



**COMMUNITY HIGH SCHOOL DISTRICT 99**  
**Administrative Service Center**  
**6301 Springside Ave**  
**Downers Grove, IL 60516**

May 11, 2020

**TO:** All Vendors of Record

**RE:** **Custodial & Maintenance Supplies, and HVAC Filters**

Bid Documents and Specifications are attached for the purchase of custodial and maintenance supplies for Community High School District 99. Specifications for this bid may be examined and downloaded electronically via [buildingconnected.com](http://buildingconnected.com). Please send email to [kkucharski@csd99.org](mailto:kkucharski@csd99.org) to receive electronic invitation after 3:00 PM on May 14, 2020.

Per Governor Pritzker Executive Order 2020-15 allowing school districts to communicate, respond to, and open bids electronically for school projects, bids for this project (**Custodial & Maintenance Supplies and HVAC Filters**) will be accepted via Building Connected and all bids must be uploaded to Building Connected on or before 2:00 pm on May 28th, 2020. Mailed or Emailed Bids will not be accepted. Bid pricing must be submitted using Excel spreadsheet in bid package. The Board of Education reserves the right to accept or reject any or all bids.

Bids will be opened and read by Community High School District 99 and the bid opening will be recorded. Only 1 full copy of the bid is required for electronic submission. Should anyone need instructions on how to upload their bid on Building Connected please reach out to Kristen Kucharski at 630-795-7142 or [kkucharski@csd99.org](mailto:kkucharski@csd99.org).

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Kristen Kucharski  
Executive Assistant to Physical Plant & Operations

# **SPECIFICATIONS**

FOR

**CUSTODIAL & MAINTENANCE SUPPLIES AND  
HVAC FILTERS**

FOR

**COMMUNITY HIGH SCHOOL DISTRICT 99  
DOWNERS GROVE, ILLINOIS**



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**Section 00100**  
**Information for Bidders**

**Part 1 - General**

**1.01 - Description:**

- A. Per Governor Pritzker Executive Order 2020-15 allowing school districts to communicate, respond to, and open bids electronically for school projects, bids for this project (**Custodial/Maintenance Supplies and HVAC Filters**) will be accepted via Building Connected and all bids must be uploaded to Building Connected on or before 2:00 pm on May 28th, 2020. Mailed or Emailed Bids will not be accepted. Bid pricing must be submitted using Excel spreadsheet in bid package. The Board of Education reserves the right to accept or reject any or all bids.
- B. Products:  
It is the intent of the Owner that these Specifications admit to adequate competition. However, the Owner has conducted extensive tests of certain products and has found them to be the most suitable for their operations. Substitution of these products will not be allowed. Bid Proposals substituting these products will be rejected in part or whole, at the discretion of the Owner. Where substitution is allowed in the Bid Form, use the Specification Column to note any proposed substitution and provide a suitable sample at the time of the Bid Opening for immediate analysis by the Owner. Failure to provide a suitable sample may result in the rejection of the Bid Proposal in part or whole, at the discretion of the Owner.
- C. The quantities indicated herein are a reasonable estimate at this time. **The Owner reserves the right to revise any and all quantities throughout the life of the contract.**
- D. Award of Contract:  
Award of contract will be based upon the lowest unit/total cost of each item submitted that meets Specification and is in the best interest of the Owner. **Vendors do not have to bid all items to remain eligible for award of contract. Pricing will remain in effect for the school year ending June 30, 2021.**
- E. Title and Risk of Loss:  
Title to the goods specified herein shall not pass to the Owner until said goods have been received by the Owner and accepted by the Owner.
- F. Inspection of Products:  
All products shall be subject to inspection and testing by the Owner. The Owner reserves the right to reject any and all goods deemed defective or which fail to meet Specification. Rejected goods will be removed at the Seller's expense.

**Section 00100**  
**Information for Bidders**

- G. Compliance with Laws:  
The Bidders shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local governing agencies which may in any manner affect the preparation of proposals or the performance of the contract.
- H. State Tax:  
The Owner is exempt from paying Illinois Use Tax (IL Rev. Statute 1987, ch. 120, par. 439.3) and sales to the Owner are exempt from IL Retailer's Occupation Tax (IL Rev, Statute 1987, ch.120, par. 441). The Owners tax ID number is E9997-3049-03

**1.02 - Examination of Specifications:**

Each bidder shall acquaint himself with the conditions as they exist so that he/she may be completely familiar with the conditions pertinent to the fulfillment of the work required under this contract. Bidders shall also thoroughly examine all contract documents. The failure of any bidder to exercise his/her privileges of the foregoing will in no way relieve the bidder from any obligation with respect to his/her proposal.

**1.03 - Discrepancies - Addenda:**

Should a Bidder find during the examination of the Contract Documents or after his visit to the site, any discrepancies, omissions, ambiguities, or conflicts in or among the Contract Documents, or should he/she be in doubt as to their meaning, he/she shall at once bring these questions to the attention of the Owner for answer and interpretation. The Owner will review the question and where information sought is not clearly shown on the contract plans or Specifications, will issue an addendum to all Bidders in which the interpretation will be made. All addenda to Bidders are to be incorporated in the proposals and will become a part of the Contract Documents. **No oral interpretation** by the Owner will be binding; only instructions in writing will be deemed valid. To receive consideration, requests for interpretation must be made no later than three (3) working days prior to the date set for receipt of proposals.

**1.04 - Bonds**

- A. Bid Bond: Not Required

**Section 00100**  
**Information for Bidders**

**Section 00100**  
**Information for Bidders**

**1.05 - Qualification of Bidder:**

- A. The Owner may take such investigation as it deems necessary to determine the ability of the Bidder to provide the product.
- B. The Bidder shall furnish all materials and labor required to complete the job to Owner's satisfaction. **The proposal shall include freight and/or cartage for any delivery.**
- C. The Owner reserves the right to reject any or all bids and to waive any informality in bidding and to award the contract in the best interest of the Owner. No proposal may be withdrawn for a period of sixty (60) days after the time set for opening bids.

**1.06 - Communications:**

All communications, requests and so forth pertaining to Bid Documents and Specifications shall be addressed to Kristen Kucharski at [kkucharski@csd99.org](mailto:kkucharski@csd99.org)

**1.07 Prevailing Rate of Work:**

- A. All contracts for work herein are subject to the provisions of Chapter 48, Sections 39s-1 through 39s-12, Illinois Revised Statutes, providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the work.
- B. If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, owner will notify contractor and each subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum.

**Section 00100**  
**Information for Bidders**

**Section 00100**  
**Information for Bidders**

**1.08 Method of Payment:**

- A. The Board of Education approves payment of invoices once a month at its regularly scheduled business meeting, usually held on the third Monday of the month. Invoices received by the 1<sup>st</sup> of the month are assured of being paid in that month so long as the invoice meets administrative approval. Invoices received after the 1<sup>st</sup> of the month may be held for payment until the following month.
  
- B. The District will not entertain pre-payment invoices, deposit requests or down payments unless previously approved and duly noted in the Specifications, Contract Documents or Purchase Order.

**END OF SECTION**

**Section BPF**  
**Bid Proposal Form**

The undersigned bidder, being familiar with the “Contract Documents” pertaining to said work, including Information for Bidders, Technical Specifications, the Bid Proposal Form, and all authorized Addenda distributed by the owner, hereby proposes to furnish all labor, materials, tools, equipment and all services necessary to perform and complete, in a satisfactory and workmanlike manner, in accordance with said “Contract Documents,” all the work described herein.

Bidder hereby acknowledges the receipt of the following Addenda (if any) distributed by the owner:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Owner reserves the right to add to, or deduct from, any item herein set forth or delete in total as its best interest may be served, in which event the “Contract Bid Amount” will be altered in accordance with the increase or decrease of the item description affected.

- A. The Bid Form identifies the types, quantities and delivery location of each specified item. Failure to use the Bid Form or improper use of the Bid Form may result in rejection of the entire Bid Proposal as deemed necessary by the Owner.
- B. Use the Specification column to identify substitutions where applicable and acceptable to the Owner. Provide product brand name and/or part number of each substitution.
- C. Delivery
  - a. **Cartage or freight shall be included in the price of each item bid.**
  - b. Deliveries will be made to our two separate High School Campuses located in Downers Grove, IL as noted in the Bid Form.
  - c. **Bidders will maintain bid prices for those items identified for delivery on an as-needed basis for 10 months from date of contract award. Orders will be placed on an as-needed basis.**



**Bid Proposal Form**

**Section BPF**  
**Bid Proposal Form**

TO: Board of Education  
Community High School district 99  
6301 Springside Avenue  
Downers Grove, Illinois 60516

FROM: \_\_\_\_\_ a) Individual ( )  
*Name of Bidder* b) Partnership ( )  
c) Corporation ( )

\_\_\_\_\_  
*Street Name*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*Phone Number Fax Number*

\_\_\_\_\_  
*Signature of Bid Preparer Date*

**Purchase Order Information**

Name of Vendor \_\_\_\_\_

Address \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Telephone number for Contact Person \_\_\_\_\_

Fax number for Contact Person \_\_\_\_\_

**Section BPF**

**Bid Proposal Form**

**Section BPF**  
**Bid Proposal Form**

**VENDORS SIGNATURE SHEET**

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bidders Authorized Signature

\_\_\_\_\_  
Title

**CONTRACTORS CERTIFICATION**

\_\_\_\_\_, as part of its proposal on a contract for  
(name of bidder)

\_\_\_\_\_ to \_\_\_\_\_  
(description of work proposed) (name of governmental body)

hereby certifies that said contractor is not barred from bidding on the aforementioned work as  
a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of  
the Illinois Revised statutes.

\_\_\_\_\_  
(authorized agent of bidder)

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

**Section BPF**  
**Bid Proposal Form**

## EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, *et seq.*

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the Rules and Regulations of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Contract may be canceled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this Contract, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, or physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with the Act and Rules and Regulations, the Contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.

E. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations.

G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Contract obligations are undertaken or assumed, so that such provisions will be binding

upon such subcontractor. In the same manner as the other provisions of this Agreement, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

ACKNOWLEDGED AND AGREED TO:

By: \_\_\_\_\_  
Authorized Agent of Contractor (name and title)

DATE: \_\_\_\_\_

**CRIMINAL CODE CERTIFICATION  
AS REQUIRED BY:  
STATE OF ILLINOIS CRIMINAL CODE OF 2012, 720 ILCS 5/33E-11**

I, \_\_\_\_\_ the individual whose signature appears below on this

bid/contract for \_\_\_\_\_  
hereby certify that the bidding party/contracting party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of 720 ILCS 5/33E-3 or 5/33E-4 of the Illinois Compiled Statutes, as amended.

By: \_\_\_\_\_  
Authorized Agent of Contractor (name and title)

SUBSCRIBED AND SWORN to before  
me this \_\_\_\_ day \_\_\_\_\_, 20\_\_.

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

**Section 01010**  
**Scope of Work**

**Part 1 - General**

**1.01 -Description of Work:**

Delivery of Products: Provide products as specified elsewhere in these documents to the two separate High School Campus locations as needed.

**1.03 - Submittals:**

At time of Bid Opening, the following submittals shall be provided to warrant consideration of proposal:

1. Product literature of any substitutions
2. Samples of any substitutions
3. Green Seal Certification

**1.04 – Special Instructions:**

1. All chemical products shall be delivered in dispensers suitable for dilution control.
2. All containers shall be properly labeled.
3. All dispensers must have safety shut-off control.
4. Provide MSDS documents (hard copies or electronic files) for all products as required by law.
5. All Cleaning products must comply with “The Green Cleaning Guidelines and Specifications for Schools” [105 ILCS 140].
6. Alternative qualification: The manufacturer or distributor of a non pre-qualified product must seek alternative qualification of environmental sensitivity by providing the Green Governments Coordinating Council (the “Council”) with independent documentation verifying that the product meets the criteria of at least one of the Green Seal standards (GS-37 or GS-41 for chemicals; GS-9 for paper) or EcoLogo standards (CCD-104, CCD-146 or CCD-148 for chemicals; CCD-86 for paper).

**END OF SECTION**