

Vendor has received Addendum (IF APPLICABLE)

#1 - _____ #2 - _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

NAME OF COMPANY /CORPORATION

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

FEIN NUMBER

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

PLEASE TYPE OR PRINT NAME

DATE

*****Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 *****

INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND E . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.	Vendor Name	
	Complete Address	
	Phone	
	Fax	
	Email	
	Contact Person	

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*	Plus		Plus		
		or		or	
	Minus		Minus		
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*	Plus		Plus		
		or		or	
	Minus		Minus		

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

INSTRUCTIONS: PLEASE FILL IN COLUMNS **B** and D **.** PLEASE USE COLUMN **F** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.	**Vendor Name**	
	Complete Address	
	Phone	
	Fax	
	Email	
	Contact Person	

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
		UOM		UOM	
ISO 220 NLGI #2 Grease (Keg 120 lb)		lb.		lb.	
Multi-Purpose ATF Dex Merc (bulk)		gal.		gal.	
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)		gal.		gal.	
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)		gal.		gal.	
CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)		gal.		gal.	
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)		lb.		lb.	
Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)		gal.		gal.	
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)		lb.		lb.	

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

January 18, 2023

ADDENDUM 1

Contract purchase of Fuel and Lubricants

Questions and Answers:

Pre-Bid Meeting Question: On page 30 of the original bid documents note:
Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
On page 32 note:
C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. The Price adjustment factor will remain firm for the life of the contract.
Page 30 refers to the OPIS average and Page 32 refers to the OPIS Low Rack. Why are these different?
Answer:
On Page 30, the word average is used to describe the quality of the acceptable unleaded fuel.
On Page 32, the word Low, referring to the rack, is used to describe the pricing accepted by the District.

1) Question: Could we please get a copy of the current bid tab?
Answer: The original bid tab for the current contract may be found on the District 300 website, Board of Education Agenda for March 16, 2021 Please scroll down to point *11.3. Approval of Fuel and Lubricants Bid* and follow the links.

2) Question: With the uncertainty of price increases during 2021, are there options for price increases/decreases based on market fluctuations with advanced notice?
Answer: The awarded vendor may submit a letter from the manufacturer to the District explaining a market price increase for lubricants only. The District reserves the right to either accept a substantiated increase or terminate the contract if the awarded vendor is unable to maintain awarded pricing.

3) Question: If you were to realize a large savings by eliminating the need for #1 and jugs of additive, would you consider a Premium Winter Diesel option?
Answer: Currently, the District purchases B2 ULS2 with the winder additive already added to the B2 ULS2 load. Pricing on both response forms should reflect the Unit Price Factor over and above Diesel Fuel plus the winter additive. Premium products may be quoted as an alternate. The District

limits Diesel purchases to B2 and does not intend to purchase higher percentage biodiesel blends.

4) Question: When will tabulations be released after the opening?
Answer: When the *February 28, 2023 at 6:00 PM – Board of Education Business Meeting* agenda is posted, vendors may view the bid tabulations here. Typically the agenda is posted on the Friday afternoon prior to the meeting. Follow the agenda link to the fuel bid item on the agenda for details.

5) Question: May we have an update on our FOIA request?
Answer: FOIA 2- 2023 was submitted on 1/5/2023 and the answers were released via email to Kara Clark and Kevin Smith of Petroleum Traders on 1/9/2023 by the District 300 FOIA Officer.

6) Question: We would like to confirm if any addenda have been released for this bid? We did not see any posted as of the time this question was asked and wanted to be sure that was correct.
Answer: As of 1/18/2023, there is only Addendum 1, as written herein.

7) Question: Please confirm that a bid bond for 10% will be required for this bid.
Answer: The Bid Security Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

8) Question: Please confirm that a performance bond for 100% will be required for this contract.
Answer: The Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

9) Question: Bid Bonds and Performance Bonds usually cover a percentage of the entire contract price. On page 7 the School District says to submit these bonds based off only a month supply of fuel ($75,000.00). Should the bidder submit bonds based on the full bid price?
Answer: The Bid Security Bond and Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

10) Question: What day should the OPIS for gasoline be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

11) Question: What day should the OPIS for diesel be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

12) Question: Is the School District requesting to be priced two separate ways for Gas and Diesel?
Answer: District 300 has provided individual spaces on both Response Forms A and B for the vendor to state the unit price factor for Diesel Fuel and the unit price factor for Gasoline.

13) Question: Does the vendor have to bid on all products in order to be deemed responsive?
Answer: Vendors may provide pricing for the Fuel Products only, the Lubricants only, or the Fuel Products and the Lubricants both.

14) Question: Are there any renewals offered for this bid?
Answer: No renewal contracts are offered within this bid.

15) Question: If there are renewals offered, how many?
Answer: No renewal contracts are offered within this bid.

16) Question: If there are renewals offered, are they offered under mutual agreement?
Answer: No renewal contracts are offered within this bid.

17) Question: If the vendor is not to fill out the Current Vendor Application in the bid documents, should the download a different one from www.d300.org?
Answer: Vendors may use the vendor application included in the bid on pages 26 & 27 of the Complete Bid Documents – Fuel 2023. The vendor may also use the vendor application found on the District 300 webpage for Purchasing here.

18) Question: Where should the contractor include the pricing for the winter additive package on the bid?
Answer: The Unit Price Factor is to be added to B2 ULS2 with the Winter Additive included. Please provide the specifications for the winter additive you intend to provide in the comments on Response Form A and in the comments on Response Form B.

This Addendum is to be considered part of the original bid documents.

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

BID RESPONSE FORM
Contract Purchase of Fuel and Lubricants

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:

1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.

2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.

3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.

4. Prices quoted shall include ALL charges for handling, transportation and delivery.

5. All items bid are F.O.B. destination.

6. Community Unit School District #300 is Tax Exempt.
Tax Exemption Number - E9996-0079-07.

Vendor has received Addendum (IF APPLICABLE)

#1 - _____ #2 - _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

NAME OF COMPANY /CORPORATION

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

FEIN NUMBER

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

PLEASE TYPE OR PRINT NAME

DATE

*****Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 *****

INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND **E** . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.	**Vendor Name**	
	Complete Address	
	Phone	
	Fax	
	Email	
	Contact Person	

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*	**Plus**		**Plus**		
		or		**or**	
	Minus		**Minus**		
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*	**Plus**		**Plus**		
		or		**or**	
	Minus		**Minus**		

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

INSTRUCTIONS: PLEASE FILL IN COLUMNS B and D . PLEASE USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.	Vendor Name	Rilco Inc.
	Complete Address	3501 69th Ave. Moline, IL. 61265
	Phone	847.421.5858
	Fax	309.786.3946
	Email	dan@rilcoinc.com
	Contact Person	Dan Dabizljevic

Fuel Product Specified	April 1, 2023-March 31, 2024	UOM	April 1, 2024- March 31, 2025	UOM	Comments
ISO 220 NLGI #2 Grease (Keg 120 lb)	**$3.99**	lb.	**$4.15**	lb.	Shell Gadus S3 V220 C2 Keg
Multi-Purpose ATF Dex Merc (bulk)	**$9.75**	gal.	**$9.95**	gal.	Tec-Guard Dex III ATF
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	**$5.00**	gal.	**$5.20**	gal.	Tec-Kool Max ELC 50/50
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	$10.80	gal.	$11.00	gal.	Tec-Guard HD 10w30 CK-4 Syn Bld
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	$8.99	gal.	$9.20	gal.	Tec-Guard Syn Bld 5w20 Drum
GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	$12.49	gal.	$12.75	gal.	Tec-Guard Full Syn 5w20 Drum
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	$8.99	gal.	$9.20	gal.	Tec-Guard Syn Bld 5w30 Drum
GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	$13.50	gal.	$13.75	gal.	Quaker State Full Syn 5w30 Dexos Drum
CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	$17.99	gal.	$18.25	gal.	Tec-Guard Full Syn HD 5w40 CK-4 Drum
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$2.35	lb.	$2.65	lb.	Tec-Guard 80w90 pail
Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	$2.05	gal.	$2.15	gal.	Washer Fluid -20 Drum
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$3.72	lb.	$3.85	lb.	Tec-Guard Full Synthetic 75w90 Pail

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

January 18, 2023

ADDENDUM 1

Contract purchase of Fuel and Lubricants

Questions and Answers:

Pre-Bid Meeting Question: On page 30 of the original bid documents note:
Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
On page 32 note:
C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. The Price adjustment factor will remain firm for the life of the contract.
Page 30 refers to the OPIS average and Page 32 refers to the OPIS Low Rack. Why are these different?
Answer:
On Page 30, the word average is used to describe the quality of the acceptable unleaded fuel.
On Page 32, the word Low, referring to the rack, is used to describe the pricing accepted by the District.

1) Question: Could we please get a copy of the current bid tab?
Answer: The original bid tab for the current contract may be found on the District 300 website, Board of Education Agenda for March 16, 2021 Please scroll down to point *11.3. Approval of Fuel and Lubricants Bid* and follow the links.

2) Question: With the uncertainty of price increases during 2021, are there options for price increases/decreases based on market fluctuations with advanced notice?
Answer: The awarded vendor may submit a letter from the manufacturer to the District explaining a market price increase for lubricants only. The District reserves the right to either accept a substantiated increase or terminate the contract if the awarded vendor is unable to maintain awarded pricing.

3) Question: If you were to realize a large savings by eliminating the need for #1 and jugs of additive, would you consider a Premium Winter Diesel option?
Answer: Currently, the District purchases B2 ULS2 with the winder additive already added to the B2 ULS2 load. Pricing on both response forms should reflect the Unit Price Factor over and above Diesel Fuel plus the winter additive. Premium products may be quoted as an alternate. The District

limits Diesel purchases to B2 and does not intend to purchase higher percentage biodiesel blends.

4) Question: When will tabulations be released after the opening?
Answer: When the *February 28, 2023 at 6:00 PM – Board of Education Business Meeting* agenda is posted, vendors may view the bid tabulations here. Typically the agenda is posted on the Friday afternoon prior to the meeting. Follow the agenda link to the fuel bid item on the agenda for details.

5) Question: May we have an update on our FOIA request?
Answer: FOIA 2- 2023 was submitted on 1/5/2023 and the answers were released via email to Kara Clark and Kevin Smith of Petroleum Traders on 1/9/2023 by the District 300 FOIA Officer.

6) Question: We would like to confirm if any addenda have been released for this bid? We did not see any posted as of the time this question was asked and wanted to be sure that was correct.
Answer: As of 1/18/2023, there is only Addendum 1, as written herein.

7) Question: Please confirm that a bid bond for 10% will be required for this bid.
Answer: The Bid Security Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

8) Question: Please confirm that a performance bond for 100% will be required for this contract.
Answer: The Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

9) Question: Bid Bonds and Performance Bonds usually cover a percentage of the entire contract price. On page 7 the School District says to submit these bonds based off only a month supply of fuel ($75,000.00). Should the bidder submit bonds based on the full bid price?
Answer: The Bid Security Bond and Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

10) Question: What day should the OPIS for gasoline be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

11) Question: What day should the OPIS for diesel be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

12) Question: Is the School District requesting to be priced two separate ways for Gas and Diesel?
Answer: District 300 has provided individual spaces on both Response Forms A and B for the vendor to state the unit price factor for Diesel Fuel and the unit price factor for Gasoline.

13) Question: Does the vendor have to bid on all products in order to be deemed responsive?
Answer: Vendors may provide pricing for the Fuel Products only, the Lubricants only, or the Fuel Products and the Lubricants both.

14) Question: Are there any renewals offered for this bid?
Answer: No renewal contracts are offered within this bid.

15) Question: If there are renewals offered, how many?
Answer: No renewal contracts are offered within this bid.

16) Question: If there are renewals offered, are they offered under mutual agreement?
Answer: No renewal contracts are offered within this bid.

17) Question: If the vendor is not to fill out the Current Vendor Application in the bid documents, should the download a different one from www.d300.org?
Answer: Vendors may use the vendor application included in the bid on pages 26 & 27 of the Complete Bid Documents – Fuel 2023. The vendor may also use the vendor application found on the District 300 webpage for Purchasing here.

18) Question: Where should the contractor include the pricing for the winter additive package on the bid?
Answer: The Unit Price Factor is to be added to B2 ULS2 with the Winter Additive included. Please provide the specifications for the winter additive you intend to provide in the comments on Response Form A and in the comments on Response Form B.

This Addendum is to be considered part of the original bid documents.

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

Community Unit School District #300
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 - PHONE
847-551- 8463- FAX

Wednesday, January 4, 2023

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit an electronic **Bid** for:

BID – Contract Purchase of Fuel and Lubricants

The enclosed proposal form(s) **must** be used in submitting your electronic proposal.

Electronic proposals will be received until **2:00 PM CT, Tuesday, January 24, 2023** via BidNet at which time they will be opened publicly.

The Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the District to award the proposal at the **Tuesday, February 28, 2023 meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted.

Sincerely,

Diane C White

Diane C. White
Director of Purchasing

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting bids for:

BID – Contract Purchase of Fuel and Lubricants

Sealed bids will be accepted until **2:00 PM CT, Tuesday, January 24, 2023,** via BidNet

Instruction to Bidders

Bids should be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review pre-Bid meeting will be held virtually on Tuesday, January 10, 2023 at 10:00 AM. See BidNet posting for link to this meeting.

Bid security in the form of a bid bond, certified check or cash in an amount equal to 10 percent of the base bid amount shall be submitted with the bid. The successful Contractor shall provide Labor and Material Bonds, and Performance Bonds for the work.

Bid specifications will be available on Wednesday, January 4, 2023 after 4:00 PM. To obtain Bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all bids or waive any bid irregularities.

Project Timeline

BID – Contract Purchase of Fuel and Lubricants

ACTION	DATE	TIME	LOCATION
Establish Timeline	**Wednesday, January 4, 2023**		
Specifications Review	**Wednesday, January 4, 2023**		
Specifications Finalized	**Wednesday, January 4, 2023**		
Legal Ad	**Friday, January 6, 2023**		Daily Herald
Specifications Released	**Wednesday, January 4, 2023**	**4:00 PM**	Bidnet
Pre-Bid Meeting	**Tuesday, January 10, 2023**	**10:00 AM**	Virtual
Q&A Deadline	**Tuesday, January 17, 2023**	**Noon**	Bidnet
Bid Opening	**Tuesday, January 24, 2023**	**2:00 PM**	Virtual
Evaluation Period	**1/24/2023-1/26/2023**		
To COO	**Thursday, January 26, 2023**		Jennifer Porter, COO
BFC Packet	**Tuesday, February 14, 2023**		
CFOC Meeting	**Tuesday, February 14, 2023**		
BOE Workshop / Approval	**Tuesday, February 28, 2023**		
Contract Commencement	**Saturday, April 1, 2023**		
Contract Termination	**Monday, March 31, 2025**		

Instructions to Bidders

1. General

a. Bid shall be signed and with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. All bids shall be made on this form.

c. Unsigned or late bids will not be considered or accepted.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs, tariffs, energy charges and delivery to the locations designated on the bid and installation if called for in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment after the award of orders.

h. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted.

i. Bids shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here
   ii. For Vendor Registration Help Document: Click here
   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

2. Errors and Omissions

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the purchasing official first orally, followed by written (FAX or letter) specification of the claimed problems which must be received during regular working hours at least 72 hours before the date set for bid opening so that a written notification can be prepared by the purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

4. Withdrawal of Bids

Bids may be withdrawn by in writing, by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The District reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The District reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified.

6. Vendor Application and W-9 Form

The District requires that a current Vendor Application and W-9 form be included with your sealed electronic bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the contractor and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor 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 as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any contractor shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved) the contractor agrees as follows:

a. The contractor will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to unlawful discrimination.

11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. Evaluations

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. Examination of Documents and Site

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. Performance: Labor and Material Payment Bonds (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. Bid Security (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Bid bond and Performance bond should be submitted based on $75,000.00.
This total is an estimate based on a 1 (one) month supply of fuel.

If the contractor chooses to submit a check in lieu of a bond, the check must arrive at the following address by the bid due date and time. The envelope must be labeled with the bid name and due date and time:

Diane C. White
Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

16. Service Points

All Service Points are listed in the Scope of Work herein.

17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. Insurance

The contractor and subcontractors shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. Hold Harmless and Indemnification

The contractor, to the extent of the contractor's negligence or willful misconduct, shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. Damage to Property

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's 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 bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. Late Bids

Bids received after the time specified in the Invitation for Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the District. The use of District equipment for transmission of bids is prohibited.

23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives, except where noted in the Scope of Work. Notations are to be included as to the percentage of recycled products in each item.

24. Payment

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments? YES
Does your company accept credit cards? YES, 3% processing fee
Does your company allow discounts for early payments? No

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. Manuals

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. Completion Of Work

Contract period is for two years, from April 1, 2023 through March 31, 2025.

27. Personnel

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the contractor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. Compliance with Laws

Contractor shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. Governing Law

The terms of this bid shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. Bid

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. Cancellation

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

LIST BELOW (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

Please be sure that contact information for references is current.

1. ORGANIZATION:

Pace Bus

ADDRESS:

550 W. Algonquin Road Arlington Heights, IL. 60005

CITY, STATE, and ZIP CODE:

Theresa Ward

CONTACT PERSON:

(847) 228-2360 theresa.ward@pacebus.com

TELEPHONE NUMBER: **EMAIL:**

1/2017 - present $1,000,000 +

DATES OF SERVICE: **DOLLAR AMOUNT:**

2. ORGANIZATION:

DuPage DOT

ADDRESS:

180 N. County Farm Rd. Wheaton, IL. 60187

CITY, STATE, and ZIP CODE:

William Bell

CONTACT PERSON:

(630) 386-7659 william.bell@dupageco.org

TELEPHONE NUMBER: **EMAIL:**

1/2019 - present $ 200,00,00 +

DATES OF SERVICE: **DOLLAR AMOUNT:**

REFERENCES (CONT.)

3. ORGANIZATION:

City of Dubuque

ADDRESS:

925 Kerper Ct. Dubuque, IA. 52001

CITY, STATE, and ZIP CODE:

Tom Kuhle

CONTACT PERSON:

(563) 589-4245 tkuhle@cityofdubuque.org

TELEPHONE NUMBER: **EMAIL:**

1/2019 - present $150,000 +

DATES OF SERVICE: **DOLLAR AMOUNT:**

4. ORGANIZATION:

City of Cedar Rapids

ADDRESS:

101 First Street SE Cedar Rapids, IA 52401

CITY, STATE, and ZIP CODE:

Heather Mell

CONTACT PERSON:

(319) 286-5117 h.mell@cedar-rapids.org

TELEPHONE NUMBER: **EMAIL:**

1/2019 - present $250,000 +

DATES OF SERVICE: **DOLLAR AMOUNT:**

OFFEROR'S NAME

Dan Dabizljevic 1/22/2023

SIGNATURE: **DATE:**

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Rileo Inc., as part of its bid for the Lubricants work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: Rileo Inc.

By: _____
(Signature)

Dw Lawrence Co-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Rilco Inc., having 25 or more employees, 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 this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Rilco Inc.

By: _____
(Signature)

Darlawene CO-LEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

R.leo Inc., 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.

Firm: R;leo Inc.

By: _____
(Signature)

Dawn Lawrence CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

Rilco Inc., does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: Rilco Inc.

By: _____
(Signature)

_____ CO-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Rilco Inc. agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Rilco Inc. agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: Rilco Inc.

By: _____
(Signature)

Dan Lamie Co-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023.

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Rilco Inc., as part of its bid for the Lubricants work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Rilco Inc.

By: _____
(Signature)

Dan Lawrence CO-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

Rilco Inc., does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Rilco Inc.

By: _____
(Signature)

Dan Lawrence CO-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11- 9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Its: Co-CEO

Dated: 1-23-2020

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Dan Lawrence
(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: 1-23-2022

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: 1/23/2023

COMPANY	HOW LONG IN PRESENT BUSINESS?
Rilco Inc	44 yrs

ADDRESS	CITY	STATE	ZIP
3501 69th Ave.	Moline	IL.	61265

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
Dan Dabizljevic	(309) 786-3946	(847 421-5858

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☒ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Illinois

YEARS ESTABLISHED: 1978

DO YOU ACCEPT PURCHASE ORDERS? YES ☒ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☒ NO ☐ 3% fee

CATEGORY **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☒ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT
(B) VICE PRESIDENT
(C) SECRETARY
(D) TREASURER
(E) OWNERS, PARTNERS, OR STOCKHOLDERS Craig Wagner

TAXPAYER'S I.D. NO.
FEIN 36-3022909
or
S.S. No. _____

INSURANCE INFORMATION (Check Applicable)
LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☒ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☐ Greater than Minimum ☒
Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION **(Check each area in which you have been bonded and the latest date of bonding)**
Perf. Bond ___/___ (Mo. / Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. / Year) ☐ Builder's Risk ___/___ (Mo. / Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Dan Dabizljevic	Business Development Manager

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below	FOR USE BY CONTRACT COMPLIANCE ONLY:
☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE	BY:_____ DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

_____

_____

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.				
2.				
3.				
4.				

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Rico Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
3501 69th Ave

6 City, state, and ZIP code
Moline, IL 61265

Requester's name and address (optional)
COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
___ - ___ - ____

or

Employer identification number
36-3022909

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 1/23/23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard*** **-** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT State of Illinois - Department of Revenue OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

Sales Tax Exemption Certificate

Issue date: 02/10/2020
Expiration date: 03/01/2025

Sales Tax Exemption **E99960079**

Organization type: **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

Scope of Work

Contract Purchase of Fuel and Lubricants

Fuel and lubricants are used in school buses, both diesel and unleaded gasoline. The District also operated a white fleet which includes operation and maintenance vehicles and drivers' education cars.

Gasoline and Diesel Fuel Specification

1. Fuel Specifications

   Diesel Fuel: Any major brand of #2 Ultra Low Sulfur with 2% Bio Mix Diesel Fuel (B2 ULS2). Fuel must meet or exceed 40 cetane (normally #2 Diesel). Fall and winter blends of #1 Ultra Low Sulfur (ULS1) and B2 ULS2 or B2 ULS2 with winter additive must be available upon request of the School District.

   The District may blend diesel as follows:

   Temperatures of 0°F and below – 70/30 blend plus additives
   Temperatures of 0°F to 20°F – 80/20 blend plus additives
   Non-winter months – B2 ULS2

   Example of switch date from fall to winter blend: In the 2021/2022 school year, the first delivery of blended fuel (80/20) occurred on October 19, 2021. In the 2022/2023 school year, the first delivery of blended fuel (80/20) occurred on October 24, 2022.

   Gasoline: Gasoline to contain 10% ethanol regular 87 Octane OPIS average. Use of alcohol additives to raise the octane rating is not acceptable. Identify and define additives for winter blends.

   The District will not accept re-refined products.

Fuel requirements for bid package:

Ultra Low Sulfur Diesel (ULSD) fuel is required for diesel engines used with advanced after treatment systems. The fuel should meet all the specifications of **ATSM D975** standard (current year revision, including the EPA specification for sulfur content (0.0015% mass of 15 parts per million maximum). These specifications are included in the standard under the designation No. 2-D S15 fuel and No. 1-D S15 fuel. Grade No. 1-D fuel is a lighter fuel with higher volatility than Grade No. 2-D; it may be blended with grade No. 2-D in winter time to provide engine operability under low ambient temperature.
Acceptable Diesel Fuel Blends

- Ultra low sulfur Kerosene (No. 1-D S15 diesel fuel) blended with No. 2-D S15 fuel to improve cold weather performance. Blend rate would depend on regional low temperatures.
- Lower biodiesel blends up to B5 (a blend of 5% neat biodiesel with 95% diesel fuel).

Such blends have characteristics indistinguishable from diesel fuel. If the two components meet the requirements of their standards: ASTM D6751 current revision, (Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels and ASTM D975 current revision, Standard Specification for Diesel Fuel - Grade No. 2-D S15

As of December 12, 2022, blends of up to 5% biodiesel are included in the Diesel Fuel Standard ATSM D975-22.

- Supplier must be a BQ9000 certified fuel supplier, must provide proof that the supplier meets ASTM D975-22 Standard.

Acceptable Unleaded Gasoline Blends
- Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
- Use of alcohol additives to raise the octane rating is not acceptable.
- Identify and define additives for winter use.

2. Quality Control

The District reserves the right to sample deliveries, which will produce samples for testing purposes that are fully representative of the product, delivered.

All product that does not meet specification requirements will be rejected, and when so ordered by the Transportation Director, the contractor, at his expense, shall replace all inferior product delivered with product meeting the specification requirements.

3. Annual Usage

Each Location has a 10,000-gallon underground storage diesel fuel tank and a 10,000-gallon underground unleaded gasoline tank. Tanks are located at two District-owned facilities. Shipments must be received within twenty-four to forty-eight hours of the District's purchase order.

All figures are approximations and do not represent an intent to purchase.
Figures may increase or decrease over the period of the contract.

TIME FRAME	FUEL TYPE	LOCATION	LOCATION	BOTH LOCATIONS
		2603 Bunker Hill Dr. Algonquin, IL	300 Cleveland Ave. Carpentersville, IL	TOTALS
4/1/21 - 3/31/22	ULS1	22269	13430	35699
	B2 ULS2	82792	48526	131318
	B2 ULS2 with Winter Additive	82275	50361	132636
	Unleaded Gasoline	28458	61207	89665
4/1/22 - 12/1/22	ULS1	2400	1201	3601
	B2 ULS2	81933	41507	123440
	B2 ULS2 with Winter Additive	32525	17808	50333
	Unleaded Gasoline	17022	41237	58259

4. Transportation Fuel Tanks

The fuel tanks are the property of the District and will be maintained at District expense.

5. Transport Loads

Bidder shall include the number of gallons that constitute a transport load In the Comments and Additional Information Section.

6. Fuel Order Process

The District shall supply a purchase order for invoice processing 24 to 48 hours prior to expected delivery. The purchase order shall include estimated pricing and volume based on the most recent purchase. The successful Bidder shall provide an order confirmation number within 24 hours of request for fuel. Subsequently, an invoice shall be provided based on actual fuel delivery including the purchase order number. Payment to be made within 45 days of delivery.

7. Delivery and Usage

Delivery is to be made within 24 to 48 hours of our request. The time of delivery must be coordinated with the Director of Transportation or designee. The delivery driver must check in with the vehicle maintenance personnel prior to beginning the delivery of fuel. Tanks must be measured before and after filling. The measurements must be recorded on the delivery receipt.

Bid response should include recommendations for delivery times of fuel outside of the District's regular business hours.

8. Proof of Delivery

Proof of delivery must be provided in one of the following ways:

A. A metered ticket to be supplied with each delivery and signed by a representative of the Transportation or Vehicle Maintenance Department.

B. Drivers must supply a copy of the bill of lading for the terminal showing the number of gallons received and the seal numbers supplied at the point of fill from the terminal. These seal numbers will be matched with the numbers on the seal at the time of delivery to our location.

9. Proposals

The price per gallon shall bid as follows:

A. All Bidders shall bid gross gallons.

B. Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.

C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. **The Price adjustment factor will remain firm for the life of the contract.**

D. If a blend of ULS1 and B2 ULS2 or B2 ULS2 with winter additive is ordered, the price will be based on the percentage quantity of each type of fuel that has been ordered.

E. Any taxes for which the District is liable will be added to the invoice.

F. District 300 is exempt from Federal Excise tax and Illinois State Sales Tax.

G. **If the Bidder plans to use a common carrier, the District must be notified in writing. Also, Community Unit School District 300, the Board of Education, and its members individually and its employees and agents must be named as additional insureds on the Common Carrier's insurance certificate and the coverage must meet the District's requirements.**
The bid response must include the names, addresses and phone numbers of all delivery subcontractors to be used.

H. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110

Lubricant and Solvent Specifications

Annual usage - Oil / solvent products listed below:

All fluids are delivered in bulk and pumped into District tanks except product ordered by the 55-gallon drum or pail.

Bidders may include service information regarding the collections, transport and disposal of used oil, filters, antifreeze, etc.

Pricing per pound or gallon, is to be quoted as DELIVERED pricing on Bid Response Forms A & B. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110.

VENDOR MUST PROVIDE SPECIFICATION SHEETS AND SAFETY DATA SHEETS WITH BID. EQUIVALENT LUBRICANTS AND SOLVENTS WILL BE CONSIDERED.

LUBRICANTS – Usage 4-1-21 to 3-31-22				
	D300 ITEM DESCRIPTION	**CURRENT CONTRACT ITEM DESCRIPTION**	**Usage**	**u/m**
45-0007	ISO 220 NLGI #2 Grease (Keg 120 lb)	Mobilgrease XHP 222	120	LBS
45-0008	Multi-Purpose ATF Dex Merc (bulk)	Med Plus Multi Veh ATF	201	GAL
45-0009	Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	Kost Defendal HD ELC 50/50	1705	GAL
45-0010	CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	Dplx 21C Dezol 10w30	1503	GAL
45-0011	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus Syn Blend GF-6 5w20	0-55	GAL
45-0020	GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus FS GF-6 5w20	0-55	GAL
45-0021	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus Syn Blend GF-6 5w30	0-55	GAL

45-0022	GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus FS GF-5 Dex 1 5w30	0-55	GAL
45-0023	CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	Dplx 21C FS HDEO 5w40 CK-4	0-55	GAL
45-0014	SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	Dplz 21C Galaxy 80w90 Gear Oil	0-35	LBS
45-0012	Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	Peak Windshield Washer -20 Solvent Premix	0-55	GAL
TBD	SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	TBD	0-55	GAL

LUBRICANTS – Usage 4-1-22 to 12-1-22				
	D300 ITEM DESCRIPTION	**CURRENT CONTRACT ITEM DESCRIPTION**	**Usage**	**u/m**
45-0007	ISO 220 NLGI #2 Grease (Keg 120 lb)	Mobilgrease XHP 222	0-120	LBS
45-0008	Multi-Purpose ATF Dex Merc (bulk)	Med Plus Multi Veh ATF	96	GAL
45-0009	Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	Kost Defendal HD ELC 50/50	990	GAL
45-0010	CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)	Dplx 21C Dezol 10w30	814	GAL
45-0011	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus Syn Blend GF-6 5w20	0-55	GAL
45-0020	GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)	Med Plus FS GF-6 5w20	0-55	GAL
45-0021	GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus Syn Blend GF-6 5w30	0-55	GAL
45-0022	GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)	Med Plus FS GF-5 Dex 1 5w30	55	GAL
45-0023	CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)	Dplx 21C FS HDEO 5w40 CK-4	0-55	GAL
45-0014	SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	Dplz 21C Galaxy 80w90 Gear Oil	105	LBS
45-0012	Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	Peak Windshield Washer -20 Solvent Premix	0-55	GAL
TBD	SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	TBD	0-55	GAL

Lubricant Tanks and Monitoring

The awarded lubricants supplier must provide monitoring equipment to monitor lubricant levels. Any monitoring equipment is to be installed by the provider and uninstalled at the termination of the contract or extension thereof. Installation and removal shall occur at no additional expense to Community Unit School District 300.

The District owns the tanks and has two locations:

- 2603 Bunker Hill Drive, Algonquin, Illinois, 60102

  Motor oil tank – 250 Gallon Capacity
  ATF tank – 250 Gallon Capacity
  Transmission Fluid tank – 250 Gallon Capacity

- 300 Cleveland Avenue, Carpentersville, Illinois, 60110

  Motor oil tank – 300 Gallon Capacity
  ATF tank – 300 Gallon Capacity
  Transmission Fluid tank – 300 Gallon Capacity

The awarded supplier will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for a two-year term ending March 31, 2025.

It is the intent of District 300 to award this project to a single source vendor.

A non-mandatory pre-bid meeting is scheduled for Tuesday, January 10, 2023 at 10:00 AM. Prospective vendors may meet virtually. Please contact the Purchasing Department for access to the virtual meeting.

Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023

COMMUNITY UNIT SCHOOL DISTRICT 300
BID RESPONSE FORM A

Contract Purchase of Fuel and Lubricants

Fuel Product Specified	April 1, 2023-March 31, 2024	April 1, 2024- March 31, 2025
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*	+$ _____	+$ _____
	or	or
	-$ _____	-$ _____
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*	NO BID +$ _____	NO BID +$ _____
	or	or
	-$ _____	-$ _____

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential
IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

Lubricants	April 1, 2023-March 31, 2024	April 1, 2024- March 31, 2025
ISO 220 NLGI #2 Grease (Keg 120 lb)	$ 3.99 lb.	$ 4.15 lb.
Multi-Purpose ATF Dex Merc (bulk)	$ 9.75 gal.	$ 9.95 gal.
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)	$ 5.00 gal.	$ 5.20 gal.
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil **10w30** (bulk)	$ 10.80 gal.	$ 11.00 gal..
GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w20** (55-gallon drum)	$ 8.99 gal.	$ 9.20 gal.
GF6 OEM Approved and OEM Licensed **Full Synthetic** Gasoline Engine Oil **5w20** (55-gallon drum)	$ 12.49 gal.	$ 12.75 gal.
GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w30** (55-gallon drum)	$ 8.99 gal.	$ 9.20 gal.
GF6 OEM Approved and OEM Licensed **Full Synthetic** Dexos 1 Gasoline Engine Oil **5w30** (55-gallon drum)	$ 13.50 gal.	$ 13.75 gal.
CK4 OEM Approve and OEM Licensed **Full Synthetic** Diesel Engine Oil **5w40** (55-gallon drum)	$ 17.99 gal.	$ 18.25 gal.
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$ 2.35 lb.	$ 2.65 lb.

Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)	$ 2.05 gal.	$ 2.15 gal.
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)	$ 3.72 lb.	$ 3.85 lb.
IMPORTANT: Bidders must include all delivery charges. No taxes are to be.		

The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this quote to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. By executing and submitting this Bid Response Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the conditions of the bid documents, which shall serve as the Contract as provided therein.

COMMENTS AND ADDITIONAL INFORMATION – (*Please include Contract Load information here)*

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

Rilco Inc.
Name of Company/Corporation

90 Days
Length of time quote is firm prior to award

3501 69TH Ave.
Street Address

Bid Submitted by:

Moline, IL. 61265
City, State, Zip Code

Authorized Signature

(847) 421-5858
Telephone Number

Dan Dabizljevic
Please Type or Print Name

(309) 786-3946
Fax Number

Illinois License Number

Email address - dan@rilcoinc.com

Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023

BID RESPONSE FORM

Contract Purchase of Fuel and Lubricants

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:

1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.

2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.

3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.

4. Prices quoted shall include ALL charges for handling, transportation and delivery.

5. All items bid are F.O.B. destination.

6. Community Unit School District #300 is Tax Exempt.
Tax Exemption Number - E9996-0079-07.

Vendor has received Addendum (IF APPLICABLE)

#1 - X #2 - _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

Rilco Inc.
NAME OF COMPANY /CORPORATION

3501 69th Ave.
STREET ADDRESS

Moline
CITY

IL.
STATE

61265
ZIP

(847) 421-5858
TELEPHONE NUMBER

(309) 786-3946
FAX NUMBER

dan@rilcoinc.com
EMAIL ADDRESS

FEIN NUMBER
36-3022909

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

Dan Dabizljevic
PLEASE TYPE OR PRINT NAME

1/23/2023
DATE

***Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 ***

INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND E . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.	Vendor Name	
	Complete Address	
	Phone	
	Fax	
	Email	
	Contact Person	

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*	**Plus**		**Plus**		
		or		**or**	
	Minus		**Minus**		
Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*	**Plus**		**Plus**		
		or		**or**	
	Minus		**Minus**		

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

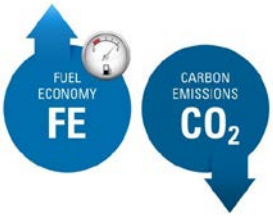
INSTRUCTIONS: PLEASE FILL IN COLUMNS B and D . PLEASE USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.	Vendor Name	
	Complete Address	
	Phone	
	Fax	
	Email	
	Contact Person	

Fuel Product Specified	April 1, 2023-March 31, 2024		April 1, 2024- March 31, 2025		Comments
		UOM		UOM	
ISO 220 NLGI #2 Grease (Keg 120 lb)		lb.		lb.	
Multi-Purpose ATF Dex Merc (bulk)		gal.		gal.	
Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum)		gal.		gal.	
CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum)		gal.		gal.	
GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum)		gal.		gal.	
CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum)		gal.		gal.	
SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)		lb.		lb.	
Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum)		gal.		gal.	
SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.)		lb.		lb.	

PRODUCT BULLETIN

CAM2 Blue Blood Elite Full Synthetic 5W-40 CK-4/SN

PRODUCT # 396



CAM2 Blue Blood Elite 5W-40 Full Synthetic Engine Oil with **DETOX®** technology is a ground breaking mixed-fleet engine oil formulated to minimize operating costs in naturally aspirated and turbocharged four-stroke diesel engines where CK-4 or SN service category and SAE 5W-40 oils are recommended.

Features

Excellent Cold Weather Performance - the low viscosity full synthetic base stock promotes consistent cold engine starting in sub-zero climates allowing oil to quickly reach all areas of the engine.

Improved Fuel Economy - using our most advanced technology to date, Blue Blood 5W-40 CK-4 may provide up to 1.8% better fuel economy without compromising engine durability when compared to 15W-40 oils

DETOX® Deposit Control - Blue Blood Engine Oil with DETOX® technology protects after-treatment systems and extends engine life by reducing soot and deposits by up to 60% over conventional heavy duty engine oils

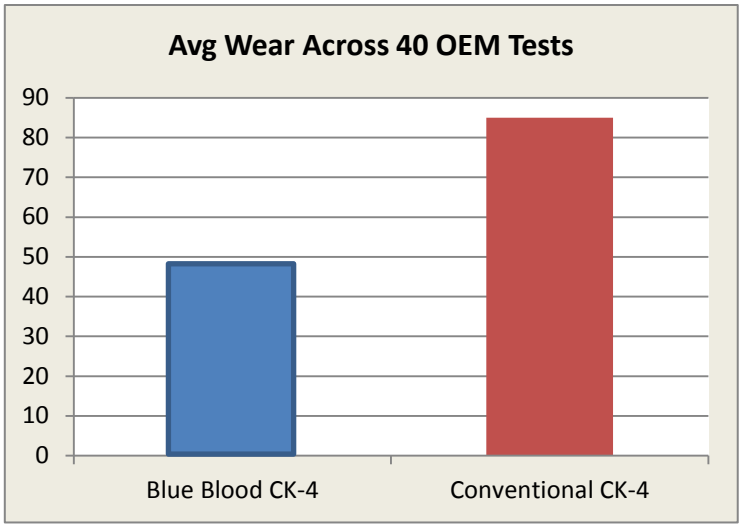
Advanced Anti-wear Technology - utilizing an all-new thermally stable anti-wear agent which penetrates deep into the surfaces of metallic engine components to form a lubricating barrier which can reduce wear by up to 68% over industry standards

Formulated for Extended Drains - helps reduce operating costs by allowing less frequent oil changes while delivering improvements in performance and protection

Improved Oxidation Stability - optimized additive chemistry in a premium full synthetic base stock eliminates oil thickening and effectively controls build-up of harmful acidic byproducts maintaining engine cleanliness while helping maximize gains in fuel economy

Superb Shear Stability - robust viscosity modifier provides extremely high viscosity index while also resisting viscosity loss due to shear ensuring your engine maintains optimal oil pressure

After-treatment Compatibility - advanced low-ash and sulfated ash content helps eliminate exhaust after-treatment blockages and poisoning helping your vehicle to maintain emissions compliance and fuel efficiency



*Applications and Technical Data on Page 2

APPLICATIONS

CAM2 Blue Blood 5W-40 CK-4/SN is recommended for the following applications:

API CK-4, CJ-4, CI-4+
API SN, SM, or SL
ACEA E9-16
CUMMINS CES 20086, CES 20081
CAT ECF-3, ECF-2
DETROIT DIESEL DFS93K222, 218
MACK EOS-4.5
VOLVO VDS-4.5
FORD WSS-M2C171-F1
MB-Approval 228.31
MAN 3575
RENAULT VI RLD-4
MTU 2.1
DEUTZ DQC III-10 LA Allison
TES-439

TYPICAL CHARACTERISTICS

Product Code	396
SAE Grade	5W- 40
Viscosity @ 40°C, cSt	86.8
Viscosity @ 100°C, cSt	14.2
Viscosity Index	170
Sulfated Ash, m%	<1.0
Pour Point, °C	-37
HTHS @ 150°C	4.0
Flash Point, °C (COC)	229
Total Base Number, mg KOH/g	10.0
Phosphorous, m%	0.111

The above characteristics are typical of current production. While production will conform to CAM2's specification, slight variations may occur and do not affect performance.

For more information, contact your CAM2 Representative or visit our website @ www.CAM2.com

Special handling, notices or warnings
Avoid contact with eyes
Avoid prolonged or repeated contact with skin
DO NOT INDUCE VOMITING

CAM2 INTERNATIONAL, LLC
211 Violet Street Suite 100 • Golden, CO 80401 Telephone 800/338-2262 • Fax: 303/679-8988
www.CAM2.com

Safety Data Sheet

Issue Date: 01-April-2015 **Revision Date:** 02-Dec-2014

1. IDENTIFICATION

Product Identifier
Product Name Champion -20 Degree Windshield Wash

Other means of identification
SDS # CPD-011

UN/ID No UN1987

Recommended use of the chemical and restrictions on use
Recommended Use Window cleaner.

Details of the supplier of the safety data sheet
Supplier Address
Champion Packaging & Distribution
1840 International pkwy
Woodridge, IL 60517

Emergency Telephone Number
Company Phone Number 630-972-0100
Emergency Telephone (24 hr) INFOTRAC 1-352-323-3500 (International)
1-800-535-5053 (North America)

2. HAZARDS IDENTIFICATION

Appearance Blue liquid **Physical State** Liquid **Odor** Characteristic slight alcohol odor

Classification

Acute toxicity - Oral	Category 4
Acute toxicity - Dermal	Category 3
Acute toxicity - Inhalation (Vapors)	Category 3
Acute toxicity - Inhalation (Dusts/Mists)	Category 4
Specific target organ toxicity (single exposure)	Category 1
Flammable Liquids	Category 3

Signal Word
Danger

Hazard Statements
Harmful if swallowed
Toxic in contact with skin
Causes damage to organs
Toxic if inhaled
Flammable liquid and vapor

Precautionary Statements - Prevention
Wash face, hands and any exposed skin thoroughly after handling
Do not eat, drink or smoke when using this product
Wear protective gloves/protective clothing/eye protection/face protection
Use only outdoors or in a well-ventilated area
Do not breathe dust/fume/gas/mist/vapors/spray
Keep away from heat/sparks/open flames/hot surfaces. — No smoking
Keep container tightly closed
Ground/bond container and receiving equipment
Use explosion-proof equipment
Use only non-sparking tools
Take precautionary measures against static discharge
Keep cool

Precautionary Statements - Response
IF exposed: Call a POISON CENTER or doctor/physician
IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower
Wash contaminated clothing before reuse
Call a poison center or doctor/physician if you feel unwell
IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing
Call a POISON CENTER or doctor/physician
IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell
Rinse mouth
IN CASE OF FIRE: Use CO2, dry chemical, or foam for extinction

Precautionary Statements - Storage
Store locked up
Store in a well-ventilated place. Keep container tightly closed

Precautionary Statements - Disposal
Dispose of contents/container to an approved waste disposal plant

Other Hazards
Harmful to aquatic life with long lasting effects

3. COMPOSITION/INFORMATION ON INGREDIENTS

Chemical Name	CAS No	Weight-%
Methyl alcohol	67-56-1	30-40

If Chemical Name/CAS No is "proprietary" and/or Weight-% is listed as a range, the specific chemical identity and/or percentage of composition has been withheld as a trade secret.

4. FIRST-AID MEASURES

First Aid Measures

General Advice — IF exposed: Call a POISON CENTER or doctor/physician.

Eye Contact — Wash eyes immediately with running water, lifting the lower and upper lids occasionally. Rinse for 7-15 minutes. Get medical attention as soon as possible.

Skin Contact — Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower. Wash contaminated clothing before reuse.

Inhalation — Remove victim to fresh air at once. Restore and/or support breathing as required. Keep victim warm and at rest. Get medical attention as soon as possible.

Ingestion — Call a poison center or doctor/physician if you feel unwell. Rinse mouth.

Most important symptoms and effects

Symptoms May be harmful in contact with skin. Harmful if swallowed. Causes damage to organs. Methanol is a poisonous narcotic chemical that may exert its effects through inhalation, skin absorption, or ingestion. Elimination of methanol from the body is slow, and the toxic effects can be compounded by repeated excessive exposures over several days. Toxic effects are exerted upon the CNS, especially the optic nerve and possibly the retinae. Symptoms of overexposure include dizziness, visual impairment, nausea, respiratory failure, muscular incoordination, and narcosia. Visual disturbances may clear temporarily, then reoccur and progress to blindness. Prolonged or repeated contact with the skin may cause dermatitis, erythema, and scaling. Vapors of methanol are mildly irritating to the eyes, while direct contact with the liquid may cause irritation, pain, and transient corneal opacity. Ingestion of methanol can cause blindness and death. The fatal dose is 100-250mL, although death from ingestion of less than 33 mL has been reported.

Indication of any immediate medical attention and special treatment needed

Notes to Physician Treat symptomatically.

5. FIRE-FIGHTING MEASURES

Suitable Extinguishing Media

Carbon dioxide (CO2). Dry chemical. Alcohol foam. Water mist. Water fog.

Unsuitable Extinguishing Media Not determined.

Specific Hazards Arising from the Chemical

Moderate explosion hazard and dangerous fire hazard when exposed to heat, sparks or flames and can react vigorously with oxidizing agents.

Hazardous Combustion Products Toxic gases and vapors (i.e., carbon monoxide, formaldehyde) may be released in a Methanol fire.

Protective equipment and precautions for firefighters

As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

6. ACCIDENTAL RELEASE MEASURES

Personal precautions, protective equipment and emergency procedures

Personal Precautions Use personal protective equipment as required. Remove all sources of ignition. Provide adequate ventilation.

Environmental Precautions See Section 12 for additional Ecological Information.

Methods and material for containment and cleaning up

Methods for Containment Prevent further leakage or spillage if safe to do so.

Methods for Clean-Up Small quantities may be absorbed on paper towels. Evaporate in a safe place (such as a fume hood). Burn paper in an approved incinerator or open pit away from buildings and people. Large quantities can be collected and atomized in a suitable combustion chamber. Spills in sensitive areas may be diluted and flushed to ground with a water spray. Do not flush to sewer or other confined space. Spills of 5,000 pounds or more must be reported to the National Response Center (800-424-8802) pursuant to the Comprehensive Environmental Response, Compensation and Liability Act.

7. HANDLING AND STORAGE

Precautions for safe handling

Advice on Safe Handling Handle in accordance with good industrial hygiene and safety practice. Wash face, hands, and any exposed skin thoroughly after handling. Do not eat, drink or smoke when using this product. Keep away from heat/sparks/open flames/hot surfaces. — No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion proof equipment. Use only non-sparking tools. Take precautionary measures against static discharges. Wear protective gloves/protective clothing and eye/face protection. Keep cool. Avoid contact with skin and eyes.

Conditions for safe storage, including any incompatibilities

Storage Conditions Store locked up. Store in a well-ventilated place. Keep container tightly closed. Store away from heat, sparks, flame. Store away from incompatible materials.

Incompatible Materials Strong oxidizing agents such as nitrates, perchlorates or Sulfuric acid.

8. EXPOSURE CONTROLS/PERSONAL PROTECTION

Exposure Guidelines

Chemical Name	ACGIH TLV	OSHA PEL	NIOSH IDLH
Methyl alcohol 67-56-1	STEL: 250 ppm TWA: 200 ppm S*	TWA: 200 ppm TWA: 260 mg/m^3 (vacated) TWA: 200 ppm (vacated) TWA: 260 mg/m^3 (vacated) STEL: 250 ppm (vacated) STEL: 325 mg/m^3 (vacated) S*	IDLH: 6000 ppm TWA: 200 ppm TWA: 260 mg/m^3 STEL: 250 ppm STEL: 325 mg/m^3

Appropriate engineering controls

Engineering Controls Showers. Eyewash stations. Ventilation systems.

Individual protection measures, such as personal protective equipment

Eye/Face Protection Safety glasses.

Skin and Body Protection Impervious gloves and protective clothing are recommended.

Respiratory Protection Any air-supplied respirator or self-contained breathing apparatus. Only NIOSH or MSHA approved equipment should be used.

General Hygiene Considerations Handle in accordance with good industrial hygiene and safety practice.

9. PHYSICAL AND CHEMICAL PROPERTIES

Information on basic physical and chemical properties

Physical State	Liquid		
Appearance	Blue liquid	**Odor**	Characteristic slight alcohol odor
Color	Blue	**Odor Threshold**	Not determined

Property	Values	Remarks • Method
pH	7-10	
Melting Point/Freezing Point	Not determined	
Boiling Point/Boiling Range	86.7 °C / 188 °F	
Flash Point	38.3 °C / 101 °F	CC (closed cup)
Evaporation Rate	5.9	(butyl acetate = 1)
Flammability (Solid, Gas)	Liquid-Not applicable	
Upper Flammability Limits	36.5	
Lower Flammability Limit	6.7	
Vapor Pressure	97	@ 68°F (20 ° C)
Vapor Density	1.1	(Air=1)
Specific Gravity	0.954	(Water = 1)
Water Solubility	Fully miscible	
Solubility in other solvents	Not determined	
Partition Coefficient	Not determined	
Auto-ignition Temperature	Not determined	
Decomposition Temperature	Not determined	
Kinematic Viscosity	Not determined	
Dynamic Viscosity	Not determined	
Explosive Properties	Not determined	
Oxidizing Properties	Not determined	

10. STABILITY AND REACTIVITY

Reactivity
Not reactive under normal conditions.

Chemical Stability
Stable under recommended storage conditions.

Possibility of Hazardous Reactions
None under normal processing.

Hazardous Polymerization Under normal conditions of storage and use, hazardous polymerization will not occur.

Conditions to Avoid
Excessive heat and fire. Strong oxidizing agents.

Incompatible Materials
Strong oxidizing agents such as nitrates, perchlorates or Sulfuric acid.

Hazardous Decomposition Products
Toxic gases and vapors (i.e., carbon monoxide, formaldehyde) may be released in a Methanol fire.

11. TOXICOLOGICAL INFORMATION

Information on likely routes of exposure

Product Information

Eye Contact Avoid contact with eyes.

Skin Contact Toxic in contact with skin.

Inhalation Toxic if inhaled.

Ingestion Harmful if swallowed.

Component Information

Chemical Name	Oral LD50	Dermal LD50	Inhalation LC50
Methyl alcohol 67-56-1	= 5628 mg/kg (Rat)	= 15800 mg/kg (Rabbit)	= 83.2 mg/L (Rat) 4 h = 64000 ppm (Rat) 4 h

Information on physical, chemical and toxicological effects

Symptoms Please see section 4 of this SDS for symptoms.

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Carcinogenicity This product does not contain any carcinogens or potential carcinogens as listed by OSHA, IARC or NTP.

STOT - single exposure Causes damage to organs.

Numerical measures of toxicity
Not determined

12. ECOLOGICAL INFORMATION

Ecotoxicity
Harmful to aquatic life with long lasting effects.

Component Information

Chemical Name	Algae/aquatic plants	Fish	Toxicity to microorganisms	Crustacea
Methyl alcohol 67-56-1		28200: 96 h Pimephales promelas mg/L LC50 flow-through 100: 96 h Pimephales promelas mg/L LC50 static 19500 - 20700: 96 h Oncorhynchus mykiss mg/L LC50 flow-through 18 - 20: 96 h Oncorhynchus mykiss mL/L LC50 static 13500 - 17600: 96 h Lepomis macrochirus mg/L LC50 flow-through	EC50 = 39000 mg/L 25 min EC50 = 40000 mg/L 15 min EC50 = 43000 mg/L 5 min	

Persistence/Degradability
Not determined.

Bioaccumulation
Not determined.

Mobility

Chemical Name	Partition Coefficient
Methyl alcohol 67-56-1	-0.77

Other Adverse Effects
Not determined

13. DISPOSAL CONSIDERATIONS

Waste Treatment Methods

Disposal of Wastes Disposal should be in accordance with applicable regional, national and local laws and regulations.

Contaminated Packaging Disposal should be in accordance with applicable regional, national and local laws and regulations.

US EPA Waste Number

Chemical Name	RCRA	RCRA - Basis for Listing	RCRA - D Series Wastes	RCRA - U Series Wastes
Methyl alcohol 67-56-1		Included in waste stream: F039		U154

California Hazardous Waste Status

Chemical Name	California Hazardous Waste Status
Methyl alcohol 67-56-1	Toxic Ignitable

14. TRANSPORT INFORMATION

Note For combination packagings (e.g. boxes) containing inner packagings (e.g. bottles) of 5 L (1.33 gal) or less, the product is shipped as a limited quantity per 49 CFR 173.150(b). For IBC's "totes", the product is shipped as UN1987, ALCOHOLS, N.O.S. (METHANOL), 3, III.

DOT

UN/ID No UN1987
Proper Shipping Name Alcohols, n.o.s. (Methanol)
Hazard Class 3
Packing Group III

IATA

Proper Shipping Name The product as packaged is not approved for air transportation.

IMDG

UN/ID No UN1987
Proper Shipping Name Alcohols, flammable, toxic, n.o.s. (Methanol)
Hazard Class 3
Subsidiary Hazard Class 6.1
Packing Group III
Marine Pollutant Methanol
Description For combination packagings (e.g. boxes) containing inner packagings (e.g. bottles) of 5 L (1.33 gal) or less, the product is shipped as a limited quantity per IMDG Code Chapter 3.4.

15. REGULATORY INFORMATION

International Inventories

Chemical Name	TSCA	DSL	NDSL	EINECS	ELINCS	ENCS	IECSC	KECL	PICCS	AICS
Methyl alcohol	Present	X		Present		Present	X	Present	X	X

Legend:

TSCA *- United States Toxic Substances Control Act Section 8(b) Inventory*

DSL/NDSL *- Canadian Domestic Substances List/Non-Domestic Substances List*

EINECS/ELINCS *- European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances*

ENCS *- Japan Existing and New Chemical Substances*

IECSC *- China Inventory of Existing Chemical Substances*

KECL *- Korean Existing and Evaluated Chemical Substances*

PICCS *- Philippines Inventory of Chemicals and Chemical Substances*

AICS *- Australian Inventory of Chemical Substances*

US Federal Regulations

CERCLA

Chemical Name	Hazardous Substances RQs	CERCLA/SARA RQ	Reportable Quantity (RQ)
Methyl alcohol 67-56-1	5000 lb		RQ 5000 lb final RQ RQ 2270 kg final RQ

SARA 313

Chemical Name	CAS No	Weight-%	SARA 313 - Threshold Values %
Methyl alcohol - 67-56-1	67-56-1	33	1.0

US State Regulations

California Proposition 65

This product contains the following Proposition 65 chemicals.

Chemical Name	California Proposition 65
Methyl alcohol - 67-56-1	Developmental

U.S. State Right-to-Know Regulations

Chemical Name	New Jersey	Massachusetts	Pennsylvania
Methyl alcohol 67-56-1	X	X	X

16. OTHER INFORMATION

NFPA	**Health Hazards**	**Flammability**	**Instability**	**Special Hazards**
	1	3	0	Not determined
HMIS	**Health Hazards**	**Flammability**	**Physical Hazards**	**Personal Protection**
	1	2	1	B

Issue Date: 01-April-2015
Revision Date: 02-Dec-2014
Revision Note: New format

Disclaimer

The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.

End of Safety Data Sheet

Technical Data Sheet

Formerly Known As: **Shell Albida Grease EP 2, Shell Retinax LX 2**

Shell Gadus *S3 V220C 2*

- Extra Protection
- High Temperature
- Red Lithium Complex

Premium multipurpose extreme-pressure grease

Shell Gadus S3 V220C greases are premium multi-purpose greases based on high viscosity index mineral oil and a lithium complex soap thickener. They contain the latest additives to offer excellent high temperature oxidation performance and other additives to enhance its anti-oxidation, anti-wear and anti-corrosion properties. Shell Gadus S3 V220C greases are especially suitable for bearings operating at high temperature and under load.

DESIGNED TO MEET CHALLENGES

Performance, Features & Benefits

- **Excellent mechanical stability even under vibrating conditions.**
  Consistency retained over long periods, even in conditions of severe vibration.
- **Enhanced extreme-pressure properties.**
  Excellent load-carrying performance.
- **Good water resistance.**
  Ensures lasting protection even in the presence of large amounts of water.
- **High dropping point.**
- **Long operational life at high temperatures.**
- **Effective corrosion protection.**
  Ensures components/bearings do not fail due to corrosion.

Main Applications

- Shell Gadus S3 V220C greases are used for the grease lubrication of heavy-duty bearings used in machinery found in the following applications:
- Vibrating sieves
- Quarries
- Continuous casting
- Roller conveyors
- Breakers

Specifications, Approvals & Recommendations

- Certified by NLGI according to HPM + HL
- SEB 18 12 53
- ASTM D4950 LB-GC
- MB 267.1

For a full listing of equipment approvals and recommendations, please consult your local Shell Technical Helpdesk.

Typical Physical Characteristics

Properties			Method	Shell Gadus S3 V220C 2
NLGI Consistency				2
Colour				Red
Soap Type				Lithium complex
Base Oil (type)				Mineral
Base Oil Viscosity	@40°C	cSt	IP 71 / ASTM D445	220
Base Oil Viscosity	@100°C	cSt	IP 71 / ASTM D445	19
Cone Penetration, Worked	@25°C	0.1mm	IP 50 / ASTM D217	265-295
Dropping Point		°C	IP 396	240
Pumpability Long Distance				Fair

Properties		Method	Shell Gadus S3 V220C 2
Four Ball Weld Load	Kg minimum	ASTM D2596	315

These characteristics are typical of current production. Whilst future production will conform to Shell's specification, variations in these characteristics may occur.

Health, Safety & Environment

- **Health and Safety**

  Shell Gadus S3 V220C Grease is unlikely to present any significant health or safety hazard when properly used in the recommended application and good standards of personal hygiene are maintained.

  Avoid contact with skin. Use impervious gloves with used oil. After skin contact, wash immediately with soap and water.

  Guidance on Health and Safety is available on the appropriate Safety Data Sheet, which can be obtained from https://www.epc.shell.com

- **Protect the Environment**

  Take used oil to an authorised collection point. Do not discharge into drains, soil or water.

Additional Information

- **Operating Temperature**

  Operating temperature range -20°C to 140°C (peak 150°C)

- **Re-greasing Intervals**

  For bearings operating near their maximum recommended temperatures, re-greasing intervals should be reviewed

- **Advice**

  Advice on applications not covered here may be obtained from your Shell representative.

QUAKER STATE FULL SYNTHETIC SAE 5W-30 MOTOR OIL

PASSENGER CAR MOTOR OIL

TECHNICAL DATA SHEET

Quaker State® Full Synthetic motor oil is the best of the Quaker State family of products, reducing friction to maximize horsepower, protecting against the formulation of sludge and harmful deposits, and providing improved fuel economy[1]. It is a high quality full synthetic motor oil specially formulated to deliver strong engine performance. Quaker State® Full Synthetic motor oil is designed to protect today's sophisticated engines such as modern turbocharged engines.

1 Based on latest industry standard

PERFORMANCE, FEATURES & BENEFITS

- Provides improved fuel economy[1]
- Reduces friction to maximize horsepower
- Excellent protection against the formation of sludge and harmful deposits
- Superior lubrication flow and pumpability at high and low temperatures[2]
- High resistance to oxidation, keeping the oil fresher for longer

1 Based on latest industry standard

2 Compared to Quaker State® Motor Oil

MAIN APPLICATIONS

Quaker State® Full Synthetic SAE 5W-30 Motor Oil is recommended for use in all vehicles requiring the use of SAE 5W-30 viscosity grade engine oils under all driving conditions. It can be mixed with other synthetic or mineral oils. Always consult your owner's manual for the correct viscosity grade and performance recommendation required for your vehicle.

The unique properties of Quaker State® Full Synthetic motor oil are especially apparent in the following applications:

- Technologically advanced engines
- New and older vehicles, especially high performance vehicles such as sport cars, SUVs, trucks and minivans
- Compatible with biofuels ranging from E10 to E85 and suitable for hybrid vehicles

SPECIFICATIONS, APPROVALS & RECOMMENDATIONS

- Chrysler MS 6395
- General Motors dexos1™ Gen 3 (license D335AIDB014)
- Ford WSS-M2C961-A1

Exceeds the requirements of the following industry specifications:

- API SP-Resource Conserving, API SN PLUS and all previous Categories
- ILSAC GF-6A

For a full listing of equipment approvals and recommendations, please consult your local Technical Helpdesk.

To find the right Quaker State® product for your vehicles and equipment, please consult www.quakerstate.com to look up the right motor oil recommendation using our oil selector.

© SOPUS Products 2022. All rights reserved.

QUAKER STATE FULL SYNTHETIC SAE 5W-30 MOTOR OIL

PASSENGER CAR MOTOR OIL

TYPICAL PHYSICAL CHARACTERISTICS

Properties			Method	Quaker State Full Synthetic SAE 5W-30 Motor Oil
Viscosity Grade				5W-30
API Service				SP-RC
ILSAC				GF-6A
GM				dexos 1™ Gen 3
ACEA				N/A
Density		kg/m^3	ASTM D4052	837
Flash Point		°C	ASTM D93	234
Pour Point		°C	ASTM D97	-50
Kinematic Viscosity	@40°C	cSt	ASTM D445	66.65
Kinematic Viscosity	@100°C	cSt	ASTM D445	11.60
Viscosity Index			ASTM D2270	170
CCS Viscosity	@-30°C	cP	ASTM D5293	3 800
MRV Viscosity	@-35°C	cP	ASTM D4684	12 550

These characteristics are typical of current production. Whilst future production will conform to Quaker State's® specification, variations in these characteristics may occur.

HEALTH, SAFETY & ENVIRONMENT

Health and Safety

This product is unlikely to present any significant health or safety hazard when properly used in the recommended application and good standards of personal hygiene are maintained.

Avoid contact with skin. Use impervious gloves with used oil. After skin contact, wash immediately with soap and water.

Guidance on Health and Safety is available on the appropriate Safety Data Sheet, which can be obtained from https://www.epc.shell.com

Protect the Environment

Take used oil to an authorised collection point. Do not discharge into drains, soil or water.

ADDITIONAL INFORMATION

Advice

Advice on applications not covered here may be obtained from your Quaker State® Lubricants distributer representatives or technical helpdesks.

© SOPUS Products 2022. All rights reserved.

TEC-GUARD

EXTREME

TEC-GUARD EXTREME SYNTHETIC BLEND CK-4

10W-30 & 15W-40

PRODUCT DESCRIPTION

Tec-Guard EXTREME Synthetic Blend CK-4 is formulated with the use of next-generation, fuel efficient additive technology. It meets or exceeds nearly all the next generation OEM specifications including those from Ford, Cummins, Detroit Diesel, Mack, Volvo, Renault, Mercedes, MAN and Deutz. It can be recommended for new engines requiring CK-4 fluid and is backward compatible with API CJ-4, CI-4+, CI-4, CH, and CG oils.

FEATURES

Tec-Guard EXTREME Synthetic Blend CK-4 provides:

- Increased fuel economy by using semi-synthetic base oils and advanced friction modifiers
- Excellent protection from deposits at all operating temperatures
- Excellent bearing corrosion protection
- Excellent anti-wear, anti-foam, and anti-rust properties
- Excellent soot control

RECOMMENDATIONS

Tec-Guard EXTREME Synthetic Blend CK-4 meets or exceeds all of the following requirements or OEM specifications:

- API CK-4, CJ-4, CI-4 PLUS, CI-4, CH-4
- API SN (15W-40)
- Ford Powerstroke (WSS-W2C171-F)
- CUMMINS CES20086, CES20081
- DETROIL DIESEL 93K222, 93J218
- MACK EOS-4.5, EO-O, EO-M
- JASO DH-2
- VOLVO VDS-4.5, VDS-4
- RENAULT RLD-4, RLD-3
- ACEA E7/E9
- MB 228.31
- MAN 3575
- DEUTZ DQC III-10 LA

SAE GRADE	10W-30	15W-40
Viscosity @ 40°C, cSt	81.6	118
Viscosity @ 100°C, cSt	11.85	15.4
Viscosity Index	139	140
Sulfated Ash, m%	1.0	1.0
Pour Point, °C	-36	-32
HTHS @ 150°C	3.4	4.0
Flash Point, °C (COC)	241	241
Total Base Number, mg KOH/g	10	10
Phosphorus, m%	0.113	0.113

The product described above is designed for a specific use and may not be valid for other uses not specified in our specification sheet or in applications not requiring this specific product. Tec-Guard believes that the information presented in this specification is accurate at the time it was written and is based upon internally generated information and information presented by its vendors. No representation, warranty, or guarantee is made as to its accuracy or completeness. We do not accept any liability for any loss or damage that may occur from the use of this information.

TEC-KOOL®

MAX

TEC-KOOL® Max Red ELC Heavy-Duty 50/50 Premix Antifreeze/Coolant is a heavy-duty, extended life inhibitor package coolant containing organic acids, azoles, and nitrite. It contains no amines, borate, nitrate, phosphate or silicate. It will protect all engine metals from corrosion and will control cylinder liner pitting cavitation-erosion. It contains additives to minimize hot surface scaling and heat transfer surface fouling due to minor oil leakage, less susceptible to contamination than hybrid and conventional technologies, and is compatible with HD ELC, NOAT, and EC-1 systems.

TEC-KOOL® Max Red ELC Heavy-Duty 50/50 Premix Antifreeze/Coolant is compatible with most major brands of OAT, HOAT, and conventional antifreeze. In heavy-duty applications, it provides a service life of at least 600,000 miles with the addition of an extender at 300,000 miles, if necessary. Extenders are added when analysis of the coolant indicates that it is needed. For off-road heavy-duty applications, it will provide a service life of 12,000 hours, with the addition of the extender at 6,000 hours if needed.

- Amines, Borate, Nitrate, Phosphate, and Silicate-Free Formula
- ELC Heavy-Duty - No SCA's Required
- Protection Against Corrosion and Cavitation

Meets or exceeds the following performance requirements and industry specifications:

- ASTM D3306
- TMC RP 329
- TMC RP 330
- Cummins®
- Detroit Diesel®
- ASTM D6210
- TMC RP 302A-1
- International®
- Caterpillar®
- Mack®

	Product Number	UPC Code	Pack
Concentrate	1031012540C0NC	859862007654	6/1 Gallon
	1031021540C0NC	859862007661	Drum
	1031020540C0NC	859862007692	275 Gallon Tote
	1031020540C0NC	859862007708	330 Gallon Tote
50/50 Premix	10310125450/50	859862007647	6/1 Gallon
	10310215450/50	859862007678	Drum
	10310205450/50	859862007685	275 Gallon Tote
	10310250450/50	859862007715	330 Gallon Tote

TEC-KOOL® Max Red ELC Heavy-Duty 50/50 Premix Antifreeze

Physical Properties		
Antifreeze	Vol. %	50.0 min.
Water	Vol. %	50.0 min.
Flash Point	°F	None
Weight per gallon at 60°F -16°C	lbs.	8.88 min.
Silicates	Mass %	Nil

% Antifreeze	Freezing Point		Boiling Point*	
	°F	°C	°F	°C
50%	-34 max	-36 max	226 min	107 min

*Boiling point shown at atmospheric pressure. Add 40°F for 15psi radiator cap.

Characteristics	Specification	Company Typical	ASTM Method
Chloride	25 ppm, max.	3	D3634
Specific gravity 60/60°F	1.065 min	1.070	D1122
Boiling Point, 50% V/V	226°F / 108°C min.	230	D1120
Freezing Point, 50% V/V	-34°F / -36°C max.	-34	D1177
Effect on engine or vehicle finish	No effect	Pass	--
Ash content, mass%	2.5 max.	1.1	D1119
pH, 50% V/V	8.0-9.0	8.7	D1287
Reserve alkalinity*	None specified	4.0	D1121
Color	Distinctive	Red	--
Effect on nonmetals	No adverse effect	Pass	--
Storage stability	None specified	>1 year	--
Foaming	150 ml rise max. 5 sec. break, max.	Pass	D1881

* Reserve alkalinity (RA) is a value agreed between the customer and supplier. The RA listed above is the typical for the additive package being used.

NOTE: All laws/regulations should be observed when disposing of Antifreeze/Coolant. Dispose of contents/container, in a safe manner, to appropriate waste disposal facility, in accordance with local/state/national/international regulations.

TEC-KOOL® Max Red is Also Available in Yellow

ARMOR

TEC-GUARD DEX-MERC AUTOMATIC TRANSMISSION FLUID

TEC-GUARD® Armor Dex/Merc Automatic Transmission Fluid is formulated with selected Group II base oils and additives to meet demands of an automotive transmission environment and to provide excellent oxidation control and low-temperature performance required in passenger car and light truck transmissions.

Meets or exceeds the following performance requirements and industry specifications: DEXRON® III H, DEXRON® III G, DEXRON® IIE, MERCON®, or Type A, M2C138-CJ or M2C 166-H Fluids, Allison® C-4, Caterpillar® TO-2. In Chrysler® transmissions, except where Chrysler® MS-9602, MS-7176 or ATF+4 are required. In 1979 or newer transmissions built by Ford®, except Ford® FMX and pre-1980 C-4 transmissions and where MERCON® V is required. It is not recommended for Ford® Type F, Continuously Variable Transmissions (CVT), Dual Clutch Transmissions (DCT), or in transmissions requiring DEXRON® VI automatic transmission fluid. Always consult your owner's manual for specific recommendations.

- Designed to provide smooth shift performance where DEXRON® III or a MERCON® transmission fluid is required
- Provides excellent high temperature oxidation resistance
- Protects against rust, corrosion, and wear

Test Method		Product Numbers	
ASTM D1298 - API Gravity	32	Bulk	10411205200ATF
ASTM D93 - Flash Point, °C	185	Drum	10411215200ATF
ASTM D97 - Pour Point, °C	-48	Pail	10411245200ATF
ASTM D445 - Viscosity @ 40° C, cST	32.8	Tote	10411205200ATF
ASTM D445 - Viscosity @ 100° C, cST	7.2	12/1 Quart	10411265200ATF
ASTM D2270 - Viscosity Index	179		
Color	Red		

Always consult your owner's manual for specific recommendations. DON'T POLLUTE. CONSERVE RESOURCES. RETURN USED OIL TO APPROVED COLLECTION CENTERS.

TEC-GUARD
1320 1st Street • Rock Island, IL 61201 309-788-5631 • www.tec-guard.com

ARMOR

TEC-GUARD SYNTHETIC BLEND FULL SYNTHETIC PASSENGER CAR MOTOR OILS

TEC-GUARD® Armor Full Synthetic 5W-20 is an advanced synthetic engine oil designed to prevent deposits and sludge build up and enable longer engine life. It is excellent at providing oxidation control, protect engines against low speed pre-ignition (LSPI) in turbo-charged gasoline direct injection engines (TGDI) and backward compatible with earlier API/ILSAC performance levels.

Meets or exceeds the following performance requirements and industry specifications: FORD® WSS-M2C945-A, FORD® WSS-M2C945-B1, FORD® WSS-M2C930-A, ILSAC GF-6, ILSAC GF-5, ILSAC GF-4, ILSAC GF-3, API SN PLUS, API SN, GM® 6094M, CHRYSLER® MS-6395. Always consult your owner's manual for specific recommendations.

Test Method		Product Numbers	
NOVACK Volatility	<13%	Bulk	10425204905W20
ASTM D93 - Flash Point, °C	230	Drum	10425214905W20
ASTM D97 - Pour Point, °C	-42	Pail	10425244905W20
ASTM D445 - Viscosity @ 40° C, cST	49.6	Tote	10425204905W20
ASTM D445 - Viscosity @ 100° C, cST	8.25	4/1 Gallon	10425114905W20
ASTM D2270 - Viscosity Index	162	12/1 Quart	10425264905W20
ASTM D896 - TBN	7.3		

- Increases fuel economy
- Excellent overall lubrication and wear protection performance for all driving styles
- Outstanding thermal and oxidation stability
- Outstanding performance during the maximum oil change interval recommended in a vehicle's owner's manual

Always consult your owner's manual for specific recommendations. DON'T POLLUTE. CONSERVE RESOURCES. RETURN USED OIL TO APPROVED COLLECTION CENTERS.

TEC-GUARD
1320 1st Street • Rock Island, IL 61201 309-788-5631 • www.tec-guard.com

ARMOR

TEC-GUARD SYNTHETIC BLEND PASSENGER CAR MOTOR OILS

TEC-GUARD® Armor Synthetic Blend 5W-20 is a synthetic blend engine oil that offers excellent oxidation stability, additional high temperature protection, better cold weather properties than conventional motor oils and it is backward compatible with earlier API/ILSAC performance levels.

TEC-GUARD® Armor Synthetic Blend 5W-20 meets or exceeds the following performance requirements and industry specifications: FORD® WSS-M2C930-A, FORD® WSS-M2C945-B1, FORD® WSS-M2C945-A, ILSAC GF-6, ILSAC GF-5, ILSAC GF-4, ILSAC GF-3, API SN PLUS, API SN, GM® 6094M, CHRYSLER® MS-6395. Always consult your owner's manual for specific recommendations.

Test Method		Product Numbers	
NOVACK Volatility	<13%	Bulk	10425204805W20
ASTM D93 - Flash Point, °C	230	Drum	10425214805W20
ASTM D97 - Pour Point, °C	-42	Pail	10425244805W20
ASTM D445 - Viscosity @ 40° C, cST	49.6	Tote	10425204805W20
ASTM D445 - Viscosity @ 100° C, cST	8.2	4/1 Gallon	10425114805W20
ASTM D2270 - Viscosity Index	162	12/1 Quart	10425264805W20

- Outstanding wear protection under a wide variety of operating conditions
- Helps extend engine life
- Compatible with leading motor oils
- Superior cold-cranking capabilities

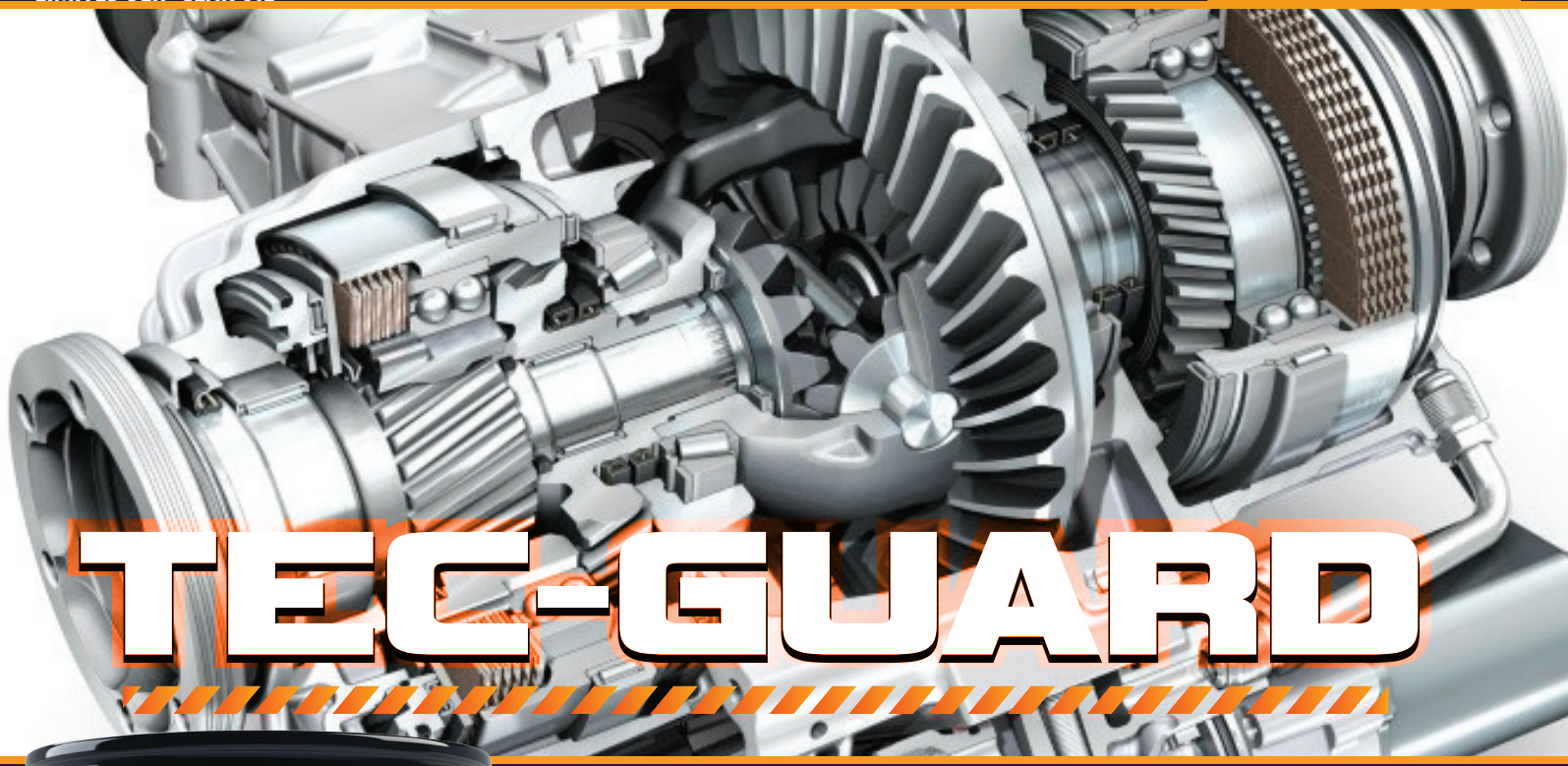
ARMOR

TEC-GUARD SYNTHETIC BLEND PASSENGER CAR MOTOR OILS

TEC-GUARD® Armor Synthetic Blend 5W-30 is a synthetic blend engine oil that offers excellent oxidation stability, increases your engine's fuel economy, protects against deposits at all temperatures and it is backward compatible with earlier API/ILSAC performance levels. **TEC-GUARD® Armor Synthetic Blend 5W-30** meets or exceeds the following performance requirements and industry specifications:
ILSAC GF-6, ILSAC GF-5, ILSAC GF-4, ILSAC GF-3, API SN PLUS, API SN, FORD® WSS-M2C946-A, FORD® WSS-M2C946-B1, FORD® WSS-M2C929-A, GM® 6094M, CHRYSLER® MS-6395. Always consult your owner's manual for specific recommendations.

Test Method		Product Numbers	
NOVACK Volatility	<13%	Bulk	10425204805W30
ASTM D93 - Flash Point, °C	234	Drum	10425214805W30
ASTM D97 - Pour Point, °C	-48	Pail	10425244805W30
ASTM D445 - Viscosity @ 40° C, cST	60.1	Tote	10425204805W30
ASTM D445 - Viscosity @ 100° C, cST	10.2	4/1 Gallon	1042511805W30
ASTM D2270 - Viscosity Index	158	12/1 Quart	10425264805W30

- Excellent thermal oxidation control
- Industry leading high temperature deposit control
- Superior cold-cranking capabilities
- Enhanced anti-wear, anti-foam, bearing corrosion
- and anti-rust protection



TEC-GUARD

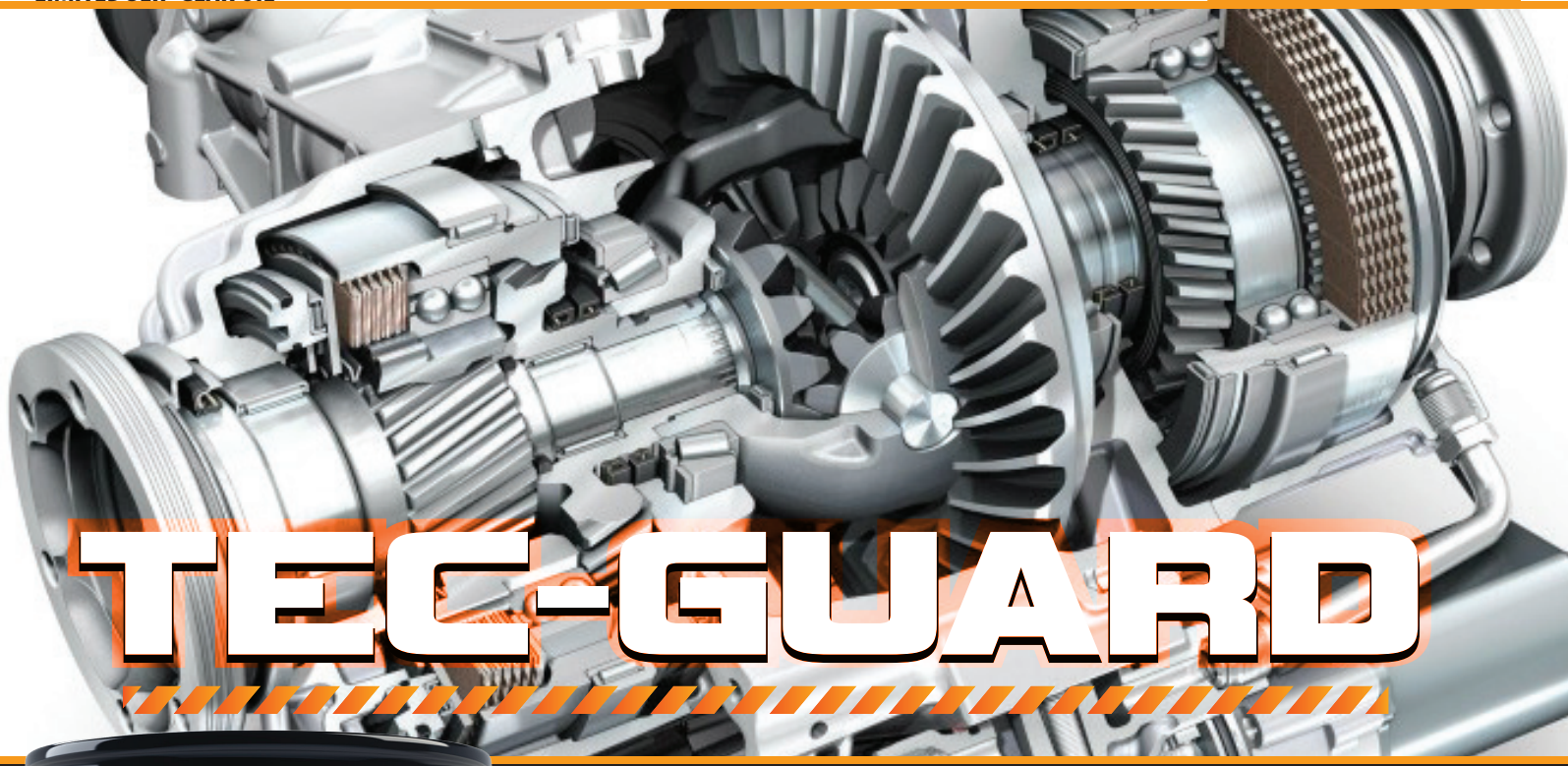
EXTREME

TEC-GUARD EXTREME HIGH PERFORMANCE GEAR OILS

TEC-GUARD® Extreme High Performance Gear Oils are premium quality limited slip gear oils blended from select base oils and an advanced additive package, they are designed to increase equipment life, lower maintenance costs, and reduce down-time. **TEC-GUARD® Extreme Limited Slip 80W-90 Gear Oil** meets the requirements of API GL-5 and API MT-1 for use in passenger cars and light-duty trucks with limited-slip differentials, always consult your owner's manual for specific recommendations.

Test Method		Product Numbers	
ASTM D1298A - API Gravity	25	Bulk	10419203580W90
ASTM D92 - Flash Point, °C	210	Drum	10419213580W90
ASTM D5949 - Pour Point, °C	-26	Pail	10419243580W90
ASTM D445 - Viscosity @ 40° C, cST	144	Keg	10419223580W90
ASTM D2270 - Viscosity Index	100	Tote	10419203580W90
		4/1 Gallon	10419113580W90
		2/2.5 Gallon	10419163580W90
		12/1 Quart	10419263580W90

- Excellent frictional properties
- Thermal stability and resistance to high temperature oxidation
- Outstanding protection against low speed/high torque wear and against high speed scoring
- Reduces wear, maintenance costs, and ease of start-up



TEC-GUARD EXTREME

TEC-GUARD EXTREME HIGH PERFORMANCE FULL SYNTHETIC GEAR OILS

TEC-GUARD® Extreme High Performance Gear Oils are premium quality limited slip gear oils blended from synthetic base oils and an advanced additive package, they are designed to provide protection under severe operating conditions, reduce operating costs, and improve fuel economy.

TEC-GUARD® Extreme Full Synthetic Limited Slip 75W-90 Gear Oil meets the requirements of API GL-5 and API MT-1 for use in passenger cars, light-duty trucks, axles of heavy-duty trucks, off-road equipment, tractors and outboard motors with limited-slip differentials, manual transmissions and final drives. Meets Mack® GO-J, GO-H, GO-G, MIL-L-2105D, ArvinMeritor® 076-E requirements, always consult your owner's manual for specific recommendations.

- Enhanced Frictional Properties
- Resistant To Foaming
- Potential Extended Oil Drain/Service Intervals

Test Method		Product Numbers	
AGMA Grade	4	Bulk	10421205375W90
ASTM D92 - Flash Point, °C	202	Drum	10421212575W90
ASTM D5949 - Pour Point, °C	-48	Pail	10419246375W90
ASTM D445 - Viscosity @ 40° C, cST	126	Keg	
ASTM D2270 - Viscosity Index	151	Tote	10421205375W90

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	
Board Operations Committee	3/11/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/11/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **Revised Intercom/Clock System Replacement Contract**

Background

The district continues to modernize outdated clocks and intercom systems by transitioning to the new Atlas IED systems, which provide enhanced functionality and reliability. We are moving forward with Applied Communications Group (ACG) as our preferred vendor to implement this upgrade at Golfview Elementary, Lakewood Elementary, and Oak Ridge School. This transition will significantly improve communication, synchronization, and overall efficiency, further streamlining our systems, as evidenced by the benefits observed in buildings that have already transitioned. The Atlas IED systems offer superior integration, durability, and ease of use, reinforcing the district's commitment to advancing technology and fostering a more effective learning environment.

Administrative Recommendation

We recommend accepting the proposal and awarding the contract to Applied Communications Group for the Community Unit School District 300 2025 Intercom Replacement Projects. This project includes replacing the existing intercom systems at Golfview Elementary School, Lakewood Elementary School, and Oak Ridge School for a total project cost of $1,735,352.

Fiscal Impact

The Capital Improvement Fund (60) will fund the intercom/clock replacement at $670,531. The total project cost, including contingencies, fees, and other associated costs, is $880,027, which is $248,764 under the approved project budget of $1,128,791.

The supporting documentation includes the Project Budget and the Letter of Compliance from Lamp Incorporated, which confirms that Applied Communications Group has met the contract requirements.

D300 2025 Summer Renovations

Intercom Replacements

Golfview Elementary, Lakewood Elementary, and Oak Ridge Schools

Project Budget

March 18, 2025

PKG #	DESCRIPTION	TRADE CONTRACTOR	ALLOWANCES	BUDGET	BIDS
27A	Low Voltage (Intercom)				
	Carpentersville Middle School	Applied Controls		$ -	$ -
	Golfview Elementary School	Applied Controls		$ 278,983	$ 264,011
	Hampshire Middle School	Applied Controls		$ -	$ -
	Lakewood Elementary School	Applied Controls		$ 593,250	$ 275,452
	Oak Ridge School	Applied Controls		$ -	$ 111,068
	ALLOWANCE	Applied Controls			$ 20,000
			$ -	$ 872,233	$ 670,531
			Preconstruction	$ 5,000	$ 5,000
			General Conditions	$ 31,128	$ 31,128
			Lamp Total CM Fee (3.50%)	$ 31,793	$ 24,733
			SUBTOTAL	$ 940,153	$ 731,392
			Contingency	$ 87,223	$ 67,053
			SUBTOTAL	$ 1,027,376	$ 798,445
			Architectural & Engineering Fees (9.5%)	$ 89,315	$ 69,482
			Architectural & Engineering Reimbursables	$ 2,100	$ 2,100
			SUBTOTAL	$ 91,415	$ 71,582
			CM Reimbursables (Construction Testing, Inspections)	$ 5,000	$ 5,000
			Owner Costs (testing, FFE, etc.)	$ 5,000	$ 5,000
			TOTAL	$ 1,128,791	$ 880,027

LAMP INCORPORATED

460 N. Grove Ave.
Elgin, IL 60120
www.lampinc.net

O: 847.741.7220
F: 847.741.9677

March 18, 2025

Mr. Jonathon Mickle
Director of Facilities
Community Unit School District 300
2550 Harnish Drive
Algonquin, IL 60102

RE: Letter of Compliance
2025 Intercom Replacement Projects

Dear Mr. Mickle:

We have received a proposal from Applied Communications Group for the Community Unit School District 300 2025 Intercom Replacement Projects, which includes replacement of the existing intercom systems at Golfview Elementary, Lakewood Elementary, and Oak Ridge Schools. Lamp Incorporated completed a work scope review with Applied Communications Group and have found them to be in compliance with the Contract Documents. Please confirm Lamp Incorporated is authorized to issue a contract as outlined below.

27A Low Voltage (Intercom)
Applied Communication Group

Base Bid:	$	670,531
Proposed Contract Amount:	**$**	**670,531**

Should you have any questions, or require any additional information, please do not hesitate to contact me at your convenience.

Respectfully,

LAMP INCORPORATED

Chad Alexander
Vice President of Operations

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Jonathan Mickle,
Director of Facilities

Presented at the following Board Meetings	
Board Operations Committee	3/11/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/11/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **Mats, Mops, and Towels Contract (Extension)**

Background

Cintas provides District 300 with Mats, Mops, and Towels service for all district-wide sites.

The administration is seeking to extend the current contract from March 1, 2025, to February 28, 2026.

We seek approval for a contract extension with no increase for the bid on mats, mops, and towels service.

Administrative Recommendation

The administration is recommending the following award for a one-year extension:

Cintas, Greenville, WI, to approve the extension of the contract to purchase services for mats, mops, and towels for an estimated value of $151,498.00

Fiscal Impact

The estimated total for the contract extension is $151,498.00. Service will be funded through the Operations and Maintenance Fund (Fund 20).

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

January 8, 2025

Ms. Christine Civinelli
Cintas Corporation No. 2
6800 Cintas Blvd.
Greenville, WI 54942

Via Email: CivinelliC@cintas.com

BID – Mats, Mops and Towel Services - District Wide - Second Extension Offer

Dear Ms. Civinelli,

On February 23, 2021, The Board of Education originally approved a contract with Cintas for the Mats, Mops and Towel Services - District Wide bid. The contract included the possibility of two one-year extensions. District 300 would like to exercise the second contract extension based on the January 19, 2021 response submitted by your firm. The extension will run from March 3, 2025 to February 28, 2026.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee and award by the board on Tuesday, February 18, 2025.

The favor of a response is requested by Friday, January 10, 2025.

Sincerely,
Nicole Kennedy **2025-01-08**
2E5C437FB41564CA096ED735A24EE71B contractworks
Diane C White, Director of Purchasing
Signed by Nicole Kennedy, Purchasing Manager, in Diane's absence

Acceptance to hold submitted pricing:

Christine Civinelli, Cintas Corporation No. 2 **2025-01-08**
51570CF492C9B384098ADBD8477C31A5 contractworks
Service Provider

DISTRICT 300

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

March 5, 2024

Ms. **C**hristine **C**ivinelli
Cintas **C**orporation No. 2
6800 **C**intas Blvd.
Greenville, WI 54942

Email: [redacted]

Bid - Mats, Mops and Towel Services - District Wide - First **C**ontract Extension Award

Dear Ms. **C**ivinelli,

Congratulations! District 300 has awarded the contract for the Bid Mats, Mops and Towel Services - District Wide - First **C**ontract Extension to **C**intas. The Board of Education approved this contract at the regularly scheduled meeting on December 12 2023, 2023**.** This will extend the current contract to February 28, 2025.

Please sign this letter via Contract Works by Friday, March 8, 2024. Please submit your Certificate of Insurance naming District 300 as additional insured as soon as possible to bids.purchasing@d300.org.

This Agreement is entered into as of March 11, 2024.

Diane White **2024-03-05**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.
ADMINISTRATOR *(Signature)*

Diane C. White, Director of Purchasing

Christine Civinelli, Cintas Corporation No. 2 **2024-03-12**
51570CF492C9B384098ADBD8477C31A5 contractworks.
CONTRACTOR *(Signature)*

Christine Civinelli, Cintas Corporation No. 2 **Higher Ed Major Account Manager**
Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White

Diane C. White, Director of Purchasing

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

November 10, 2023

Ms. Christine Civinelli
Cintas Corporation No. 2
6800 Cintas Blvd.
Greenville, WI 54942

Via email:

Bid – Mats, Mops and Towel Services - District Wide – First Contract Extension

Dear Ms. Civinelli,

On February 23, 2021, The Board of Education originally approved a contract with Cintas for the Mats, Mops and Towel Services - District Wide bid. The contract included the possibility of two one-year extensions. District 300 would like to exercise the first contract extension based on the January 19, 2021 response submitted by your firm. The extension will run from February 29, 2024 to February 28, 2025.

If your firm agrees to the pricing as shown, the administration will recommend your contract extension to the Board of Education for review by the finance committee and awarded by the board on Tuesday, December 12, 2023.

The favor of a response is requested by November 21, 2023.

Sincerely,

Diane White **2023-11-10**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Christine Civinelli, Cintas Corporation No. 2 **2023-11-13**
51570CF492C9B384098ADBD8477C31A5 contractworks
Service Provider

COMMUNITY UNIT SCHOOL DISTRICT 300
MATS, MOPS, and TOWEL SERVICES DISTRICT-WIDE
TUESDAY, JANUARY 23, 2018, 2:00PM , BUNKER HILL PDC

Walk Off Mats - Purchase Contract Pricing

	Cintas		Omnia Cooperative Pricing	
Mat Size	**Purchase Price**	**Replacement Cost** *(with mat and towel service)*	**Purchase Price**	**Replacement Cost** *(with mat and towel service)*
3 X 4 - Black	$55.00		No Contract Available	No Contract Available
3 X 4 - Slate	$55.00			
3 X 4 - BRN/BLK	$55.00			
3 X 5 - Black	$72.00			
3 X 5 - BRN/BLK	$72.00			
3 X 5 - Slate	$72.00			
3 X 5 - SCRAPER	$85.00			
3 X 10 - Black	$150.00			
3 X 10 - Slate	$150.00			
3 X 10 - BRN/BLK	$150.00			
3 X 10 - Brush Only	$0.00			
4 x 6 - Black	$110.00			
4 X 6 - Slate	$110.00			
4 X 6 - Scraper	$135.00			
4 X 10 - Black	$250.00			
4 X 10 - Slate	$250.00			
4 X 10 - Brush Only	$0.00			
4 X 15 - Black	$355.00			
4 X 15 - Slate	$355.00			
4 X 15 - BRN/BKK	$355.00			
4 X 18 - Slate	$450.00			
5 X 12 - Black	$375.00			
5 X 12 - Slate	$375.00			
5 X 12 - BRN/BLK	$375.00			
BAR TOWELS	no bid			
RAG TOWELS ($ per lb.)	no bid			

COMMUNITY UNIT SCHOOL DISTRICT 300
MATS, MOPS, and TOWEL SERVICES DISTRICT-WIDE
TUESDAY, JANUARY 19, 2021, 11:00AM , BUNKER HILL PDC

Vendor List	Vendor App & W9	References	Certificates	Notes
Cintas	X	X	X	Omnia Cooperative Purchasing Contract obtained 1/19/2021
Cintas	X	X	X	Sealed Bid Pricing 1/19/2021
Roscoe				Withdraw by Email - Does Not Fall within Service Area

Administration recommends:

Cintas, Rockford, IL - Award base bid for the contract 3-year term, March 1, 2021 through February 29, 2024. Contract amount is estimated at **$143,018.96** for **Mats, Mops, and Towel service**. The

COMMUNITY UNIT SCHOOL DISTRICT 300
MATS, MOPS, and TOWEL SERVICES DISTRICT-WIDE

TUESDAY, JANUARY 19, 2021, 11:00AM , BUNKER HILL PDC

School / Bldg	Bar Towel Usage *(monthly)*	Cintas Service (Delivered)			Omnia Cooperative Service (Delivered)			24" Dust Mop Usage *(monthly*	Cintas Service (Delivered)			Omnia Cooperative Service (Delivered)			36" Dust Mop Usage *(monthly*	Cintas Service (Delivered)			Omnia Cooperative Service (Delivered)			60" Dust Mop Usage *(monthly)*	Cintas Service (Delivered)			Omnia Cooperative Service (Delivered)			Wet Mop Usage *(monthly)*	Cintas Service (Delivered)			Omnia Cooperative Service (Delivered)		
		Weekly	Bi-Monthly	Monthly	Weekly	Bi-Monthly	Monthly		Weekly	Bi-Monthly	Monthly	Weekly	Bi-Monthly	Monthly		Weekly	Bi-Monthly	Monthly	Weekly	Bi-Monthly	Monthly		Weekly	Bi-Monthly	Monthly	Weekly	Bi-Monthly	Monthly		Weekly	Bi-Monthly	Monthly	Weekly	Bi-Monthly	Monthly
	Unit Price	0.08	0.12	0.18	0.13	0.2	0.29		0.58	0.87	1.31	0.85	1.28	1.91		0.67	1.00	1.51	1.15	1.73	2.59		0.85	1.28	1.91	1.61	2.42	3.62		0.9	1.35	2.03	1.53	2.3	3.44
Oak Ridge	100	$8.00	$12.00	$18.00	$13.00	$20.00	$29.00	4	$2.32	$3.48	$5.24	$3.40	$5.12	$7.64	0	$0.00	$0.00	$0.00	0	0	0	0	$0.00	$0.00	$0.00	0	0	0	0	$0.00	$0.00	$0.00	0	0	0
Algonquin Lakes	900	$72.00	$108.00	$162.00	$117.00	$180.00	$261.00	24	$13.92	$20.88	$31.44	$20.40	$30.72	$45.84	0	$0.00	$0.00	$0.00	0	0	0	60	$51.00	$76.80	$114.60	96.6	145.2	217.2	0	$0.00	$0.00	$0.00	0	0	0
deLacey	800	$64.00	$96.00	$144.00	$104.00	$160.00	$232.00	20	$11.60	$17.40	$26.20	$17.00	$25.60	$38.20	0	$0.00	$0.00	$0.00	0	0	0	0	$0.00	$0.00	$0.00	0	0	0	0	$0.00	$0.00	$0.00	0	0	0
Dundee Highlands	200	$16.00	$24.00	$36.00	$26.00	$40.00	$58.00	8	$4.64	$6.96	$10.48	$6.80	$10.24	$15.28	0	$0.00	$0.00	$0.00	0	0	0	2	$1.70	$2.56	$3.82	3.22	4.84	7.24	0	$0.00	$0.00	$0.00	0	0	0
Eastview	700	$56.00	$84.00	$126.00	$91.00	$140.00	$203.00	14	$8.12	$12.18	$18.34	$11.90	$17.92	$26.74	0	$0.00	$0.00	$0.00	0	0	0	10	$8.50	$12.80	$19.10	16.1	24.2	36.2	0	$0.00	$0.00	$0.00	0	0	0
Gary D. Wright	1100	$88.00	$132.00	$198.00	$143.00	$220.00	$319.00	20	$11.60	$17.40	$26.20	$17.00	$25.60	$38.20	0	$0.00	$0.00	$0.00	0	0	0	15	$12.75	$19.20	$28.65	24.15	36.3	54.3	0	$0.00	$0.00	$0.00	0	0	0
Gilberts	700	$56.00	$84.00	$126.00	$91.00	$140.00	$203.00	12	$6.96	$10.44	$15.72	$10.20	$15.36	$22.92	0	$0.00	$0.00	$0.00	0	0	0	5	$4.25	$6.40	$9.55	8.05	12.1	18.1	0	$0.00	$0.00	$0.00	0	0	0
Golfview	890	$71.20	$106.80	$160.20	$115.70	$178.00	$258.10	46	$26.68	$40.02	$60.26	$39.10	$58.88	$87.86	16	$10.72	$16.00	$24.16	18.4	27.68	41.44	24	$20.40	$30.72	$45.84	38.64	58.08	86.88	15	$13.50	$20.25	$30.45	22.95	34.5	51.6
Hampshire Elem	200	$16.00	$24.00	$36.00	$26.00	$40.00	$58.00	4	$2.32	$3.48	$5.24	$3.40	$5.12	$7.64	0	$0.00	$0.00	$0.00	0	0	0	4	$3.40	$5.12	$7.64	6.44	9.68	14.48	0	$0.00	$0.00	$0.00	0	0	0
Lake in the Hills	225	$18.00	$27.00	$40.50	$29.25	$45.00	$65.25	30	$17.40	$26.10	$39.30	$25.50	$38.40	$57.30	0	$0.00	$0.00	$0.00	0	0	0	3	$2.55	$3.84	$5.73	4.83	7.26	10.86	0	$0.00	$0.00	$0.00	0	0	0
Lakewood	1000	$80.00	$120.00	$180.00	$130.00	$200.00	$290.00	60	$34.80	$52.20	$78.60	$51.00	$76.80	$114.60	0	$0.00	$0.00	$0.00	0	0	0	20	$17.00	$25.60	$38.20	32.2	48.4	72.4	20	$18.00	$27.00	$40.60	30.6	46	68.8
Liberty	500	$40.00	$60.00	$90.00	$65.00	$100.00	$145.00	12	$6.96	$10.44	$15.72	$10.20	$15.36	$22.92	0	$0.00	$0.00	$0.00	0	0	0	4	$3.40	$5.12	$7.64	6.44	9.68	14.48	0	$0.00	$0.00	$0.00	0	0	0
Lincoln Prairie	750	$60.00	$90.00	$135.00	$97.50	$150.00	$217.50	10	$5.80	$8.70	$13.10	$8.50	$12.80	$19.10	0	$0.00	$0.00	$0.00	0	0	0	4	$3.40	$5.12	$7.64	6.44	9.68	14.48	10	$9.00	$13.50	$20.30	15.3	23	34.4
Meadowdale	800	$64.00	$96.00	$144.00	$104.00	$160.00	$232.00	20	$11.60	$17.40	$26.20	$17.00	$25.60	$38.20	0	$0.00	$0.00	$0.00	0	0	0	10	$8.50	$12.80	$19.10	16.1	24.2	36.2	0	$0.00	$0.00	$0.00	0	0	0
Neubert	200	$16.00	$24.00	$36.00	$26.00	$40.00	$58.00	8	$4.64	$6.96	$10.48	$6.80	$10.24	$15.28	0	$0.00	$0.00	$0.00	0	0	0	12	$10.20	$15.36	$22.92	19.32	29.04	43.44	0	$0.00	$0.00	$0.00	0	0	0
Parkview	1000	$80.00	$120.00	$180.00	$130.00	$200.00	$290.00	25	$14.50	$21.75	$32.75	$21.25	$32.00	$47.75	0	$0.00	$0.00	$0.00	0	0	0	7	$5.95	$8.96	$13.37	11.27	16.94	25.34	0	$0.00	$0.00	$0.00	0	0	0
Perry	500	$40.00	$60.00	$90.00	$65.00	$100.00	$145.00	35	$20.30	$30.45	$45.85	$29.75	$44.80	$66.85	0	$0.00	$0.00	$0.00	0	0	0	12	$10.20	$15.36	$22.92	19.32	29.04	43.44	0	$0.00	$0.00	$0.00	0	0	0
Sleepy Hollow	300	$24.00	$36.00	$54.00	$39.00	$60.00	$87.00	6	$3.48	$5.22	$7.86	$5.10	$7.68	$11.46	8	$5.36	$8.00	$12.08	9.2	13.84	20.72	0	$0.00	$0.00	$0.00	0	0	0	0	$0.00	$0.00	$0.00	0	0	0
Westfield	3000	$240.00	$360.00	$540.00	$390.00	$600.00	$870.00	25	$14.50	$21.75	$32.75	$21.25	$32.00	$47.75	0	$0.00	$0.00	$0.00	0	0	0	15	$12.75	$19.20	$28.65	24.15	36.3	54.3	0	$0.00	$0.00	$0.00	0	0	0
AMS	600	$48.00	$72.00	$108.00	$78.00	$120.00	$174.00	44	$25.52	$38.28	$57.64	$37.40	$56.32	$84.04	0	$0.00	$0.00	$0.00	0	0	0	20	$17.00	$25.60	$38.20	32.2	48.4	72.4	0	$0.00	$0.00	$0.00	0	0	0
CMS	1300	$104.00	$156.00	$234.00	$169.00	$260.00	$377.00	35	$20.30	$30.45	$45.85	$29.75	$44.80	$66.85	0	$0.00	$0.00	$0.00	0	0	0	15	$12.75	$19.20	$28.65	24.15	36.3	54.3	40	$36.00	$54.00	$81.20	61.2	92	137.6
DMS	1100	$88.00	$132.00	$198.00	$143.00	$220.00	$319.00	40	$23.20	$34.80	$52.40	$34.00	$51.20	$76.40	0	$0.00	$0.00	$0.00	0	0	0	15	$12.75	$19.20	$28.65	24.15	36.3	54.3	0	$0.00	$0.00	$0.00	0	0	0
HMS	1900	$152.00	$228.00	$342.00	$247.00	$380.00	$551.00	36	$20.88	$31.32	$47.16	$30.60	$46.08	$68.76	0	$0.00	$0.00	$0.00	0	0	0	16	$13.60	$20.48	$30.56	25.76	38.72	57.92	0	$0.00	$0.00	$0.00	0	0	0
Dundee Crown	1000	$80.00	$120.00	$180.00	$130.00	$200.00	$290.00	150	$87.00	$130.50	$196.50	$127.50	$192.00	$286.50	0	$0.00	$0.00	$0.00	0	0	0	60	$51.00	$76.80	$114.60	96.6	145.2	217.2	0	$0.00	$0.00	$0.00	0	0	0
Hampshire HS	1600	$128.00	$192.00	$288.00	$208.00	$320.00	$464.00	100	$58.00	$87.00	$131.00	$85.00	$128.00	$191.00	30	$20.10	$30.00	$45.30	34.5	51.9	77.7	54	$45.90	$69.12	$103.14	86.94	130.68	195.48	0	$0.00	$0.00	$0.00	0	0	0
Jacobs HS	1600	$128.00	$192.00	$288.00	$208.00	$320.00	$464.00	140	$81.20	$121.80	$183.40	$119.00	$179.20	$267.40	0	$0.00	$0.00	$0.00	0	0	0	30	$25.50	$38.40	$57.30	48.3	72.6	108.6	60	$54.00	$81.00	$121.80	91.8	138	206.4
Buildings & Grounds	300	$24.00	$36.00	$54.00	$39.00	$60.00	$87.00	15	$8.70	$13.05	$19.65	$12.75	$19.20	$28.65	36	$24.12	$36.00	$54.36	41.4	62.28	93.24	0	$0.00	$0.00	$0.00	0	0	0	20	$18.00	$27.00	$40.60	30.6	46	68.8
		$1,861.20	$2,791.80	$4,187.70	$3,024.45	$4,653.00	$6,746.85		$546.94	$820.41	$1,235.33	$801.55	$1,207.04	$1,801.13		$60.30	$90.00	$135.90	$103.50	$155.70	$233.10		$354.45	$533.76	$796.47	$671.37	$1,009.14	$1,509.54		$148.50	$222.75	$334.95	$221.85	$333.50	$498.80
		$7,444.80	$5,583.60	$4,187.70	#########	$9,306.00	$6,746.85		$2,187.76	$1,640.82	$1,235.33	$3,206.20	$2,414.08	$1,801.13			$180.00	$135.90	$414.00	$311.40	$233.10		$1,417.80	$1,067.52	$796.47	$2,685.48	$2,018.28	$1,509.54		$594.00	$445.50	$334.95	$887.40	$667.00	$498.80

Cintas Services

$8,917.44	Bi-Monthly M&T Annual Towels
$107,009.28	and Mops
$321,027.84	3 Year Contract Towels and Mops
$3,584.14	Mats-Monthly 1 Year Contract
$43,009.68	Mats
$367,621.66	Total Three Year Estimated Contract for Mats, Mops, Towels

FORMULA

100 % OF INVENTORY

WK= 100/4*2

BI-MN=WK INVENTORY*2
MNTH=BI MONTHLY *2
UNIT COST-.08

Cooperative Pricing

$14,716.76	Bi-Monthly M&T Annual Towels
$176,601.12	and Mops
$529,803.36	3 Year Contract Towels and Mops
$5,344.74	Mats-Monthly 1 Year Contract
$64,136.88	Mats
$599,284.98	Grand Total

COMMUNITY UNIT SCHOOL DISTRICT 300
MATS, MOPS, and TOWEL SERVICES DISTRICT-WIDE
TUESDAY, JANUARY 23, 2018, 2:00PM , BUNKER HILL PDC

Walk Off Mats - monthly drop off for even exchange

		Cintas			Omnia Cooperative		
School / Bldg	# of Mats	weekly	bi-monthly	monthly	weekly	bi-monthly	monthly
Oak Ridge	3	$17.34	$26.00	$39.00	$28.25	$42.38	$56.50
Algonquin Lakes	4	$26.68	$40.00	$60.00	$40.00	$60.00	$80.00
deLacey	15	$73.36	$110.00	$165.00	$116.43	$174.65	$232.86
Eastview	16	$85.36	$128.00	$192.00	$146.00	$219.00	$292.00
Gary D. Wright	7	$40.96	$60.88	$91.31	$65.58	$98.37	$131.16
Gilberts	10	$58.69	$88.00	$132.00	$94.75	$142.13	$189.50
Golfview	7	$40.57	$59.76	$89.62	$64.66	$96.99	$129.32
Lake in the Hills	4	$26.68	$40.00	$60.00	$40.00	$60.00	$80.00
Lakewood	5	$27.23	$39.76	$59.62	$44.66	$66.99	$89.32
Liberty	1	$3.61	$4.88	$7.31	$7.33	$11.00	$14.66
Lincoln Prairie	10	$38.00	$57.00	$85.50	$77.17	$115.76	$154.34
Meadowdale	12	$61.36	$92.00	$138.00	$91.68	$137.52	$183.36
Neubert	17	$91.14	$134.52	$201.74	$148.74	$223.11	$297.48
Parkview	6	$40.02	$60.00	$90.00	$60.00	$90.00	$120.00
Sleepy Hollow	17	$74.07	$108.40	$162.55	$124.83	$187.25	$249.66
AMS	27	$109.44	$158.80	$238.10	$217.05	$325.58	$434.10
CMS	19	$112.60	$167.76	$251.62	$179.41	$269.12	$358.82
DMS	18	$120.06	$180.00	$270.00	$180.00	$270.00	$360.00
HMS	1	$6.67	$10.00	$15.00	$10.00	$15.00	$20.00
Hampshire HS	34	$156.86	$233.64	$350.43	$288.16	$432.24	$576.32
Dundee-Crown HS	22	$125.32	$184.16	$276.17	$201.31	$301.97	$402.62
Jacobs HS	37	$228.10	$342.00	$513.00	$357.75	$536.63	$715.50
Buildings & Grounds	14	$45.27	$64.16	$96.17	$88.61	$132.92	$177.22
		$1,609.39	$2,389.72	$3,584.14	$2,672.37	$4,008.56	$5,344.74
		$6,437.56	$4,779.44	$3,584.14	$10,689.48	$8,017.11	$5,344.74

ACTION	DATE	TIME	LOCATION
Project to Purchasing	12/1/2020		
Timeline Established	12/9/2020		Purchasing Office
Specifications Review	12/16/2020		
Specifications Finalized	12/17/2020	3:00 PM	
Legal Ad Published	12/21/2020		Daliy Herald
Bid Released to Vendors	12/21/2020	3:00 PM	Purchasing Office via email
Pre-Bid Meeting	12/29/2020	11:00 AM	Virtual on Google Meet
Q&A Deadline – via email	1/13/2021	3:00 PM	
Bid Opening	**1/19/2021**	**11:00 AM**	Virtual on Google Meet
Evaluation Period	1/19/2021 - 1/29/2021		Purchasing Office
Info. to CFO	1/30/2021		Susan Harkin
CFOC Meeting	2/9/2021		Admin. Bldg.
BOE Workshop	2/9/2021		Admin. Bldg.
BOE Meeting -Approval	2/23/2021		Admin. Bldg.
Purchase Orders Issued	3/1/2021		

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

February 24, 2021

Ms. Christine Civinelli
Cintas Corporation No. 2
6800 Cintas Blvd.
Mason, OH 45040

Bid – Mats, Mops and Towel Services – District-Wide

Dear Ms. Civinelli,

Congratulations! District 300 has awarded the Mats, Mops and Towel Services – District-Wide bid to Cintas! The Board of Education approved a three-year contract at their regular meeting of February 23, 2021.The estimated annual value of this award is $143,018.96. The total estimated contract value over three years is $367,261.33. The contract shall run from March 1, 2021 through February 28, 2024 with the possibility of two one-year extensions.

This signed letter along with the attached documents – original Bid specifications and your final response combined serve as the contract for this project.

Please sign this letter electronically via Contract Works.

A service agreement will be issued in accordance with this contract. Please sign and return your award letter no later than March 3, 2021. Please submit your Certificate of Insurance naming District 300 as additional insured to bids.purchasing@d300.org.

This Agreement is entered into as of February 24, 2021.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
OWNER *(Signature)*

Diane White, Director of Purchasing

Christine Civinelli, Cintas Corporation No. 2
51570CF492C9B384098ADBD8477C31A5 contractworks
CONTRACTOR *(Signature)*

Christine Civinelli **Education Major Acct Manager**
(Printed name and title)

Please return your signed copy to Diane White – diane.white@d300.org
If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C White
Diane White, Director of Purchasing

CINTAS
THE SERVICE PROFESSIONALS

Cintas Corporation
5100 26th Avenue
Rockford, IL 61109

Caroline Borsini

Cleaning and Delivery Services for
Floor Mats, Mops, and Towels
District Wide

11:00 AM

Tuesday, January 19th, 2021

REC'D D300 PURCHASING
'21 JAN 19 AM10:12

Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 – PHONE

December 17, 2020

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for:

Cleaning and Delivery Services for Floor Mats, Mops and Towels
- District Wide -

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

Community Unit School District No. 300
Purchasing Department – Floor Mats, Mops and Towels
2605 Bunker Hill Drive
Algonquin, IL 60102

Sealed bids will be received until **11:00AM CT. Tuesday, January 19, 2021** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **February 23rd, 2021 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.

Diane C White

Sincerely,
Diane C. White
Director of Purchasing

ACTION	DATE	TIME	LOCATION
Project to Purchasing	12/1/2020		
Timeline Established	12/9/2020		Purchasing Office
Specifications Review	12/16/2020		
Specifications Finalized	12/17/2020	3:00 PM	
Legal Ad Published	12/21/2020		Daliy Herald
Bid Released to Vendors	12/21/2020	3:00 PM	Purchasing Office via email
Pre-Bid Meeting	12/29/2020	11:00 AM	Virtual on Google Meet
Q&A Deadline – via email	1/13/2021	3:00 PM	
Bid Opening	**1/19/2021**	**11:00 AM**	Virtual on Google Meet
Evaluation Period	1/19/2021 - 1/29/2021		Purchasing Office
Info. to CFO	1/30/2021		Susan Harkin
CFOC Meeting	2/9/2021		Admin. Bldg.
BOE Workshop	2/9/2021		Admin. Bldg.
BOE Meeting -Approval	2/23/2021		Admin. Bldg.
Purchase Orders Issued	3/1/2021		

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed bids for:

Cleaning and Delivery Services for Floor Mats, Mops and Towels
- District Wide -

Sealed bids will be accepted until 11:00AM CT, Tuesday, January 19, 2021 at:

Community Unit School District 300
Purchasing Office
2605 Bunker Hill Dr.
Algonquin, IL, 60102

at which time they will be publicly opened and read.

A public bid opening will be held at the Buildings and Grounds building located at 2605 Bunker Hill Drive, Algonquin, IL 60102. Bid opening will be conducted, observing CDC guidelines. Potential suppliers may also choose to attend the bid opening virtually via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

A non-mandatory virtual pre-bid meeting is scheduled for 11:00AM CT, Tuesday, December 29, 2020. At that time, prospective bidders are invited to review bid documents via a virtual meeting. Please contact the D300 Purchasing Department for access to this meeting.

Any questions regarding this bid must be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL, 60102
847-551-8460
bids.purchasing@d300.org

Bid specifications will be available on Monday, December 21, 2020, after 3:00PM. To obtain bid specifications, please contact The D300 Purchasing Office at 847-551-8460 or via email at bids.purchasing@d300.org

Instructions to Bidders

1. **GENERAL**

   a. Bids shall be signed and submitted in an envelope properly marked with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

   b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened nor considered.

   c. All bids MUST be completed in the EXCEL spreadsheet provided in the Bid Response Form. All bids must be submitted in hard copy along with an electronic version on a flash drive only.

   d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

   e. Prices quoted shall include all charges for packing, transportation, unforeseen costs (tariffs), energy charges and delivery to the locations designated on the bid specification and installation if called for in the bid specifications.

   f. Correspondence shall be addressed to the Director of Purchasing.

   g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

   h. Oral, telephonic, telegraphic, facsimile or electronically transmitted bids will not be accepted.

   i. Bid award to cover a 3 year period. Awarded contract begins March 1, 2021, and ends on February 28, 2024. District 300 will be using the Urban CPI (December) to determine any increases in pricing. For any increase above this CPI %, the successful vendor(s) will have to justify in detail any additional increases to this pricing. District 300 is to be notified within 60 days of any product price increases or decrease.

2. **ERRORS AND OMISSIONS**

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. **FIRM BID**

All bids will be considered to be firm for a period of sixty (60) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. INVESTIGATION OF BIDDERS

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Support Services-Purchasing to download the vendor application and W-9 form.

7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor 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 as ascertained by the Illinois Department of Labor. 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. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract (whether or not federal funds are involved) the bidder agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS NOT REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY IS NOT REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. **SERVICE POINTS**

Building Name	Address
Algonquin Lakes Elementary	1401 Compton Drive Algonquin, IL 60102
Algonquin Middle School	520 Longwood Drive Algonquin, IL 60102
Carpentersville Middle School	100 Cleveland Avenue Carpentersville, IL 60110
deLacey Family Education Center	50 Cleveland Avenue Carpentersville, IL 60110
Dundee-Crown High School	1500 Kings Road Carpentersville, IL 60110
Dundee Highlands Elementary	407 South Fifth Street West Dundee, IL 60118
Dundee Middle School	4200 W. Main Street West Dundee, IL 60118
Eastview Elementary	540 Longwood Drive Algonquin, IL 60102
Gilberts Elementary	729 Paperbark Lane Gilberts, IL 60136
Golfview Elementary	124 Golfview Lane Carpentersville, IL 60110
Hampshire Elementary	321 Terwilliger Avenue Hampshire, IL 60140
Hampshire Middle School	560 South State Street Hampshire, IL 60140
Hampshire High School	1600 E. Big Timber Road Hampshire, IL 60140
Jacobs High School	2601 Bunker Hill Drive Algonquin, IL 60102
Lake in the Hills Elementary	519 Willow Street Lake in the Hills, IL 60156
Lakewood School	1651 Ravine Lane Carpentersville, IL 60110
Liberty Elementary	6500 Miller Road Carpentersville, IL 60110
Lincoln Prairie Elementary	500 W. Harvest Gate Lake in the Hills, IL 60156
Meadowdale Elementary	14 Ash Street Carpentersville, IL 60110
Neubert Elementary School	1100 Huntington Drive Algonquin, IL 60102
Oak Ridge School	229 Lake Marian Road Carpentersville, IL 60110
Parkview Elementary	122 Carpenter Blvd. Carpentersville, IL 60110
Perry Elementary	251 Amarillo Drive Carpentersville, IL 60110
Sleepy Hollow Elementary	898 Glen Oak Drive Sleepy Hollow, IL 60118
Westfield Community School	2100 Sleepy Hollow Road Algonquin, IL 60102
Wright Elementary	1500 Ketchum Road Hampshire, IL 60140
Buildings and Grounds Professional Development Center	2605 Bunker Hill Drive Algonquin, IL 60102

17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of _3_ years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a partyto whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's 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 bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. CONTRACT DURATION

The contract duration is March 1, 2021 through February 28, 2024 with the possibility of (2) two (1) one year extensions upon favorable recommendation from administration.

27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. COMPLIANCE WITH LAWS

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. CANCELLATION – The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. ADDITIONAL INFORMATION

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org

REFERENCES

LIST BELOW THE LAST THREE (3) GOVERNMENT OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES.

1. **ORGANIZATION:**
D300 School District

ADDRESS:
2605 Bunker Hill Dr

CITY, STATE, and ZIP CODE:
Algonquin, IL 60102

TELEPHONE NUMBER:
847-551-8460

CONTACT PERSON:
Diane White

DATE OF SERVICES:
2015-current

DOLLAR AMOUNT OF THE JOB:
$1700/week

2. **ORGANIZATION:**
Woodstock Schools

ADDRESS:
3000 Raffel Rd

CITY, STATE, and ZIP CODE:
Woodstock, IL 60098

TELEPHONE NUMBER:
815-334-2100

CONTACT PERSON:
Lisa Vance

DATE OF SERVICES:
2014-current

DOLLAR AMOUNT OF THE JOB:
$1800/week

REFERENCES (CONT.)

3. **ORGANIZATION:**
FRWRD

ADDRESS:
100 Purify Dr

CITY, STATE, and ZIP CODE:
Elgin, IL 60120

TELEPHONE NUMBER
847-742-2068

CONTACT PERSON:
Ed Brown

DATE OF SERVICES:
2017-current

DOLLAR AMOUNT OF THE JOB:
$600/week

OFFEROR'S NAME: Christine Civinelli

SIGNATURE: Christine Civinelli

DATE: 1/11/2021

COMMENTS –

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Cintas, as part of its bid for the Delivery of Mats, Mops, & Towels work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT

Cintas, having 25 or more employees, 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 this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

Cintas, 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.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

Cintas, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Cintas agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Cintas agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Cintas, as part of its bid for the Delivery of Mats, Mops, & Towels work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January 2021.

Elizabeth A. McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

Cintas, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A. McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: Caroline Borsini

Title: Service manager

Dated: 1-19-2021

SUBSCRIBED and SWORN TO before me

This 19th day of January 2021.

Elizabeth A. McRae

NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Christine Civinelli
(Printed or Typed Name of Applicant Employee)

Christine Civinelli
Signature of Applicant or Employee

Dated: 1/11/2021

Scope of Work/Service

Cleaning and Delivery Services for Floor Mats, Mops and Towels
- District-wide -

Vendor is to provide all requested mats, towels and cleaning services where applicable. District 300 mop, mat and towel demand and consumption requirements may change over the duration of the awarded contract(s). At no time in a contract calendar year will pricing changes be accepted if consumption changes are made. Pricing is to be all inclusive of trip charges, fuel surcharges, any types of set-up fees, etc. Delivered pricing is to be quoted Weekly, Bi-Monthly and Monthly.

Towel, Mop and Mat Services:

Provide cleaning towel, mop and mat service to all twenty-seven (27) District 300 locations. Refer to Bid Response Form A for location needs. Towels, mops and mats should be in like new condition**. A quarterly account review and reconciliation of the awarded district-wide account is required by the District 300 Director of Purchasing**.

Bid Categories:

- Towels and Mops Service
- Mats Service
- Mat Purchase Contract Pricing and the purchase of raw material

District 300 reserves the right to award this bid by category. However, it is the intent to award to a single source vendor.

Bids containing bid conditions will not be accepted.

Products:

- Towels – Terrycloth bar towel, 15in. x 17in. *(minimum)*, hemmed.
  Color: White Only

- Dust Mops – Untreated in 24in., 36in., 60in. Dust mop frames and handles are to be provided free of charge to all district buildings. Replacements to be provided upon vendor receipt of broken or damaged equipment.

- Mats – All sizes stated on Bid Response Form B. **Total mat inventory is x2 the number of mats in the bid sheet.** Color: Black (Charcoal) for mat service.

Upon owner request, mats are to be picked up and stored by the vendor in the summer months – June1st ~ August 10th.

Pick-Up and Delivery Process:

Each district building will provide the vendor a soil count on towels and dust mops upon pick-up. In-turn, the driver will sign off on the stated soil count, and/or choose to count all soiled items at the time of pick-up.

Site Account Reconciliation process – beginning inventory, pick up counts, soil counts, and out for service, etc. should be indicated on all delivery/pickup tickets

Pricing:

Vendor pricing to include all shipping charges; freight will not be invoiced separately. Vendor must consider the freight costs in shipping to the school locations below, and must include those costs in the pricing of all products.

Invoicing:

Consolidated invoicing with individual site details should be completed on a monthly basis.

Deliver Sealed Bid Submission To:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr. Algonquin, IL, 60102

All Questions Regarding This Project Should be Directed To:

bids.purchasing@d300.org

*****Sealed bids are due by 11:00 AM CT, Tuesday, January 19, 2021*****

COMMUNITY UNIT SCHOOL DISTRICT 300

Cleaning and Delivery Services for Floor Mats, Mops and Cleaning Towels District wide

GUIDE TO FILLING OUT THE BID SPREADSHEET

The bid sheets are provided in a Microsoft Excel format. Much of the four worksheets are informational. The following will provide instructions for entering your information as well as how to save and submit the spreadsheet with your bid. The pricing information is keyed by selecting the tab following the Bid Response Tab within the Excel workbook.

Entering Information into the Spreadsheet:

1) Once the spreadsheet is open fill in the Vendor Information Section at the top. **All fields should be completed.**
2) Columns meant as informational only are highlighted gray or colored.
3) Columns meant for your input have been left white, and are the following:

   a. Mop/Towel Service: Weekly, Bi-Monthly, Monthly
   b. Mat Service: Weekly, Bi-Monthly, Monthly
   c. Mat Purchase: Manufacturer
   d. Mat Purchase: Manufacturer Item#
   e. Mat Purchase: Vendor Item#
   f. Mat Purchase: Purchase Price
   g. Mat Purchase: Purchase Price / Replacement Cost
   h. Mat Purchase: Raw Material Pricing and Roll Size
   i. Vendor Comments

4) Vendor input columns where a dollar amount is required, have already been formatted for numeric entry. For example if you enter an 11, it will populate in the column as $11.00.
5) If you are NOT bidding on an item we ask you type in the words NO BID (in capitals) under the column labeled Vendor Number for each item the NO BID pertains to.
6) Only write notes in the column labeled Vendor Comments.
7) The spreadsheet has been formatted to print out on 11 x 14 paper in a landscape mode, when you are finished print out so the hard copy can be included with your bid submission.

Saving and Submitting the Spreadsheet:

1) The file must be saved to a flash drive
2) Label the flash drive with your Vendor Name, Date, and the Bid Name.
3) Submit the flash drive with a paper copy.

BID RESPONSE FORM - Part A

Cleaning and Delivery Services for Floor Mats, Mops and Towels
- Districtwide -

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:

1. **Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**
2. **The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**
3. **Regarding mat purchases - Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.**
4. **Prices quoted shall include ALL charges for cleaning, pick-up and delivery.**
5. **All items bid are F.O.B. destination.**
6. **Community Unit School District #300 is Tax Exempt.**
   Tax Exemption Number - E9996-0079-07.

Vendor has received Addendum (IF APPLICABLE)

#1 – regarding no prevailing wage **#2 - _____**

The undersigned hereby certifies that he/she has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other document(s) will create a binding contract. Further, he/she agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx .

Cintas Corporation No. 2
NAME OF COMPANY /CORPORATION

6800 Cintas Blvd.
STREET ADDRESS

Mason
CITY

OH
STATE

45040
ZIP

773.899.6584
TELEPHONE NUMBER

NA
FAX NUMBER

civinellic@cintas.com
EMAIL ADDRESS

FEIN NUMBER

311703809
ILLINOIS LICENSE NUMBER

128000276

BID SUBMITTED BY:

Christine Civinelli
URE OF AUTHORIZED AGENT

Christine Civinelli
LEASE TYPE OR PRINT NAME

1/11/2021
DATE

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE 1.15.21
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: 1.13.2021

COMPANY	HOW LONG IN PRESENT BUSINESS?
Cintas Corporation No. 2	53 years

ADDRESS	CITY	STATE	ZIP
6800 Cintas Blvd.	Mason	OH	45040

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
Christine Civinelli	(na)	773.899.6584

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☑ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Ohio

YEARS ESTABLISHED: 53

DO YOU ACCEPT PURCHASE ORDERS? YES ☑ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☑ NO ☐

CATEGORY (Check below the category which applies to the applicant)

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☑ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS https://www.cintas.com/investors/management.aspx

TAXPAYER'S I.D. NO.

FEIN 31-1703809

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☑ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☑ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☑ INSURANCE CO. Aon Risk Services

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)

Perf. Bond ___/___ (Mo. Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. Year) ☐ Builder's Risk ___/___ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Christine Civinelli	Major Account Manager

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse
40,000	Just over $7 billion		

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

na

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.	D300 School District	2605 Bunker Hill Dr Algonquin, IL 60102	Diane White	847-551-8460
2.	Woodstock Schools	3000 Raffel Rd Woodstock, IL 60098	Lisa Vance	815-334-2100
3.	FRWRD	100 Purify Dr Elgin, IL 60120	Ed Brown	847-742-2068
4.	Goodwill of Northern Illinois	850 N Church St Rockford, IL 61103	Jennifer Kruchten	815-965-3795

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
Fifth Third Bank	38 Fountain Square Plaza Cincinnati, OH 45263	Megan Szewc	513-534-8662

SEE ATTACHED CREDIT REFERENCES

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
Christine Civinelli | Major Account Manager
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Subject: CREDIT REFERENCE LETTER

Because of the many requests for various forms of credit applications, a form letter has been initiated to list the credit and trade references for Cintas Corporation. Once credit has been established, please send your invoices to the Cintas location that requested the goods or services.

Corporation Name:
Cintas Corporation
6800 Cintas Blvd.
P.O. Box 625737
Cincinnati, OH 45262-5737
Phone: (513) 459-1200

Officers:
Scott D. Farmer, Chief Executive Officer
Mike Hansen, Vice President – Finance & CFO
Paul Adler – Vice President & Treasurer

Bank Affiliation:
Fifth Third Bank
38 Fountain Square Plaza
Cincinnati, OH 45263
Officer: Megan Szewc (513) 534-8662

Trade References:
VF Workwear
545 Marriott Drive
Nashville, TN 37214
Contact: Michelle Stewart Phone: (615)565-5209
Credit line-call between 2-3 p.m. Central Time (no fax or e-mail)

World Emblem International
1500 N.E. 131 Street
Miami FL 33161
Contact: Karla Lopez (305) 908-3333
email: klopez@worldemblem.com

RR Donnelley
4101 Winfield Road
Warrenville, IL 60555
Contact: cfscreditreferences@rrd.com

American Dawn, Inc.
401 W. Artesia Blvd.
Compton, CA 90220
Contact: Che Ward
Phone: 310-609-3234
Fax: 310-223-2013
cward@americandawn.com

Cascades Tissue Group
148 Hudson River Road
Waterford, NY 12188
Contact: Matt Norris
Fax: 518-238-0562
matt_norris@cascades.com

von Drehle Corporation
612 Third Avenue NE
Hickory, NC 28601-5164
Contact: Kristie Foster
Phone: 800-438-3631
Fax: 828-322-8075
Kristie.foster@vondrehle.com

Amrep, Inc.
425 Franklin Road
Suite 530
Marietta, GA 30067-7736
Contact: Robert J. McMillian
Phone: 770-767-2168
Fax: 770-426-8038
robert.mcmillian@amrep.com

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Cintas Corporation No. 2

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
P.O. Box 625737

6 City, state, and ZIP code
Cincinnati, Ohio 45262-5737

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			–			–				

or

Employer identification number
3	1	–	1	7	0	3	8	0	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Rachael Sodaro Date ▶ 1/18/21

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1		INSTRUCTIONS: PLEASE FILL IN ALL SERVICE COLUMNS AND USE THE COLUMN TO THE FAR RIGHT OF THIS SHEET FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND SUBMITTED IN HARD COPY ALONG WITH AN ELECTRONIC VERSION - Flash Drive.				Vendor Name			Cintas Corporation No. 2														
2						Complete Address			6800 Cintas Blvd. Mason, OH 45040														
3						Phone			773.899.6584														
4						Fax			NA														
5						Email			civinellic@cintas.com														
6						Contact Person			Christine Civinelli														
7																							

8	School / Bldg	Bar Towel Usage (monthly)	Service (Delivered)			24" Dust Mop Usage (monthly)	Service (delivered)			36" Dust Mop Usage (monthly)	Service (delivered)			60" Dust Mop Usage (monthly)	Service (delivered)			Wet Mop Usage (monthly)	Service (delivered)			Vendor Comments
9			Weekly	Bi-Monthly	Monthly		Weekly	Bi-Monthly	Monthly		Weekly	Bi-Monthly	Monthly		Weekly	Bi-Monthly	Monthly		Weekly	Bi-Monthly	Monthly	
	Unit Price		$0.08	$0.12	$0.18		$0.58	$0.87	$1.31		$0.67	$1.00	$1.51		$0.85	$1.28	$1.91		$0.90	$1.35	$2.03	
10	Oak Ridge	100	$8.00	$12.00	$18.00	4	$2.32	$3.48	$5.24	0	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	
11	Algonquin Lakes	900	$72.00	$108.00	$162.00	24	$13.92	$20.88	$31.44	0	$0.00	$0.00	$0.00	60	$51.00	$76.80	$114.60	0	$0.00	$0.00	$0.00	
12	deLacey	800	$64.00	$96.00	$144.00	20	$11.60	$17.40	$26.20	0	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	
13	Dundee Highlands	200	$16.00	$24.00	$36.00	8	$4.64	$6.96	$10.48	0	$0.00	$0.00	$0.00	2	$1.70	$2.56	$3.82	0	$0.00	$0.00	$0.00	
14	Eastview	700	$56.00	$84.00	$126.00	14	$8.12	$12.18	$18.34	0	$0.00	$0.00	$0.00	10	$8.50	$12.80	$19.10	0	$0.00	$0.00	$0.00	
15	Gary D. Wright	1100	$88.00	$132.00	$198.00	20	$11.60	$17.40	$26.20	0	$0.00	$0.00	$0.00	15	$12.75	$19.20	$28.65	0	$0.00	$0.00	$0.00	
16	Gilberts	700	$56.00	$84.00	$126.00	12	$6.96	$10.44	$15.72	0	$0.00	$0.00	$0.00	5	$4.25	$6.40	$9.55	0	$0.00	$0.00	$0.00	
17	Golfview	890	$71.20	$106.80	$160.20	46	$26.68	$40.02	$60.26	16	$10.72	$16.00	$24.16	24	$20.40	$30.72	$45.84	15	$13.50	$20.25	$30.45	
18	Hampshire Elem	200	$16.00	$24.00	$36.00	4	$2.32	$3.48	$5.24	0	$0.00	$0.00	$0.00	4	$3.40	$5.12	$7.64	0	$0.00	$0.00	$0.00	
19	Lake in the Hills	225	$18.00	$27.00	$40.50	30	$17.40	$26.10	$39.30	0	$0.00	$0.00	$0.00	3	$2.55	$3.84	$5.73	0	$0.00	$0.00	$0.00	
20	Lakewood	1000	$80.00	$120.00	$180.00	60	$34.80	$52.20	$78.60	0	$0.00	$0.00	$0.00	20	$17.00	$25.60	$38.20	20	$18.00	$27.00	$40.60	
21	Liberty	500	$40.00	$60.00	$90.00	12	$6.96	$10.44	$15.72	0	$0.00	$0.00	$0.00	4	$3.40	$5.12	$7.64	0	$0.00	$0.00	$0.00	
22	Lincoln Prairie	750	$60.00	$90.00	$135.00	10	$5.80	$8.70	$13.10	0	$0.00	$0.00	$0.00	4	$3.40	$5.12	$7.64	10	$9.00	$13.50	$20.30	
23	Meadowdale	800	$64.00	$96.00	$144.00	20	$11.60	$17.40	$26.20	0	$0.00	$0.00	$0.00	10	$8.50	$12.80	$19.10	0	$0.00	$0.00	$0.00	
24	Neubert	200	$16.00	$24.00	$36.00	8	$4.64	$6.96	$10.48	0	$0.00	$0.00	$0.00	12	$10.20	$15.36	$22.92	0	$0.00	$0.00	$0.00	
25	Parkview	1000	$80.00	$120.00	$180.00	25	$14.50	$21.75	$32.75	0	$0.00	$0.00	$0.00	7	$5.95	$8.96	$13.37	0	$0.00	$0.00	$0.00	
26	Perry	500	$40.00	$60.00	$90.00	35	$20.30	$30.45	$45.85	0	$0.00	$0.00	$0.00	12	$10.20	$15.36	$22.92	0	$0.00	$0.00	$0.00	
27	Sleepy Hollow	300	$24.00	$36.00	$54.00	6	$3.48	$5.22	$7.86	8	$5.36	$8.00	$12.08	0	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	
28	Westfield	3000	$240.00	$360.00	$540.00	25	$14.50	$21.75	$32.75	0	$0.00	$0.00	$0.00	15	$12.75	$19.20	$28.65	0	$0.00	$0.00	$0.00	
29	AMS	600	$48.00	$72.00	$108.00	44	$25.52	$38.28	$57.64	0	$0.00	$0.00	$0.00	20	$17.00	$25.60	$38.20	0	$0.00	$0.00	$0.00	
30	CMS	1300	$104.00	$156.00	$234.00	35	$20.30	$30.45	$45.85	0	$0.00	$0.00	$0.00	15	$12.75	$19.20	$28.65	40	$36.00	$54.00	$81.20	
31	DMS	1100	$88.00	$132.00	$198.00	40	$23.20	$34.80	$52.40	0	$0.00	$0.00	$0.00	15	$12.75	$19.20	$28.65	0	$0.00	$0.00	$0.00	
32	HMS	1900	$152.00	$228.00	$342.00	36	$20.88	$31.32	$47.16	0	$0.00	$0.00	$0.00	16	$13.60	$20.48	$30.56	0	$0.00	$0.00	$0.00	
33	Dundee Crown	1000	$80.00	$120.00	$180.00	150	$87.00	$130.50	$196.50	0	$0.00	$0.00	$0.00	60	$51.00	$76.80	$114.60	0	$0.00	$0.00	$0.00	
34	Hampshire HS	1600	$128.00	$192.00	$288.00	100	$58.00	$87.00	$131.00	30	$20.10	$30.00	$45.30	54	$45.90	$69.12	$103.14	0	$0.00	$0.00	$0.00	
35	Jacobs HS	1600	$128.00	$192.00	$288.00	140	$81.20	$121.80	$183.40	0	$0.00	$0.00	$0.00	30	$25.50	$38.40	$57.30	60	$54.00	$81.00	$121.80	
36	Buildings & Grounds	300	$24.00	$36.00	$54.00	15	$8.70	$13.05	$19.65	36	$24.12	$36.00	$54.36	0	$0.00	$0.00	$0.00	20	$18.00	$27.00	$40.60	
37	Totals	23265	$1,861.20	$2,791.80	$4,187.70	943	$546.94	$820.41	$1,235.33	90	$60.30	$90.00	$135.90	417	$354.45	$533.76	$796.47	165	$148.50	$222.75	$334.95	
38																						

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

January 12, 2020

Dear Vendor:

ADDENDUM 1

Cleaning and Delivery Services for Floor Mats, Mops and Towels -District Wide-

PLEASE REFER TO THE ABOVE REFERENCED PROJECT AND MAKE THE FOLLOWING CHANGES:

Vendor Question

Q: Is the Prevailing Wage Act applicable to this bid?
A: No. The Prevailing Wage Act is not required of this project.

This Addendum is to be considered part of the original bid documents. Please confirm receipt of this email by a telephone call, email or fax. This change should also be acknowledged on Bid Response Form – Part B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C White

Diane C. White / Director of Purchasing

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 11, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Diane White,
Director of Purchasing

Presented at the following Board Meetings	
Board Operations Committee	3/11/2025
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/11/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **PE Uniform Contract - Second Extension**

Background

PE uniforms are purchased for middle and high school students who dress for PE classes daily. The PE uniforms are sold at registration in the summer and throughout the school year at each site. Individual students pay for the uniforms as part of their student fees.

The bid package for PE uniforms was released on February 14, 2023, and bids were opened on March 16, 2023. Thirty-seven vendors downloaded the bid documents from BidNet. Six vendors submitted bids, with nine bid options submitted. This bid was for both printed shirts and shorts. The first extension for this contract lasted from April 1, 2024, to March 31, 2025.

Educational Products, Inc. has agreed to hold their pricing and has signed the offer letter for the second contract extension. The second extension is from April 1, 2025 – March 31, 2026.

Administrative Recommendation

Educational Products, Inc. of Carrolton, TX: Award contract pricing for PE Uniforms (shirts and shorts) for an estimated total amount of $50,826.60.

Fiscal Impact

The total estimated award amount is $50,826.60.

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

January 22, 2025

Mr. Sean Kerr
Educational Products, Inc
1342 N. Interstate 35E
Carrolton, TX 75006

Via Email: skerr@educationalproducts.com, CC: abarnett@educationalproducts.com

BID – Contract Pricing for Physical Education Uniforms - Second Extension

Dear Mr. Kerr,

On May 23, 2023, The Board of Education originally approved a contract with Educational Products, Inc for the bid of Contract Pricing for Physical Education Uniforms. The contract included the possibility of two one-year extensions. District 300 would like to exercise the second contract extension based on the February 23, 2023 response submitted by your firm. The extension will run from April 1, 2025 to March 31, 2026. Pricing would remain at original rates given.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee and award by the board on Tuesday, February 18, 2025.

The favor of a response is requested by Friday, January 24, 2025.

Sincerely,
Nicole Kennedy **2025-01-22**
2E5C437FB41564CA096ED735A24EE71B contractworks.
Diane C White, Director of Purchasing
Signed by Nicole Kennedy, Purchasing Manager, in Diane's absence

Acceptance to hold submitted pricing:

Sean Kerr **2025-01-29**
1D27B332630DFABB57E436C5803B3189 contractworks.
Service Provider

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 s FAX 847-551-8463

January 17, 2024

Mr. Sean Kerr
Educational Products, Inc
1342 N. Interstate 35E
Carrollton, TX 75006

Via email: skerr@educationalproducts.com

Bid – Contract Pricing for Physical Education Uniforms – First Extension

Dear Mr. Kerr,

Congratulations! District 300 awarded the first contract extension of the Contract Pricing for Physical Education Uniforms to Educational Products, Inc! This will extend the current contract to March 31, 2025. The Pricing will remain at the original rates given. The District 300 Board of Education awarded the original bid contract on May 23, 2023.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

Please sign this letter electronically via Contract Works.

This Agreement is entered into as of February 7, 2024.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
ADMINISTRATOR *(Signature)*

Sean Kerr **2024-01-17**
1D27B332630DFABB57E436C5803B3189 contractworks
CONTRACTOR *(Signature)*

Diane C White, Director of Purchasing

Sean Kerr **Sales Manager**
(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane White **2024-01-17**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
Diane C White, Director of Purchasing

DISTRICT 300

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 · FAX 847-551-8463

May 24, 2023

Sean Kerr
Educational Products, Inc.
1342 N. Interstate 35E
Carrollton, TX 75006

Via: skerr@educationalproducts.com

RE: Bid – Contract Pricing for Physical Education Uniforms

Dear Mr. Kerr,

Congratulations! District 300 has awarded the bid for Contract Pricing for Physical Education Uniforms to Educational Products, Inc.! The Board of Education approved this award at their regular meeting of May 23, 2023. The estimated value of this contract is $50,826.60. This contract will run from May 24, 2023 through March 31, 2024 with the possibility of two one-year extensions. Purchase orders will follow contract completion.

This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.

Please complete this letter via Contract Works by June 6, 2023.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured to the following address prior to May 31, 2023.
.

Diane C. White, Director of Purchasing
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

This Agreement is entered into as of May 24, 2023.

_____
OWNER *(Signature)*

_____
CONTRACTOR *(Signature)*

Diane C. White, Director of Purchasing

_____
(Printed name and title)

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White

Diane C. White, Director of Purchasing

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **April 25, 2023**

TO: Susan Harkin, Superintendent
Board of Education

FROM: Diane C. White
Director of Purchasing

Presented at the following Board Meetings	
Board Operations Committee	05/09/2023
Policy/Legislative	
School Utilization	
BOE 1st Reading	05/09/2023
BOE 2nd Reading	05/23/2023

SUBJECT: **Physical Education Uniforms Bids**

Background

PE uniforms are purchased for middle and high school students who dress for PE classes daily. The PE uniforms are sold at registration in the summer and throughout the school year at each school site. Individual students pay for the cost of the uniforms as part of their student fees.

The bid package for PE uniforms was released on February 14, 2023. Bids were opened on March 16, 2023. Thirty-seven vendors downloaded the bid documents from BidNet. Six vendors submitted bids, with nine bid options submitted. This bid was for both printed shirts and shorts.

The contract term is from May 24, 2023 through March 31, 2024, with the possibility of two (2) full-year extensions, April 1, 2024 - March 31, 2025 and April 1, 2025 - March 31, 2026.

Recommendation

The administration recommends awarding the bid as follows:
Educational Products, Inc. of Carrolton, TX: Award contract pricing for PE Uniforms (shirts and shorts). Individual shirt and short pricing is included on the bid tab.

Fiscal Impact

The total estimated award amount is $50,826.60 and is funded through student fees for uniforms.

COMMUNITY UNIT SCHOOL DISTRICT 300
Contract Pricing for Physical Education Uniforms
Thursday, March 16, 10:00 AM - Virtual

COMPANY	References	Certifications	W-9 & Vendor App.	Addendum 1	Addendum 2	Bid Response Form A	Bid Response Form B	Sample	Comments
Educational Products Inc.	Y	Y	Y	Y	Y	Y	Y	Y	
Emandel Solutions Inc DBA Hyperstitch	Y	Y	Y	Y	Y	Y	Y	Y	
Fsp Designs			Y	Y	Y		Y	Y	
Jonahs Enterprises Inc.	Y	Y	Y	Y	Y	Y	Y	N	
Riddell, Incorporated	Y	Y	Y	Y	Y	Y	Y		
Triangle Sports Inc.	Y	Y	Y	Y	Y	Y	Y	Y	
2 Roosters									
Allied Solutions									
Amalgamated Services Inc									
American Filing Solutions									
Aoc Impressions, Llc									
Armstrong Project, Llc									
Blink Marketing Inc									
Bob Barker Company, Inc.									
Bsn Sports/Passon's Sports									
Bully Mode Graphics									
Ed Luberda									
Forever Grace, Llc									
Image First Uniforms Dba Madim LLC									
International Promotional Ideas Inc.									
It's Greek To Me Inc. Dba Champion Teamwear									
Lands' End Business Outfitters									
LCD Uniforms And Gear LLC									
Local Shirt Company									
Middleman Media Llc									
Moxie Fitness Apparel									
Nonstop Promotions									
One Stone Apparel									
Pg Creative Inc.									
Pyramid School Products									
School Wholesale Supplies Llc									
Seaside Companies									
Uniforms & Accessories Warehouse									

ADMINISTRATION RECOMMENDS:
Educational Products, Inc. of Carrollton, TX: Award contract pricing for PE Uniforms (shirt and shorts).
The total estimated award amount is $50,826.60.

COMMUNITY UNIT SCHOOL DISTRICT 300
Contract Pricing for Physical Education Uniforms
Thursday, March 16, 10:00 AM - Virtual

					VENDOR	Educational Products		FSP Designs		Hyperstitch		Jonah's Enterprises Inc.		Riddell		Triangle Sports Inc. (1)		Triangle Sports Inc. (2)		Triangle Sports Inc. (3)		Triangle Sports Inc. (4)	
D300 Item #	D300 Item Description	Size	D300 UOM	Estimated Purchase Amount		Vendor Unit Price	Vendor Extended Cost	Vendor Unit Price	Vendor Extended Cost	Vendor Unit Price	Vendor Extended Cost	Vendor Unit Price	Vendor Extended Cost	Vendor Unit Price	Vendor Extended Cost	Vendor Unit Price	Vendor Extended Cost	Vendor Unit Price	Vendor Extended Cost	Vendor Unit Price	Vendor Extended Cost	Vendor Unit Price	Vendor Extended Cost
35-0002	SHIRT, PE, GREY W/LOGO	Small	EA	1195		$3.95	$ 4,720.25	$4.50	$ 5,377.50	$5.31	$ 6,345.45	$9.56	$ 11,424.20	$5.30	$ 6,333.50	$4.85	$ 5,795.75	$4.85	$ 5,795.75	$4.85	$ 5,795.75	$4.72	$ 5,640.40
35-0003	SHIRT, PE, GREY W/LOGO	Medium	EA	1515		$3.95	$ 5,984.25	$4.50	$ 6,817.50	$5.31	$ 8,044.65	$9.56	$ 14,483.40	$5.30	$ 8,029.50	$4.85	$ 7,347.75	$4.85	$ 7,347.75	$4.85	$ 7,347.75	$4.72	$ 7,150.80
35-0004	SHIRT, PE, GREY W/LOGO	Large	EA	1185		$3.95	$ 4,680.75	$4.50	$ 5,332.50	$5.31	$ 6,292.35	$9.56	$ 11,328.60	$5.30	$ 6,280.50	$4.85	$ 5,747.25	$4.85	$ 5,747.25	$4.85	$ 5,747.25	$4.72	$ 5,593.20
35-0005	SHIRT, PE, GREY W/LOGO	XL	EA	425		$3.95	$ 1,678.75	$4.50	$ 1,912.50	$5.31	$ 2,256.75	$11.93	$ 5,070.25	$5.30	$ 2,252.50	$4.85	$ 2,061.25	$4.85	$ 2,061.25	$4.85	$ 2,061.25	$4.72	$ 2,006.00
35-0006	SHIRT, PE, GREY W/LOGO	2XL	EA	210		$5.95	$ 1,249.50	$6.50	$ 1,365.00	$6.31	$ 1,325.10	$13.63	$ 2,862.30	$7.30	$ 1,533.00	$6.75	$ 1,417.50	$6.75	$ 1,417.50	$6.75	$ 1,417.50	$6.75	$ 1,417.50
35-0007	SHIRT, PE, GREY W/LOGO	3XL	EA	35		$5.95	$ 208.25	$7.50	$ 262.50	$7.31	$ 255.85	$13.63	$ 477.05	$8.30	$ 290.50	$7.75	$ 271.25	$7.75	$ 271.25	$7.75	$ 271.25	$7.99	$ 279.65
35-0023	SHIRT, PE, GREY W/LOGO	4XL	EA	40		$5.95	$ 238.00	$7.50	$ 300.00	$8.31	$ 332.40	$13.63	$ 545.20	$9.30	$ 372.00	$7.75	$ 310.00	$7.75	$ 310.00	$7.75	$ 310.00	$7.99	$ 319.60
35-0009	SHORT, PE, BLUE W/LOGO	Small	EA	1315		$6.29	$ 8,271.35	$6.00	$ 7,890.00	$8.52	$ 11,203.80	$14.91	$ 19,606.65	$6.50	$ 8,547.50	$7.95	$ 10,454.25	$7.25	$ 9,533.75	$7.95	$ 10,454.25	$5.50	$ 7,232.50
35-0010	SHORT, PE, BLUE W/LOGO	Medium	EA	1480		$6.29	$ 9,309.20	$6.00	$ 8,880.00	$8.52	$ 12,609.60	$14.91	$ 22,066.80	$6.50	$ 9,620.00	$7.95	$ 11,766.00	$7.25	$ 10,730.00	$7.95	$ 11,766.00	$5.50	$ 8,140.00
35-0011	SHORT, PE, BLUE W/LOGO	Large	EA	1195		$6.29	$ 7,516.55	$6.00	$ 7,170.00	$8.52	$ 10,181.40	$14.91	$ 17,817.45	$6.50	$ 7,767.50	$7.95	$ 9,500.25	$7.25	$ 8,663.75	$7.95	$ 9,500.25	$5.50	$ 6,572.50
35-0012	SHORT, PE, BLUE W/LOGO	XL	EA	175		$6.29	$ 1,100.75	$6.00	$ 1,050.00	$8.52	$ 1,491.00	$16.71	$ 2,924.25	$6.50	$ 1,137.50	$7.95	$ 1,391.25	$7.25	$ 1,268.75	$7.95	$ 1,391.25	$5.50	$ 962.50
35-0013	SHORT, PE, BLUE W/LOGO	2XL	EA	55		$8.29	$ 455.95	$7.00	$ 385.00	$10.01	$ 550.55	$18.51	$ 1,018.05	$8.50	$ 467.50	$7.95	$ 437.25	$8.25	$ 453.75	$7.95	$ 437.25	$6.50	$ 357.50
35-0014	SHORT, PE, BLUE W/LOGO	3XL	EA	5		$8.29	$ 41.45	$8.00	$ 40.00	$11.52	$ 57.60	$20.31	$ 101.55	$8.50	$ 42.50	$9.95	$ 49.75	$8.75	$ 43.75	$7.95	$ 39.75	$6.99	$ 34.95
35-0025	SHORT, PE, ROYAL BLUE W/LOGO	4XL	EA	30		$8.29	$ 248.70	$9.00	$ 270.00	$13.01	$ 390.30	$22.11	$ 663.30	$9.50	$ 285.00	$10.95	$ 328.50	$8.75	$ 262.50	$10.95	$ 328.50	$6.99	$ 209.70
35-0015	SHIRT, PE, GREY W/LOGO	Youth Small	EA	20		$3.95	$ 79.00	$4.50	$ 90.00	$4.88	$ 97.60	$9.24	$ 184.80	$5.10	$ 102.00	$4.85	$ 97.00	$4.85	$ 97.00	$4.85	$ 97.00	$4.72	$ 94.40
35-0016	SHIRT, PE, GREY W/LOGO	Youth Medium	EA	75		$3.95	$ 296.25	$4.50	$ 337.50	$4.88	$ 366.00	$9.24	$ 693.00	$5.10	$ 382.50	$4.85	$ 363.75	$4.85	$ 363.75	$4.85	$ 363.75	$4.72	$ 354.00
35-0017	SHIRT, PE, GREY W/LOGO	Youth Large	EA	230		$3.95	$ 908.50	$4.50	$ 1,035.00	$4.88	$ 1,122.40	$9.24	$ 2,125.20	$5.10	$ 1,173.00	$4.85	$ 1,115.50	$4.85	$ 1,115.50	$4.85	$ 1,115.50	$4.72	$ 1,085.60
35-0018	SHIRT, PE, GREY W/LOGO	Youth XL	EA	120		$3.95	$ 474.00	$4.50	$ 540.00	$4.88	$ 585.60	$9.24	$ 1,108.80	$5.10	$ 612.00	$4.85	$ 582.00	$4.85	$ 582.00	$4.85	$ 582.00	$4.72	$ 566.40
35-0024	SHORT, PE, BLUE W/LOGO	Youth X-Small	EA	5		$6.29	$ 31.45	$5.25	$ 26.25	$7.64	$ 38.20	$13.32	$ 66.60	$5.70	$ 28.50	$7.50	$ 37.50	$6.75	$ 33.75	$7.50	$ 37.50	$5.93	$ 29.65
35-0019	SHORT, PE, BLUE W/LOGO	Youth Small	EA	20		$6.29	$ 125.80	$5.25	$ 105.00	$7.64	$ 152.80	$13.32	$ 266.40	$5.70	$ 114.00	$7.50	$ 150.00	$6.75	$ 135.00	$7.50	$ 150.00	$5.93	$ 118.60
35-0020	SHORT, PE, BLUE W/LOGO	Youth Medium	EA	75		$6.29	$ 471.75	$5.25	$ 393.75	$7.64	$ 573.00	$13.32	$ 999.00	$5.70	$ 427.50	$7.50	$ 562.50	$6.75	$ 506.25	$7.50	$ 562.50	$5.93	$ 444.75
35-0021	SHORT, PE, BLUE W/LOGO	Youth Large	EA	230		$6.29	$ 1,446.70	$5.25	$ 1,207.50	$7.64	$ 1,757.20	$13.32	$ 3,063.60	$5.70	$ 1,311.00	$7.50	$ 1,725.00	$6.75	$ 1,552.50	$7.50	$ 1,725.00	$5.93	$ 1,363.90
35-0022	SHORT, PE, BLUE W/LOGO	Youth XL	EA	205		$6.29	$ 1,289.45	$5.25	$ 1,076.25	$7.64	$ 1,566.20	$13.32	$ 2,730.60	$5.70	$ 1,168.50	$7.50	$ 1,537.50	$6.75	$ 1,383.75	$7.50	$ 1,537.50	$5.93	$ 1,215.65
							$ 50,826.60		$ 51,863.75		$ 67,595.80		$ 121,627.05		$ 58,278.00		$ 63,038.75		$ 59,676.50		$ 63,038.75		$ 51,189.75
	Note: A call to Gildan Customer Service confirmed that the Item 5000 and the Item G500 are the exact same shirt.					Gildan G500; A4 N5296; Gildan G500B; A4 NB5301 - Vendor also quotes products in Adult X-Small.		Port & Company PC 54; A4 N5296; Port & Company PC54Y; A4 NB5301 - Vendor also quotes products in Adult X-Small.		Port & Company PC 54; Badger 7207; Gildan 5000B; Badger 2207		Fruit of the Loom 3930R; Badger 7209; Fruits of the Loom 3930BR; Badger 2207 - Vendor also quotes products in Adult X-Small.		Gildan 5000; A4 N5296; Gildan 500B; A4 NB5301 - Vendor also quotes products in Adult X-Small.		Fruit of the Loom 3931; Badger 7239; Fruit of the Loom 3931B; Badger 2207 - Vendor also quotes products in Adult X-Small.		Gildan G500; A4 N5184; Gildan G500B; A4 NB5184 - Vendor also quotes products in Adult X-Small.		Hanes 5280; Badger 7209; Hanes 5480; Badger 2237 - Vendor also quotes products in Adult X-Small.		Port & Company PC 54; A4 N5296; Port & Company PC54Y; A4 NB5301 - Vendor also quotes products in Adult X-Small.	

Community Unit School District # 300
Purchasing Department
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8460 – PHONE

February 14, 2023

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for:

Contract Pricing for Physical Education Uniforms

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

Community Unit School District No. 300
Purchasing Department – Physical Education Uniforms
2605 Bunker Hill Drive
Algonquin, IL 60102

Sealed bids will be received via BidNet until **10:00 AM CT, Thursday, March 16, 2023** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **Tuesday, May 23, 2023 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.

Diane C White

Sincerely,
Diane C. White
Director of Purchasing

PUBLIC NOTICE

NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed bids for:

Contract Pricing for Physical Education Uniforms

Sealed bids will be accepted until 10:00 AM CT, Thursday, March 16, 2023 via Bidnet:

A public bid opening will be held virtually, via Google Meet. Meeting information will be posted to BIDNET.

Instruction to Bidders

Bids should be submitted via BidNet, District 300's online bid submittal service. **Bid samples** should be in a sealed envelope with the date and time of the bid opening, and the Contractor's name and address.

Bid Samples only to:
Community Unit School District 300
Purchasing Office
2605 Bunker Hill Dr.
Algonquin, IL, 60102

A non-mandatory document review pre-bid meeting will be held virtually on Thursday, February 23, 2023 at 10:00 AM

Bid specifications will be available on Tuesday, February 14, 2023 after 4:00 PM. To obtain bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 60102
847-551-8460
bids.purchasing@d300.org

Contract Pricing for Physical Education Uniforms

TIMELINE – 2/10/2023

ACTION	DATE	TIME	LOCATION
Establish Timeline	**Friday, February 10, 2023**		
Specifications Review	**Tuesday, February 14, 2023**		
Specifications Finalized	**Tuesday, February 14, 2023**		
Legal Ad	**Wednesday, February 15, 2023**		Daily Herald
Specifications Released	**Tuesday, February 14, 2023**	**4:00 PM**	
Pre-Bid Meeting	**Thursday, February 23, 2023**	**10:00 AM**	Virtual
Q&A Deadline	**Tuesday, March 7, 2023**	**Noon**	BidNet
Bid Opening	**Thursday, March 16, 2023**	**10:00 AM**	Virtual
Evaluation Period	**Thursday, March 16, 2023 to Thursday, April 27, 2023**		Purchasing
To COO	**Thursday, April 27, 2023**		Purchasing
BFC Packet	**Tuesday, May 9, 2023**		
CFOC Meeting	**Tuesday, May 9, 2023**		
BOE Workshop / Approval	**Tuesday, May 23, 2023**		
CONTRACT ISSUED	**Wednesday, May 24, 2023**		
BOE Workshop / Approval	**Tuesday, March 15, 2022**		
CONTRACT ISSUED	**Wednesday, March 16, 2022**		

Instructions to Bidders

1. GENERAL

a. Proposal shall be signed and with the title of the proposal, and date and time of opening. Unsigned proposals will be rejected.

b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened nor considered.

c. All bids MUST be completed in the EXCEL® spreadsheet provided in the Bid Response Form.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs (tariffs), energy charges, and delivery to the individual locations designated on the bid specification and installation if called for in the bid specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

h. Oral, telephonic, telegraphic, facsimile or electronically transmitted bids will not be accepted.

i. Proposal shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here

   ii. For Vendor Registration Help Document: Click here

   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. FIRM BID

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn in writing by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

5. INVESTIGATION OF BIDDERS

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Support Services-Purchasing to download the vendor application and W-9 form.

7. COMPLIANCE WITH THE ILLINOIS PREVAILING WAGE ACT

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor 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 as ascertained by the Illinois Department of Labor. 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. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract (whether or not federal funds are involved) the bidder agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS NOT REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

15. BID SECURITY IS NOT REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. SERVICE POINTS

See Scope of work for service point details.

17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

General Liability	General Aggregate	$2,000,000
	Products-Comp/OP Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
	Fire Damage (Any one fire)	50,000
	Medical Exp. (Any one person)	5,000
Excess Liability	Each Occurrence	2,000,000
	Aggregate	2,000,000
Automobile Liability	Bodily Injury (each occ)	1,000,000
	Property Damage (each occ)	1,000,000
Worker's Compensation	Statutory Limits	
	Each Accident	500,000
	Disease-Policy Limit	500,000
	Disease-Each employee	500,000

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

19. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

20. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

21. DAMAGE TO PROPERTY

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's 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 bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

22. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

26. COMPLETION OF WORK & CONTRACT

Contract period is from May 24, 2023 through March 31, 2024, with the possibility of two (2) full-year extensions, April 1, 2024 – March 31, 2025 and April 1, 2025 – March 31, 2026 with a favorable recommendation to the Community Unit School District 300 Board of Education. District 300 will be using the Urban CPI (December) to evaluate any increases in pricing. For any increase above this CPI %, the successful vendor(s) will have to justify in detail any additional increases to this pricing. District 300 is to be notified within 60 days of any product price increases or decreases.

27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and

(vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

29. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

30. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

31. COMPLIANCE WITH LAWS

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

32. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

33. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be

deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

35. CANCELLATION

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

36. ADDITIONAL INFORMATION

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org

REFERENCES

LIST BELOW (3) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE UNIFORMS, T-SHIRTS & SHORTS FOR EDUCATIONAL, LIBRAIRIES, OR OTHER MUNICIPAL ENTITIES IN THE LAST (5) YEARS.

Please be sure that contact information for references is current.

---

1. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT OF PROVIDED ITEMS:**

2. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT OF PROVIDED ITEMS:**

REFERENCES (CONT.)

3. ORGANIZATION:

ADDRESS:

CITY, STATE, and ZIP CODE:

CONTACT PERSON:

TELEPHONE NUMBER: **EMAIL:**

DATES OF SERVICE: **DOLLAR AMOUNT OF PROVIDED ITEMS:**

OFFEROR'S NAME

SIGNATURE: **DATE:**

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT

_____, having 25 or more employees, 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 this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____, 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.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____

NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Title: _____

Dated: _____

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____

NOTARY PUBLIC

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____

(Printed or Typed Name of Applicant Employee)

_____

Signature of Applicant or Employee

Dated: _____

COMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	**APPLICATION DATE**
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	**REVISION DATE**

DATE: _____

COMPANY	HOW LONG IN PRESENT BUSINESS?
ADDRESS CITY STATE ZIP	
CONTACT PERSON/REPRESENTATIVE	FAX NUMBER ( ) / PHONE AND EXTENSION ( )
TYPE OF ORGANIZATION (Check Applicable) ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION	IF INCORPORATED INDICATE IN WHICH STATE
YEARS ESTABLISHED:	DO YOU ACCEPT PURCHASE ORDERS? YES ☐ NO ☐ / DO YOU ACCEPT CREDIT CARDS? YES ☐ NO ☐

CATEGORY **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.

FEIN _____

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.				
2.				
3.				
4.				

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

Requester's name and address (optional)

COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

SCOPE OF WORK/SERVICE

PHYSICAL EDUCATION UNIFORMS

Community Unit School District is seeking a contract from May 24, 2023 through March 31, 2024, with the possibility of two (2) full-year extensions, April 1, 2024 – March 31, 2025 and April 1, 2025 – March 31, 2026 with a favorable recommendation to the Community Unit School District 300 Board of Education. District 300 will be using the Urban CPI (December) to evaluate any increases in pricing. For any increase above this CPI %, the successful vendor(s) will have to justify in detail any additional increases to this pricing. District 300 is to be notified within 60 days of any product price increases or decreases.

District 300 Purchase Orders will be written to fulfill uniforms needed by location regardless of delivery location. This will result in multiple orders. Samples are required for this bid.

Physical Education Uniforms

Gym uniforms for approximately 11,300 current Middle and High School students: 5000 shorts and 5300 PE shirts.

Gym uniforms consist of one each T-shirt and one pair of nine-inch inseam, fused liner shorts, priced individually. Youth shorts shall have a six-inch inseam. Each T-shirt and pair of shorts shall be **silk-screened** with three (3) lines of **one-color** printing. One line consists of a blank box for the student's name. Gym shirt and short screening styles have been attached to this Scope of Work.

Complete uniforms or separate shirts and shorts, will be shipped to 8 individual schools during the summer break and throughout the school year. Gym uniform shirt and short unit pricing shall include all shipping, energy/fuel, and tariff costs and set up charges; shipping **must not** be invoiced separately. Vendor is strictly responsible for all shipping costs.

Proofs should be emailed to Elizabeth.duran@d300.org with a cc to: bids.purchasing@d300.org.

Specifications

District 300 will a accept shirts and shorts as outlined in the following specifications chart.

Adult and Youth sized T-Shirts are acceptable from the following manufacturers only: Fruit of the Loom, Hanes, Gildan, or Port & Company.

Adult and Youth sized Shorts are acceptable from the following manufacturers only: A4, Badger, or Ramco

Note specified item numbers and colors.

No substitutions will be accepted.

Specifications chart follows this page.

Community Unit School District 300 Specifications for PE Shirts and Shorts

T-SHIRTS

ADULT

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	WEIGHT	FABRIC	AVAILABLE ADULT SIZES	LINK
Fruit of the Loom	Original Heavyweight Unisex T-Shirt	3930R	Athletic Heather	5.0 oz	90% Cotton / 10% Polyester	S - 6XL	https://www.fruitactivewear.com/shop/p/hd-cotton-unisex-t-shirt/3930R?color=ATHLETIC%20HEATHER
Hanes	Hanes Essentials Unisex 5.2 oz	5280	Ash	5.2 oz	99% Cotton, 1% Polyester	S - 4XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-5280.pdf
Gildan	Heavy Cotton T-Shirt	5000	Sport Grey	5.3 oz	90% Cotton / 10% Polyester	S - 5XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000.pdf
Port & Company	Core Cotton Tee	PC54	Athletic Heather	5.4 oz	90% Cotton / 10% Polyester	S - 4XL	https://www.portandcompany.com/p/3985_AthlHthr#?doScrollToGrid=true

YOUTH

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	WEIGHT	FABRIC	AVAILABLE YOUTH SIZES	LINK
Fruit of the Loom	HD Cotton™ Youth T-Shirt	3930BR	Athletic Heather	5.0 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://www.fruitactivewear.com/shop/p/hd-cotton-youth-t-shirt/3930BR?color=ATHLETIC%20HEATHER
Hanes	Hanes 54500 Youth Authentic-T	54500	Ash	5-6 oz	99% Cotton, 1% Polyester	YOUTH XS - XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-54500.pdf
Gildan	Youth Heavy Cotton T-Shirt	500B	Sport Grey	5.3 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000b.pdf
Port & Company	Youth Core Cotton Tee	PC54Y	Athletic Heather	5.4 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://www.portandcompany.com/p/3986_AthlHthr#?doScrollToGrid=true

SHORTS

ADULT

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	FABRIC	AVAILABLE ADULT SIZES	LINK
A4	Sprint 9" Lined Tricot Mesh Short	N5296	Royal	100% Polyester Mesh body, 3.4 ounces	XS - 4XL	https://www.a4.com/n5296#color=389
A4	9" Lined Micromesh Shorts	N5255	Royal	100% Polyester Mesh body, 3.4 ounces	XS - 3XL	https://www.a4.com/n5255#color=389
Badger	7209 Badger Sport Mesh/Tricot 9 Inch Short	7209	Royal	100% Polyester, 70 denier mesh with solid tricot liner	S - 5XL	https://www.badgerteamwear.com/7209-mesh-tricot-9-inch-short/
Badger	7239 Badger Sport Mini Mesh 9 Inch Short	7239	Royal	100% Polyester Pro Mesh with solid Tricot liner	S - 4XL	https://www.badgerteamwear.com/7239-badger-sport-mini-mesh-9-inch-short/
Ramco	Pro Mesh Short 9"	909	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	S - 4XL	https://ramcoapparel.com/prod-21-1-27-1/pro-mesh-short-9-.htm
Ramco	Mini Mesh Short 9" Inseam	709	Royal	100% polyester 70 Denier mini mesh.	S - 4XL	https://ramcoapparel.com/prod-21-1-50-1/mini-mesh-short-9-inseam.htm

YOUTH

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	FABRIC	AVAILABLE YOUTH SIZES	LINK
A4	Youth Sprint 6" Lined Tricot Mesh Short	NB5301	Royal	100% Polyester Mesh body, 3.4 ounces per square yard 100% Polyester liner, 2.5 ounces per square yard	XXS - XL	https://www.a4.com/nb5301#color=389
A4	Youth 6" Lined Micromesh Short	NB5184	Royal	100% Polyester Mesh body, 3.4 ounces	XXS - XL	https://www.a4.com/nb5184#color=389
Badger	2207 Badger Sport Mesh/Tricot 6 Inch Youth Short	2207	Royal	100% Polyester, 70 denier mesh with solid tricot liner	XS - XL	https://www.badgerteamwear.com/2207-mesh-tricot-6-inch-youth-short/
Badger	2237 Badger Sport Mini Mesh Youth 6 Inch Short	2237	Royal	100% Polyester mesh with solid tricot liner	XS - L	https://www.badgerteamwear.com/2237-badger-sport-mini-mesh-youth-6-inch-short/
Ramco	Pro Mesh Short 6" - Youth	907Y	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	XS - XL	https://ramcoapparel.com/prod-21-1-52-19/pro-mesh-short-6-youth.htm
Ramco	Mini Mesh Short 6" - Youth	707Y	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	XS - XL	https://ramcoapparel.com/prod-21-1-58-19/mini-mesh-short-6-youth.htm

Samples

Vendors must provide a sample of each T-shirt and pair of shorts proposed in the color indicated.
Sample package should be sent to:

Diane C. White, Director of Purchasing
Attn: PE Uniform Bid
2605 Bunker Hill Drive
Algonquin, IL 60102

The Sample package should be clearly marked with the vendor's name. The Sample package must arrive to the above address by the time of the bid opening. Samples will not be returned to the vendor.

DELIVERY POINTS

Vendor pricing must include all shipping, energy/fuel, and tariff charges; freight must not be invoiced separately. Vendor must consider the freight costs in shipping to the locations below, and must include those costs in the uniform unit pricing.

District Delivery Points:

Algonquin Middle School
520 Longwood Drive - Algonquin, IL 60102

Carpentersville Middle School
100 Cleveland Avenue - Carpentersville, IL 60110

Dundee Middle School
4200 West Main St. - West Dundee, IL 60118-9590

Hampshire Middle School
560 South State Street - Hampshire, IL 60140

Dundee-Crown High School
1600 Kings Road - Carpentersville, IL 60110

Hampshire High School
1600 East Big Timber Road - Hampshire, IL 60140

Jacobs High School
2601 Bunker Hill Drive - Algonquin, IL 60102

Westfield Community School
2100 Sleepy Hollow Road - Algonquin, IL 60102

Buildings & Grounds
2605 Bunker Hill Drive – Algonquin, IL 60102

*****Bids are due to BIDNET by 10:00 AM, CT, Thursday, March 16, 2023*****

T-Shirt logo

Shirt Color-Sports Grey
1 Color Front
11.5" Wide
Royal #293

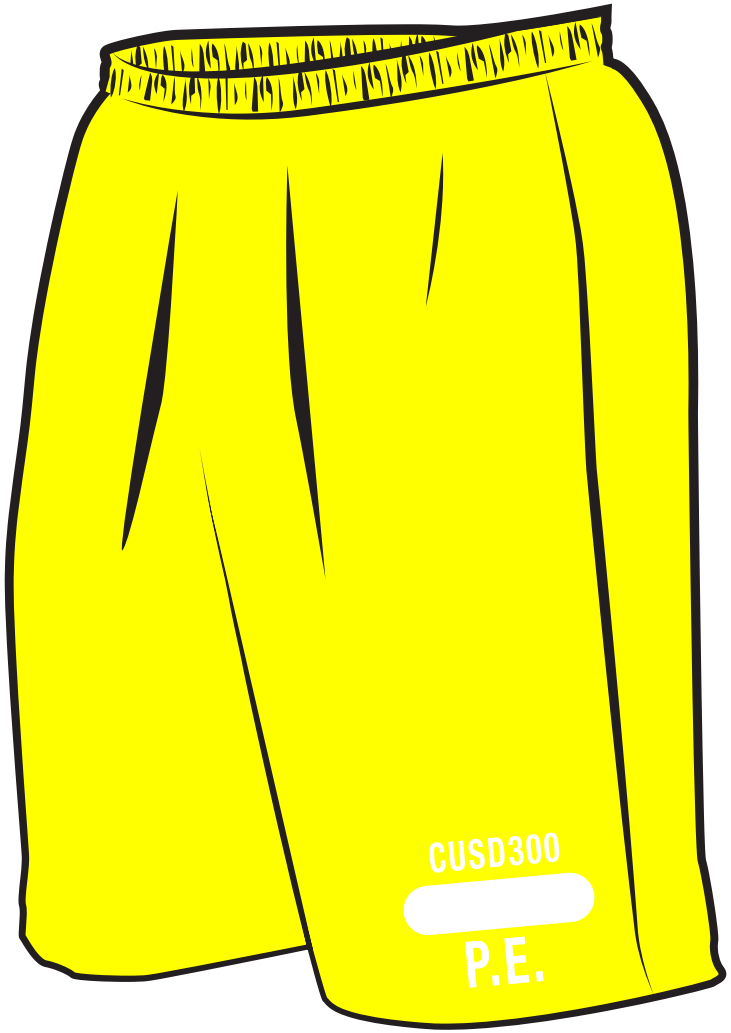
Back---

CUSD300

PHYSICAL EDUCATION

Sample of shorts logo

Mesh Shorts Color - Royal Blue
1 Color Left Leg
4”Wide
White



Back -

CUSD300

P.E.

BID RESPONSE FORM A

Contract Pricing for Physical Education Uniforms

Bid Response Form B, in Excel® format, must be included with your sealed bid.

Include a sample of the PE uniform Shirt and Shorts with your bid. Please note the name of the bid and due date & time on the sample package. This sample must arrive to the District 300 purchasing department by the time of bid opening. All documents must be uploaded to Bidnet by the time of the bid opening.

Send Samples to: Community Unit School District 300 – PE Uniform Bid, 2605 Bunker Hill Drive, Algonquin, IL 60102.

Vendor has received Addendum #1 Yes _____ No _____
Addendum #2 Yes _____ No_____

COMMENTS AND ADDITIONAL INFORMATION

_____

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

_____
Name of Company/Corporation

90 Days
Length of time bid is firm

_____
Street Address

Bid Submitted by:

_____
City, State, Zip Code

_____
Authorized Signature

_____
Telephone Number

_____
Please Type or Print Name

_____
Fax Number

_____
Illinois License Number

Email address - _____

*****Documents and samples are due by 10:00 AM CT, Thursday, March 16, 2023*****

BID RESPONSE FORM
PHYSICAL EDUCATION AND CUSTODIAL UNIFORMS

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District 300. It is understood that:

1. **No substitutions will be accepted. Vendors must use manufacturers and item numbers as noted in the Bid Scope of Work and attached Item Specifications.**
2. **The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**
3. **Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.**
4. **Prices quoted shall include ALL charges for handling, transportation and delivery.**
5. **All items bid are F.O.B. destination.**
6. **Community Unit School District 300 is Tax Exempt.**
   Tax Exemption Number - E9996-0079-07.

Vendor has received Addendum (IF APPLICABLE)

#1 - _____ #2 - _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

NAME OF COMPANY /CORPORATION

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

FEIN NUMBER

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

PLEASE TYPE OR PRINT NAME

DATE

*****Sealed bids & Samples are due by 10:00 AM, CT, Thursday, March 16, 2023*****

INSTRUCTIONS: PLEASE FILL IN COLUMNS **B,C,D**, and J **.** PLEASE USE COLUMN **L** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED IN HARD COPY ALONG WITH AN ELECTRONIC VERSION OF BID ON A Flash Drive.
MULTIBLE BID SHEETS WITH PE UNIFORM CLOTHING MANUFACTURES CALLED OUT IN THIS PROJECT'S SCOPE OF WORK, WILL BE ACCEPTED AND CONSIDERED UPON BID SUBMITTAL.

Vendor Name	
Complete Address	
Phone	
Fax	
Email	
Contact Person	

Manufacturer's Name	Manufacturer's Item #	Vendor Item #	D300 Item #	D300 Item Description	Size	D300 UOM	Estimated Purchase Amount	Vendor Unit Price	Vendor Comments
			35-0001	SHIRT, PE, GREY W/LOGO	X-Small	EA	100		
			35-0002	SHIRT, PE, GREY W/LOGO	Small	EA	1195		
			35-0003	SHIRT, PE, GREY W/LOGO	Medium	EA	1515		
			35-0004	SHIRT, PE, GREY W/LOGO	Large	EA	1185		
			35-0005	SHIRT, PE, GREY W/LOGO	XL	EA	425		
			35-0006	SHIRT, PE, GREY W/LOGO	2XL	EA	210		
			35-0007	SHIRT, PE, GREY W/LOGO	3XL	EA	35		
			35-0023	SHIRT, PE, GREY W/LOGO	4XL	EA	40		
			35-0008	SHORT, PE, BLUE W/LOGO	X-Small	EA	50		
			35-0009	SHORT, PE, BLUE W/LOGO	Small	EA	1315		
			35-0010	SHORT, PE, BLUE W/LOGO	Medium	EA	1480		
			35-0011	SHORT, PE, BLUE W/LOGO	Large	EA	1195		
			35-0012	SHORT, PE, BLUE W/LOGO	XL	EA	175		
			35-0013	SHORT, PE, BLUE W/LOGO	2XL	EA	55		
			35-0014	SHORT, PE, BLUE W/LOGO	3XL	EA	5		
			35-0025	SHORT, PE, ROYAL BLUE W/LOGO	4XL	EA	30		
			35-0015	SHIRT, PE, GREY W/LOGO	Youth Small	EA	20		
			35-0016	SHIRT, PE, GREY W/LOGO	Youth Medium	EA	75		
			35-0017	SHIRT, PE, GREY W/LOGO	Youth Large	EA	230		
			35-0018	SHIRT, PE, GREY W/LOGO	Youth XL	EA	120		
			35-0024	SHORT, PE, BLUE W/LOGO	Youth X-Small	EA	5		
			35-0019	SHORT, PE, BLUE W/LOGO	Youth Small	EA	20		
			35-0020	SHORT, PE, BLUE W/LOGO	Youth Medium	EA	75		
			35-0021	SHORT, PE, BLUE W/LOGO	Youth Large	EA	230		
			35-0022	SHORT, PE, BLUE W/LOGO	Youth XL	EA	205		

Community Unit School District 300 Specifications for PE Shirts and Shorts

T-SHIRTS

ADULT

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	WEIGHT	FABRIC	AVAILABLE ADULT SIZES	LINK
Fruit of the Loom	Original Heavyweight Unisex T-Shirt	3930R	Athletic Heather	5.0 oz	90% Cotton / 10% Polyester	S - 6XL	https://www.fruitactivewear.com/shop/p/hd-cotton-unisex-t-shirt/3930R?color=ATHLETIC%20HEATHER
Hanes	Hanes Essentials Unisex 5.2 oz	5280	Ash	5.2 oz	99% Cotton, 1% Polyester	S - 4XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-5280.pdf
Gildan	Heavy Cotton T-Shirt	5000	Sport Grey	5.3 oz	90% Cotton / 10% Polyester	S - 5XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000.pdf
Port & Company	Core Cotton Tee	PC54	Athletic Heather	5.4 oz	90% Cotton / 10% Polyester	S - 4XL	https://www.portandcompany.com/p/3985_AthlHthr#?doScrollToGrid=true

YOUTH

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	WEIGHT	FABRIC	AVAILABLE YOUTH SIZES	LINK
Fruit of the Loom	HD Cotton™ Youth T-Shirt	3930BR	Athletic Heather	5.0 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://www.fruitactivewear.com/shop/p/hd-cotton-youth-t-shirt/3930BR?color=ATHLETIC%20HEATHER
Hanes	Hanes 54500 Youth Authentic-T	54500	Ash	5-6 oz	99% Cotton, 1% Polyester	YOUTH XS - XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-54500.pdf
Gildan	Youth Heavy Cotton T-Shirt	500B	Sport Grey	5.3 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000b.pdf
Port & Company	Youth Core Cotton Tee	PC54Y	Athletic Heather	5.4 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://www.portandcompany.com/p/3986_AthlHthr#?doScrollToGrid=true

SHORTS

ADULT

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	FABRIC	AVAILABLE ADULT SIZES	LINK
A4	Sprint 9" Lined Tricot Mesh Short	N5296	Royal	100% Polyester Mesh body, 3.4 ounces	XS - 4XL	https://www.a4.com/n5296#color=389
A4	9" Lined Micromesh Shorts	N5255	Royal	100% Polyester Mesh body, 3.4 ounces	XS - 3XL	https://www.a4.com/n5255#color=389
Badger	7209 Badger Sport Mesh/Tricot 9 Inch Short	7209	Royal	100% Polyester, 70 denier mesh with solid tricot liner	S - 5XL	https://www.badgerteamwear.com/7209-mesh-tricot-9-inch-short/
Badger	7239 Badger Sport Mini Mesh 9 Inch Short	7239	Royal	100% Polyester Pro Mesh with solid Tricot liner	S - 4XL	https://www.badgerteamwear.com/7239-badger-sport-mini-mesh-9-inch-short/
Ramco	Pro Mesh Short 9"	909	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	S - 4XL	https://ramcoapparel.com/prod-21-1-27-1/pro-mesh-short-9-.htm
Ramco	Mini Mesh Short 9" Inseam	709	Royal	100% polyester 70 Denier mini mesh.	S - 4XL	https://ramcoapparel.com/prod-21-1-50-1/mini-mesh-short-9-inseam.htm

YOUTH

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	FABRIC	AVAILABLE YOUTH SIZES	LINK
A4	Youth Sprint 6" Lined Tricot Mesh Short	NB5301	Royal	100% Polyester Mesh body, 3.4 ounces per square yard	XXS - XL	https://www.a4.com/nb5301#color=389
A4	Youth 6" Lined Micromesh Short	NB5184	Royal	100% Polyester Mesh body, 3.4 ounces	XXS - XL	https://www.a4.com/nb5184#color=389
Badger	2207 Badger Sport Mesh/Tricot 6 Inch Youth Short	2207	Royal	100% Polyester, 70 denier mesh with solid tricot liner	XS - XL	https://www.badgerteamwear.com/2207-mesh-tricot-6-inch-youth-short/
Badger	2237 Badger Sport Mini Mesh Youth 6 Inch Short	2237	Royal	100% Polyester mesh with solid tricot liner	XS - L	https://www.badgerteamwear.com/2237-badger-sport-mini-mesh-youth-6-inch-short/
Ramco	Pro Mesh Short 6" - Youth	907Y	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	XS - XL	https://ramcoapparel.com/prod-21-1-52-19/pro-mesh-short-6-youth.htm
Ramco	Mini Mesh Short 6" - Youth	707Y	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	XS - XL	https://ramcoapparel.com/prod-21-1-58-19/mini-mesh-short-6-youth.htm

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

February 27, 2023

ADDENDUM 1

Contract Pricing for Physical Education Uniforms

Vendor Question

Question: Please advise minimum order quantity per order.
Answer: There are no minimum quantity requirements.

Question: Please provide previous bid tabulation.
Answer: Recent bid results may be obtained through the Community Unit School District 300 website via the Board of Education page (https://www.d300.org/BoardofEducation) "Board Meeting agendas and minutes". Please follow this link: https://meetings.boardbook.org/Public/Agenda/1453?meeting=520448 and scroll down to item 10.2. Approval of PE Uniform Bid.

Question: Will the district provide the logo file in order to prepare the samples?
Answer: The Logo file be provided to the successful bidder. Samples need not be imprinted.

Question: Is there a requirement for MBE and WBE Certification for enter into this contract?
Answer: No, there is no minority requirement attached to this bid.

Question: Are we required to provide 20 samples? One for each item number on the list?
Answer: Bidding vendors should provide four samples: 1 adult t-shirt, 1 youth t-shirt, 1 adult shorts, and 1 youth shorts according to the brand and style they are bidding.

Question: Please clarify if we needed to complete all 36 pages of the document attached to the bid? Or just complete the excel spread sheet with the type of apparel and price we are able to honor?
Answer: Both Excel® sheet and pages 14 through 33 of the 36-page pdf documents should be fully completed.

Question: Is payment issued at the end of the project?
Answer: Payment is issued when all of the product on any invoice is fully received and in good order.

Question: Do the forms need to be notorized prior to being awarded and submitted wth bid documents?
Answer: Yes

Changes

1) Note: The notary seals for pages 22, 23, and 24 flowed on to the subsequent pages. Please see attached Exhibit A for corrected documents which require the bidder's signature for the following titled documents:

- **CERTIFICATE REGARDING COMMUNITY UNIT SCHOOL DISTRICT 300 VENDOR/CONTRACTOR CONFLICT OF INTEREST**
- **CRIMINAL BACKGROUND INVESTIGATIONS**
- **AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

2) The Timeline on page 3 inappropriately cited dates in 2022. Please see attached Exhibit B for the corrected document.

This Addendum along with any Exhibits and Attachments is to be considered part of the original RFP documents. Please confirm receipt of this email or fax by a telephone call, email, or fax and on Response Forms A & B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C. White / Director of Purchasing

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

EXHIBIT A

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Title: _____

Dated: _____

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____

NOTARY PUBLIC

Revised Page 23 of 36

EXHIBIT A

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____
(Printed or Typed Name of Applicant Employee)

_____
Signature of Applicant or Employee

Dated: _____

EXHIBIT B

Contract Pricing for Physical Education Uniforms

TIMELINE – 2/10/2023

ACTION	DATE	TIME	LOCATION
Establish Timeline	Friday, February 10, 2023		
Specifications Review	Tuesday, February 14, 2023		
Specifications Finalized	Tuesday, February 14, 2023		
Legal Ad	Wednesday, February 15, 2023		Daily Herald
Specifications Released	Tuesday, February 14, 2023	4:00 PM	
Pre-Bid Meeting	Thursday, February 23, 2023	10:00 AM	Virtual
Q&A Deadline	Tuesday, March 7, 2023	Noon	BidNet
Bid Opening	Thursday, March 16, 2023	10:00 AM	Virtual
Evaluation Period	Thursday, March 16, 2023 to Thursday, April 27, 2023		Purchasing
To CFO	Thursday, April 27, 2023		Purchasing
BFC Packet	Tuesday, May 9, 2023		
CFOC Meeting	Tuesday, May 9, 2023		
BOE Workshop / Approval	Tuesday, May 23, 2023		
CONTRACT ISSUED	Wednesday, May 24, 2023		

REFERENCES

LIST BELOW (3) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE UNIFORMS, T-SHIRTS & SHORTS FOR EDUCATIONAL, LIBRAIRIES, OR OTHER MUNICIPAL ENTITIES IN THE LAST (5) YEARS.

Please be sure that contact information for references is current.

1. ORGANIZATION: Plano ISD

ADDRESS: 2700 W. 15th Street

CITY, STATE, and ZIP CODE:
Palno Texas 75075

CONTACT PERSON:
Tarrah Lantz

TELEPHONE NUMBER:
214-557-7690

EMAIL:
tarrahjlantz@gmail.com

DATES OF SERVICE:
25 Plus years

DOLLAR AMOUNT OF PROVIDED ITEMS:

2. ORGANIZATION: Customer: Mentors Care

ADDRESS: 661 E. Main St.

CITY, STATE, and ZIP CODE:
Midlothian, Texas 76065

CONTACT PERSON:
Dena Petty

TELEPHONE NUMBER: 501-625-4252

EMAIL: dena.petty@mentors.care

DATES OF SERVICE: 10 Plus years

DOLLAR AMOUNT OF PROVIDED ITEMS:

REFERENCES (CONT.)

3. ORGANIZATION: Frisco ISD

ADDRESS: 5515 Ohio Dr.

CITY, STATE, and ZIP CODE: Frisco, Texas 75035

CONTACT PERSON: Lori Naquin

TELEPHONE NUMBER: 469-633-6000

EMAIL: naquil@friscoisd.org

DATES OF SERVICE: 10 plus years

DOLLAR AMOUNT OF PROVIDED ITEMS:

OFFEROR'S NAME

Jennie O'Leary

SIGNATURE:

2/16/2023

DATE:

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Educational Products, Inc. , as part of its bid for the Physical Education Uniforms work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O'Leary Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

Norma Dupree
NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Educational Products, Inc., having 25 or more employees, 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 this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Educational Products, Inc.

By: Jennie O'Leary
(~~Signature~~)

Jennifer O'Leary Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Norma Dupree
NOTARY PUBLIC

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

Educational Products, Inc., 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.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer, Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Norma Dupree
NOTARY PUBLIC

CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

Educational Products, Inc., does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O' Leary, Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Norma Dupree
NOTARY PUBLIC

CERTIFICATE REGARDING
EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Educational Products, Inc. agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Educational Products, Inc. agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O'Leary, Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

Norma Dupree
NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Educational Products, Inc., as part of its bid for the Physical Education Uniforms work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O'Leary, Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

Norma Dupree
NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

EXHIBIT A

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

Educational Products, Inc., does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O'Leary Marketing Director
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 14th day of March, 2023.

Norma Dupree
NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Revised Page 22 of 36

CERTIFICATE REGARDING
COMMUNITY UNIT SCHOOL DISTRICT 300
VENDOR/CONTRACTOR CONFLICT OF INTEREST

Educational Products, Inc., does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Educational Products, Inc.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

By: Jennie O'Leary
(Signature)

Jennifer O'Leary Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

EXHIBIT A

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: Jennifer O'Leary

Title: Director of Marketing

Dated: 3/1/2023

SUBSCRIBED and SWORN TO before me

This 14th day of March, 2023.

Norma Dupree

NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Revised Page 23 of 36

Norma Dupree

NOTARY PUBLIC

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

By: Jennifer O'Leary

Title: Director of Marketing

Dated: 2/16/2023

SUBSCRIBED and SWORN TO before me

This 23rd day of February 2023.

Nora Dupree

NOTARY PUBLIC

AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Jennifer O'Leary

(Printed or Typed Name of Applicant Employee)

Jennie O'Leary

Signature of Applicant or Employee

Dated: 2/16/2023

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

EDUCATIONAL PRODUCTS, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1342 N INTERSTATE 35E

Requester's name and address (optional)

6 City, state, and ZIP code

CARROLLTON TX 75006

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

7	4	–	2	1	4	2	1	2	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Wayne Chambers Date ▶ 2/7/23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

PRINT RESET

COMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS)	APPLICATION DATE
Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries	REVISION DATE

DATE: 2/16/2023

COMPANY	HOW LONG IN PRESENT BUSINESS?
Educational Products, Inc.	40 years

ADDRESS	CITY	STATE	ZIP
1342 N. Interstate 35E	Carrollton,	TX	75006

CONTACT PERSON/REPRESENTATIVE	FAX NUMBER	PHONE AND EXTENSION
Sean Kerr	( )	(310)427-7435

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☑ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE

YEARS ESTABLISHED:

DO YOU ACCEPT PURCHASE ORDERS? YES ☑ NO ☐
DO YOU ACCEPT CREDIT CARDS? YES ☑ NO ☐

CATEGORY (Check below the category which applies to the applicant)
☐ (A) MANUFACTURER OR PRODUCER ☑ (C) RETAILER ☑ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT Ron Phelan
(C) SECRETARY (D) TREASURER
(E) OWNERS, PARTNERS, OR STOCKHOLDERS

TAXPAYER'S I.D. NO.
FEIN 74-2142124
or
S.S. No. _____

INSURANCE INFORMATION (Check Applicable)
LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☐ Greater than Minimum ☐
Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)
Perf. Bond ___/___ (Mo. Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. Year) ☐ Builder's Risk ___/___ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Sean Kerr	Director of Sales

Average number of employees (including affiliates) for four preceding calendar quarters.	Average annual sales for preceding three fiscal years:	Floor Space (Square Feet)	
		Manufacturing	Warehouse
147	40-50 Million	55,000	185,000

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____

DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

MINORITY BUSINESS ENTERPRISE ("MBE") means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

WOMEN'S BUSINESS ENTERPRISE ("WBE") means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE") means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

MINORITY GROUP MEMBER is an individual who is one of the following:

AFRICAN AMERICAN OR BLACK (persons with origins in any of the Black racial groups of Africa):
HISPANIC AMERICAN (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
NATIVE AMERICAN (American Indian)
ASIAN-PACIFIC AMERICAN (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

N/A

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

	ORGANIZATION	ADDRESS, STATE, ZIP	BUYER	PHONE NUMBER
1.				
2.				
3.				
4.				

Bank References

NAME OF BANK	ADDRESS, STATE, ZIP	CONTACT PERSON	PHONE NUMBER
J.P. Morgan Chase Bank	270 Park Ave. New York, NY 10017		

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

Jennie O'Leary

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION

Jennifer O'Leary, Director of Marketing

NAME AND TITLE OF PERSON SIGNING (Please type or print)

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY

VENDOR I.D. NUMBER	APPROVED BY	DATE	W9	COMM LIST

BID RESPONSE FORM A

Contract Pricing for Physical Education Uniforms

Bid Response Form B, in Excel® format, must be included with your sealed bid.

Include a sample of the PE uniform Shirt and Shorts with your bid. Please note the name of the bid and due date & time on the sample package. This sample must arrive to the District 300 purchasing department by the time of bid opening. All documents must be uploaded to Bidnet by the time of the bid opening.

Send Samples to: Community Unit School District 300 – PE Uniform Bid, 2605 Bunker Hill Drive, Algonquin, IL 60102.

Vendor has received Addendum #1 Yes ✓ No ____
Addendum #2 Yes ✓ No ____

COMMENTS AND ADDITIONAL INFORMATION

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

Educational Products, Inc.
Name of Company/Corporation

1342 N. I-H35E
Street Address

Carrollton, TX 75006
City, State, Zip Code

310-427-7435
Telephone Number

Fax Number

Email address - skerr@educationalproducts.com

90 Days
Length of time bid is firm

Bid Submitted by:

Jennie O'Leary
Authorized Signature

Jennifer O'Leary
Please Type or Print Name

24163-5502
Illinois License Number

Documents and samples are due by 10:00 AM CT, Thursday, March 16, 2023

INSTRUCTIONS: PLEASE FILL IN COLUMNS **B,C,D**, and **J** . PLEASE USE COLUMN L FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED IN HARD COPY ALONG WITH AN ELECTRONIC VERSION OF BID ON A Flash Drive. MULTIBLE BID SHEETS WITH PE UNIFORM CLOTHING MANUFACTURES CALLED OUT IN THIS PROJECT'S SCOPE OF WORK, WILL BE ACCEPTED AND CONSIDERED UPON BID SUBMITTAL.

Vendor Name	Educational products, Inc.
Complete Address	1342 N. Interstate 35E Carrollton, TX 75006
Phone	310-427-7435
Fax	
Email	skerr@educationalproducts.com
Contact Person	Sean Kerr

Manufacturer's Name	Manufacturer's Item #	Vendor Item #	D300 Item #	D300 Item Description	Size	D300 UOM	Estimated Purchase Amount	Vendor Unit Price	Vendor Comments
Gildan	G500	06201	35-0001	SHIRT, PE, GREY W/LOGO	X-Small	EA	100	$3.95	
Gildan	G500	06201	35-0002	SHIRT, PE, GREY W/LOGO	Small	EA	1195	$3.95	
Gildan	G500	06201	35-0003	SHIRT, PE, GREY W/LOGO	Medium	EA	1515	$3.95	
Gildan	G500	06201	35-0004	SHIRT, PE, GREY W/LOGO	Large	EA	1185	$3.95	
Gildan	G500	06201	35-0005	SHIRT, PE, GREY W/LOGO	XL	EA	425	$3.95	
Gildan	G500	06201	35-0006	SHIRT, PE, GREY W/LOGO	2XL	EA	210	$5.95	
Gildan	G500	06201	35-0007	SHIRT, PE, GREY W/LOGO	3XL	EA	35	$5.95	
Gildan	G500	06201	35-0023	SHIRT, PE, GREY W/LOGO	4XL	EA	40	$5.95	
A4	N5296	N5296	35-0008	SHORT, PE, BLUE W/LOGO	X-Small	EA	50	$6.29	
A4	N5296	N5296	35-0009	SHORT, PE, BLUE W/LOGO	Small	EA	1315	$6.29	
A4	N5296	N5296	35-0010	SHORT, PE, BLUE W/LOGO	Medium	EA	1480	$6.29	
A4	N5296	N5296	35-0011	SHORT, PE, BLUE W/LOGO	Large	EA	1195	$6.29	
A4	N5296	N5296	35-0012	SHORT, PE, BLUE W/LOGO	XL	EA	175	$6.29	
A4	N5296	N5296	35-0013	SHORT, PE, BLUE W/LOGO	2XL	EA	55	$8.29	
A4	N5296	N5296	35-0014	SHORT, PE, BLUE W/LOGO	3XL	EA	5	$8.29	
A4	N5296	N5296	35-0025	SHORT, PE, ROYAL BLUE W/LOGO	4XL	EA	30	$8.29	
Gildan	G500B	06201	35-0015	SHIRT, PE, GREY W/LOGO	Youth Small	EA	20	$3.95	
Gildan	G500B	06201	35-0016	SHIRT, PE, GREY W/LOGO	Youth Medium	EA	75	$3.95	
Gildan	G500B	06201	35-0017	SHIRT, PE, GREY W/LOGO	Youth Large	EA	230	$3.95	
Gildan	G500B	06201	35-0018	SHIRT, PE, GREY W/LOGO	Youth XL	EA	120	$3.95	
A4	NB5301	NB5301	35-0024	SHORT, PE, BLUE W/LOGO	Youth X-Small	EA	5	$6.29	
A4	NB5301	NB5301	35-0019	SHORT, PE, BLUE W/LOGO	Youth Small	EA	20	$6.29	
A4	NB5301	NB5301	35-0020	SHORT, PE, BLUE W/LOGO	Youth Medium	EA	75	$6.29	
A4	NB5301	NB5301	35-0021	SHORT, PE, BLUE W/LOGO	Youth Large	EA	230	$6.29	
A4	NB5301	NB5301	35-0022	SHORT, PE, BLUE W/LOGO	Youth XL	EA	205	$6.29	

COMMUNITY UNIT SCHOOL DISTRICT #300
PURCHASING DEPARTMENT
2605 BUNKER HILL DR
ALGONQUIN IL, 60102
Phone – 847-551-8460
Fax – 847-551-8463

March 8, 2023

ADDENDUM 2

Contract Pricing for Physical Education Uniforms

Vendor Question

Question: Is insurance still required by bidder if a third party such as Fed Ex, UPS delivers the items?
Answer: Yes, vendors doing business with District 300 should supply the COI as shown on Page 9, Paragraph 18 of the Complete Bid Documents for this bid.

This Addendum along with any Exhibits and Attachments is to be considered part of the original RFP documents. Please confirm receipt of this email or fax by a telephone call, email, or fax and on Response Forms A & B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C. White / Director of Purchasing

BID RESPONSE FORM
PHYSICAL EDUCATION AND CUSTODIAL UNIFORMS

Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District 300. It is understood that:

1. **No substitutions will be accepted. Vendors must use manufacturers and item numbers as noted in the Bid Scope of Work and attached Item Specifications.**
2. **The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**
3. **Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.**
4. **Prices quoted shall include ALL charges for handling, transportation and delivery.**
5. **All items bid are F.O.B. destination.**
6. **Community Unit School District 300 is Tax Exempt.**
   Tax Exemption Number - E9996-0079-07.

Vendor has received Addendum (IF APPLICABLE)

#1 - _____ #2 - _____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

Educatiional Products Inc
NAME OF COMPANY /CORPORATION

1342 N Insterstate 35E
STREET ADDRESS

Carrollton
CITY

TX
STATE

75006
ZIP

310-427-7435
TELEPHONE NUMBER

FAX NUMBER

skerr@educationalproducts.com
EMAIL ADDRESS

FEIN NUMBER

ILLINOIS LICENSE NUMBER

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

Sean Kerr
PLEASE TYPE OR PRINT NAME

3/16/2023
DATE

*****Sealed bids & Samples are due by 10:00 AM, CT, Thursday, March 16, 2023*****

INSTRUCTIONS: PLEASE FILL IN COLUMNS **B,C,D**, and J **.** PLEASE USE COLUMN **L** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED IN HARD COPY ALONG WITH AN ELECTRONIC VERSION OF BID ON A Flash Drive.
MULTIBLE BID SHEETS WITH PE UNIFORM CLOTHING MANUFACTURES CALLED OUT IN THIS PROJECT'S SCOPE OF WORK, WILL BE ACCEPTED AND CONSIDERED UPON BID SUBMITTAL.

Vendor Name	Educational Products Inc.
Complete Address	1342 N Interstate 35E, Carrollton, TX 75006
Phone	310-427-7435
Fax	
Email	skerr@educationalproducts.com
Contact Person	Sean Kerr

Manufacturer's Name	Manufacturer's Item #	Vendor Item #	D300 Item #	D300 Item Description	Size	D300 UOM	Estimated Purchase Amount	Vendor Unit Price	Vendor Comments
Gildan	G500	6201	35-0001	SHIRT, PE, GREY W/LOGO	X-Small	EA	100	$3.95	
Gildan	G500	6201	35-0002	SHIRT, PE, GREY W/LOGO	Small	EA	1195	$3.95	
Gildan	G500	6201	35-0003	SHIRT, PE, GREY W/LOGO	Medium	EA	1515	$3.95	
Gildan	G500	6201	35-0004	SHIRT, PE, GREY W/LOGO	Large	EA	1185	$3.95	
Gildan	G500	6201	35-0005	SHIRT, PE, GREY W/LOGO	XL	EA	425	$3.95	
Gildan	G500	6201	35-0006	SHIRT, PE, GREY W/LOGO	2XL	EA	210	$5.95	
Gildan	G500	6201	35-0007	SHIRT, PE, GREY W/LOGO	3XL	EA	35	$5.95	
Gildan	G500	6201	35-0023	SHIRT, PE, GREY W/LOGO	4XL	EA	40	$5.95	
	A4	N5296	35-0008	SHORT, PE, BLUE W/LOGO	X-Small	EA	50	$6.29	
	A4	N5296	35-0009	SHORT, PE, BLUE W/LOGO	Small	EA	1315	$6.29	
	A4	N5296	35-0010	SHORT, PE, BLUE W/LOGO	Medium	EA	1480	$6.29	
	A4	N5296	35-0011	SHORT, PE, BLUE W/LOGO	Large	EA	1195	$6.29	
	A4	N5296	35-0012	SHORT, PE, BLUE W/LOGO	XL	EA	175	$6.29	
	A4	N5296	35-0013	SHORT, PE, BLUE W/LOGO	2XL	EA	55	$8.29	
	A4	N5296	35-0014	SHORT, PE, BLUE W/LOGO	3XL	EA	5	$8.29	
	A4	N5296	35-0025	SHORT, PE, ROYAL BLUE W/LOGO	4XL	EA	30	$8.29	
	Gildan	G500B	35-0015	SHIRT, PE, GREY W/LOGO	Youth Small	EA	20	$3.95	
	Gildan	G500B	35-0016	SHIRT, PE, GREY W/LOGO	Youth Medium	EA	75	$3.95	
	Gildan	G500B	35-0017	SHIRT, PE, GREY W/LOGO	Youth Large	EA	230	$3.95	
	Gildan	G500B	35-0018	SHIRT, PE, GREY W/LOGO	Youth XL	EA	120	$3.95	
	A4	NB5301	35-0024	SHORT, PE, BLUE W/LOGO	Youth X-Small	EA	5	$6.29	
	A4	NB5301	35-0019	SHORT, PE, BLUE W/LOGO	Youth Small	EA	20	$6.29	
	A4	NB5301	35-0020	SHORT, PE, BLUE W/LOGO	Youth Medium	EA	75	$6.29	
	A4	NB5301	35-0021	SHORT, PE, BLUE W/LOGO	Youth Large	EA	230	$6.29	
	A4	NB5301	35-0022	SHORT, PE, BLUE W/LOGO	Youth XL	EA	205	$6.29	

Community Unit School District 300 Specifications for PE Shirts and Shorts

T-SHIRTS

ADULT

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	WEIGHT	FABRIC	AVAILABLE ADULT SIZES	LINK
Fruit of the Loom	Original Heavyweight Unisex T-Shirt	3930R	Athletic Heather	5.0 oz	90% Cotton / 10% Polyester	S - 6XL	https://www.fruitactivewear.com/shop/p/hd-cotton-unisex-t-shirt/3930R?color=ATHLETIC%20HEATHER
Hanes	Hanes Essentials Unisex 5.2 oz	5280	Ash	5.2 oz	99% Cotton, 1% Polyester	S - 4XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-5280.pdf
Gildan	Heavy Cotton T-Shirt	5000	Sport Grey	5.3 oz	90% Cotton / 10% Polyester	S - 5XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000.pdf
Port & Company	Core Cotton Tee	PC54	Athletic Heather	5.4 oz	90% Cotton / 10% Polyester	S - 4XL	https://www.portandcompany.com/p/3985_AthlHthr#?doScrollToGrid=true

YOUTH

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	WEIGHT	FABRIC	AVAILABLE YOUTH SIZES	LINK
Fruit of the Loom	HD Cotton™ Youth T-Shirt	3930BR	Athletic Heather	5.0 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://www.fruitactivewear.com/shop/p/hd-cotton-youth-t-shirt/3930BR?color=ATHLETIC%20HEATHER
Hanes	Hanes 54500 Youth Authentic-T	54500	Ash	5-6 oz	99% Cotton, 1% Polyester	YOUTH XS - XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-54500.pdf
Gildan	Youth Heavy Cotton T-Shirt	500B	Sport Grey	5.3 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000b.pdf
Port & Company	Youth Core Cotton Tee	PC54Y	Athletic Heather	5.4 oz	90% Cotton / 10% Polyester	YOUTH XS - XL	https://www.portandcompany.com/p/3986_AthlHthr#?doScrollToGrid=true

SHORTS

ADULT

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	FABRIC	AVAILABLE ADULT SIZES	LINK
A4	Sprint 9" Lined Tricot Mesh Short	N5296	Royal	100% Polyester Mesh body, 3.4 ounces	XS - 4XL	https://www.a4.com/n5296#color=389
A4	9" Lined Micromesh Shorts	N5255	Royal	100% Polyester Mesh body, 3.4 ounces	XS - 3XL	https://www.a4.com/n5255#color=389
Badger	7209 Badger Sport Mesh/Tricot 9 Inch Short	7209	Royal	100% Polyester, 70 denier mesh with solid tricot liner	S - 5XL	https://www.badgerteamwear.com/7209-mesh-tricot-9-inch-short/
Badger	7239 Badger Sport Mini Mesh 9 Inch Short	7239	Royal	100% Polyester Pro Mesh with solid Tricot liner	S - 4XL	https://www.badgerteamwear.com/7239-badger-sport-mini-mesh-9-inch-short/
Ramco	Pro Mesh Short 9"	909	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	S - 4XL	https://ramcoapparel.com/prod-21-1-27-1/pro-mesh-short-9-.htm
Ramco	Mini Mesh Short 9" Inseam	709	Royal	100% polyester 70 Denier mini mesh.	S - 4XL	https://ramcoapparel.com/prod-21-1-50-1/mini-mesh-short-9-inseam.htm

YOUTH

WHOLESALE VENDOR	ITEM NAME	ITEM #	COLOR	FABRIC	AVAILABLE YOUTH SIZES	LINK
A4	Youth Sprint 6" Lined Tricot Mesh Short	NB5301	Royal	100% Polyester Mesh body, 3.4 ounces per square yard	XXS - XL	https://www.a4.com/nb5301#color=389
A4	Youth 6" Lined Micromesh Short	NB5184	Royal	100% Polyester Mesh body, 3.4 ounces	XXS - XL	https://www.a4.com/nb5184#color=389
Badger	2207 Badger Sport Mesh/Tricot 6 Inch Youth Short	2207	Royal	100% Polyester, 70 denier mesh with solid tricot liner	XS - XL	https://www.badgerteamwear.com/2207-mesh-tricot-6-inch-youth-short/
Badger	2237 Badger Sport Mini Mesh Youth 6 Inch Short	2237	Royal	100% Polyester mesh with solid tricot liner	XS - L	https://www.badgerteamwear.com/2237-badger-sport-mini-mesh-youth-6-inch-short/
Ramco	Pro Mesh Short 6" - Youth	907Y	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	XS - XL	https://ramcoapparel.com/prod-21-1-52-19/pro-mesh-short-6-youth.htm
Ramco	Mini Mesh Short 6" - Youth	707Y	Royal	100% Polyester 70 Denier promesh with solid Tricot liner	XS - XL	https://ramcoapparel.com/prod-21-1-58-19/mini-mesh-short-6-youth.htm

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Eberto Mora
Assistant Superintendent of
Human Resources

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	03/25/2025
BOE 2nd Reading	

SUBJECT: **2025-2026 School Calendar (Revision) 3.25.2025**

Background

The current version of the 2025-2026 school calendar was approved by the Board on June 27, 2023, and revised on September 4, 2024.

Since the approval of the 2025-2026 school year calendar, Late Start dates for the 2025-2026 school year have been identified and need to be included as part of the 2025-2026 school calendar.

For the 2025-2026 school year, D300 will reduce the number of late start dates from ten to six. Four of the six dates will be dedicated to allow elementary teachers time to complete their report cards as delineated in the LEAD collective bargaining agreement.

Administrative Recommendation

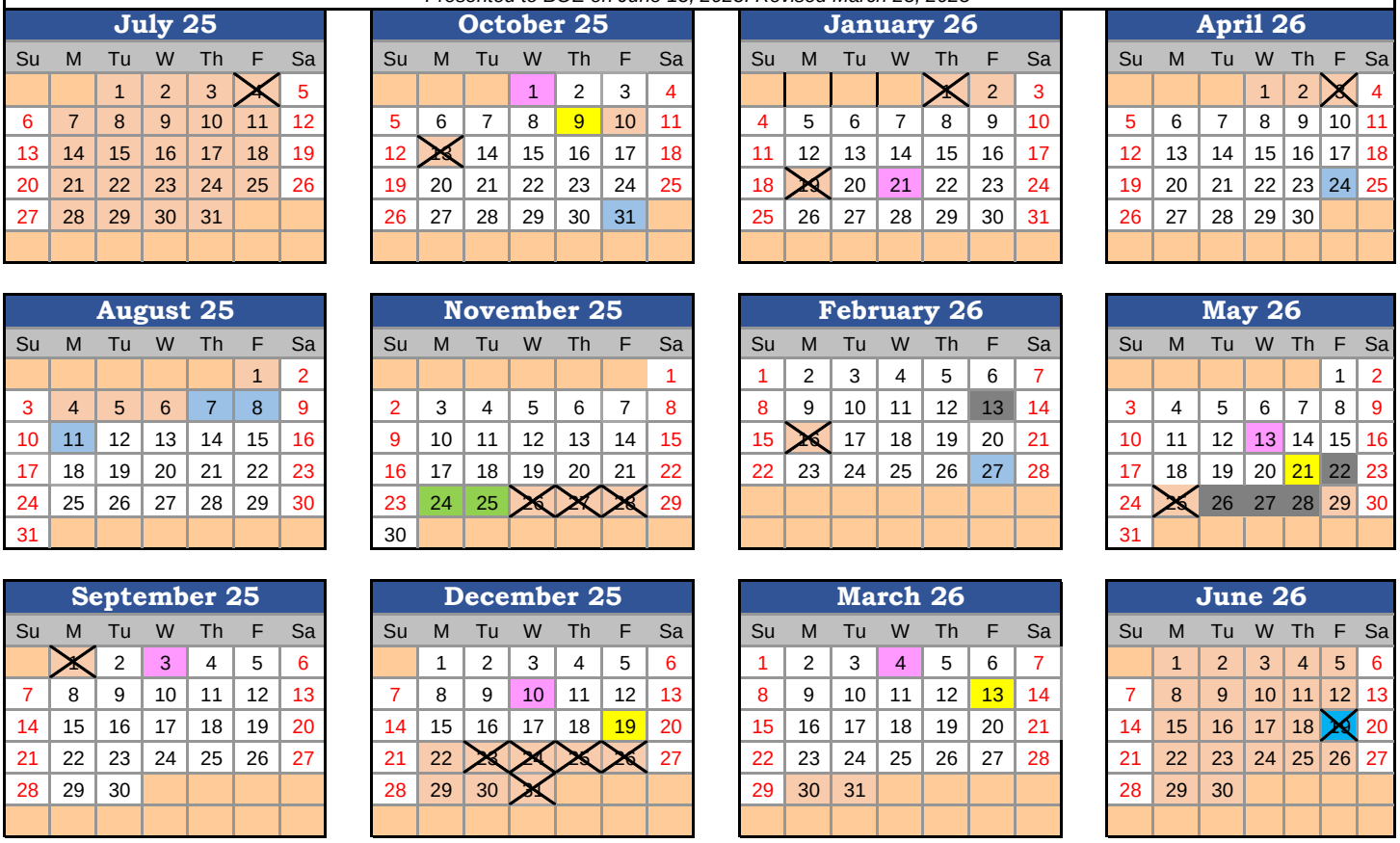
The administration recommends that the revised 2025-2026 school calendar be approved as presented.

Fiscal Impact

None

District 300 School Calendar - 2025/2026

Presented to BOE on June 13, 2023. Revised March 25, 2025



ALL DATES SUBJECT TO CHANGE THROUGHOUT SCHOOL YEAR, w/BOARD OF EDUCATION APPROVAL

No Student & No Instruct. Staff Attend. | **End of Quarter/Semester, Full Day Attend.** | **District Closed**

Emergency Days | **Teacher Institute/Inservice** | **Parent-Teacher Conferences** | **Late Start**

Teacher Institute (8:00 AM to 3:00 PM) No Student Attend.	Thursday, August 7, 2025
Teacher Institute (8:00 AM to 3:00 PM) No Student Attend.	Friday, August 8, 2025
Teacher Institute (8:00 AM to 3:00 PM) No Student Attend.	Monday, August 11, 2025
First Day of School, Full Day of Student Attend.	Tuesday, August 12, 2025
Labor Day - Offices/Schools Closed	Monday, September 1, 2025
End of Quarter/Semester	Thursday, October 9, 2025
No Student and No Instructional Staff (LEAD/DESA) Offices Open	Friday, October 10, 2025
District Holiday - Offices/Schools Closed	Monday, October 13, 2025
Teacher Institute (8:00 AM to 3:00 PM) No Student Attend.	Friday, October 31, 2025
Parent-Teacher Conferences, No Student Attend.	Monday, November 24, 2025
Parent-Teacher Conferences, No Student Attend.	Tuesday, November 25, 2025
Fall Break - Offices/Schools Closed	Wednesday, November 26 - Friday, November 28, 2025
End of Quarter/Semester	Friday, December 19, 2025
Winter Break, No Student Attend.	Monday, December 22, 2025 - Friday, January 2, 2026
Offices/Schools Closed to the public	December 22 - December 26, 2025, December 31, 2025 & January 1, 2026
Martin Luther King Day - Offices/Schools Closed	Monday, January 19, 2026
IF NO Emerg. Days used - NO student/instruct. staff; all offices open	Friday, February 13, 2026
Presidents Day - Offices/Schools Closed	Monday, February 16, 2026
Teacher Inst. (8:00 AM to 3:00 PM) Kane Cty. ROE, No Student Attendance	Friday, February 27, 2026
End of Quarter/Semester	Friday, March 13, 2026
Spring Break, No Student Attend.	Monday, March 30 - Friday, April 3, 2026
District Holiday - Offices/Schools Closed	Friday, April 3, 2026
Teacher Institute (8:00 AM to 3:00 PM) No Student Attend.	Friday, April 24, 2026
Last day of school, if no Emergency Days have been used	Thursday, May 21, 2026
Memorial Day - Offices/Schools Closed	Monday, May 25, 2026
Last possible day of school - If ALL Emergency Days are used	Thursday, May 28, 2026
Juneteenth	Friday, June 19, 2026

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: **March 25, 2025**

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Eberto Mora
Assistant Superintendent of
Human Resources

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	03/25/2025
BOE 2nd Reading	

SUBJECT: **IMRF Authorized Agent**

Background

The Illinois Municipal Retirement Fund (IMRF) guidelines require the Board to authorize a district IMRF agent via a board-adopted resolution. Chief Financial Officer Jennifer Porter is the current Authorized Agent and has resigned effective June 30, 2025. The administration recommends this responsibility be designated to Jeffrey Ehardt, the Director of Finance, effective March 25, 2025.

Administrative Recommendation

The administration recommends the Board approve the appointment of Jeffrey Ehardt as the district's IMRF Authorized Agent.

Fiscal Impact

There is no fiscal impact on the district.

RESOLUTION APPOINTMENT OF IMRF AUTHORIZED AGENT

Be It Resolved by the Board of Education (the "Board") of Community Unit School District 300 (the "District"), Kane, McHenry, Cook, and DeKalb Counties, Illinois as follows:

Section 1: Jeffrey M. Ehardt is hereby appointed as Authorized Agent of the District (the "Authorized Agent"), as provided in Section 7-135 of the Illinois Pension Code, 40 ILCS 5/7-135. This appointment shall take effect beginning March 25, 2025.

Section 2: The Secretary of the Board of Education is hereby authorized and directed to execute and file the IMRF "Notice of Appointment of Authorized Agent" form, giving notice of said appointment.

Section 3: All prior acts or resolutions of this Board are hereby repealed to the extent such acts or resolutions are inconsistent with the terms hereof.

Section 4: This resolution shall take effect immediately upon its adoption.

ADOPTED this 25th day of March, 2025, by a roll call vote as follows:

YES:_____

NO:_____

ABSENT:_____

_____
President, Board of Education

Attest:

_____
Secretary, Board of Education

FOR5J00-00086F8

Notice of Appointment of Authorized Agent

Revised August 2023

Questions? Call 1-800-728-7971.

Upload this form through Employer Access

Please print in capital letters, using black ink.

Employer Number	Employer Name
0 1 4 4 0	Comm Unit Sd 300

AUTHORIZED AGENT INFORMATION

First Name	M.I.	Last Name	Jr., Sr., II, etc.
Jeffrey	M.	Ehardt	

Type of Governing Body: Public Education - Board of Education

Date Appointment Made (MM/DD/YYYY)	Effective Date of Appointment (MM/DD/YYYY)	Position Title
03 25 2025	03 25 2025	Director of Finance

Do you give the Authorized Agent the authority to:

File a Petition for Nominations of an Executive Trustee of IMRF ☒ Yes ☐ No

Cast the Ballot for Election of an Executive Trustee of IMRF ☒ Yes ☐ No

The Authorized Agent does not need to participate in IMRF to file a petition or cast a ballot. If you do not give the Authorized Agent the authority to petition and/or vote, the governing body must perform these duties.

Authorized Agent Signature (*write; do not print or type*) _____ Date (MM/DD/YYYY) _____

IMPORTANT NOTE: By law, all new Authorized Agents must attend Authorized Agent training within three months of appointment. Visit the IMRF website at **https://www.imrf.org** to register for Authorized Agent training.

CERTIFICATION

I, Christine Birkett (Name), do hereby certify that I am Secretary (Clerk or Secretary)

of the Community Unit School District 300 Board of Education (Name of Employer),

and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.

Signature of Clerk or Secretary of the Board *(write; do not print or type)* _____

FOR5J00-00086F8

0	1	4	4	0

Employer Number

BUSINESS MAILING ADDRESS

First Name	M.I.	Last Name	Jr., Sr., II, etc.
Jeffrey	M.	Ehardt	

Mailing Address	County
2550 Harnish Drive	Kane

City	State	Zip Code (zip+4 if known)
Algonquin	IL	60102

Daytime Telephone (with Area Code)	Alternate Telephone (with Area Code)
847-551-8429	847-551-8300

Fax Number (with Area Code)	Email
	Jeffrey.Ehardt@d300.org

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification on previous page).

IMRF, 2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337
Employer Services: 1-800-728-7971 FAX: 630-706-4289
www.imrf.org

DISTRICT 300

COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO

DATE: March 25, 2025

TO: Dr. Martina Smith, Superintendent
Board of Education

FROM: Shelley Nacke, Assistant
Superintendent of Education Services

Presented at the following Board Meetings	
Board Operations Committee	
Policy/Legislative	
School Utilization	
BOE 1st Reading	3/25/2025
BOE 2nd Reading	3/25/2025

SUBJECT: **Approval of NIA Services & Fee Contract (Renewal)**

Background

NIA is able to provide contract services in the areas of hard to fill positions for occupational therapy, physical therapy, vision supports, hearing supports, BCBA (Board Certified Behavior Analyst), school psychologists, social workers, and speech pathologists to support individual student needs for students in District 300. Services have increased in all areas due to the overall eligibility of students growing by 127 students from December 1, 2023 to December 1, 2024. The largest growth areas in eligibility are Other Health Impairments (41 students), Specific Learning Disability (33 students), Developmental Delay (28 students), and Autism (18 students). NIA has also expanded services offered to provide contracted BCBA's, social workers and psychologists due to the staffing shortages experienced across the nation.

Administrative Recommendation

The Administration recommends approval of the contract.

Fiscal Impact

NIA Contract has an overall increase of $1,138,91.40 for the increase in 1249.30 service units that is covered expenses through IDEA Pre-K grant, IDEA Flow Through and local funds.

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

SPECIAL EDUCATION BASELINE & PROGRAM SUPPORT/RELATED SERVICES AGREEMENT

This document represents an agreement between the Northwestern Illinois Association (NIA) and **CUSD #300** for the next school year **(FY26)**

I. The Northwestern Illinois Association will:

A. Provide baseline and program support/related services as defined by the NIA Articles of Agreement and the Guidelines for Baseline and Program Support/Related Services, which are available upon request.

B. In the event that the NIA is unable to fulfill the total agreed upon baseline and program support/related services which results in reduction of total costs in services to the special education cooperative or local school district, a rebate will be issued to the special education cooperative and/or local school district.

C. NIA personnel accessing the grounds of the NIA partner district through the authority of this Agreement with direct, daily contact with students shall not perform work within District buildings unless a criminal history records check has been conducted by NIA, at its expense, and the individual found to have not violated any of the drug or criminal offenses referenced in the criminal history records check provisions in the School Code, 105 ILCS 5/10-21.9 (the Act).

D. NIA personnel accessing the grounds of the NIA partner district through the authority of this Agreement with direct, daily contact with students shall not perform work within District buildings and shall not be permitted to be present on District grounds unless a Statewide Sex Offender Database check and a Statewide Child Murder and Violent Offender Against Youth Database check has been conducted by NIA regarding all such persons in accordance with and subject to the provisions of the Act.

E. NIA personnel accessing the grounds of the NIA partner district through the authority of this Agreement with direct, daily contact with students who are found to have had convictions of the enumerated criminal or drug offenses listed in the Act or who appear in the noted databases shall not be permitted at any time to be present on school grounds.

F. NIA submission of a list of personnel assigned to the NIA partner district shall be certification of their qualifications per the terms of this agreement.

II. The Special Education Cooperative and/or Local School District agree to:

A. Purchase from the NIA special education services as detailed on Attachment A.

B. Comply with the NIA Guidelines for Baseline and Program Support/Related Services which are available upon request.

C. Reimburse the NIA on a quarterly basis (four equal installments) for the agreed upon services based on the NIA Executive Board approved daily rate.

D. School districts and special education cooperatives will be granted a grace period of thirty (30) calendar days past the due date for quarterly billing as well as any other billing. After the thirty (30) day grace period, a late fee of two percent (2%) of the total bill will be charged. (Articles of Agreement, Article III, Section F.)

E. All staff assignments for baseline and program support/related services will be made by the NIA Regional Director and/or designee. By signing an agreement for baseline and program support/related services with NIA, the school district or special education cooperative accepts the NIA assigned staff members. The school district or special education cooperative must accept the assigned NIA professional personnel that have been rated as satisfactory or better through the evaluation process.

F. Please be aware that any current FY days/hours not used by June 30 of current year, will be rebated. Any summer days/hours needed after June 30th of current year must be purchased using the next FY days.

AUTHORIZATION:

NORTHWESTERN ILLINOIS ASSOCIATION

COOPERATIVE/SCHOOL DISTRICT

Jon Malone, Regional Director

2/20/2025

District/Cooperative Authorized Representative (date)

(Signature)

District/Cooperative Authorized Representative

(Printed)

Enclosed - District Services and Fees Summary

CUSD #300

Service	Cost/Day	Svc Charge	RECOMMENDED Days	RECOMMENDED Cost
Audiology				
Audiology	795.00	1.00	90	71,550.00
Hearing Assistive Technology	795.00	1.00	28	22,260.00
DHH				
DHH Supervision	795.00	1.00	30	23,850.00
Interpreters				
Interpreter	530.00	1.00	885	469,050.00
Special Services				
BCBA Student Services	795.00	1.00	540	429,300.00
Psychology Purchased Day	800.00	1.00	364	291,200.00
Social Work	800.00	1.00	546	436,800.00
Speech				
Speech/Language Bilingual	675.00	1.00	900	607,500.00
Speech/Language Therapy	670.00	1.00	360	241,200.00
Therapy				
Occupational Therapy	670.00	1.00	4,392	2,942,640.00
OT Summer Work	670.00	1.00	65	43,550.00
Physical Therapy	670.00	1.00	936	627,120.00
PT Summer Work	670.00	1.00	25	16,750.00
Vision/O&M				
Vision Supervision	850.00	1.00	32	27,200.00
Vision Teaching	670.00	1.00	37	24,790.00
CUSD #300 Total:			9,230.00	6,274,760.00

Director Name: _____

Director Signature: _____

Date: _____

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

RealTime for NIA

FY26 District Services and Fees Summary

CUSD #300

Service	FY26 Cost/Day	FY25 Cost/Day	FY26 Svc Charge	FY25 Purchased	FY26 Recommended	FY25 Cost	FY26 Cost
Audiology							
Audiology	795.00	747.00	1.00	82.00	90.00	61,254.00	71,550.00
Hearing Assistive Technology	795.00	750.00	1.00	24.00	28.00	18,000.00	22,260.00
DHH							
DHH Supervision	795.00	795.00	1.00	30.00	30.00	23,850.00	23,850.00
Interpreters							
Interpreter	530.00	472.00	1.00	885.00	885.00	417,720.00	469,050.00
Special Services							
BCBA Student Services	795.00	795.00	1.00	540.00	540.00	429,300.00	429,300.00
Psychology Purchased Day	800.00	795.00	1.00	90.00	364.00	71,550.00	291,200.00
Social Work	800.00	795.00	1.00	282.00	546.00	224,190.00	436,800.00
Speech							
Speech/Language Bilingual	675.00	670.00	1.00	720.00	900.00	482,400.00	607,500.00
Speech/Language Therapy	670.00	654.00	1.00	180.00	360.00	117,720.00	241,200.00
Therapy							
Occupational Therapy	670.00	638.00	1.00	4,032.00	4,392.00	2,572,416.00	2,942,640.00
OT Summer Work	670.00	638.00	1.00	50.70	65.00	32,346.60	43,550.00
Physical Therapy	670.00	638.00	1.00	1,008.00	936.00	643,104.00	627,120.00
PT Summer Work	670.00	638.00	1.00	25.00	25.00	15,950.00	16,750.00
Vision/O&M							
Vision Supervision	850.00	824.00	1.00	32.00	32.00	26,368.00	27,200.00
Vision Teaching	670.00	640.00	1.00	-	37.00	-	24,790.00
CUSD #300 Total				**7,980.70**	**9,230.00**	**5,136,168.60**	**6,274,760.00**

Director Name: _____

Director Signature: _____

Date: _____

Audiology Needs Assessment Recommendations

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

District* CUSD #300

Current Fiscal Year* FY25

Recommendations for School Year* FY26

Submitted By Jennifer Lage

Audiology

Service	Current Days	Rec Days Next Year*	Comments
Hearing Assistive Technology	24.0	28.0	**This increase in days is recommended due to the increase in students using HAT equipment, students seen in clinic and the increase in students that have been screened at school. Students using HAT: Elementary - 18 Middle School- 5 High School- 5**
Audiology	82.0	90.0	

Is caseload needed?* (•) Yes ( ) No

Caseload* FY26 Audiology Workload Calculation D300 - Audio Caseload (1).pdf 43.22KB

Additional Information

Use this section to break down additional information such as days per program.

Service	#Days

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

MEMORANDUM

Date: **February 20, 2025**

To: **NIA Member Partners**

From: **Jon Malone, Director**

Re: **NIA FY26 Service Discussions**

Enclosed (emailed) with this memo is a copy of the Northwestern Illinois Association (NIA) FY26 "Needs Assessment" for your district/organization. The FY26 Daily Rates and an electronic copy of your FY26 Service and Fees Summary sheet are also enclosed. The NIA Guidelines for Baseline and Program Support/Related Services have not changed since last year and are available at www.thenia.org/public-information.

Service Discussions:
Service discussions have been scheduled for each NIA Sub Region to allow time for our partners to meet with NIA leaders to discuss recommendations for next year. We hope to see you there but if you are unable to meet, please let us know and we will do our best to schedule alternative phone conversations with the correct NIA leaders.

Assessment Fees:
The Executive Board has decided not to charge an assessment fee for FY26.

Requests for services are due on or before March 30, 2025. Keep in mind that NIA must adjust the size of its workforce according to our member districts' needs. Requests for services that arrive after the deadline cause unnecessary reductions in force and negatively impact our ability to hire and recruit for the region. Service requests received after April 30, 2025 will be charged a 125% of the FY26 Daily Rates.

Contracts:
NIA will use signed service requests made in March/April to create contracts that will be sent to partners on May 15th.

Please scan and email a signed copy of the FY26 Service and Fees Summary sheet directly to me (jmalone@thenia.org).

If you have any questions, please do not hesitate to contact me.

JM/bc
Enclosures

Jon C. Malone | Chief Executive
2060 Aberdeen Ct., Suite B, Sycamore, Illinois 60178
p: 815-895-9227 | f: 815-205-4401 | jmalone@thenia.org

Daily Rates FY 2025-2026

Service	FY26 Daily Rate
Hearing Assistive Technology	$795
Audiology Support Service	$795
Autism/Low Incidence Support	$1,050
Board Certified Behavior Analyst	$795
DHH Supervision	$795
DHH Teaching	$670
Sign Language Interpreter	$530
Orientation and Mobility	$670
Psychology	$800
Social Work	$800
Speech and Language Supervision	$785
Speech and Language Therapy	$670
Speech and Language Therapy -Bilingual	$675
Therapy (OT&PT)	$670
Therapy Supervision (OT&PT)	$785
Vision Supervision	$850
Vision Teaching	$670

****** Non-member partners pay 110% of the daily rates listed above**

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

AUDIOLOGY NEEDS ASSESSMENT GLOSSARY
(Updated November 2024)

Hearing Assistive Technology: Projected number of HAT (Hearing Assistive Technology) equipment that will be needed for district students. With rare exceptions, 1 unit = 1 student fitted with HAT. Hearing Assistive Technology may also include loaner amplification.

Audiology Support: Evaluations, consultation, and follow-up of children ages 0 – 21 who have an eligibility under Deafness or Hearing Impairment. Includes days to service HAT equipment provided by NIA in district classrooms and support for teachers utilizing this equipment. Also includes audiological evaluations for any child suspected of having hearing difficulties, which is a component of mandated Child-Find activities. On-site hearing screening assistance for difficult to test students is available when requested. May also include assessment of students referred by districts for potential Auditory Processing Disorders.

Speech/Autism Needs Assessment Recommendations

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

District*	CUSD #300
Current Fiscal Year*	FY25
Recommendations for School Year*	FY26
Submitted By	Cindy Poegel

Speech and Autism

Service	Current Days	Rec Days Next Year*	FTE	Comments
Autism Low Incidence Support	0.0	0.0	0.00	
SLP Summer Work	0.0	0.0	0.00	
SLP Bilingual Summer Work		0.0	0.00	
Speech/Language Therapy	180.0	360.0	2.00	NIA currently provides 2 monolingual SLPs in D300. Recommend continuing to staff those positions via NIA.
Speech/Language Bilingual	720.0	900.0	5.00	NIA collaborates closely with district admin to staff bilingual Spanish SLP needs. While positions are challenging to fill, NIA and D300 collaborate closely to maximize recruiting and hiring efforts. NIA currently provides 4 bilingual SLPs to D300. Project 1 bilingual SLP will be placed in EC.
Purchased Speech/Language Supervision	0.0	0.0	0.00	

Additional Information

Use this section to break down additional information such as days per program.

Service	#Days

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

A Regional Special Education Cooperative Serving the Counties of
Boone, Carroll, DeKalb, Jo Daviess, Kane, Lee, Ogle, Stephenson, Whiteside and Winnebago

Speech Language Therapy Department

Speech/Language Therapy: Speech language therapy services aim to enhance each student's educational participation, supporting communication via referral, evaluation, intervention and collaboration. **All Speech Language Therapy Services include performance evaluation, staff development, and staff supervision/support.**

- **Identification and Evaluation**: Students are assessed to determine their language, speech and general communication needs. Referrals are initiated by members of the educational team and evaluations are completed upon consent from the student's parent(s) or guardian. SLPs follow district guidelines for speech/language screening and MTSS intervention.
- **Intervention and Collaboration**: The therapists support students by working with teams to:
  - Create goals to support educational access and success.
  - Adapt classroom environments and communication equipment.
  - Design activities to enhance communication within the school setting.
  - Utilize direct and consultative intervention to improve communication across the educational environment
  - Deliver high quality assessment and interventions including:
    - Articulation and phonology remediation
    - Receptive and expressive language therapy
    - Pragmatic language and social communication training
    - Support of feeding needs per educational relevance
    - Support of AAC use in the school setting, from lite/lo-tech to high tech
    - Speech/language screening per district policy
    - Speech/language intervention (RtI or MTSS) services per district policy
    - Comprehensive speech/language evaluation

Speech/Language Supervision: Speech/Language Supervision services can be purchased separately for the purpose of developing district SLP capacity through professional discussion and collaboration around evidence based practice. Speech/Language supervision is provided by an experienced speech and language pathologist holding the ISBE ISBE Supervisory Endorsement, the ISBE teacher evaluation approval, and ASHA Certification. For additional information, see Therapy Purchased Supervision Description.

Services may include:

- Facilitation of SLP department meetings and/or inservice days
- Access to specialized resources via the NIA Speech library
- Discussion of current research as it applies to evidence based practice
- Support understanding of certification and renewal requirements for ISBE PEL, ASHA, and IDFPR
- Support understanding and implementation of rules, regulations, and policy changes required for the practice of speech language pathology in the school setting
- Clinical Fellow (CF) Supervision or Staff Evaluation as needed
- Participation in district supervisory activities as requested
- Consultation related to district caseload, workload, and staffing for SLPs
- Co-signer for Speech Medicaid referrals available

updated 11/2024 cp

Therapy Needs Assessment Recommendations

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

District	CUSD #300
Current Fiscal Year	FY25
Recommendations for School Year*	FY26
Submitted By	Stephanie Zutter

Occupational Therapy

Service	Current Days	Rec Days Next Year*	FTE	Comments
Occupational Therapy	4,032.0	4,392.0	24.40	
OT Summer Work	50.7	65.0	0.36	

Physical Therapy

Service	Current Days	Rec Days Next Year*	FTE	Comments
Physical Therapy	1,008.0	936.0	5.20	
PT Summer Work	25.0	25.0	0.14	

Purchased OT/PT Therapy Supervision

Service	Current Days	Rec Days Next Year*	Comments
Purchased Occupational Therapy Supervision	0.0	0.0	
Purchased Physical Therapy Supervision	0.0	0.0	

Recommended FTE

Total OT Recommended FTE	24.76 Includes School Year OT, Non-ESY OT Summer Evals, ESY OT
Total PT Recommended FTE	5.34
Total Recommended FTE	30.10

Additional Documentation

Should a caseload be attached?*	(•) Yes	( ) No
Caseload*	D300 Needs Assessment Classlist.pdf	1.71MB

Additional Information

Use this section to break down additional information such as days per program (EC, Itinerant, etc.)

Service	#Days
OT EC	1,224
PT EC	252

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

A Regional Special Education Cooperative Serving the Counties of
Boone, Carroll, DeKalb, Jo Daviess, Kane, Lee, Ogle, Stephenson, Whiteside and Winnebago

Therapy Department

Occupational Therapy * Physical Therapy

When a district purchases NIA OT / PT services they receive the following services and supports:

Expertise

- Years of experience in school-based practice
- Well-developed procedures documented in a therapy guidelines manual

Recruitment/Hiring

- Recruitment of all OT and PT staff which includes advertisement costs, screening, interviewing and hiring candidates. Includes negotiating and management of private contractual agency contracts

New Staff Orientation and Training

- Orientation to district policies, department guidelines, documentation requirements and procedures, student service delivery requirements, i.e. parent releases and prescriptions, equipment loan procedures
- Orientation to district buildings, documentation processes and referral procedures including Observation Requests
- Training on standardized test use and internal procedures for standardized test administration
- In-service on student goal development, service delivery models, progress systems and data keeping

Caseload/Workload Management

- Develop plan for equitable division of district caseloads including determining initial caseloads, monitoring caseload size and service delivery approach, and re-adjusting caseloads throughout the school year
- Assignment of district referrals
- Communication of staffing needs with NIA Program Supervisor for staffing, therapy department administrators, and appropriate district staff
- Maintain records on caseloads and evaluations completed to date and incorporates data into the Needs Assessment Process at mid-year

Annual Needs Assessment

- Conduct yearly assessment of current OT/PT caseloads and pending referrals
- Recommend staffing patterns

Supervision and Evaluation

- Collaborate with district therapists in writing professional objectives to meet service needs and priorities as well as personal professional growth
- Provide on-site supervisory visits to evaluate performance including direct observation of student intervention
- Collaborate with district staff regarding staff performance and communication issues
- Complete written documentation of staff performance
- Monitor staff performance, address performance issues, conduct evaluations per NIA guidelines and conduct disciplinary reviews if necessary

Referral Processes

- Establish and facilitate a committee to review and revise existing referral procedures on a periodic basis. Includes best practices approach, examples of completed referral procedures and assistance with form development, if needed, related to observations, MTSS, assessments, data collection, and district 504 processes
- Assignment of district referrals including referral review and contact with District team members regarding atypical needs, missing paperwork, etc. prior to assignment to individual therapists based on their current workload
- Collect and analyze referral data on an annual basis

Technical Assistance

- Provide technical direction and field support for general and caseload specific needs including modeling of therapy techniques, equipment selection, student assessment, educationally-related therapy, service delivery models, and service need prioritization
- Support district therapists in day-to-day questions and issues related to student services
- Attend staffings as needed to provide technical assistance and support
- Review written evaluations and APRs for new staff
- Work with district administration and IT departments to ensure therapists have access to necessary IEP and student services applications
- Assist staff in selecting, administering and interpreting appropriate standardized assessments

Professional Development

- Determine training needs of the therapists, provide funds for workshops and travel
- Plan and conduct in-service training using staff, local and national speakers
- Keep abreast of professional changes in practice act and/or professional organizations that impact service delivery in the schools, best practices, legal and regulatory compliance
- Train staff in district-specific procedures as IEP systems, data entry and student records systems
- Train staff on use and interpretation of standardized test scores in relation to student participation in schools
- Monthly staff meetings

Ortho Clinic

- Student referral for individual consultation by experienced pediatric orthopedist to explore possible orthopedic issues related to school and academic performance at no cost to family
- Continuing no-cost consultations available to families to manage orthopedic conditions

Durable Medical Equipment Clinics

- Evaluate and recommend appropriate equipment for student use at home and in school, including adaptive seating systems
- Work with local DME vendors to trial equipment and adjust/repair equipment
- Write letters of justification for funding to support the need for the appropriate equipment

Standardized and non-standardized testing kits and materials

- Provision of specialized testing kits for use for initial testing and re-evaluation of students to support recommended service delivery models and frequencies

Therapy supplies and treatment equipment

- Maintain adequate NIA Therapy and District owned equipment inventories
- Review therapist equipment requests
- Organize equipment purchase requests for review by district administration
- Assist staff in obtaining equipment from sources, negotiating prices
- Negotiate reduced shipping and handling from key vendors
- Provide updated written information and product demonstrations at district meetings
- Manage district equipment inventory and coordinate the movement of equipment for ESY and school year

Staff Shortages

- Coverage for staff shortages in the event of extended illnesses, family medical leaves and maternity leaves. This may include hiring a temporary therapist, providing registry service or paying for private providers to meet the student's IEP service. The latter would include providing a list of community agencies for service provision, writing contracts for therapy services , monitoring provision of the services in order to update progress and goals for IEP
- No extra cost to district

Office Professional Support

- Update caseloads
- Manage requests for Releases of Information forms and Physician referrals
- Manage reports to physicians and districts
- Process student referrals
- Uploads prescriptions into district billing systems for medicaid reimbursement purposes

Liability Insurance

- Provided by NIA for all district therapy staff

Organizational Structure

- Complete organizational structure including management personnel, supervisory personnel, direct service staff, office professional supports, human resources, financial, legal, accounts payable/receivable, workers compensations, benefits, travel expenses, equipment, supplies, office space, utilities, technology

Reviewed: 11.11.2024

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

A Regional Special Education Cooperative Serving the Counties of
Boone, Carroll, DeKalb, Jo Daviess, Kane, Lee, Ogle, Stephenson, Whiteside and Winnebago

Therapy Purchased Supervision Services

Occupational Therapy * Physical Therapy * Speech Language Pathology

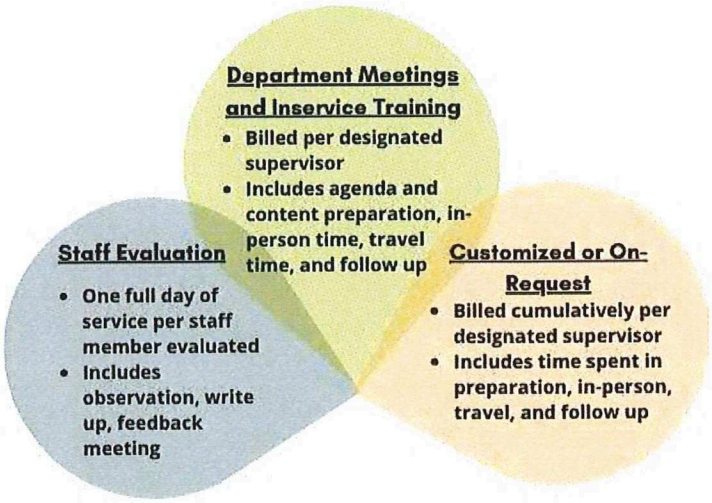
The NIA Therapy Purchased Supervision Team supports the provision of high quality, educationally-relevant therapy by sharing a regional perspective guided by evidence-based practice and clinical expertise.

Service Options:

- Facilitation of department meetings and/or inservice days with topics such as:
  - Current research as it applies to best practice
  - Licensure and renewal requirements
  - Application of rules, regulations, and policies to school service delivery
- Provision of on-request clinical assistance and development for district-hired therapists
- Contribution to or completion of Staff Performance Evaluation
- Collaboration with district administration for staffing and caseload/workload assignment recommendations
- Access to specialized resources within the NIA Speech or Therapy (OT/PT) library
- Supervision of SLP Clinical Fellows (CF-SLP)
- Approval of SLP referrals for Medicaid
- Customization of any services listed above to meet specific needs of district or co-op

NIA Therapy Purchased Supervision Includes:

- Services provided by experienced, discipline-specific clinical supervisors, with an average of 20+ years of experience
- Professional consultation to review, define, and plan specifics to meet district or co-op needs
- The services of one supervisor for the equivalent of one 7.5 hour work day*
  - Professional consultation
  - Travel time
  - Preparation time
  - In-person meeting time
  - On-going follow up



For more information, please contact:
Jill Tabone, Therapy Department Operations Executive
jtabone@thenia.org
Updated 10/2024
*Scheduling and cancellation policy will be discussed prior to service delivery

BCBA Needs Assessment Recommendations

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

District*	CUSD #300
Current Fiscal Year*	FY25
Recommendations for School Year*	FY26
Submitted By	Tisha Seward

BCBA

Service	Current Days	Rec Days Next Year*	FTE	Comments
BCBA Student Services	540.0	540.0	3.00	Requested to keep 3.0 FTE and same BCBA staff

Additional Information

Use this section to break down additional information such as days per program.

Service	#Days

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

A Regional Special Education Cooperative Serving the Counties of
Boone, Carroll, DeKalb, Jo Daviess, Kane, Lee, Ogle, Stephenson, Whiteside and Winnebago

Therapy Department
BCBA Support Services

The NIA Board Certified Behavior Analyst (BCBA) supports students exhibiting challenges including behavior, academic, cognitive disabilities, and other related challenges by empowering teams to make informed decisions and implement programming that will meet the unique needs of each student.

NIA BCBA Support Includes:

- Services provided by experienced therapists with specialized training in Behavior Analysis
- Collaboration with district administrator to identify priorities and select service delivery model to best meet needs
- Facilitate communication with school team members for planning and follow up to BCBA visit

BCBA Service Options could consist of:

1. **Professional Development**
   - Provide evidence based practices supported by current research in the field
   - Provide staff development on request, (i.e., make and takes, support documents)
   - Collect outside resources for school or family when needed
   - Identify opportunities, needs, and sources for additional staff training
2. **Coaching** (Teacher and/or Team coaching)
   - Typically an 8 weeks or more for a half day per week
   - Develop and implement behavioral interventions
   - Monitor the fidelity of implementation of the interventions
   - Collect & analyze data on the effect of intervention on student behavior
   - Guide data-based adjustments to the plan
   - Implement strategies to improve the classroom culture
   - Support through modeling and feedback (direct and indirect)
3. **Student Specific Services**
   - Completion of a full comprehensive FBA and development of BIP
   - Development/training on data collection system for the individual student
   - Coaching for team on how to support and improve the plan to get results
   - Consultation & Support for the team throughout the BIP implementation
   - Service is focused on a specific student's behavior and how to achieve better success within the school environment
   - On-going follow up as requested

Reviewed 11/6/2024

For more information, please contact:
Jill Tabone, Therapy Department Operations Executive
jtabone@thenia.org

Psych/Social Work Needs Assessment Recommendations

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

District*	CUSD #300
Current Fiscal Year*	FY25
Recommendations for School Year*	FY26
Submitted By	Brittney Carter

Psych and Social Work

Service	Current Days	Rec Days Next Year*	FTE	Comments
Social Work	282.0	546.0	3.03	2 bilingual SWs (1.0 SW to be a district float for FMLAs), 1 Monolingual SWs
Psychology Purchased Day	90.0	364.0	0.00	

Additional Information

Use this section to break down additional information such as days per program.

Service	#Days

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

A Regional Special Education Cooperative Serving the Counties of
Boone, Carroll, DeKalb, Jo Daviess, Kane, Lee, Ogle, Stephenson, Whiteside and Winnebago

Therapy Department
School Psychologist

When a district purchases NIA School Psychologist services they receive the following services and supports:

Recruitment/Hiring

- Recruitment of all Psychologists which includes advertisement costs, screening, interviewing and hiring candidates. Includes negotiating and management of private contractual agency contracts when needed

New Staff Orientation and Training

- Training on standardized test use and internal procedures for standardized test administration as needed

Annual Needs Assessment

- Conduct yearly assessment of workload and staffing needs upon request

Supervision and Evaluation

- Collaborate with Psychologist in writing professional objectives to meet service needs and priorities as well as personal professional growth
- Provide 3 on-site supervisory visits to evaluate performance including direct observation of student intervention
- Collaborate with district staff regarding staff performance and communication issues
- Complete written documentation of staff performance
- Monitor staff performance, address performance issues, conduct evaluations per district guidelines and conduct disciplinary reviews, if necessary

Technical Assistance

- Review written evaluations for new staff
- Support Psychologist in day-to-day questions and issues related to student services
- Work with district administration and IT departments to ensure Psychologists have access to necessary IEP and student services applications/systems
- Assist staff in selecting, administering and interpreting appropriate standardized assessments

For more information, please contact:
Jill Tabone, Therapy Department Operations Executive
jtabone@thenia.org

Professional Development

- Determine training needs of the Psychologist, provide funds for workshops and travel
- Keep abreast of professional changes in practice act and/or professional organizations that impact best practices, legal and regulatory compliance
- Train staff in district-specific procedures as IEP systems, data entry, and student records systems
- Train staff on use and interpretation of standardized test scores in relation to student participation in schools

Supplies and assessments

- Maintain adequate NIA owned assessment inventories

Liability Insurance

- Provided by NIA for all district NIA staff

Reviewed: 11/4/24

For more information, please contact:
Jill Tabone, Therapy Department Operations Executive
jtabone@thenia.org

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

A Regional Special Education Cooperative Serving the Counties of
Boone, Carroll, DeKalb, Jo Daviess, Kane, Lee, Ogle, Stephenson, Whiteside and Winnebago

Therapy Department
School Social Work

When a district purchases NIA Social Work services they receive the following services and supports:

Recruitment/Hiring

- Recruitment of all Social Work staff which includes advertisement costs, screening, interviewing and hiring candidates. Includes management of private contractual agency contracts

New Staff Orientation and Training

- Training on standardized test use and internal procedures for standardized test administration as needed
- In-service on student goal development, service delivery models, progress systems and data keeping per district request

Annual Needs Assessment

- Conduct yearly assessment of workload and staffing needs upon request

Supervision and Evaluation

- Collaborate with district Social Workers in writing professional objectives to meet service needs and priorities as well as personal professional growth
- Provide 3 on-site supervisory visits to evaluate performance including direct observation of student intervention
- Collaborate with district staff regarding staff performance and communication issues
- Complete written documentation of staff performance
- Monitor staff performance, address performance issues, conduct evaluations per district guidelines and conduct disciplinary reviews if necessary

Technical Assistance

- Support social worker in day-to-day questions and issues related to student services
- Review written evaluations for new staff
- Work with district administration and IT departments to ensure Social Workers have access to necessary IEP and student services applications

For more information, please contact:
Jill Tabone, Therapy Department Operations Executive
jtabone@thenia.org

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

A Regional Special Education Cooperative Serving the Counties of
Boone, Carroll, DeKalb, Jo Daviess, Kane, Lee, Ogle, Stephenson, Whiteside and Winnebago

Professional Development

- Determine training needs of the Social Workers, provide funds for workshops and travel
- Keep abreast of professional changes in practice act and/or professional organizations that impact service delivery in the schools, best practices, legal and regulatory compliance
- Train staff in district-specific procedures as IEP systems, data entry and student records systems
- Train staff on use and interpretation of standardized test scores in relation to student participation in schools

Assessment & Therapy Materials

- Maintain adequate NIA owned assessments and therapy inventories
- Review Social Work materials requests

Liability Insurance

- Provided by NIA for all district therapy staff

Reviewed: 11/4/24

For more information, please contact:
Jill Tabone, Therapy Department Operations Executive
jtabone@thenia.org

Vison/O&M Needs Assessment Recommendations

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

District*	CUSD #300
Current Fiscal Year*	FY25
Recommendations for School Year*	FY26
Submitted By	Jean Deptolla

Vision and O&M

Service	Current Days	Rec Days Next Year*	FTE	Comments
Vision Teaching	0.0	37.0	0.20	Vision Caseload has increased during the FY25 school year
Orientation and Mobility	0.0	0.0	0.00	
Vision Supervision	32.0	32.0	0.16	

Additional Documentation

Does this for require a classlist?* (●) Yes ( ) No

Caseload* FY26 District 300 Vision_Orientation and Mobility Projected Classlist.docx 30.97KB

Additional Information

Use this section to break down additional information such as days per program.

Service	#Days

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

VISION NEEDS ASSESSMENT GLOSSARY
(Updated November 2024)

Difficult-to-Test Clinics: Vision clinic provided to students who have cognitive, orthopedic or multiple impairments, or complex needs who have suspected vision loss or for whom a typical optometric assessment is difficult. NIA can coordinate these clinics as part of the educational supervision/baseline vision services. Eye exam provided by a licensed optometrist.

Low Vision Clinics: Partnership with Spectrios Seeing Is Believing Program which provides low vision examination and aides to students with identified visual impairments. This is held on site in a district building or NIA office.

NIA Vision Teaching: Teacher of Students Who Are Blind or Visually Impaired, employed by Northwestern Illinois Association.

Orientation and Mobility: ACVREP (Academy for Certification of Vision Rehabilitation and Educational Professionals) certified Orientation and Mobility Specialist provides instruction to students with a vision eligibility on safe travel in familiar and unfamiliar environments.

Total Teaching FTE: The total number of teachers of the visually impaired needed to meet the anticipated needs of students with vision loss in the district/cooperative. May include teachers hired by the district/coop and teachers hired by NIA.

Total Projected Students Served: Anticipated number of students who will require some level of teaching time from a teacher of the visually impaired. Includes students who receive direct or consultative itinerant services. This may also include children with vision impairments turning three in the upcoming school year.

Vision Supervision/Educational Baseline: Supervisory/technical assistance services provided by an administrator who has Teacher of Students Who Are Blind or Visually Impaired endorsement. Support is available for mandated Child Find activities, teachers of students with visual impairments, Orientation and Mobility Instructors, and district programs and staff.

Certified Assistive Technology Instructional Specialist (CATIS) for Vision- Our CATIS team offers technical assistance for vision professionals, IEP teams, district IT and AT specialists in the forms of assessment and education to best meet the unique AT needs for students who are blind or visually impaired. The service is unique to general AT support in that the CATIS is a licensed teacher for students with visual impairments and holds the CATIS certification specific to the same audience.

DHH Needs Assessment Recommendations

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

District*	CUSD #300
Current Fiscal Year*	FY25
Recommendations for School Year*	FY26
Submitted By	Noelle New

DHH

Service	Current Days	Rec Days Next Year*	FTE	Comments
DHH Supervision	30.0	30.0	0.15	-
DHH Itinerant Teaching	0.0	0.0	0.00	-
Interpreter	885.0	885.0	5.00	5 Sign Language Interpreters needed for FY 26 for 5 mainstreamed DHH students. Algonquin Lakes Elementary: CL Eastview Elementary: LV Hampshire Elementary: AG Jacobs High School: DA Dundee Crown HS: ML
ESY DHH Itinerant Teaching	0.0	0.0	0.00	-

Additional Documentation

Does this form require a classlist? (●) Yes ( ) No

Caseload*

B. Amelio FY26 NON-NIA Projected Classlists - DHH (1).pdf	70.54KB
B. Keen FY26 NON-NIA Projected Classlists - DHH (1).pdf	70.11KB
K. Stegge FY26 NON-NIA Projected Classlists - DHH (1) (1).pdf	74.59KB
J. Gooden FY26 NON-NIA Projected Classlists - DHH (1).pdf	71.11KB
T. Hunter FY26 NON-NIA Projected Classlists - DHH (1).pdf	69.54KB
T. Haase FY26 NON-NIA Projected Classlists - DHH (1).pdf	73.17KB

Additional Information

Use this section to break down additional information such as days per program.

Service	#Days

NIA | THE NORTHWESTERN ILLINOIS ASSOCIATION

DEAF/ HARD OF HEARING NEEDS ASSESSMENT GLOSSARY
(Updated November 2024)

Deaf/Hard of Hearing Supervision: Technical Assistance and/or supervision (including staff evaluations) provided by an administrator with a PEL with administrative endorsement as well as Deaf/Hard-of-Hearing (DHH) teaching background. Includes support for district staff in instructing students with Deafness or Hearing Impairment as an eligibility. Also supports district staff in mandated Child Find activities, including transition activities from Early Intervention to Early Childhood programming.

Deaf/Hard of Hearing Teaching Days: Teacher with a PEL with an endorsement as Teacher of Students who are Deaf or Hard-of-Hearing (Teacher of the Deaf) hired by NIA and contracted to the district or cooperative.

Interpreters: Sign Language Interpreter who has Approval through the Illinois State Board of Education.

Psychological: Psychoeducational evaluations done at the request of a school team. Done by a Psychologist who has expertise communicating with and evaluating children who have hearing loss. This is billed via a bill back directly to the district.

Total Teaching FTE: The total number of Teachers of the Deaf needed to meet the anticipated needs of students with hearing loss in the district/cooperative. May include teachers hired by the district/cooperative and/or teachers hired by NIA.