

BOARD OF EDUCATION

PEKIN PUBLIC SCHOOLS DISTRICT NO. 108

PEKIN, ILLINOIS 61554

INVITATION TO BID

CONTRACTED CUSTODIAL CLEANING SERVICES

FEBRUARY 2024

LEGAL NOTICE

ADVERTISEMENT FOR BIDS

The Board of Education, School District No. 108, Tazewell County will receive sealed bids for Contracted Custodial Cleaning Services until 2:00 p.m., on the 5th day of March, 2024, at the PDS Rooms 108 & 109, Pekin Public Schools District 108, 501 Washington Street, Pekin, Illinois, at which place and time bids will be publicly opened and read.

A mandatory pre-bid conference will be held Tuesday, February 20 at 9:00 a.m. at Pekin Public Schools District 108, 501 Washington Street Pekin, Illinois. Potential bidders are required to attend as a pre-qualification condition of bidding.

Specifications and instructions to bidders may be examined at the Business Office, Pekin Public Schools District 108, 501 Washington Street, Pekin, Illinois, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, or by visiting the Pekin 108 website at www.pekin.net.

The Board of Education of School District 108 reserves the right to waive irregularities in the bidding process and to reject bids.

Board of Education
Pekin Public Schools District 108
Tazewell County, Pekin, Illinois

by: Maria Galvin, Board Secretary

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SECTION I

INSTRUCTIONS TO BIDDERS

1.1 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

1.1.1 Bids shall be submitted in a SEALED ENVELOPE properly marked with the title of the bid, date, and time of opening as follows:

CONTRACTED CUSTODIAL CLEANING SERVICES

MARCH 5, 2024

2:00 P.M.

1.1.2 Bidders may bid the following services:

CONTRACTED CUSTODIAL CLEANING SERVICES

Base Bid: Full-time Manager with Night-time Cleaning

Alternate Bid: Day-time Cleaning, In Addition to Above Base Bid

1.1.3 Bids shall be returned to the Business Manager, Pekin Public Schools District No. 108, 501 Washington Street, Pekin, Illinois 61554, and will be accepted up until the time of the bid opening: March 5, 2024 at 2:00 p.m.

1.1.4 Bids shall be opened at a public bid opening to be held in the Central Office Conference Room, Pekin Public Schools District No. 108, 501 Washington Street, Pekin Illinois 61554 on March 5, 2024 at 2:00 p.m.

1.1.5 **ALL BIDS SHALL BE MADE ON THE FORMS PROVIDED.**

1.1.6 **UNSIGNED OR LATE BIDS SHALL NOT BE CONSIDERED.**

1.1.7 Quotations shall include all wages, equipment, supplies and materials specified, plus those other wages, equipment, supplies and materials not specified but requested as "other," and then, only those necessary to perform the Contract.

1.1.8 **ALL CORRESPONDENCE SHALL BE ADDRESSED TO THE BUSINESS MANAGER.**

1.1.9 Bids will be available for inspection in the District Office during regular hours after award of the Contract.

1.2 MANDATORY CONFERENCE

1.2.1a A pre-bid conference will be held Tuesday, February 20 at 9:00 a.m. at Pekin Public Schools District 108, 501 Washington, Pekin, Illinois 61554.

1.2.1b All bidders are required to attend; no bid will be considered unless preceded by a Bidder's attendance at the Pre-Bid Conference.

1.2.2a If unable to attend pre-bid conference, each Bidder shall schedule with the Facility Manager an on-site visitation for the purposes of evaluating the District's facilities as they pertain to the completion of the bid documents.

1.2.2b The period of February 20 through February 27, 2024 has been set aside for this purpose.

1.2.2c All Bidders are required to make an on-site inspection of District facilities; No bid will be considered unless preceded by a Bidder's on-site inspection of facilities.

1.3 SUBMISSIONS, ERRORS AND OMISSIONS

1.3.1 All bids shall be submitted and include the INTRODUCTION, SECTION 1, SECTION 2, SECTION 3, SECTION 4, SECTION 5, SECTION 6; EXHIBITS A THROUGH O (INCLUSIVE); AND SCHEDULES 1 THROUGH 12 (INCLUSIVE) with, as appropriate, each Section, Schedule, or other blanks contained therein properly completed.

1.3.2. 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 Bidder find any discrepancies in, or omissions from, any of the documents or be in doubt as to their meaning, the Bidder shall advise in writing the Business Manager who will issue the necessary clarifications to all prospective Bidders by means of an addendum.

1.3.3 In no case shall clarifications as to meaning or other information be supplied to Bidders after February 28, 2024. This provision was made necessary to allow all potential Bidders an opportunity to receive the same clarifications or other information.

1.4 INVOICING, PAYMENT, AND AUDITS

Invoicing shall occur monthly. Payment terms shall be net 30 days from the date the invoice was received and the services for the same rendered and evaluated, whichever is later. Invoices shall be audited by the Business Manager & Facility Manager. At their

request, payroll documentation, supply and/or equipment invoices may be required for verification.

1.5 BID SECURITY

A bid bond or cashier's check made payable to Pekin Public Schools District No. 108, Tazewell County, Pekin, Illinois in the amount of 5% of the total bid shall accompany each bid as a guarantee that the Bidder, if awarded the Contract, will execute a Contract with the District for the services specified and return a signed Contract and performance bond acceptable to the District. Upon failure to do so, the Bidder shall forfeit the check or amount of bid bonds as liquidated damages, and no mistakes or errors on the part of the Bidder shall excuse the Bidder or entitle him to a return of the check or bid bonds. No Bidder may withdraw his bid for a period of 120 days after the date established for the opening of the bids.

1.6 PERFORMANCE BOND

A Contract performance bond in the total amount of \$100,000 having as surety thereon an incorporated surety company licensed to transact such business in the State of Illinois, shall be required of the Successful Bidder to guarantee the Bidders faithful performance of the Contract. The Successful Bidder shall deliver such bond to the District, within ten (10) days from the date of receiving from the District the Contract prepared and ready for execution and before commencing the work hereunder. The Contract shall not be binding until such bond is so furnished and approved by the District, and, if not so furnished within ten (10) days, the District may, at its option, determine that the Successful Bidder abandoned the Contract forfeiting its bid security. See and complete Schedule 3.

1.7 INVESTIGATION OF BIDDERS

1.7.1 The Board of Education will make such an investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements. The Bidders shall furnish such information as may be requested by the Business Manager or his/her designated agent, and shall be prepared to show evidence of performance and reliability.

1.7.2 The Board of Education reserves the right to reject any and all bids if it is determined that the Bidder(s) cannot perform the services or provide the assurances as specified in Sections 1 through and including 6, Schedules 2 through and including 12, or for such other reasons as may be in the Board of Education's best interest as so determined by same.

1.8 AWARD OF THE CONTRACT, SERVICE, TERM, AND TERMINATION

1.8.1 AWARD of the Contract shall be scheduled within 90 days of the bid opening.

1.8.2 SERVICE shall commence on the 1st day of June 2024.

1.8.3 The TERM of service shall be for one (1) year, from June 1, 2024 to May 31, 2025 with up to four (4) one-year renewals.

1.8.4 The District shall have the right to extend the contract, at the end of each contract year, for up to four (4) additional 1-year terms, on the same terms and conditions as the initial contract, except as specifically provided otherwise below, at the District's option. If the District extends the contract, the rates in the subsequent contract years shall be determined as follows:

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

A one-time exception to the CPI or 3% limit may be incurred between the 2024-2025 school year and the 2025-2026 school year to account for the possibility of additional staff needed at the culmination of the Broadmoor Junior High School construction project. See notes in Section 4.6 and accompanying Exhibit E and Exhibit H.

1.8.5a TERMINATION may be had with the written notice of either party to the other at least 60 days prior to the date planned for termination, with one exception—the Successful Bidder may only cease service during one of two time periods, unless otherwise agreed to in writing by the District: The students' Winter Break, or the students' Summer Vacation Period, as may be set and adjusted from year to year.

1.8.5b In case of bankruptcy of the Successful Bidder, failure of such Bidder to pay for supplies, or workers, or a work stoppage, or a failure by the Bidder to supply sufficient workers for the job, the District may terminate the Contract and take over completion of the project applying the Performance Bond to assure completion of the work and to pay any extra expenses incidental thereto.

1.9 EVALUATION AND AWARD SCORING

1.9a The Board of Education reserves the right to reject any and all bids and to waive any technicalities in the bidding process.

1.9b Bids shall be considered on their merits, of which price is only one consideration. The lowest bid, based upon both the initial and subsequent contract years, shall be only one factor in determining the award of the contract and shall be weighted at least 51% of the total award score. In addition, the assigned weighting to the various aspects of the vendor's services/performance include: partnership qualifications and comprehensive plan, resource conservation, responsiveness, and cleaning and maintenance. The bids would be scored based upon the relative responses made by each bidder to one another. By applying the applicable weightings, a composite score would be assigned. Assuming the high point bidder met all requirements, the bid award is expected to be determined in March.

Vendor's Services/Performance	Base Points	Score
Partnership Qualifications and Comprehensive Plan	15	
Resource Conservation	15	
Responsiveness	20	
Cleaning and Maintenance	50	
Totals	100	

1.9c The responsible bid shall be based on factors including but not limited to the company viability, corporate philosophy, contracted cleaning philosophy, labor-management philosophy, reputation, past performance in the contracted cleaning area, School-site references (See Schedules 4 and 5), organizational support in the contracted cleaning area, management/supervisory and staff training, on-site management team qualifications and experience, and the like. See and complete Schedule 1.

1.10 BID RESPONSE PREPARATION

The below named person was responsible for preparing the bid for submission to the District.

(Typed/Printed Name)

(Title)

(Office Phone)

(Cell Phone)

(Fax)

(Email)

1.11 SIGNATURE CONSTITUTES ACKNOWLEDGEMENT,
UNDERSTANDING AND ACCEPTANCE

The signing of this bid form shall be construed as the Bidder's acknowledgment of his/her receipt of all bid documents and addenda, his/her understanding of content and meaning of same, and acceptance of all the provisions, covenants, requirements, responsibilities and the like, expressed or implied, contained therein unless otherwise noted as an excepted deviation.

I, _____, a duly authorized representative of
(Representative)
_____, have read the entire bid document and am
(Corporation)
clear as to the content and meaning of same, including the provisions under which this document
is submitted. The attached questions and/or responses to Schedules 2 through 12 (Inclusive)
are correct to the best of my knowledge and represent _____'s
(Corporation)
best offer.

Being duly authorized to make this binding quotation, I affix my signature:

(Signature of Authorized Representative)

(Typed/Printed Name of Authorized Representative)

(Title)

Mailing Address: _____

Phone _____

Email _____

SECTION II

PRE-QUALIFICATIONS AND GENERAL CONDITIONS

2.1 EQUAL EMPLOYMENT OPPORTUNITY

The Bidder represents that, if awarded the Contract, he shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, age or national origin. Furthermore, the Bidder, if successful, represents that the provisions of Executive Order 11246 (as amended) of the President of the United States on Equal Employment Opportunity shall be complied with, unless otherwise exempted. Complete Schedule 2.

2.2 IMMIGRATION REFORM AND CONTROL ACT/EMPLOYMENT ELIGIBILITY VERIFICATION

The Bidder represents that, if awarded the Contract, he shall at his own cost comply with all provisions of the Immigration Reform and Control Act as it pertains to Employment Eligibility Verification, unless otherwise exempted, by causing to have maintained on file a completed Form I-9 on each said same employee. Complete Schedule 2.

2.3 CRIMINAL HISTORY BACKGROUND INVESTIGATION

The Bidder represents that if awarded the Contract, he shall, comply with the State of Illinois law regarding Criminal History Background Investigation checks by providing the District a completed State of Illinois, Department of State Police, Criminal History Background Investigation Request Form for Illinois School Employment and processing fee when employing personnel who might at any time have contact with school-aged children while on duty within a school building of the District.

The successful bidder is responsible for the full cost of fingerprinting services. The current cost per application is \$60.00. The fee is subject to change based on the fees the District incurs from the fingerprinting vendor. Complete Schedule 2.

2.4 INSURANCE

The Successful Bidder shall provide and maintain insurance coverages in the form and minimum coverages stated below:

2.4.1 Worker's Compensation Insurance, as required by law, and to include employer's liability;

2.4.2 Commercial General Liability Insurance: Comprehensive General Liability with Bodily Injury limit of \$1,000,000 per occurrence/\$2,000,000 aggregate, and Property Damage limit of \$1,000,000 for each accident. Coverage shall include, but not be limited to, Premises/Operations, Contractual liability, Personal Injury liability, Sexual Abuse/molestation, Products/Completed Operation liability, Broad Form Property Damage, Independent Contractor's liability, and Pollution liability. Coverage shall include per project/per location aggregate endorsement.

2.4.3 Automobile Liability Insurance: including owned, non-owned and hired automobiles, with Bodily Injury limit of \$1,000,000 per occurrence/aggregate, and Property Damage limit of \$1,000,000 for each accident.

2.4.4 Excess Blanket Liability, umbrella form, shall be provided by the Successful Bidder in an amount no less than \$10,000,000 per occurrence.

2.4.5 With the exception of the Worker's Compensation Insurance, the District will be named as an "additional insured" for the Excess, General Liability and Automobile Liability insurances. Coverage shall be primary, and District's insurance shall be non-contributory. Further, the policies will provide for at least 30 days prior written notice of cancellation or material alteration of coverage to be given to the District.

2.4.6 Evidence of said same insurance (i.e., Section 2.4.1 through 2.4.4 and Section I, Paragraph 1.7) and the ability to obtain such, shall be provided by all Bidders. Insurance shall be with insurance companies acceptable to the District. Complete Schedule 2.

2.4.7 On or before the 1st of July, 2024, the Successful bidder shall provide properly executed Certificates of Insurance evidencing the coverages provided in 2.4.1, 2.4.2, 2.4.3 and 2.4.4 above and conditions set forth in 2.4.5 and 2.4.6.

2.5 INDEMNIFICATION

2.5.1 The Successful bidder represents that, if awarded a Contract, he shall hold harmless, indemnify, and defend the District, its officers, employees, and agents, from and against any and all liability claims, losses, or damages arising or alleged to arise from or during the performance of the work described herein by reason of any act or omission of the Successful bidder, or suppliers, or any agent, employee, or representative of any of them whether or not such claims, losses, or damages are caused in part by a party indemnified hereunder. This indemnity applies to both active and passive acts or other conduct of the parties indemnified hereunder.

2.5.2. In carrying out any of the provisions hereof in exercising any authority granted by the Contract, there will be no personal liability upon any public official.

2.5.3 Complete Schedule 2.

2.6 SAFETY DATA SHEETS

The Bidder represents that, if awarded a Contract, he shall provide, update, and maintain at each building and in the files of the District's Facility Manager, Safety Data Sheets on any and all products used by the same in the performance of said Contract. An online Global Safety Database system is acceptable. Safety Data Sheets should be provided by July 1, 2024 by Bidder and updated annually, or with any applicable product changes. Complete Schedule 2.

2.7 COMPLIANCE WITH APPLICABLE LAW

The Bidder represents that, if awarded a Contract, he shall comply with all applicable federal, state, and local laws, statutes, ordinances and regulations, including but not limited to the provisions of the Federal Fair Labor Standards Act of 1938, as amended, Illinois Toxic Substances Act, as amended, and the Occupational Safety and Health Act of 1970, as amended. Complete Schedule 2.

2.8 ASBESTOS HAZARDOUS EMERGENCY RESPONSE ACT (AHERA)

2.8.1 The Bidder represents that, if awarded a Contract, he shall comply with the provisions of the District AHERA Management Plan in so far as it pertains to the surveillance, care, cleaning, and reporting of asbestos hazards. The bidder shall be responsible for providing its employees with asbestos awareness training and a yearly refresher thereafter. Certification will be provided to the District prior to the start date.

2.8.2 The Bidder represents that, if awarded a Contract, he shall not remove any asbestos containing materials. Support services may be required when district asbestos removal efforts take place.

2.9 ASSIGNMENT

The Successful bidder represents that, if awarded a Contract, he shall not assign, transfer, or subcontract any portion of the Contract to any third person, partnership, corporation, or other entity without prior written consent of the District. Complete Schedule 2.

2.10 OTHER CONTRACTS

2.10.1 The District, at its own discretion, may award other Contracts for additional work, and the Successful bidder shall fully cooperate with such other Contractors so engaged including but not limited to modifying work schedules in order to accommodate the Other Contractors completion of work. This may include working with our current food service management company and/or weekend events hosted by the District or District renters.

2.10.2 The Successful bidder shall have no claim against the District or be relieved from responsibilities to perform services due to interruptions, delays or other conditions caused by said same Other Contractors, unless otherwise waived in writing by the District prior to the Commencement of the Other Contractors work.

2.10.3 Complete Schedule 2.

2.11 SITE MANAGER

The Bidder represents that, if awarded the Contract, the District shall retain the right to approve the On-site Manager in advance of his/her placement. If the District is not satisfied with the candidate, the Successful Bidder shall supply such other candidates as necessary until such point as the District is satisfied. The Site Manager will work exclusively for District 108 and not be involved with management of other facilities. Failure to provide a competent capable On-site Manager shall result in a monetary credit to the District based on the length of time the District is not supplied with such a person.

2.12 VISITATIONS AND REFERENCES

2.12.1 The Bidder shall provide a list of five (5) work sites that, at a minimum, are of a similar nature to that being specified herein, including size, expectations (i.e., "Standards"), and the like in order that the District might ascertain the Bidder's ability to perform the services specified herein. The Bidder has been in each of these five (5) work sites a minimum of three (3) consecutive, successful years. Complete Schedule 4. Attach to Schedule 4 a complete client listing of schools and/or Illinois clients.

2.12.2 The Bidder shall arrange, at the District's request, a visitation to one or more of the listed work sites found in 2.12.1 above.

2.12.3 The Bidder shall provide a list of three to five (3-5) work sites formerly under Contract with the same and include reason(s) for termination. Complete Schedule 5.

2.12.4 Quality Assurance walk-throughs with the successful Bidder and the District are required for each building at least two times per year, on or about October 1 and April 1.

2.13 PUBLIC ACT 85-1295 (Ill. Revised Statutes, 1987, Ch 38-33 [e])

The undersigned bidding firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of government in the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from bidding on the Contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. Complete Schedule 2.

2.14 DISPOSITION OF SUBMITTED BIDS

2.14.1 The District shall have at any time the right to use or disclose to its staff, agents, or representative the data contained in the bid document of a Bidder, whether awarded a Contract or not.

2.14.2 Upon award of a Contract by the District, all Bidders' bid forms shall be available for inspection to the public in accordance with the Illinois Freedom of Information Act.

2.15 DISTRICT REPRESENTATION OF INFORMATION

The District neither represents nor guarantees the information presented herein and only provides said same information as a guide to the bidder. The Pre-bid Conference and On-site Visitation are designed for the purpose of allowing all Bidders the opportunity to ascertain for themselves the extent of the work involved.

2.16 FORM OF CONTRACT

The Successful Bidder represents that, if awarded a Contract, he shall accept that form of Contract as shown in Exhibit A and no alterations, modifications, or other changes shall be made without the expressed written consent of both parties. Complete Schedule 2.

2.17 DISQUALIFICATION OF BIDDERS—PRE-QUALIFICATION CRITERIA

A Bidder shall be disqualified if one or more of the aforementioned conditions of Section 1: INTRODUCTION and/or SECTION II: QUALIFICATIONS AND GENERAL CONDITIONS,

Paragraphs 2.1 through 2.17 (Inclusive) cannot be satisfactorily demonstrated, assured, and/or otherwise met.

SECTION III

OTHER CONDITIONS

3.1 CONTRACTOR'S EMPLOYEES NOT DEEMED DISTRICT EMPLOYEES

The Successful Bidder shall provide all employees necessary in the performance of the Contract and no such employee shall at any time represent him/herself as an employee of the District. The Successful Bidder assumes full responsibility for the actions of such personnel while performing services hereunder, and shall be solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), worker's compensation, disability benefits and the like.

3.2 UNCOMPENSATED WORK

3.2.1 The Successful Bidder shall be solely responsible for overtime wages incurred whether the result of District requirements or Successful Bidder servicing actions. The Bidder should make allowances for overtime within his bid pricing.

3.2.2 All work performed outside the scope of these bid specifications or the resulting Contract (e.g. after school gym rental supervision/cleaning) shall not be subject to compensation without the prior written agreement of the District.

3.3 MEETINGS/SUPERVISOR

3.3.1 The On-site Manager shall become a member of the Operational Support Team and shall attend any and all appropriate meetings of the same.

3.3.2 The On-site Manager shall be responsible to the District's Business Manager, but will take direction and work closely with the District's Facility Manager.

3.4 REPORTING

The On-site Manager shall be responsible for the preparation, maintenance and submittal of various management reports, request forms, and/or other documentation including, but not limited to, the following:

- (a) Manager's weekly/monthly Building Cleanliness/Maintenance Evaluation reports

- (b) Safety Data Sheets
- (d) Supply, material, and equipment inventory and condition reports
- (e) Employee directory, including names, addresses, phone numbers, title, work site, work shift, and access card data
- (f) Accident/Incident Reports
- (g) Work Schedules, including task and frequency of work to be performed by each building custodian on a daily, weekly, monthly, annual basis, and during those shut-down times of the Winter, Spring, and Summer recesses.
- (h) A Complaint log of District staff, clients, or taxpayer concerns
- (i) Time cards and other time-worked reports forming the basis of any costs to the District
- (j) Budget preparation, monitoring and analysis reports
- (k) Key activity and project calendars
- (l) Work progress reports, including especially those related to deficiencies; and such other reports as may be required from time to time by the Business Manager
- (m) Make available to site manager and key staff the use of cell phones and/or electronic devices such as tablets or smartphones to facilitate communication and shorten response times and create time & work efficiencies through the districts work order system

3.5 OFFICE, CLERICAL SUPPORT AND STORAGE

3.5.1 The Successful Bidder shall provide his own clerical support including, but not limited to, personnel, and office supplies (e.g. computers, printers, and copy or fax machine).

3.5.2 The District shall provide the Successful Bidder with an office space that is shared with our food service contractor, and office equipment (e.g. computers, printers, and copy machine).

3.5.3 The District shall provide the Successful Bidder with storage facilities both centrally and at each work site. It shall be the responsibility of the Successful Bidder to house all potentially dangerous equipment, supplies, and materials in a safe and secure place. Such

potentially dangerous equipment, supplies and materials shall not be accessible to school-aged children, District Staff or other persons without proper authorization.

3.6 EQUIPMENT, SUPPLIES AND MATERIALS

3.6.1a The Successful Bidder, at his own expense, shall be responsible for providing the equipment necessary to fulfill the Contract and maintaining such equipment in good working order.

3.6.1b The Successful Bidder shall list the cost of all equipment being supplied to the District, either directly or indirectly.

3.6.1c To the extent that the Bidder shall pass along the cost of the purchase of equipment as outlined in 3.6.1b above, the District shall at the termination of the Contract retain ownership of the equipment. All equipment shall be approved in advance, in writing, by the District Business Manager.

3.6.1d The Successful Bidder shall maintain the same said equipment in good working order (as determined solely by the District). Failure to properly maintain the equipment upon annual inspection shall result in the retainage from the last months invoiced costs an amount necessary to repair or replace the damaged item.

3.6.1e The Successful Bidder may opt to purchase existing District equipment for a fair market value credit towards the contract amount provided that the Successful Bidder maintains equipment in good working order (as determined solely by the District) and at his own expense during the life of the Contract. Failure to properly maintain the equipment upon annual inspection shall result in the retainage from the last months invoiced costs an amount necessary to repair or replace the damaged item(s).

3.6.2a The Successful Bidder shall be responsible for providing all cleaning supplies and materials at his own expense, including but not limited to, pads, towels, mop heads and handles, brooms, detergents, cleaners, waxes, varnishes, tools and the like necessary to perform the services outlined in these bid specifications.

3.6.2b The Successful Bidder shall be responsible for providing all garbage bag liners, paper products, hand soaps, and other related items. All changes in dispensers must be approved by the District.

3.6.2c In the absence of the Successful Bidder maintaining proper equipment or supply reserves, the District may need to purchase such equipment or supplies, such as those items listed above. This situation shall result in a monetary credit to the District based on the cost of these items.

3.6.2d The Successful Bidder shall not be responsible for providing such supplies and materials as electricity, natural gas, water, light bulbs, switches, fixtures, wiring, tiles, carpeting, moldings, paints, baseboards, pipe wrappings, chair glides, or other items expressly exempted by the Bidder on Schedule 6 and as agreed to by the District.

3.6.2e Should the Successful Bidder be responsible for damage to any of the items noted but not exempted in 3.6.2c, the Bidder at his own expense shall be responsible for repair or replacement of such damaged item. Failure to properly maintain the equipment upon annual inspection shall result in the retainage from the last months invoiced costs an amount necessary to repair or replace the damaged item(s).

3.7 SECURITY

The District contracts its electronic building security. Each employee of the Successful Bidder shall be given an access code specific to his/her work site. It shall be the responsibility of the On-site Manager to report any and all changes in employees from the Security Code Access list. The District retains the right to deny an employee of the Successful Bidder key card access if in the sole judgment of the District doing so is in the best interest of the District. Site Manager and key personnel will be included in the District "call in" list and be expected to respond to emergency situations in a shared manner with the Facility Manager 24 hours a day/7 days a week/365 days a year.

Should an employee of the successful Bidder quit or be terminated, it is the responsibility of the On-site Manager to see that any District property (e.g. building keys), be removed from the terminated employee before he/she leaves the building on the last day of employment. In the event of a lost or unreturned key, all costs associated with rekeying a building will be the responsibility of the successful Bidder.

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

3.8 RESPONSIBILITY OF THE SUCCESSFUL BIDDER

The Successful Bidder shall be responsible for:

- (a) The initial training, periodic in-servicing, continuous review, periodic evaluation, and, as necessary, re-training of all personnel under its direction in the proper use and handling of supplies, materials, and equipment necessary for the performance of the services specified herein;

- (b) The safe operational practices of its personnel in the proper use and handling of all supplies, materials, and equipment necessary for the performance of the services specified herein as may be outlined by the manufacturer, OSHA, other regulatory agencies, and the Successful Bidders own instructional guides;
- (c) The secure and hazard free storage of all potentially toxic, fire-prone, and other hazardous materials, supplies and the like;
- (d) The maintenance and safe operation of all equipment used by the Successful Bidder in the performance of the services specified herein;
- (e) Assuring the adherence of his personnel to the rules and regulations of the District as may be provided in Board of Education Policy, Administrative Procedure, Bid Specifications/Contract, memorandum and the like prepared by the District;
- (f) The monitoring for theft, misuse or abuse of District owned facilities, equipment, or other like items;
- (g) The hiring and termination of all employees, including any physical examination, achievement testing, psychological testing, background checks, and the like required by the Successful Bidder or the District;
- (h) Assuring the District that each employee hired by the Successful Bidder can speak, read, and write the English language at least at the seventh-grade level;
- (i) All labor-management concerns of its employees;
- (j) Removing, either temporarily or permanently, any employee of the Successful Bidder who in the judgment of the District poses a security, safety, or other threat to the children, staff, facilities or equipment of the District; and,
- (k) All items contained in Sections I and II of this bid specifications, unless otherwise not applicable.
- (l) Assurance must be given that work and responsibilities are not duplicated or redundant to services provided by other district contractors

3.9 USE OF QUALIFIED, "LOCAL" VENDORS FOR SUPPLIES AND MATERIAL PURCHASES

The District encourages the Successful Bidder to utilize local and or greater Peoria- area vendors when doing the same which will allow the Successful Bidder to secure the lowest

unit cost for supplies and materials to the District. The District at any time may require documentation of unit costs for supplies or materials from the successful bidder.

3.10 SUBSTITUTES

The Successful Bidder shall maintain a list of qualified substitutes at all times so as to fill any vacancies created by absent employees through the course of the Contract. To the extent said substitutes shall come in contact with school-aged children they must be screened for Criminal History—See Section II, Paragraph 2.3.

No employee of the Successful Bidder may work in or around children without having first been screened or a criminal history and found to be free of any offense, which would exclude them from working in a school at any hour.

3.11 UNIFORMS

Uniforms with proper company insignia, consisting of either a shirt or smock shall be worn and visible at all times by the building custodians and shall be in such supply so that the custodians may present themselves as clean and odor free.

A school identification badge should also be worn and visible at all times.

3.12 INTERRUPTION OF CLASSROOM ACTIVITIES

3.12.1 Under no circumstances shall the Successful Bidder's performance of the services required of this Contract disrupt classroom or related school activities, unless otherwise approved by the immediate building supervisor or District Facility Manager. Unless necessitated by an emergency which does not allow for the building supervisor to be reached and immediate action is required to insure the health and safety of students and staff.

3.12.2 Current operating hours for classroom activities are as follows:

Primary Schools, 8:40 a.m. until 3:10 p.m.

Intermediate Schools, 8:10 a.m. until 2:40 p.m.

Junior High Schools, 8:00 a.m. until 2:45 p.m.

Preschool Family Education Center

Early Childhood and Preschool Education Program 8:40 a.m. – 11:25 a.m.
12:40 p.m. – 3:25 p.m.

PEAK 6:30 a.m. – 6:00 p.m. (located at each primary and intermediate building)

3.12.3 Exhibit D lists the 2023-2024 school calendar.

SECTION IV

SCOPE OF WORK TO BE PERFORMED

4.1 GENERAL

The scope of the work to be performed is outlined below and either expressed or inferred in Sections I through III inclusive. Task and frequency guidelines contained in this Section, and related Exhibits, are “Suggested” only. Performance will be based upon the level to which District expectations are met, not the frequency with which a task is performed. SECTION V: PERFORMANCE CRITERIA, EVALUATION, AND PAYMENT detail the District’s expectation levels.

4.2 INCORPORATION OF SECTIONS I THROUGH III

The Successful Bidder shall be responsible for all other requirements either expressed or implied in Sections I through III inclusive, including but not limited to those itemized below:

- (a) Section I, Paragraphs 1.5, 1.7, 1.9a through 1.9c
- (b) Section II, Paragraphs 2.1, 2.2, 2.3, 2.4.1 through 2.4.7, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10.1 through 2.10.2, 2.11, 2.13, 2.14; and
- (c) Section III, Paragraphs 3.1, 3.2.1 through 3.2.2, 3.3.1 through 3.3.2, 3.4, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12.

4.3 RESOURCE CONSERVATION (INCLUDING ELECTRICAL, GAS, WASTE, AND WATER USAGE) AND COMPREHENSIVE PLAN

This Successful Bidder shall be responsible for conservation efforts related to the District’s consumption of electricity and water, by monitoring, evaluating and performing tasks related to:

- (a) Nightly security checks at the end of shift to make sure windows and doors are properly secured. (See section 3.7.)
- (b) Monitoring, troubleshooting and shut down of plumbing fixtures with excessive water usage and/or malfunctioning supply valves. Communicate to the maintenance department through the work order system, the exact problem.
- (c) Extinguishing of lit, not-in-use rooms, monitoring exterior lighting for proper nightly functionality, using energy saving power equipment, and related items;

- (d) Preparation and implementation of a comprehensive plan including and addressing items 4.3 (a) through 4.3 (d).

4.4 GROUNDS CARE AND COMPREHENSIVE PLAN

The Successful Bidder shall be responsible for a comprehensive grounds care plan for the immediate building perimeter and “front yard”, including but not limited to:

- (a) Trash pickup in landscaping & around playground areas
- (b) Leaf and yard debris pickup from around and obstructing entry ways
- (c) Periodic emptying of exterior trash receptacles

4.5 GENERAL CLEANING AND MAINTENANCE REQUIREMENTS

- 4.5.1 The Successful Bidder shall be responsible for, and have compensation based upon the extent to which the facilities, fixtures, floors, walls, ceilings, windows, lights, selected mechanical equipment, immediately adjacent grounds, shrubs, and sidewalks are kept cleaned and functioning—maintaining same in a “like-new” appearance or condition throughout or in a state absent of dirt, dust, streaks, spots, marks, soil build up, salt buildup, wax buildup, detergent or soap buildup, and nonfunctional, inoperable or unusable condition.
- 4.5.2 The Successful Bidder shall be responsible for cleaning vestibules, entryways, hallways, offices, storage areas, classrooms, gymnasiums, all-purpose rooms, custodial closets, mechanical rooms, and other interior spaces—maintaining same in a “like-new” appearance or condition throughout or in a state absent of dirt, dust, streaks, spots, marks, soil buildup, wax buildup, detergent or soap buildup, and nonfunctional, inoperable or unusable condition.
- 4.5.3 The Successful Bidder shall be responsible for maintaining the grounds immediately adjacent to the building, including trash pick-up, trash disposal areas, playground blacktop, sidewalks, maintaining the same in a “like-new” appearance or condition throughout or in a state absent of dirt and litter.
- 4.5.4 The Successful Bidder shall be responsible for such tasks, including but not limited to:
 - (a) hard floor (i.e., wood, concrete, tile, linoleum, terrazzo) care, including sweeping, mopping, scuff mark removal, washing, scrubbing, stripping, burnishing, waxing, buffing, re-finishing, re-stripping, and the like

- (b) windows, including interior and exterior washing, periodic inspection for vandalism
- (c) carpeted floor care, including vacuuming, scrubbing, and shampooing, extraction, and the like
- (d) rest rooms, including bowl and tile cleaning and disinfecting, soap, paper towel, sanitary napkin and toilet tissue replenishment, mirror cleaning, and related tasks
- (e) other vertical surfaces, including periodic washing, chalk or dry erase marker removal, tape removal, tack and pin removal, nail removal, minor patching and painting, wood refinishing and the like
- (f) other horizontal surfaces, including dusting, washing, scuff and stain removal, waxing, line painting, wood refinishing, and the like
- (g) janitorial closets, swept, kept organized and free from debris or clutter
- (h) trash removal, including cleaning of waste baskets, compacting trash, removal of trash to dumpsters, sweeping dumpster areas, securing dumpster lids
- (i) after school care or summer programs including table set-up/teardown, table wiping, floor mopping, spill clean-up, trash removal, and the like
- (j) sick child clean-up
- (k) equipment care, including wet mop washing and hanging, dust mop oiling and bagging, rag washing, sponge cleaning, electrical cleaning equipment repair, and related cleaning and repair tasks
- (l) tasks peculiar to a particular building, its Principal, or staff
- (m) other related items to those listed above, as determined by District staff (School Principal, Facilities Manager, Business Manager, or other)
- (n) providing adequate training and staff development for all necessary custodial/maintenance responsibilities
- (o) utilizing the District electronic work order system and coordinating with the District technology staff to ensure efficient system management

(p) involving the Site Manager in the Regional Superintendent’s annual health and life safety survey and inspection, as requested by the Facilities Manager

4.6 BUILDING TO BE CLEANED AND “MAINTAINED”

Following is a listing of District facilities, which are subject to this bid specification:

Dirksen Elementary School	501 Maywood Street, Pekin*
Jefferson Elementary School	900 South Capitol, Pekin
C.B. Smith Elementary School	1314 Matilda Street, Pekin
L.E. Starke Elementary School	1610 Holiday Drive, Pekin
Scott Altman Elementary School	1800 Highwood Street, Pekin
Willow Elementary School	1110 Veerman Street, Pekin
Preschool Family Education Center	1000 Koch Street, Pekin
Washington Intermediate School	501 Washington Street, Pekin
Wilson Intermediate School	900 Koch Street, Pekin
Broadmoor Junior High School	501 Maywood Street, Pekin*
Edison Junior High School	1400 Earl Street, Pekin
Maintenance Shop	900 Koch Street, Pekin
Central Administrative Office	501 Washington Street, Pekin
Central Kitchen (see 3.8 –[I])	900 Koch Street, Pekin

*In the 2024-2025 school year, Dirksen Primary School will be temporarily moved to 1000 Koch Street, to share the Preschool building with the Preschool Family Education Center. This is to accommodate the Broadmoor Junior High School construction project.

4.7 SQUARE FOOTAGE, ROOM USAGE, AND FLOOR SURFACES

Exhibit F details the building/room square footages, currently known-to-be room usages, and floor surface make-up. The District does not warrant this information to be accurate. The District does warrant that the information is subject to change from time to time, as the District’s needs dictate.

4.8 CLEANLINESS AND/OR MAINTENANCE STANDARDS, SUGGESTED TASKS AND FREQUENCIES FOR VARIOUS HOMOGENEOUS AREAS, SURFACES, MECHANICAL EQUIPMENT, ETC.

Listed in the corresponding Exhibits are some, but not necessarily all, of the suggested tasks and their frequencies that might be necessary in bringing a homogeneous area up to, and maintained at District expectation levels (i.e., “Standards”). It shall be the

responsibility of the Bidder to ascertain the tasks and frequencies of the same in order to achieve the level of expectations desired by the District.

Standards as to cleanliness and/or maintenance can be found for each task area in Exhibit G.

4.9 RESPONSIVENESS

- (a) The Successful Bidder shall provide prompt and immediate attention to concerns, complaints, hazardous conditions, work requests, and the like identified by the Successful Bidder, District Building Supervisor, Business Manager, Manager of Facilities, or Building Staff.
- (b) With the exception of immediately hazardous situations and “minor” requests, Prompt and Immediate attention shall be prioritized by the District Business Manager or Manager of Facilities and the Successful Bidder’s On-Site Manager, in consultation with one another.
- (c) “Minor” requests are those made by the Building principal and/or staff members which, by their nature, do not unnecessarily disrupt the flow of the day-to-day operations of the Successful Bidder’s custodial staff. The time required performing a task, the number of special tasks requested, the frequency of requests, and the like shall all be considered when assessing “minor.”
- (d) With the exception of immediately hazardous situations certified as same by the District Building Supervisor, any response which requires the expenditure of District moneys separate and apart from the Successful Bidder’s obligation to provide or make such expenditure, shall be subject to the “Purchase Permit” and “Purchase Order” provisions of the District as set forth by the District.

4.10 PONY SERVICE

The Successful Bidder shall allocate 2.5 hours daily during the school year, less if feasible, to the intra-district mail service. 4.6 above lists the pick-ups/drop-offs plus the Special Education Office, and the Tazewell-Mason Special Education Co-op.

SECTION V

PERFORMANCE AREAS, STANDARDS, EVALUATION, AND PAYMENT

5.1 GENERAL

This Section explains the District's level of expectation (i.e., "Standards") as it pertains to Sections I through III inclusive plus Section IV: Resource Conservation, Grounds Care, Responsiveness, and Cleaning and Maintenance.

Each area of concern has been weighted as to its overall importance in the evaluation of the services provided by the Successful Bidder. Additionally, within each area, certain areas are more critical to the District than others and therefore were weighted accordingly. Finally, it should be noted that from year to year the District's areas of concern and critical area(s) within the same may change.

5.2 RELATIVE VALUE OF PERFORMANCE AND STANDARDS

The evaluation shall be based upon the presence or absence, timeliness, and/or demonstrative commitment to the areas of concern listed in 1.9(b) and may be assessed by the following, including but not limited to: progress assessments, inspections, filing, audits of records and files, announced and unannounced observations, inventories, and third-party assessments.

5.3 PAYMENT.

5.3.1 General

This bid specification is based upon a "Flat-fee" Contract. A Successful Bidder's "costs", "management fee", "profit", and "other" shall make up the potential compensation available to the Bidder.

"Costs" shall be defined for these purposes as (i) those expenses anticipated and including the payment of non-management wages and benefits, overtime and substitute wages as prorated over 12 equal monthly installments, (ii) payment for supplies and materials within the BUDGET set forth at the beginning of the Contract year and as they are incurred and paid by the Successful Bidder from month to month, and (iii) the payment for equipment within the BUDGET set forth at the beginning of the Contract year and as they are incurred and paid by the Successful Bidder from month to month—this total amount shall be known as the "invoiced" costs;

“Management Fee” shall be defined for these purposes as those expenses incurred for the On-site Manager and his/her off-site supporting corporate management team.

“Profit” shall be defined for these purposes as the margin over and above the “Costs” plus “Management Fee” as prorated over 12 equal monthly installments; and

“Other” shall be those costs not fitting in any of the aforementioned categories, as prorated over 12 equal monthly installments.

SECTION VI
BASE BID
STIPULATED SUMS

6.1 GENERAL

6.1.1a Each Bidder shall be required to complete the stipulated sum matrix provided for their bid. These matrices can be found as Schedules 7 through 12 respectively.

6.1.1b Base Bid I represent the District's minimum required staffing pattern and compensation.

6.1.1c All Bidders must respond to the Base Bid Status Quo before any alternative bids are considered.

6.1.2a This is a Flat-fee bid specification. Compensation to the Successful Bidder shall be based upon its "operating costs", "management fee", "profit", and "other." In order to ascertain the comparable costs of providing services to that of the District currently, the Bidder shall break down his operating costs into the following categories: Wages, benefits, employment and development, supplies and materials, and equipment.

IT IS IMPERATIVE THAT THESE COSTS BE BROKEN DOWN FOR THE PROPER EVALUATION OF THIS BID.

6.1.2b This is a flat-fee bid specification. Compensation to the Successful Bidder shall be based upon its "operating costs", "management fee", "profit," and "other."

6.1.2c While all possible items of compensation are believed to be addressed, the Bidder shall list as "Other" those items of compensation NOT addressed but which make up his bid. Within each bid the appropriate Schedule shall be completed listing the breakdown, by cost, of each such "Other" item.

6.1.3 Definitions

- (a) Wages (including but not limited to moneys set aside for regular, overtime, substitute, or other compensation) specific to the Bidder's line workers but NOT including the Bidder's On-site manager,
- (b) Benefits (including but not limited to required taxes, health, dental, life and/or other insurance, worker's compensation, unemployment, retirement, and other cost items) specific to the Bidder's line workers but NOT including the Bidder's On-site manager,

- (c) Employment and Development Expenses (including but not limited to physical examinations, achievement screenings, development activities, or the like) specific to the Bidder's line workers but NOT including the Bidder's On-site manager,
- (d) Supplies and Materials (only those necessary to fulfill the bid specifications/Contract).
- (e) Equipment (only those necessary to fulfill the bid specifications/Contract).
- (f) Management Fee (including but not limited to monies set aside for the On-site manager and Secretaries wages, benefits, development, training, account/public relations, corporate support, corporate assistance, and the like, but not including any moneys for the line workers.)
- (g) Profit, or margin over and above the operating costs and management fee to be earned by the corporation in providing the Contracted custodial cleaning services to the District.
- (h) Other, or all other monies not otherwise accounted for in the above.

6.1.4a The "Stipulated Sum" for each of 6.1.2 through 6.1.3 shall be expressed as an annual sum; Actual billings for costs (as appropriate), "management fee", "profit" and "other" shall be prorated over 12 equal installments in accordance with Section 5.4.1(b). "Operating Costs" including those for supplies and materials and equipment shall be billed as incurred and paid by the Successful Bidder as provided for in Section 5.4.1(b), but in no case shall these supply and material and equipment "Operating Costs" exceed the BUDGETED amount as bid.

6.2 BASE BID: Full-time Manager with Night-time Cleaning

- 6.2.1 The stipulated sum for this bid, as broken down, shall be based upon the inclusion of the following:
 - (a) All specifications included in Section I through Section VI, Paragraph 6.1.4(b) (inclusive), whether expressed or implied.
 - (b) The staffing patterns and minimum wage and compensation package provided in Section VI, Paragraph 6.2.2(a) through 6.2.2(b) as found below.

6.2.2 Staffing Patterns

6.2.2.1 Exhibit I outlines the minimum staffing pattern desired, and includes 19.5 FTEs distributed into two shifts, Full-time Manager with Night-time Cleaning, among the District's facilities listed in Section IV, Paragraph 4.6 and performing the tasks as outlined in Section IV, Paragraphs 4.1 and 4.3 through 4.8 of this Bid Document.

6.2.2.2 Such schedule is an example of staffing and shift start and stop times and may require changes throughout the term of the contract, as a result of discussion between the Successful Bidder and the District.

6.2.3 The stipulated sum for this Base Bid I, as broken down, shall be listed in the appropriate cells of Schedule 7.

6.2.4 Information as to the number and type of employment classifications, the number of Full Time Equivalencies (FTEs) to be employed per classification, annual overtime hours budgeted per FTE per classification, annual hours to be worked per FTE per classification, annual number of days to be worked per FTE per classification, annual aggregate time (hours * days) worked per FTE per classification, annual sick-leave days per FTE per classification, annual personal leave days per FTE per classification, and the hourly wage rate per FTE per classification. These items are to be listed in the appropriate cells of Schedule 8.

6.2.5 Attach to Schedule 9 a detailed job description for each classification of employee listed in Schedule 8 from specification 6.2.4. The job descriptions shall incorporate as a minimum, and as appropriate to classification, those specifications enumerated in this Bid Document.

6.2.6 Attach to Schedule 10 a detailed budget of supplies and materials to be purchased and used by the Bidder in the fulfillment of the Bid Specifications. This listing should include product name, quantity, unit of measure, unit price, extended price and total price of all items. The total price should equal that entered under "Supply and Materials Costs" on Schedule 7.

6.2.7 Attach to Schedule 11 a detailed budget of equipment to be purchased and used by the Bidder in the fulfillment of the Bid Specifications. This listing should include product name, quantity, unit of measure, unit price, extended price and total price of all items. The total price should equal that entered under "Equipment Costs" on Schedule 7.

6.2.8 Attach to Schedule 12 a detailed budget of "Other" items for which the Successful Bidder will require compensation. This amount should agree to that entered under "Other" on Schedule 7.

6.3 ALTERNATE BID: Day-time Cleaning, in Addition to Base Bid

- 6.3.1 The stipulated sum for this bid, as broken down, shall be based upon the inclusion of the following:
- (a) All specifications included in Section I through Section VI, Paragraph 6.1.4(b) (inclusive), whether expressed or implied.
 - (b) The staffing patterns and minimum wage and compensation package provided in Section VI, Paragraph 6.3.2(a) through 6.3.2(b) as found below.
- 6.3.2 Staffing Patterns
- 6.3.2.1 Exhibit I outlines the minimum staffing pattern desired, and includes 7.5 FTEs distributed across one shift, among the District's facilities listed in Section IV, Paragraph 4.6 and performing the tasks as outlined in Section IV, Paragraphs 4.1 and 4.3 through 4.8 of this Bid Document.
- 6.3.2.2 Such schedule is an example of staffing and shift start and stop times and may require changes throughout the term of the contract, as a result of discussion between the Successful Bidder and the District.
- 6.3.3 The stipulated sum for this Alternate Bid, as broken down, shall be listed in the appropriate cells of Schedule 7A.
- 6.3.4 Information as to the number and type of employment classifications, the number of Full Time Equivalencies (FTEs) to be employed per classification, annual overtime hours budgeted per FTE per classification, annual hours to be worked per FTE per classification, annual number of days to be worked per FTE per classification, annual aggregate time (hours * days) worked per FTE per classification, annual sick-leave days per FTE per classification, annual personal leave days per FTE per classification, and the hourly wage rate per FTE per classification. These items are to be listed in the appropriate cells of Schedule 7A.
- 6.3.5 Attach to Schedule 8A a detailed job description for each classification of employee listed in Schedule 7A from specification 6.3.4. The job descriptions shall incorporate as a minimum, and as appropriate to classification, those specifications enumerated in this Bid Document.
- 6.3.6 Attach to Schedule 10A a detailed budget of supplies and materials to be purchased and used by the Bidder in the fulfillment of the Bid Specifications. This listing should include product name, quantity, unit of measure, unit price, extended price and total price of all items. The total price should equal that entered under "Supply and Materials Costs" on Schedule 7A.

- 6.3.7 Attach to Schedule 11A a detailed budget of equipment to be purchased and used by the Bidder in the fulfillment of the Bid Specifications f. This listing should include product name, quantity, unit of measure, unit price, extended price and total price of all items. The total price should equal that entered under "Equipment Costs" on Schedule 7A.

- 6.3.8 Attach to Schedule 12A a detailed budget of "Other" items for which the Successful Bidder will require compensation. This amount should agree to that entered under "Other" on Schedule 7A.

SCHEDULE 1

BIDDER'S BACKGROUND

In accordance with Specification 1.9(c), the Bidder attached hereto the following information documents.

- (a) Bidder's Corporate Philosophy
- (b) Bidder's Contracted Cleaning Service Philosophy
- (c) Bidder's Labor Management Philosophy, including a Worker Retention Strategy
- (d) Detailed Organizational Support Structure for the Contract Cleaning area, including names, addresses, areas of expertise, management responsibilities, and potential relationship to this Contract
- (e) Manager and staff training program information, including especially corporate training facilities for Contracted Cleaning Personnel.
- (f) Other services the Contractor has provided, including to whom, when, circumstances leading to.

SCHEDULE 2

REPRESENTATIONS

The signing of this Schedule shall be construed as the Bidder's acknowledgment of his/her understanding of the content and meaning of the below referenced Bid Document Sections, and acceptance of all the provisions, covenants, requirements, responsibilities and the like, expressed or implied, contained therein unless otherwise noted as an excepted deviation.

I, _____, a duly authorized representative of
(Representative)
_____, have read Section II, Paragraphs 2.1, 2.2, 2.3, 2.4.1
(Corporation)
through 2.4.7, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15, and 2.16 and am clear as to
the content and meaning of the same, as interpreted by the District. Being duly authorized by
_____, I represent and accept on behalf of same the provisions,
(Corporation)
covenants, requirements, responsibilities, and the like, expressed or implied, and affix my
signature hereto as evidence of the same.

(Signature of Authorized Representative)

(Typed/Printed Name of Authorized Representative)

(Title)

SCHEDULE 3

INSURANCE ELIGIBILITY

In accordance with Specification 2.4, to wit: The Successful Bidder shall provide and maintain insurance coverages in the form and minimum coverages stated below: . . . 2.4.6 Evidence of said same insurance (i.e., Section 2.4.1 through 2.4.3 and Section 1.6) and the ability to obtain such, shall be provided by all Bidders.

For each form of coverage 2.4.1 through 2.4.3 and 1.6, attach a certified letter from the insurance provider(s) stating that if awarded the Contract the Bidder will be able to obtain the coverages specified herein for the given type of coverage.

SCHEDULE 4

SUCCESSFUL CONTRACTS: SITE REFERENCES

In accordance with Section 2.12.1 to wit: The Bidder shall provide a list of three (3) work sites that, at a minimum, are of a similar nature to that being specified herein, including size, expectations, and the like in order that the District might ascertain the Bidder's ability to perform the services specified herein. The Bidder has been in each of these five (5) work sites a minimum of three (3) consecutive, successful years.

Please complete the matrix below.

WORK SITE 1

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Other Relationships—Services Provided: _____

WORK SITE 2

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Other Relationships—Services Provided: _____

WORK SITE 3

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Other Relationships—Services Provided: _____

WORK SITE 4

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Other Relationships—Services Provided: _____

WORK SITE 5

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Other Relationships—Services Provided: _____

SCHEDULE 5

TERMINATED CONTRACTS: SITE REFERENCES

In accordance with Section 2.12.3 to wit: The Bidder shall provide a list of three to five (3-5) work sites formerly under Contract with the same and include reason(s) for termination.

Please complete the matrix below.

WORK SITE 1

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Reason(s) for termination: _____

WORK SITE 2

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Reason(s) for termination: _____

WORK SITE 3

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Reason(s) for termination: _____

WORK SITE 4

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Reason(s) for termination: _____

WORK SITE 5

School or site Name: _____

Address: _____

Contact Person: _____ Title: _____

Phone Number: _____

Starting/Ending Date of Contractual Relationship: _____

Reason(s) for termination: _____

SCHEDULE 6

SUPPLIES AND MATERIALS SUCCESSFUL BIDDER WILL NOT SUPPLY

In accordance with Section 3.6.2(c), to wit: The Successful Bidder shall not be responsible for providing such supplies and materials as . . . other items as agreed to by the District.

Attach a list of said same supplies and materials to this Schedule.

SCHEDULE 7

**STIPULATED SUM
BASE BID I: STATUS QUO**

S1.0 INSTRUCTION

- (a) Refer to Section VI, Paragraphs 6.1.1(a) through 6.1.1(c), 6.1.2(a) through 6.1.2(b), 6.1.3(a) through 6.1.3(h), 6.1.4(a) through 6.1.4(b), 6.2.1(a) through 6.2.1(b), 6.2.2(a) through 6.2.2(b), and 6.2.3 in the Bid Document.
- (b) Complete the matrix by providing the breakdown of dollar amounts requested. Each breakdown corresponds to one or more of the Subsections listed in S1.0(a) above.
- (c) Express all dollar amounts in annualized terms. Provide the same for each of the first three (3) years of the Contract. Years four (4) and five (5) shall be subject to negotiation and should not otherwise be shown.
- (d) The authorized representative should sign and print their name, provide their title and date the page.

S2.0 STIPULATED SUM

SCHOOL YEAR 2024-2025

(a) Operating Costs

Wages (See Section 6.1.3(a)
in the Bid Document) \$ _____

Benefits (See Section 6.1.3(b)
in the Bid Document) \$ _____

Employment and Development
Expenses (See Section 6.1.3(c)
in the Bid Document) \$ _____

Supplies and Materials (See
Section 6.1.3(d) in the Bid
Document) \$ _____

Equipment (See Section 6.1.3(e)
in the Bid Document) \$ _____

SUBTOTAL \$ _____

Management Fee (See Section 6.1.3(f) in the Bid Document)	\$ _____
Profit (See Section 6.1.3(g) in the Bid Document)	\$ _____
Other (See Section 6.1.3(h) in the Bid Document)	\$ _____
SUBTOTAL	\$ _____
GRAND TOTAL	\$ _____

I, _____, being duly authorized to make this binding bid for
 _____ Corporation, affix my signature in evidence of same.

Signed: _____ Dated: _____

SCHEDULE 7A

STIPULATED SUM

ALTERNATE BID: DAY-TIME CLEANING

S1.0 INSTRUCTION

- (b) Refer to Section VI, Paragraphs 6.1.1(a) through 6.1.1(c), 6.1.2(a) through 6.1.2(b), 6.1.3(a) through 6.1.3(h), 6.1.4(a) through 6.1.4(b), 6.2.1(a) through 6.2.1(b), 6.2.2(a) through 6.2.2(b), and 6.2.3 in the Bid Document.
- (c) Complete the matrix by providing the breakdown of dollar amounts requested. Each breakdown corresponds to one or more of the Subsections listed in S1.0(a) above.
- (d) Express all dollar amounts in annualized terms. Provide the same for each of the first three (3) years of the Contract. Years four (4) and five (5) shall be subject to negotiation and should not otherwise be shown.
- (e) The authorized representative should sign and print their name, provide their title and date the page.

S2.0 STIPULATED SUM

SCHOOL YEAR 2024-2025

(a) Operating Costs

Wages (See Section 6.1.3(a)
in the Bid Document) \$ _____

Benefits (See Section 6.1.3(b)
in the Bid Document) \$ _____

Employment and Development
Expenses (See Section 6.1.3(c)
in the Bid Document) \$ _____

Supplies and Materials (See
Section 6.1.3(d) in the Bid
Document) \$ _____

Equipment (See Section 6.1.3(e)
in the Bid Document) \$ _____

SUBTOTAL \$ _____

Management Fee (See Section 6.1.3(f) in the Bid Document)	\$ _____
Profit (See Section 6.1.3(g) in the Bid Document)	\$ _____
Other (See Section 6.1.3(h) in the Bid Document)	\$ _____
SUBTOTAL	\$ _____
GRAND TOTAL	\$ _____

I, _____, being duly authorized to make this binding bid for
 _____ Corporation, affix my signature in evidence of same.

Signed: _____ Dated: _____

SCHEDULE 8

WAGES, HOURS, TERMS AND CONDITIONS OF EMPLOYMENT: BASE BID

S1.0 INSTRUCTIONS

- (a) Refer to Section VI, Paragraph 6.2.4 for clarification as to the information to be provided herein.
- (b) Complete the matrix by inserting the number or dollar amount requested.
- (c) If more than three classifications exist, use a separate sheet of paper properly labeled and referencing this sheet and include Classifications 4, 5 and so forth. Use this Schedule for Classifications 1, 2 and 3.
- (d) The authorized representative should sign and print their name, provide their title and date the page.

S2.0 EMPLOYMENT DATA

	CLASS 1	CLASS 2	CLASS3
(a) Names of employment classification names	_____	_____	_____
(b) Full Time Equivalencies	_____	_____	_____
(c) Hours to be worked per day per FTE per Class	_____	_____	_____
(d) Annual number of days to be worked per Class and compensated for	_____	_____	_____
(e) Annual aggregate time worked per FTE per Class [(d) * (e)]	_____	_____	_____
(f) Annual sick leave days compensated per FTE per Class	_____	_____	_____
(g) Annual personal leave days compensated per FTE per Class	_____	_____	_____
(h) Annual number of compensated vacation days per FTE per Class	_____	_____	_____

- (i) Hourly wage rate per FTE per classification _____
- (j) Annual overtime dollars budgeted per FTE per Class _____
- (k) Annual Substitute dollars budgeted per FTE per Class _____
- (l) Annual other dollars budgeted per FTE per Class _____

I, _____, being duly authorized to make this binding bid for _____ Corporation, affix my signature in evidence of same.

Signed: _____ Dated: _____

SCHEDULE 8A

WAGES, HOURS, TERMS AND CONDITIONS OF EMPLOYMENT: ALTERNATE BID

S1.0 INSTRUCTIONS

- (b) Refer to Section VI, Paragraph 6.2.4 for clarification as to the information to be provided herein.
- (c) Complete the matrix by inserting the number or dollar amount requested.
- (d) If more than three classifications exist, use a separate sheet of paper properly labeled and referencing this sheet and include Classifications 4, 5 and so forth. Use this Schedule for Classifications 1, 2 and 3.
- (e) The authorized representative should sign and print their name, provide their title and date the page.

S2.0 EMPLOYMENT DATA

	CLASS 1	CLASS 2	CLASS3
(b) Names of employment classification names	_____	_____	_____
(c) Full Time Equivalencies	_____	_____	_____
(d) Hours to be worked per day per FTE per Class	_____	_____	_____
(e) Annual number of days to be worked per Class and compensated for	_____	_____	_____
(f) Annual aggregate time worked per FTE per Class [(d) * (e)]	_____	_____	_____
(g) Annual sick leave days compensated per FTE per Class	_____	_____	_____
(h) Annual personal leave days compensated per FTE per Class	_____	_____	_____
(i) Annual number of compensated vacation days per FTE per Class	_____	_____	_____

- (ii) Hourly wage rate per FTE per classification _____
- (k) Annual overtime dollars budgeted per FTE per Class _____
- (l) Annual Substitute dollars budgeted per FTE per Class _____
- (m) Annual other dollars budgeted per FTE per Class _____

I, _____, being duly authorized to make this binding bid for _____ Corporation, affix my signature in evidence of same.

Signed: _____ Dated: _____

SCHEDULE 9

DETAILED JOB DESCRIPTIONS BY CLASSIFICATIONS: BASE BID

In accordance with Section VI, Paragraph 6.2.5, attach a detailed job description for each job classification given on Schedule 8.

SCHEDULE 9A

DETAILED JOB DESCRIPTIONS BY CLASSIFICATIONS: ALTERNATE BID

In accordance with Section VI, Paragraph 6.3.5, attach a detailed job description for each job classification given on Schedule 8A.

SCHEDULE 10

DETAILED BUDGET OF SUPPLIES AND MATERIALS: BASE BID

In accordance with Section VI, Paragraph 6.2.6, attach a detailed budget of supplies and materials to be purchased and used by the Bidder in the fulfillment of the Bid Specifications.

SCHEDULE 10A

DETAILED BUDGET OF SUPPLIES AND MATERIALS: ALTERNATE BID

In accordance with Section VI, Paragraph 6.2.6, attach a detailed budget of supplies and materials to be purchased and used by the Bidder in the fulfillment of the Bid Specifications.

SCHEDULE 11

DETAILED BUDGET OF EQUIPMENT PURCHASES: BASE BID

In accordance with Section VI, Paragraph 6.2.7, attach a detailed budget of equipment to be purchased and used by the Bidder in the fulfillment of the Bid Specifications.

SCHEDULE 11A

DETAILED BUDGET OF EQUIPMENT PURCHASES: ALTERNATE BID

In accordance with Section VI, Paragraph 6.2.7, attach a detailed budget of equipment to be purchased and used by the Bidder in the fulfillment of the Bid Specifications.

SCHEDULE 12

DETAILED BUDGET OF "OTHER": BASE BID

In accordance with Section VI, Paragraph 6.2.8, attach a detailed budget of "Other" items to be compensated for that is not otherwise accounted for above.

SCHEDULE 12A

DETAILED BUDGET OF "OTHER": ALTERNATE BID

In accordance with Section VI, Paragraph 6.2.8, attach a detailed budget of "Other" items to be compensated for that is not otherwise accounted for above.

EXHIBIT A

FORM OF CONTRACT

AGREEMENT FOR CUSTODIAL SERVICES

THIS AGREEMENT is made this _____ day of _____, 2024 by and between _____, having a principal place of business at _____ (hereinafter referred to as “Contractor”), and the BOARD OF EDUCATION OF PEKIN PUBLIC SCHOOLS DIST. 108, PEKIN, ILLINOIS (hereinafter referred to as the “Board”), as follows:

1. Services. The Contractor agrees to perform the custodial services and comply with all requirements and directions of the Board, as more fully described in the Bid entitled “Contracted Custodial Cleaning Services” and the Board agrees to pay the Contractor for such services in accordance with the terms and conditions of said Bid. The Introduction, Sections I through VI and Schedules 1 through 18, Exhibits A through R attached thereto are hereby incorporated by reference and shall become a part of this Agreement.
2. Status as Independent Contractor. Contractor and the Board are contractors independent of one another, and neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor shall be responsible for payment of all taxes imposed in connection with its performance of services and receipt of fees under this Agreement.
3. Applicable Law. This Agreement shall be governed by the laws of the State of Illinois.

4. Notice. Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid, addressed:

If to the Board to:

PEKIN PUBLIC SCHOOLS DISTRICT 108

501 WASHINGTON ST

PEKIN IL 61554

ATTENTION: BUSINESS MANAGER

If to the Contractor, to:

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

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

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

Contractor:

By: _____

Its: _____

ATTEST:

By: _____

Its _____

BOARD OF EDUCATION
PEKIN PUBLIC SCHOOLS DISTRICT 108

Debby Smith
Board President

Maria Galvin
Board Secretary

EXHIBIT B

CONTRACTOR OWNED EQUIPMENT INVENTORY

Dodge Caravan SXT (#45)
RAM ProMaster (#29)
Burnisher 20" Corded
Motorscrubber Backpack Sprayer (DS034)
Motorscrubber Backpack Sprayer (DS041)
Pioneer Eclipse Burnisher 20" (BU32)
Pioneer Eclipse Burnisher 20" (BU33)
Pioneer Eclipse Polisher 20" 1.5hp (SO11)
Pioneer Eclipse Polisher 20" 1.5hp (SO12)
Pioneer Eclipse Polisher 20" 1.5hp (SO13)
Pioneer Eclipse Polisher 20" 1.5hp (SO15)
Tennant S9 35" Walk Behind Sweeper
Tennant S9 35" Walk Behind Sweeper
Tennant S9 35" Walk Behind Sweeper (V33)
Tennant S9 35" Walk Behind Sweeper (V34)
Tennant T300E 20" (AS043) & 17" (AS041) Scrubbers
Tennant T300E 20" (AS044) & 17" (AS042) Scrubbers
Tennant T300E 20" Walk Behind Scrubber
Victory Electrostatic Sprayer (DS060)
Victory Electrostatic Sprayer (DS062)
Victory Electrostatic Sprayer (DS065)
Victory Electrostatic Sprayer (DS075)

EXHIBIT C

**PEKIN PUBLIC SCHOOLS DISTRICT 108
2023-2024 SCHOOL YEAR CALENDAR**

REVISED 2023-2024 PEKIN PUBLIC SCHOOLS-DISTRICT 108 CALENDAR

Version 1/23/24

August 7 (Monday)	Registration Pre-Kindergarten through 8th Grade (Wilson Intermediate School)	
August 21 (Monday)	Institute Day (Staff only)	
August 22 (Tuesday)	Institute Day (Staff only)	
August 23 (Wednesday)	First Day of Student Attendance	
September 4 (Monday)	No School-Labor Day	
September 15 (Friday)	School Improvement Planning (K-8 Early Dismissal) No PM PFEC	
October 6 (Friday)	School Improvement Planning (K-8 Early Dismissal) No AM PFEC	
October 9 (Monday)	No School-Indigenous Peoples Day/Columbus Day	
October 26 & 27 (Thursday & Friday)	No Student Attendance due to Parent/Teacher Conferences	
November 17 (Friday)	School Improvement Planning (K-8 Early Dismissal) No PM PFEC	
November 22-24 (Wednesday-Friday)	No School-Thanksgiving Break	
December 8 (Friday)	School Improvement Planning (K-8 Early Dismissal) PFEC: No AM PFEC	
December 21 (Thursday)	Early Dismissal K-3 1:40 p.m. 4-6 1:15 p.m. 7-8 1:00 p.m. No PM PFEC	
HOLIDAY BREAK	Students: December 22-January 8 Staff: December 22-January 7	
January 8 (Monday)	No Student Attendance-Staff Institute Day	
January 9 (Tuesday)	Students Return/Classes Resume	
January 12 (Friday)	School Improvement Planning (K-8 Early Dismissal) No AM PFEC	
January 15 (Monday)	No School-Martin Luther King Holiday	
January 26 (Friday)	School Improvement Planning (K-8 Early Dismissal) No PM PFEC	
February 16 (Friday)	School Improvement Planning (K-8 Early Dismissal) No AM PFEC	
February 19 (Monday)	No School-Presidents' Day	
February 29 (Thursday)	School Improvement Planning (K-8 Early Dismissal) No PM PFEC	
March 1 (Friday)	No Student Attendance due to Parent Teacher Conferences	
March 22 (Friday)	School Improvement Planning (K-8 Early Dismissal) No AM PFEC	
March 28 (Thursday)	Final Attendance Day before Spring Break (Regular School Hours)	
March 29-April 5	SPRING BREAK-NO STUDENT OR STAFF ATTENDANCE	
April 8 (Monday)	Students & Staff Return/Classes Resume	
April 19 (Friday)	School Improvement Planning (K-8 Early Dismissal) No PM PFEC	
May 10 (Friday)	School Improvement Planning (K-8 Early Dismissal) No AM PFEC	
May 27 (Monday)	No School-Memorial Day Holiday	
June 3 (Monday) Friday, May 31	PFEC AM AND PM FINAL DAY OF CLASSES	
Tuesday, June 4 May 31 (Friday)	Early Dismissal/Final Day of Classes/School Improvement Planning	
Tuesday, August 22-Back to School Overview & Parent/Student/Teacher Introductions Wednesday, August 23-First Day of Student Attendance Friday, May 31-Final Day of School if no Emergency Days (Early Dismissal) Friday, June 7-Last possible day for staff and students if all 5 Emergency Days are used	Arrival & Dismissal Times PFEC AM=8:40 a.m. - 11:25 a.m. PFEC PM=12:40 p.m. - 3:25 p.m. K-3 = 8:40 a.m. - 3:10 p.m. 4-6 = 8:10 a.m. - 2:40 p.m. 7-8 = 8:00 a.m. - 2:45 p.m.	Early Dismissal Times on School Improvement Days Grades K - 3 = 11:40 a.m. Grades 4 - 6 = 11:15 a.m. Grades 7 - 8 = 11:00 a.m.
	Approved by D108 Board of Education on 3/20/23.	

EXHIBIT D

PEKIN PUBLIC SCHOOLS DISTRICT 108

NET CLEANABLE SQUARE FEET AND FIXTURE SUMMARY

FEBRUARY 2024

School	Gross Sq. Ft.	Net Hard Surface	Net Carpet	Restroom Sq. Ft.	Net Cleanable Sq. Ft.	Restroom Fixtures	Non-Restroom Fixtures
Dirksen	20,825	168	13,640	608	14,416	17	2
Jefferson	35,692	3,171	27,203	620	30,994	21	26
Smith	39,700	2,426	31,285	1,960	35,671	59	40
Starke	32,220	3,620	21,057	1,520	26,197	69	23
Scott Altman	28,620	2,898	17,463	1,360	21,721	54	19
Willow	37,960	3,620	27,096	1,360	32,076	50	25
PFEC	48,000	17,190	19,878	2,504	39,572	76	46
Washington	101,645	40,064	42,783	2,164	85,011	79	26
Wilson	87,102	26,898	39,509	2,564	68,971	58	15
Broadmoor	62,475	24,161	30,813	2,840	57,814	35	20
Edison	69,836	27,790	27,892	4,006	59,688	91	19
TOTALS	564,075	152,006	298,619	21,506	472,131	609	261

A portion of Broadmoor will be under construction during the 2024-2025 school year. This will result in approximately a 21,100 gross square footage deduction in the 2024-2025 required cleaning areas.

The area noted as Dirksen above is the current location of Dirksen Primary at 501 Maywood. It will be utilized by Broadmoor Junior High School during the 2024-2025 school year. Dirksen’s temporary location for the 2024-2025 is already accounted for in the PFEC gross square footage above.

EXHIBIT E

CLEANING SPECIFICATIONS AND FREQUENCIES

BASE BID: FULL-TIME MANAGER WITH NIGHT-TIME CLEANING

DAILY TASKS

General

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

Classrooms, Offices, Stairwells, Hallways

1. Empty wastebaskets and return to the room from which it was taken.
2. Transport to and deposit all waste materials into appropriate trash or recyclable containers.
3. Clean and sanitize drinking fountains.
4. Spot clean desktops in office areas.
5. Clean counter tops.
6. Spot clean reception lobby glass, including front doors.
7. Damp wipe all chalkboards and clean chalk trays.
8. Spot clean all internal glass in partitions, doors, and windows.
9. Spot clean walls, heating units, and lockers as needed.
10. Clean sinks in all kitchens, restrooms, and laboratories.
11. Clean and sanitize student desktops and remove graffiti, if necessary.
12. Remove dust and cobwebs from ceiling areas.
13. Spot clean all display cases.
14. Clean all entry door glass, both sides.

Restrooms, Locker Rooms (Boys & Girls)

1. Clean, sanitize and polish all vitreous fixtures - including toilet bowls, urinals and hand basins.
2. Clean and polish all chrome fittings.
3. Clean and sanitize toilet seats.
4. Clean and polish all glass and mirrors.
5. Empty all containers and disposal, insert liner as required.
6. Spot clean and sanitize the exterior of all containers.
7. Empty and sanitize the interior of the sanitary container.
8. Spot clean metal partitions.

9. Remove spots, stains, splashes from wall areas; remove graffiti. Remove fingerprints from doors, frames, light switches, handles, etc.
10. Refill all dispensers to normal limits: tissue, towels, liners, and sanitary napkins. Supplies to be furnished by owners.
11. Strip and remove all soil and soap scum in shower areas.
12. Clean and sanitize all floor and wall areas.
13. Dust top of lockers.
14. Wipe clean and flush toilet bowls and urinals with bowl cleaner.

Eating Areas (Cafeterias and Faculty Lounges)

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

Kitchen Areas

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

Flooring – Resilient, Ceramic and Quarry Tile

1. Dust mop or sweep the entire building, including gymnasium.
2. Damp mop classroom spillage.
3. Scrub hallways.
4. Sanitize the locker room.
5. Sweep and wet mop stairways and landings.
6. Sweep and damp mop all entryway vestibules.
7. Spray buff hallway floors as needed.

Flooring – Carpeting and Entryway Runners

1. Inspect for spots and stains. Remove if possible.
2. Vacuum all entryway runners/walk off mats daily and shake out excess dirt, as needed.
3. Hang up and dry out all wet runners.

WEEKLY TASKS

Classrooms, Offices, Stairwells, Hallways

1. Clean and sanitize telephones.
2. Remove fingerprints from front doors, frames, light switches, kick and push plates, handles, and railings.
3. Dust all furniture and equipment, including desk, chairs and tables in office areas.
4. Dust all exposed filing cabinets, bookcases and shelves.
5. Low dust all horizontal surfaces to 7-foot heights, including sills, moldings, ledges, shelves, railings and frames.
6. Dust window ledges near corridors in all classrooms and stairwells.

Flooring – Carpeting and Entryway Runners

Vacuum entire carpeted areas.

MONTHLY TASKS

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

SEMI-ANNUALLY

Classrooms, Offices, Stairwells, Hallways

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

Eating Areas (Cafeterias and Faculty Lounges)

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

ANNUALLY

Kitchen Areas

Wash all walls, ceilings and ceiling grills.

Flooring – Resilient, Ceramic and Quarry Tile

1. Strip down to bare tile.
2. Wax.

Gymnasiums, Stair Towers, Tall Ceilings

1. Remove dust and cobwebs from rafters, light fixtures, exposed ductwork, and associated louvers.
2. Wash windows.

SPECIAL EVENTS

1. Roll bleachers in and out for special events.
2. Spot clean bleachers before rolling in.
3. Remove trash in and behind bleachers before rolling in.

AS NEEDED

1. Pick up trash around buildings.
2. Lock up and secure buildings.
3. Activate building alarms.

EXHIBIT F

CLEANING SPECIFICATIONS AND FREQUENCIES

ALTERNATE BID: DAY-TIME CLEANING, IN ADDITION TO ABOVE BASE BID

Day-time cleaners would be expected to be the contact person for immediate issues within each building. When not handling immediate issues, they would be assisting the night-time custodians with basic daily and weekly tasks.

Day-time cleaners would also be required to coordinate tasks with the food service management and ancillary companies as they relate serving meals, both breakfast and lunch, in each buildings' cafeteria areas. These tasks include, but are not limited to, trash removal, spill cleanup, cleaning and movement of tables.

EXHIBIT G

CUSTODIAL POSITIONS AND WAGES: BASE BID

Position	Assigned Location	Hours	Total	Days	Pay Rate
Project Manager		All	40	M - F	Salary
Night Supervisor		Nights	40	M-F	Salary
Gen Clnr	Rover	Days	40	M-F	\$16.50
Gen Clnr	Jefferson	3:00 - 11:30 pm	40	M-F	\$16.50
Gen Clnr	Smith	3:00 - 11:30 pm	40	M-F	\$16.50
Gen Clnr	Starke	3:00 - 11:30 pm	40	M-F	\$16.50
Gen Clnr	Altman	3:00 - 9:30 pm	30	M-F	\$16.50
Gen Clnr	Willow	3:00 - 11:30 pm	40	M-F	\$16.50
Gen Clnr	PFEC	3:00 - 11:30 pm	40	M-F	\$16.50
Gen Clnr	PFEC	3:00 - 11:30 pm	40	M-F	\$16.50
Gen Clnr	Washington	2:30 - 11:00 pm	40	M-F	\$16.50
Gen Clnr	Washington	2:30 - 11:00 pm	40	M-F	\$16.50
Gen Clnr	Washington	2:30 - 11:00 pm	40	M-F	\$16.50
Gen Clnr	Wilson	2:30 - 11:00 pm	40	M-F	\$16.50
Gen Clnr	Wilson	2:30 - 11:00 pm	40	M-F	\$16.50
Gen Clnr	Wilson	2:30 - 9:00 pm	30	M-F	\$16.50
Gen Clnr	Broadmoor/Dirksen	2:30 - 11:00 pm	40	M-F	\$16.50
Gen Clnr	Broadmoor/Dirksen	2:30 - 11:00 pm	40	M-F	\$16.50
Gen Clnr	Edison	2:30 - 11:00 pm	40	M-F	\$16.50
Gen Clnr	Edison	2:30 - 11:00 pm	40	M-F	\$16.50
Total FTE			19.5		

Staffing pattern necessary for 2024-2025 school year due to Broadmoor construction during 2024-2025 school year. Additional staffing may be needed at the Broadmoor/Dirksen site in future years.

EXHIBIT H

CUSTODIAL POSITIONS AND WAGES: ALTERNATE BID

Position	Assigned Location	Hours	Total	Days	Pay Rate
Gen Clnr	Broadmoor/Dirksen	8:00 am - 2:30 pm	30	M-F	\$16.50
Gen Clnr	Jefferson	8:30 am - 3:00 pm	30	M-F	\$16.50
Gen Clnr	Smith	8:30 am - 3:00 pm	30	M-F	\$16.50
Gen Clnr	Starke	8:30 am - 3:00 pm	30	M-F	\$16.50
Gen Clnr	Altman	8:30 am - 3:00 pm	30	M-F	\$16.50
Gen Clnr	Willow	8:30 am - 3:00 pm	30	M-F	\$16.50
Gen Clnr	PFEC	8:30 am - 3:00 pm	30	M-F	\$16.50
Gen Clnr	Washington	8:00 am - 2:30 pm	30	M-F	\$16.50
Gen Clnr	Wilson	8:00 am - 2:30 pm	30	M-F	\$16.50
Gen Clnr	Edison	8:00 am - 2:30 pm	30	M-F	\$16.50
Total FTE			7.5		