



CICERO SCHOOL DISTRICT 99
5110 WEST 24TH STREET
CICERO, ILLINOIS 60804
(708) 863-4856

September 26, 2019

Dear prospective Maintenance Service Vendors:

The Board of Education (“Board of Education”) of Cicero School District 99 (the “District”), Cicero, Illinois is soliciting Requests for Proposals (RFPs) for **Maintenance Services** to be provided to the various facilities owned and operated by the District.

The enclosed Response for Proposals (“RFP”) form(s) **must** be completed and received by the District at the Administration Building, located at 5110 W. 24th Street, Cicero, Illinois, on or before – **November 8, 2019 at 2:00 PM** at which time they will be publicly opened and read. Envelopes should be sealed with “RFP for Maintenance Services 2020” indicated on the face of the sealed envelope. Unsigned or late proposals will not be considered.

It is the intention of the Board of Education to award the contract at the December regular meeting. The District may make such investigations as deemed necessary to determine the ability of the Potential Vendor to perform the work and the Potential Vendor shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all RFPs if the evidence submitted by, or investigation of, such Potential Vendor(s) fails to satisfy the District that such Potential Vendor(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the RFPs which do not affect the price nor constitute some type of substitution for a designated item and to accept the bid which is in the best interest of the District. Conditional RFPs will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a RFP without any specification of reason for the rejection. Any request for information shall be made to MeriAnn Besonen, Executive Director of Business Affairs, but the response may not be used as a condition to any RFP being submitted.

Sincerely,

MeriAnn Besonen

MeriAnn Besonen
Executive Director of Business Affairs/CSBO

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CICERO, ILLINOIS 60804
(708) 863-4856

REQUEST FOR PROPOSALS

Cicero School District 99 is requesting RFPs for Maintenance Services. **RFPs** must be received at the Business Office at 5110 W. 24th Street, Cicero, Illinois, 60804, before **November 8 at 2:00 PM**. Unsigned or late RFPs will not be considered.

RFP INSTRUCTIONS

1. The RFPs must be submitted only on the forms attached. The RFPs shall be in a sealed envelope, properly marked with the title: **RFP Maintenance Services 2019**. Oral, telephonic, telegraphic, or facsimile transmitted RFPs will not be accepted.
2. The District does not assume the responsibility for **delayed postal deliveries** and **does not** recognize postmarks as representing the fact that a RFP has been “received” by the District before the specified deadline. The method of transmittal of the RFP is solely at the risk of Potential Vendor.
3. RFPs may be submitted by Potential Vendors for any number of categories of services listed in the RFP Response Form – Employee Wages and Benefits attached hereto, up to and including all four categories.
4. All RFPs shall be submitted with each space properly completed. No claim for relief because of errors or omissions in the bid will be considered, and Potential Vendors will be held strictly to the RFPs as submitted. RFPs shall be executed by a principal of the Potential Vendor duly authorized to execute contracts. The Potential Vendor’s name shall be fully stated. Should Potential Vendors find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the Executive Director of Business Affairs/CSBO, at (708) 863-4856 or mbesonen@cicd99.edu, no later than 4 p.m. October 28, 2019. The Executive Director of Business Affairs/CSBO will issue the necessary clarifications to all prospective Potential Vendors by means of addenda, as may be appropriate.
5. RFPs may be withdrawn by letter, telegram, or in person **prior** to the time and date established for the opening of RFPs.

6. Potential Vendors must complete, date and sign the affidavits and certifications accompanying this RFP document. Failure to do so may result in rejection of the RFP. Potential Vendors agree to comply with all pertinent statutes of the State of Illinois relative to employment in connection with public contracts including, but not limited to, the pertinent provisions of the Illinois Fair Employment Practices Act, as amended; and agree that no unfair employment practice as defined therein, be committed by the Potential Vendor, its subcontractor, suppliers of materials or services to the Potential Vendor or his subcontractors, or any labor organization furnishing skilled or unskilled labor to the Potential Vendor or his subcontractors.
7. Potential Vendors agree to incorporate the General Terms and Conditions set forth in this RFP into any subsequent agreement as a result of RFP acceptance by the Board. General Terms and Conditions include, but are not limited to, those set forth in this RFP.
8. The District may require, upon request, evidence as to the financial stability of a Potential Vendor. Upon request, the Potential Vendor shall provide the following information to the District within 48 hours:
 - A. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person(s).
 - B. The last financial statement and balance sheet of the Potential Vendor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.
9. The School District reserves the right to review all RFPs submitted for a period of sixty (60) days after the RFP due date, and by submitting a RFP, the Potential Vendor agrees that the amount specified in his/her bid shall remain firm and in full force and effect for such sixty (60) day period. No Potential Vendor shall modify, withdraw, or cancel his/her bid, or any part thereof, for sixty (60) days after said bid due date, and no attempted modification, withdrawal, or cancellation shall be valid.
10. The District, through its Executive Director of Business Affairs, will make such investigation as is necessary to determine the ability of the Potential Vendor to fulfill RFP requirements. The Potential Vendor shall furnish such information as may be requested and shall be prepared to show financial data or other information the District deems necessary to evaluate the financial stability of the Potential Vendor.
11. The District is exempt from paying Illinois Use Tax (Ill. Rev. State., ch. 120, Para. 439.3) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (Ill. Rev. Stat., ch. 120, Para. 441).
12. The District is exempt from paying Federal Excise Taxes (I.R.S. ch. 32, subchapter G, para. 4221).

13. Cicero School District 99 is Tobacco Free in all buildings and on its grounds. No employees of the successful Potential Vendor or any subcontractors may violate this provision.
14. Any/all semi-truck deliveries must be made in either a 40' or 48' tractor trailer, deliveries will not be accepted in a 53' truck.
15. As required by law, labor estimates for this project shall be based upon those prevailing wage assignments as indicated by the Illinois Department of Labor, appropriate trade, and municipality specification work shall be performed in Cook County.
16. The District supports national and local efforts for recycling. Potential Vendors are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

Background Information

Cicero School District 99 is located just west of Chicago and encompasses six (6) square miles. Most of the District's students live in Cicero, IL. The District is comprised of Seventeen (17) school buildings and three (3) Administrative buildings throughout Cicero. The approximately 12,000 students range from Pre-Kindergarten to eighth grade with 75% of students coming from low societal economic families. The District is very diverse in its ethnicity with its largest group being Hispanic. The other ethnicity groups include White, Black and Asian.

The District has approximately 1,850 staff members with two overarching unions; SEIU 73 for our Bus Drivers, Custodial and Maintenance Union; and AFT local 571 for Teachers, Paraprofessionals, Nurses and Clerical staff. The District currently hires staff for transportation, Maintenance services and food service.

The District employs (6) full time Maintenance positions. All full-time Maintenance staff have access to health, dental and life insurance and FSAs. Maintenance staff also receive retirement benefits from the Illinois Municipal Retirement Fund (IMRF). The district currently contributes a portion of the health insurance and provides \$35,000 in life insurance coverage to all full-time Maintenance staff. Dental insurance is fully paid by the employee. It is estimated that the district spends \$1,200,000 for health insurance for the Maintenance staff.

The District's buildings range in size and layout from 450,000 square feet (Unity Jr. High) to 10,600 square feet (Transportation Center) totaling of approximately 1,693,050 square feet (see Attachment A, "Building Locations and Information" and Attachment D, Building "Layouts").

Job descriptions and duties for each type of Maintenance position varies (see Attachment B, "Job Descriptions").

Proposal Criteria

The District is seeking proposals for Maintenance services in the areas of Plumbing, painting, HVAC and general maintenance, as well as all consumable cleaning chemicals and supplies.

Please provide five (5) copies of the proposal.

There will be a pre-proposal meeting on October 11 at 1:00 PM at the Administration Building. Any and all necessary addendums to this Request for Proposals shall be issued by the District after the pre-proposal meeting.

Additionally, the District will hold up to two (2) building tours for vendors so they can get a sense of our buildings' needs. One tour will be on October 11 after the Pre-Proposal meeting. We will hold another building tour as needed.

General Specifications

1. Staffing – contractor will provide appropriate management personnel sufficient to satisfy the RFP specification associated with wages, taxes and benefits. They will be off-site.
 - The district requires all employees assigned to the contract to pass criminal background check and sex offender background check as required by section 10-21.9 of the Illinois School Code
 - The contractor is expected to provide wages and benefits consistent with the local market and comply with related labor laws.
 - All incumbent full-time staff hired during the transition period will be offered insurance coverage that is compliant with governmental requirements. The waiting period for the employees will be waived as well as any pre-existing conditions.
 - The contractor will provide effective time-worked tracking for the hourly employees.
 - The contractor will provide appropriate uniforms and personal protective equipment to all employees associated with all Maintenance and maintenance staff.
2. Materials – the contractor will provide all cleaning supplies and hand tools as well as consumable products to satisfy the attached RFP (Cleaning chemicals, floor finishes, mops buckets, brooms brushes, rages, paper towel, toilet tissue, trash bags and hand soaps, etc.)
3. Equipment – the District will be provided all major equipment necessary to fulfill the required Maintenance and cleaning services consistent with this RFP.
4. Mobile Communication Devices (Phones, Tablets, etc.) – Contractor will provide mobile phones or radios to facilitate communication with the Maintenance cleaning and maintenance staff as needed.
5. Computers and Office Equipment – the contractor will supply basic office equipment necessary to support the requirements of this RFP including computers and printers, if needed.
6. Quality Control – contractor will provide a comprehensive Quality control system.
7. Reporting - Contractor will provide routine communications with the District. The reporting should include but not limited to items such as; Training reports; Issues/Challenges; Goals, etc.

8. Office and Storage accommodations – the District will provide adequate office and work storage space to support the requirement of the RFP. Utilities, phone and internet service are included in this accommodation.
9. No sub-contracting will be allowed. All employees working for the contractor must be their direct employees.
10. Management of Energy Consumption – lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room. Cleaning personnel are not to change or override established heating and cooling temperature in the schools.
11. Cleaning and Frequencies – See Attachment C (Get from Brian D)

Evaluation Process

The evaluation committee may need additional information during the evaluation process it is expected the potential vendor will respond in a timely manner or may be required to appear before the committee.

The Evaluation Criteria is as follows:

Criteria	Scoring
Company Background and Experience	10
Financial Stability	10
Quality Assurance and Quality Review	10
Pricing	20
Implementation Plan	15
Recruiting/hiring process	10
Training programs	10
Proposed Staffing levels	15
Total	100

The district will be reviewing other criteria as well but the above will be the focus of the evaluation.

GENERAL TERMS & CONDITIONS

1. This bid is for a one year term with the potential of two, one-year renewals. The Potential Vendor will give pricing for each of the years.
2. The successful Potential Vendor will be required to enter into a contract incorporating the terms and conditions of this RFP. Contract is for no longer than a three year term unless renewed per Section 1 above.
3. After the first XXX years of the contract, the awarded vendor will be eligible for inflationary adjustments consistent with the CPI-W Chicago-Metro index figure used for Tax Cap calculation purposes in Cook County from the prior calendar year.
4. Should the District increase/decrease the square footage requiring services, an adjusted price will be negotiated between the school district and the awarded vendor accordingly.
5. A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the Potential Vendor, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the Potential Vendor shall forfeit the check and the District shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the Potential Vendor shall excuse the Potential Vendor or entitle Potential Vendor to a return of the check or bid bond. No Potential Vendor may withdraw a bid for a period of 60 days after the date of opening thereof.

The bid bonds or checks will, except for those of the three lowest Potential Vendors, be returned within seven days after the opening of RFPs and the remaining checks or bid bonds will be returned when the contract is executed, and all required bonds have been provided.

6. The successful Potential Vendor shall purchase and maintain throughout the contract such insurance as will protect the successful Potential Vendor from claims set forth below which may arise out of, or result from, the successful Potential Vendor's operations under the contract whether the operations be by the Potential Vendor, by a subcontractor, or by anyone employed by them. Such insurance shall be acquired for and on behalf of the successful Potential Vendor in protecting the Potential Vendor from claims for damages for bodily injuries, including sickness or disease, death and for care and loss of services, as well as from claims for property damages, including loss of use, which may arise from operations under the contract, whether such operations be by the Potential Vendor or anyone directly or indirectly employed by him or her and name the district as additionally

insured. The successful Potential Vendor shall carry the following insurance coverage and types at a minimum:

- A. Commercial General Liability: Coverage shall have minimum limits of \$1,000,000 each occurrence, and \$3,000,000 aggregate combined single limit for bodily injury liability and property damage liability, with a \$5,000,000 umbrella. This shall include premises and operations, independent contractors, products and complete operations, contractual liability, and personal injury liability.
- B. Business and Vehicular Liability: Coverage shall have minimum limits of \$1,000,000 per accident for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.
- C. Property Insurance: Coverage shall be all risk and shall be in a broad form basis, including coverage for explosion, collapse, and damage in and around District property. The coverage also should include off-site and in-transit liability.
- D. Worker's Compensation
 - a. State: Statutory
 - b. Applicable Federal: Statutory
 - c. Employer's Liability: \$100,000 per Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Empl.

The successful Potential Vendor shall be responsible for all losses which fall under any deductibles on required insurance coverage.

If subcontractors are employed, the successful Potential Vendor shall procure and maintain bodily injury and property damage liability insurance for and on behalf of the Potential Vendor for claims and damages arising out of acts of subcontractors in the same amounts as required for claims and damages arising out of acts of the successful Potential Vendor.

- 7. The successful Potential Vendor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, the District, its officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of any kind or nature including reasonable legal fees incurred by owner arising out of:
 - A. Any infringement (actual or claimed) of any intellectual property rights, including but not limited to, patents, copyrights or trade names by reason of any work performed or to be performed by the successful Potential Vendor or by reason of anything to be supplied by the successful Potential Vendor.

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

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

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

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly by the successful Potential Vendor.

8. The successful contractor will comply with all applicable State and Federal laws as they relate to employee safety, including, but not limited to AHERA, OSHA, Confined Space Entry, Employee Right to Know, Respiratory Protection, NESHAP, Look out Tag Out, etc.
9. In the event a Potential Vendor damages the District's property, the Potential Vendor shall, at the Potential Vendor's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the Potential Vendor does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the Potential Vendor shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the Potential Vendor.
10. The successful Potential Vendor must be able to provide Town of Cicero business license at the time of contracting.
11. If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest in the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.
12. During the performance of the work contemplated herein (whether federal funds are involved) the Potential Vendor agrees as follows:
 - The Potential Vendor will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service, as those terms are defined in the Illinois Human Rights Act,

(775 ILCS 5/1-10 et. seq. (hereinafter “unlawful discrimination”). The Potential Vendor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Potential Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- Potential Vendors will, in all solicitations or advertisements for employees placed by or on behalf of the Potential Vendor, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

13. All employees of the vendor shall be subject to criminal history records checks and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database, as required by section 10-21.9 Illinois School Code.

Within ten days after the date of the Notice of Award, the successful Potential Vendor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract.

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

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

14. The successful Potential Vendor shall offer available employee positions pursuant to the contract to qualified school district employees who’s employment is terminated due to the contract.
15. Potential Vendor agrees to defend, indemnify and hold harmless the Board, its members, employees, agents, officers and officials from and against all liabilities, losses, penalties, damages and expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments or settlements, or causes of action, of every kind, nature and character (collectively “Claims”) arising or alleged to arise out of the acts or omissions of the Potential Vendor, its officers, agents, employees and subcontractors in the performance of the Contract. The foregoing obligation extends to and is intended to encompass any and all Claims that the Products and Services infringe,

misappropriate, or otherwise violate any confidentiality, proprietary, or intellectual property right of a third party.

16. Potential Vendor shall, at its own cost and expense, appear, defend and pay all attorney fees and, other costs and expenses arising hereunder. In addition, if any judgment shall be rendered against the Board in any such action, Potential Vendor shall, at its own expense, satisfy and discharge such obligation of the Board. The Board shall have the right, at its own expense, to participate in the defense of any suit, without relieving Potential Vendor of any of its obligations hereunder. The Board retains final approval of any and all settlements or legal strategies which involve the interest of the Board.

However, if Potential Vendor, after receiving notice of any such proceeding, fails to immediately begin the defense of such claim or action, the Board may (without further notice to Potential Vendor) retain counsel and undertake the defense, compromise, or settlement of such claim or action at the expense of Potential Vendor, subject to the right of Potential Vendor to assume the defense of such claim or action at any time prior to settlement, compromise or final determination thereof. The cost and expense of counsel retained by the Board in these circumstances shall be borne by Potential Vendor and Potential Vendor shall be bound by, and shall pay the amount of, any settlement, compromise, final determination or judgment reached while the Board was represented by counsel retained by the Board pursuant to this paragraph, or while Potential Vendor was conducting the defense.

The indemnities set forth herein shall survive the expiration or termination of the Contract.

CICERO SCHOOL DISTRICT 99
5110 WEST 24TH STREET
CICERO, ILLINOIS 60804
(708) 863-4856

Submittal Checklist

Remember to submit the following items with your RFP. Failure to do so may result in rejection of the RFP.

- Signed Bid Proposal with Federal Employee Identification or Social Security Number
- Non-Collusion Affidavit signed and notarized
- Vendor's Certification for Illinois Drug-Free Work Place Act Signed by Representative and Attester
- Certification of Compliance with Illinois Human Rights Act
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Minority and Women Owned Business Concern Representation
- Certificate Regarding Prevailing Wages and Equal Employment Opportunities
- Reference Sheet
- Statement of No Interest (if applicable)
- RFP Response Forms and Attachments (4)
- Any necessary Literature or information (if applicable)

CICERO SCHOOL DISTRICT 99

BID PROPOSAL

We hereby agree to furnish the heretofore named articles as shown at the prices stated within the delivery time allotted and that quantity and quality will be in conformance with the stated specifications. The signing of this bid form is construed as acceptance of all provisions contained herein.

Authorized Rep.

Name: _____
Please print

Signature: _____ Date: _____

Title: _____ E-mail Address: _____

Name of Firm: _____

Address: _____

Phone Number: _____ FEIN/Social Security #: _____

Fax Number: _____ Website address: _____

Does the company have a current contract with the State of Illinois? Yes _____ No _____

ADDENDA ACKNOWLEDGMENT

The undersigned acknowledges receipt of the following addenda: (List by number and date appearing on each addendum). If all addendums are not acknowledged, the bid may be considered non-responsive.

<u>Addendum #</u>	<u>Dated</u>	<u>Addendum #</u>	<u>Dated</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CICERO SCHOOL DISTRICT 99

NON-COLLUSION AFFIDAVIT

STATE OF ILLINOIS

)
) **SS**
)

COOK COUNTY

The undersigned Potential Vendor or agent, being duly sworn, on oath that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no persons or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Vendor or Agent

For: _____
Firm or Corporation

Subscribed and sworn to before me this _____ day of _____, 20__.

My Commission Expires: _____

Signature of Notary Public: _____

CERTIFICATION

The Potential Vendor hereby certifies that the Potential Vendor is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended, and that the Potential Vendor hereby certifies that it can enter into the contract provided herein and further acknowledges that the contract may be void if this certification is deemed false.

Signature

CICERO SCHOOL DISTRICT 99

VENDOR CERTIFICATIONS

ILLINOIS DRUG-FREE WORKPLACE ACT

Business Name: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

ILLINOIS DRUG-FREE WORKPLACE ACT

The undersigned contractor hereby certifies (check the one that applies):

_____ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313).

_____ Having twenty-five (25) or more employees, does hereby certify that pursuant to Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313) the Potential Vendor shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certify that the Potential Vendor is not eligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

By:

_____ Signature

_____ Printed Name of Signer

_____ Printed Title of Signer

Attest:

_____ If a corporation

_____ Printed Name of Signer

_____ Printed Title of Signer

_____ Signature

_____ Date

CICERO SCHOOL DISTRICT 99

CERTIFICATION OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

All successful contractors must comply with the provisions of the Illinois Human Rights Act dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written sexual harassment policies. The contract with the successful Potential Vendor will provide for this requirement. The statutory provisions require that the written sexual harassment policy include at a minimum the following information: (i) the illegality of sexual harassment, (ii) the definition of sexual harassment under Illinois law, (iii) a description of sexual harassment, utilizing examples; (iv) a vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name: _____

Address: _____

Signature of Officer

Title: _____

Subscribed and sworn to

Before me this _____ day

of _____, 20__

Notary Public

ILLINOIS STATE BOARD OF EDUCATION
**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Orders 12549 and 12689. Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.
CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Organization Name	PR/Award number or Project Name
-------------------	---------------------------------

Name and Title of Authorized Representative

Signature/Date	Instructions for Certification
----------------	---------------------------------------

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the "GSA Government Wide System for Award Management Exclusions" (SAM Exclusions) at <http://www.sam.gov>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
ISBE 85-24 (11/05)

CICERO SCHOOL DISTRICT 99
MINORITY, PERSON WITH DISABILITY-OWNED, AND FEMALE-OWNED BUSINESS
CONCERN REPRESENTATION

Minority-Owned Business: a business which is at least 51% owned by one or more minority persons (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Female-Owned Business: a business which is at least 51% owned by one or more females (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act), or, in the case of a corporation, at least 51% of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

Business Owned by a Person with Disability: a business that is at least 51% owned by one or more persons with a disability (as defined in Business Enterprise for Minorities, Females, and Persons with Disabilities Act) and the management and daily business operation of which are controlled by one or more of the persons with disabilities who own it. A not-for-profit agency for persons with disabilities that is exempt from taxation under Section 501 or the Internal Revenue Code of 1986 is also considered a "business owned by a person with a disability."

The definitions above are adopted from the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1 et. seq.

The District shall rely on written representations of concerns regarding their status as minority/female-owned businesses.

VENDORS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID NOT RESPONSIVE.

A. Representation. The offeror represents that it is (), a minority-owned Business concern.

B. Representation. The offeror represents that it is (), a female-owned Business concern.

C. Representation. The offeror represents that it is (), a disabled-owned Business concern.

Please Check Appropriate Boxes

African American (AFRAM) Caucasian (CAUC) Native American (NAAM)

Hispanic American (HISP) Asian-Pacific (ASIAP) Asian-Indian (ASIAI)
 American American

Other _____ Female Owned (F)
 (Please Identify)

Company Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Fax# _____ FEIN# _____

Signature of Company Official _____

Title _____ Date _____

CICERO SCHOOL DISTRICT 99

PREVAILING WAGES & EQUAL EMPLOYMENT OPPORTUNITIES

The undersigned hereby certifies that the Firm listed below is in compliance with and intends to be in compliance with at all times Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e. et. seq., the Public Works Employment Discrimination Act, 775 ILCS 10/0.01, et. seq., the Illinois Human Rights Act, 775 ILCS 5/1-101, et. seq., Fair Labor Standards Act of 1938, 29 U.S.C. §201, et. seq., the Minimum Wage Law, 820 ILCS 105/1, et. seq. and the Prevailing Wage Act, 820 ILCS 130/0.01, et. seq.

Firm Name: _____

By: _____
(Authorized Agent of Firm)

Title

Subscribed and sworn to

Before me this _____ day

of _____, 20_____

Notary Public

CICERO SCHOOL DISTRICT 99

REFERENCE SHEET

Please submit the names of accounts for whom you have provided services or similar services required herein.

1. Name _____
Address _____
Contact Person _____
Telephone # _____

Length of time service has been provided _____

Summary of project/services:

2. Name _____
Address _____
Contact Person _____
Telephone # _____

Length of time service has been provided _____

Summary of project/services:

3. Name _____
Address _____
Contact Person _____
Telephone # _____

Length of time service has been provided _____

Summary of project/services:

CICERO SCHOOL DISTRICT 99

STATEMENT OF NO INTEREST

NOTE: If you are unable to submit a proposal for this work, please complete and return this form immediately.

The Business Office of Cicero School District 99 wishes to keep its vendors list file current. If for any reason you cannot supply the commodity/service noted on the attached solicitation, this form must be completed and returned to remain on the particular vendor list for future projects of this type.

We, the undersigned, have declined to submit a proposal on:

Proposal Name: _____

We are unable to submit a proposal for this work due to the following:

- | | |
|--|--|
| <input type="checkbox"/> Too busy at this time | <input type="checkbox"/> Unable to meet specifications |
| <input type="checkbox"/> Bond requirement | <input type="checkbox"/> Not engaged in this type work |
| <input type="checkbox"/> Insurance requirement | <input type="checkbox"/> Site location too distant |
| <input type="checkbox"/> Length of time required to obtain payment | |
| <input type="checkbox"/> Project is <input type="checkbox"/> too large <input type="checkbox"/> too small | |
| <input type="checkbox"/> Remove us from your Potential Vendor's list for this commodity/service | |
| <input type="checkbox"/> Other (specify below) | |
| <input type="checkbox"/> Do you wish to be considered in the future for similar projects? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

REMARKS:

Signature: _____

Name & Title: _____

Firm: _____

Phone: _____

Fax: _____

E-mail: _____

Address: _____

Street Address

City

State

Zip-Code

Date: _____

Return to: MeriAnn Besonen
Executive Director of Business Affairs/CSBO
Cicero School District 99
5110 W, 24th Street
Cicero, IL 60804

CICERO SCHOOL DISTRICT 99

RFP RESPONSE FORM – CERTIFICATE(S) OF LIABILITY INSURANCE

Attach evidence of liability insurance here.

RFP RESPONSE FORM – THREE YEAR COST PROJECTIONS

Attach three (3) year cost projection here. Three year cost projections must use generally accepted accounting principles and the third party is prohibited from increasing if the bid is accepted by the School Board. Cost projection must include a minimum three year cost projection for each and every expenditure category and account for performing the non-instructional services.

Expense Category	Year 1	Year 2	Year 3
Employee Wages			
Employee Benefits			
Equipment and Supplies			
Other (Please List): _____			
Other (Please List): _____			
Totals:			

RFP RESPONSE FORM – COMPOSITE INFORMATION

Composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Department of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the services are required. The individual names and other identifying information of employees need not be provided with the submission of the bid, but must be made available upon request of the School Board.

Composite Category	Number of Employees Implicated
Criminal Records	_____
Disciplinary Records	_____
Department of Children and Family Services Complaints and/or Investigations	_____
Traffic Violations	_____
License Revocations or any other Licensure Problems	_____

RFP RESPONSE FORM – EMPLOYEE WAGES, BENEFITS, OTHER COSTS

Maintenance staff

Maintenance Position/Number Needed	Available Staff	
	#	Rate
Maintenance – HVAC Technician (6)		
Maintenance – Electrician (2)		
Maintenance – Carpenter (1)		
Maintenance – Plumber (1)		
Maintenance – General (_)		
Maintenance – Painter (2)		
Total	0	0

Employee Benefits												Total
Health												
Dental												
Retirement												
Life												
Other												
Worker’s Compensation												
Total												

OTHER COSTS	
Category	Costs
Cleaning Materials	
Chemicals	
Equipment	
Supplies	
Other (Please List): _____	

CICERO SCHOOL DISTRICT 99

RFP RESPONSE FORM – RESPONSE FOR QUESTIONS

Answer the following questions and give additional information as needed.

1. In the reference area please include at least 3 references of equal size school districts where services were provided.
 - a. Include type of work provided, number of buildings, and contract information.
 - b. Include regional and national support and how this will benefit our district.
2. What is your companies experience working with labor unions (SEIU) employees, and any Illinois experience?
3. What is your company’s wages setting criteria, and benefits for employees?
4. What will you use for your time worked tracking method?
5. Describe your transition plan. Include your timeline.
6. Describe your recruiting and hiring practices. Include your employee retainment averages.
7. What are your training programs?
 - a. Include on-going and initial training for new employees
8. Describe your Quality Control systems, assurances and review process?
9. Describe your Reporting and feedback process with the Director of Buildings and Grounds, District employees and Board of Education. Include what you would share in the monthly meeting? Show examples.
10. What Regional and national support do you have and how does it help the district?
11. Describe safety training programs. Give examples.
12. Additional information – Please give additional information that explains why your company is the best fit for our District.

Attachments

Attachment A

Building Locations and Information

Building	Address	Building Sq. Ft.
Burnham	1630 S. 59th Avenue	86,978
Cicero East	2324 S. 49th Avenue	73,515
Cicero West	4937 W. 23rd Street	106,935
Col East	3100 S. 54th Avenue	62,448
Col West	5425 W. 31st Street	122,102
Drexel	5407 W. 36th Street	55,108
Goodwin	2625 S. Austin Blvd.	68,878
Liberty	4946 W. 13th Street	63,242
Lincoln	3545 S. 61st Avenue	136,000
McKinley	5900 W. 14th Street	20,345
Roosevelt	1500 S. 50th Avenue	70,812
Sherlock	5347 W. 22nd Place	94,445
Unity	2115 S. 54th Avenue	450,000
Warren Park	1225 S. 60th Court	82,400
Wilson	2310 S. 57th Avenue	89,000
Woodbine	3003 S. 50th Court	30,490
EC Center	5330 W. 35th Street	20,000
Service Center	5835 W. Roosevelt Rd.	20,366
Trans Center	1942 S. Laramie Ave.	10,600
Ad Building	5110 24th Street	29,364
		1,693,028

Attachment B – Job Descriptions

(add in as pdfs)

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Cicero School District #99

Job Title: Maintenance Electrician
Reports to: Executive Director of Building and Grounds and/or, his/her designee

Position Summary:

The Electrician position was established for the purpose/s of installing, repairing, maintaining and upgrading electrical systems and equipment; identifying repair and/or replacement needs; assisting other skilled trades; and providing necessary information on the proper uses of the equipment. The Electrician is responsible for maintaining all district facilities Switch gear, main disconnects, transformers, main distribution panels, sub Panels, breakers, all conduit, wiring to all fixtures, from outlets, light switches, light fixtures, occupancy sensors exit lights, egress lighting and 1900 boxes in excellent electrical condition of operating for a safe and efficient for all educational and support facilities. As an Electrician in our district, you must Observe and comply with electrical and building codes (Chicago Building codes and all NEC (National Electrical Codes) and fire regulations for all work performed.

Qualifications & Requirements:

Skills are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- Must have a Valid Illinois Driver's License
- High School diploma or equivalent
- Certification of good health signed by a licensed physician
- Must be an IWBE Local 134 card carrying journeyman, with ten years of experience, state electrical license, city electrical license or township electrical license.
- Must be able to meet the usual and customary methods of performing the job's functions physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 60% walking, and 30% standing. Employee must be able to lift and carry 80 pounds. The job is performed at times under extreme temperature variations and in all weather conditions
- Ability to use a variety of tools and equipment utilized in the basic trade including Flute Meters or equivalent, Multimeter, Voltage tester, Ampere Clamp meter, Phase Rotation Meter, Circuit Tracer, Receptacle/GFCI Tester.
- Must be able to read electrical schematics and knowledge of all A/C and D/C Voltage up to 480 volts
- Ability to trouble shoot all electrical issue
- Must be able to stand, walk, work off ladders, scaffolding, and mechanical or elect lifts for hours at a time.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Must be able to Must be able to work with minimal supervision
- Must carry a district phone/walkie-talkie at all times
- On call 24/7/365 for any electrical emergency or snow plowing or other issues deemed necessary by the Executive Director of Building and Grounds and/or, his/her designee

Duties & Responsibilities:

- Plan, layout, and perform a wide variety of maintenance work, including estimating labor and materials cost of electrical repairs and alteration.
- Ability to diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or systems repair.
- Make all necessary emergency and daily repairs and installation of new circuits as needed on school district facilities and equipment as directed by Make all necessary emergency and daily repairs on school District facilities and equipment as directed by the Executive Director of Building and Grounds and/or, his/her designee
- Make all necessary emergency and daily repairs on school District facilities and equipment as directed by the Executive Director of Building and Grounds and/or, his/her designee
- Installs electrical system components (e.g. lighting, electrical panels, switches, circuits, scoreboards, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities.
- Monitors electrical systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Repairs electrical components and/or systems (e.g. motors, circuits, compressors, switches, intercom systems, cafeteria kitchen equipment, fire alarm systems, etc.) for the purpose of enduring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours if available for the purpose of resolving immediate safety concerns.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Responsible for snow plowing and salting school sites during inclement weather for the purpose of providing a safe environment for students and staff.
- Must project a professional image and work in an efficient and safe manner at all times.
- Assist other employees as needed and directed by the Director of Buildings and Grounds which may not be electrically related, duties primarily will be electrical repairs but may not be limited to this area of work. They may include snow plowing, carpentry, plumbing and furniture moving, etc. These jobs will be determined as necessary by the Executive Director of Building and Grounds and/or, his/her designee
- Assist in training other people as assigned by the Director of Buildings and Grounds in basic electricity for safety training.
- Complies with all Federal, State, County and local safety laws and mandates pertaining to school building and health procedures and all National, State, County and local electrical codes.
- Maintains a library of schematics for all District facilities and equipment.
- Must utilize the computer maintenance program on a daily basis.

Physical Demands:

Walk (continuously); bend, stoop, reach, push & pull (frequently) to access areas and to operate equipment; lift, up to 25 pounds (frequently), and up to 80 pounds (infrequently); grasp and manipulate tools/ equipment (frequently); use seeing, hearing and speaking.

Working Conditions:

Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects.

Terms of Employment:

Start Date: TBD
Hours: 6:30-3:00pm
Work Year: Twelve month Employee
Compensation: As outlined in the Master Agreement of the Service Employee International Union Local 73, CTW collective bargaining agreement, as outlined in the Custodian and Maintenance collective bargaining agreement, to be determined by the Board of Education outlined in the Board Policy Manual. Salary as per Schedule
Union Affiliation: Union Position SEIU Local 73

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.



Cicero School District #99

Job Title: General Maintenance Technician
Reports to: Executive Director of Buildings and Grounds and/or, his/her designee

Position Summary:

Employees in this series operate and/or supervise the operation of building mechanical equipment (such as heating, cooling, and ventilating machinery; steam, water and waste systems; electrical systems; foodservice appliances; and stage operating equipment). they also maintain and/or supervise the maintenance of building structures and mechanical equipment, furnishings and fixtures contained in the buildings

Qualifications & Requirements:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

- High school graduation or equivalent
- Must have a Valid Illinois Driver's License
- Four years of experience in the operation, maintenance, and/or installation of building mechanical equipment.
- College training in mechanical engineering may be substituted, year-for-year, for the required experience
- EPA 608 Certification preferred
- HVAC EPA Certification preferred
- Must have excellent proven analytical troubleshooting skills.
- working knowledge of building maintenance, including the operation of ventilation, air conditioning, heating, refrigeration, and other building mechanical equipment.
- mechanical aptitude 3. ability and willingness to follow instructions.
- ability to perform duties in public places with a minimum of disturbance.
- ability to work effectively with students, staff, and public.
- Certification of good health signed by a licensed physician.
- Physically able to bend over lift and carry up to 80 pounds.
- On call 24/7/365 for any HVAC emergency or snow plowing or other issues deemed necessary by the Executive Director of Building and Grounds and/or, his/her designee

Duties & Responsibilities:

- Supervises and assists in the operation and maintenance of building mechanical equipment, including heating, cooling, and ventilating machinery; steam, water, and waste systems; electrical systems; food-service appliances; and stage operating equipment
- Is responsible for planning and supervising building maintenance, including necessary building repairs, installations, redecorations, building improvements, and the repair and/or replacement of furniture and fixtures
- Is responsible for the purchase of services, equipment, and supplies related to building operation
- Inspects, cares for, cleans, operates, and lubricates building mechanical equipment, including air conditioning systems, humidifiers, temperature regulators, steam and water systems, food-service appliances, and other equipment required for the operation of a building.
- Inspects the building structure and machinery, equipment, food-service appliances, furnishings, and fixtures contained therein for needed repairs and performs or authorizes and requisitions the necessary work

- Maintains proper temperatures and humidity throughout the building
- Reads gauges, meters, thermometers, or other measuring devices and maintains records as required
- Starts and stops mechanical equipment on schedule
- Performs repair, fabrication, modification and technical maintenance of district property not limited to: electrical, carpentry, plumbing, HVAC, masonry, glazing, locks, minor roof repairs, and etc.
- Cooperates with craftsmen (HVAC, Painters, Carpenter, Plumber and etc.) who perform work on the building premises
- Make all necessary emergency and daily repairs along with preventive/predictive and proactive maintenance on all school District facilities and equipment as directed by the Executive of Director of Buildings and Grounds and/or, his/her designee.
- Weekly/monthly checks of all equipment and perform any predictive and/or preventative maintenance as assigned.
- Cleaning of all coils, checking belts, ohm out motors, checking for leaks, inspection of the outside air intakes is working properly
- Removal and/or installation any new or repaired HVAC equipment
- Cut, thread pipe and install as necessary.
- Install copper piping, cast iron piping, PVC piping and any other forms of piping material as necessary.
- Make all repairs that are assigned using soldering, brazing and some welding if necessary.
- Must service all traps, strainers and pumps with any associated equipment in heating, cooling, domestic water and sewage systems.
- Must present a professional image at all times.
- Must work in an efficient and safe manner at all times to prevent injury to yourself and others, following all LOTO and OSHA requirements
- Must use PPE as need for specialty jobs when needed
- Assist in training other people as assigned by the Executive Director of Buildings and Grounds and/or, his/her designee
- Must comply with all National, State, County and local safety laws and codes.
- Must utilize the computer maintenance program (BAS) on a daily basis.
- Must be able to be on call 24/7/365 for any district emergency and/or Snow Plowing

Working Environment:

Office and diverse school site environments; fast-paced work; constant interruptions; periodic evening and weekend work

Physical requirements

The usual and customary methods of performing the job's functions require the following physical demands:

- Must be able to stand, walk, work off ladders for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Must be able to work on ladders, scaffolding, and mechanical or elect lifts
- Must be able to work with minimal supervision
- Occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.
- Generally, the job requires 70% standing, 20% walking, and 10% sitting.
- Employee must be able to lift and carry 25 pounds regularly and up to 80 pounds occasionally.

Terms of Employment:

Start Date: TBD
 Hours: 7-3:30
 Work Year: Twelve Month Employee
 Compensation: As outlined in the Master Agreement of the Service Employee International Union Local 73, CTW collective bargaining agreement, as outlined in the Custodian and Maintenance collective bargaining agreement, to be determined by the Board of Education outlined in the Board Policy Manual. Salary as per Schedule
 Union Affiliation: Union Position SEIU Local 73

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.



Cicero School District #99

Job Title: Maintenance Carpenter
Reports to: Executive Director of Buildings and Grounds and/or, his/her designee

Position Summary:

The Carpenter does general carpentry work involved in the layout, construction, repair and maintenance of buildings, offices, and institution equipment and furnishing and other related duties as assigned.

Qualifications & Requirements:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

The Carpenter shall:

- Hold a high school diploma or equivalent.
- Have three years of experience in carpentry work involving the layout, construction, repair, and maintenance of buildings and office equipment and furnishings.
- Hold and maintain a valid driver's license.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Certification of good health signed by a licensed physician
- Physically able to bend over lift and carry 50 pounds.
- Must be able to stand, walk, work off ladders for hours at a time
- Must be able to work on ladders, scaffolding, and mechanical or elect lift
- Must be able to work with minimal supervision
- Snow Plowing skills a major plus
- Must carry a district phone/walkie-talkie at all times
- On call 24/7/365 for any electrical emergency or snow plowing or other issues deemed necessary by the Executive Director of Building and Grounds and/or, his/her designee

Duties & Responsibilities:

- Make all necessary emergency and daily repairs on school District facilities and equipment as directed by the Executive of Director of Buildings and Grounds and/or, his/her designee.
- Repair broken and malfunctioning furniture, doors, screens, locks, glass panes, and other types of equipment, and makes and installs window frames and sashes, screens, trim, doors, flooring, siding, sheathing, stairs, railing porches, cabinets, and simple furniture.
- Construct and repair buildings and structures, making use of any appropriate wood joints such as dovetail, miter, mortise, and tenon.
- Replace damaged ceiling panels, wall coverings, or floor segments such as inlaid parquet pieces.
- Build bookcases, cabinets, tables, stands, screens, partitions, and other types of equipment.
- Make various types of rafter cuts; lays out and cuts stair horse stringers; erects scaffolding;
- Constructs and installs cribbing and form for concrete; sets and operates a variety of woodworking machines including power saws and attachments, planers, jointers, sanders, electric drills, and routers.
- Make emergency carpentry repairs.

- Make time and materials estimates.
- Make reports of personnel, time supplies, and work completed.
- Maintain records.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Use computers and/or electronic equipment to fulfill job functions.
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
- Participate in appropriate in-service and workshop programs and attend any required meetings.
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Adhere to Illinois school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.
- Must be able to be on call 24/7/365 for any district emergency and/or Snow Plowing

Physical Demands:

Walk (continuously); bend, stoop, reach, push & pull (frequently) to access areas and to operate equipment; lift, up to 25 pounds (frequently), and up to 80 pounds (infrequently); grasp and manipulate tools/ equipment (frequently); use seeing, hearing and speaking.

Working Conditions:

Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects.

Terms of Employment:

Start Date:	TBD
Hours:	7-3:30
Work Year:	Twelve Month Employee
Compensation:	As outlined in the Master Agreement of the Service Employee International Union Local 73, CTW collective bargaining agreement, as outlined in the Custodian and Maintenance collective bargaining agreement, to be determined by the Board of Education outlined in the Board Policy Manual. Salary as per Schedule
Union Affiliation:	Union Position SEIU Local 73

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.



Cicero School District #99

Job Title: Maintenance Plumber

Reports To: Executive Director of Buildings and Grounds and/or, his/her designee

Position Summary:

The Maintenance department plumber maintains the District facilities and grounds in a condition of operating excellence so that a safe and efficient use can be made of all educational and support facilities. The Plumbers primary job is to insure that all restroom facilities are in proper working condition at all times, including toilets, urinals, faucets, drains, sewers etc.

Qualifications & Requirements:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

- Must be a card carrying Journeyman with Chicago Journeyman's Plumbers Local 130 UA
- Must have at least 7-10 years' experience as a Union Plumber
- High School diploma or equivalent
- Must have a Valid Illinois Driver's License
- Must be able to read plumbing schematics
- Certification of good health signed by a licensed physician
- Physically able to bend over lift and carry 50 pounds.
- Aptitude for successful fulfillment of assigned performance responsibilities.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Must be able to stand, walk, work off ladders for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Must be able to work on ladders, scaffolding, and mechanical or elect lifts
- Must be able to work with minimal supervision
- Snow Plowing skills a major plus
- Must carry a district phone/walkie-talkie at all times
- On call 24/7/365 for any electrical emergency or snow plowing or other issues deemed necessary by the Executive Director of Building and Grounds and/or, his/her designee
- Must be familiar and have experience with C.C.T.V. inspection systems.
- Must have working knowledge of pipe freezing systems used in emergency pipe repairs.
- Must be proficient in soldering and brazing.
- Must have expertise in cutting, threading and assembling water piping circuits.

Duties & Responsibilities:

- Make all necessary emergency and daily repairs on school District facilities and equipment as directed by the Executive of Director of Buildings and Grounds and/or, his/her designee.
- Perform any preventative maintenance as assigned.

PERFORMANCE RESPONSIBILITIES: (continued)

- Clean and remove all blockages as necessary in piping systems. This includes rodding of all lines.
- Install any new or repaired plumbing fixtures as necessary.
- Cut, thread pipe and install as necessary.
- Install copper piping, cast iron piping, PVC piping and any other forms of piping material as necessary.
- Must maintain a reasonable supply of plumbing materials in inventory for supporting emergency repairs.
- Operate investigating equipment such as C.C.T.V. systems to diagnose problems.
- Make all repairs that are assigned using soldering, brazing and some welding if necessary.
- Must service all traps, strainers and pumps with any associated equipment in heating, cooling, domestic water and sewage systems.
- Provide daily safety checks to service vehicles assigned to you.
- Must assist other employees as needed and directed by the Executive Director of Buildings and Grounds and/or, his/her designee which may not be directly related to plumbing.
- Must present a professional image at all times.
- Must work in an efficient and safe manner at all times to prevent injury to yourself and others.
- Duties will be primarily plumbing related but may not be limited to this area of work. They may include snow plowing or assisting other trades.
- Assist in training other people as assigned by the Executive Director of Buildings and Grounds and/or, his/her designee in areas of plumbing.
- Must comply with all National, State, County and local safety laws and plumbing codes.
- Must maintain a library of plumbing schematics for all District facilities and equipment.
- Must utilize the computer maintenance program on a daily basis.
- Must be able to be on call 24/7/365 for any district emergency and/or Snow Plowing

Physical Demands:

Walk (continuously); bend, stoop, reach, push & pull (frequently) to access areas and to operate equipment; lift, up to 25 pounds (frequently), and up to 80 pounds (infrequently); grasp and manipulate tools/ equipment (frequently); use seeing, hearing and speaking.

Working Conditions:

Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects.

Terms of Employment:

Start Date: TBD
Hours: 7-3:30
Work Year: Twelve Month Employee
Compensation: As outlined in the Master Agreement of the Service Employee International Union Local 73, CTW collective bargaining agreement, as outlined in the Custodian and Maintenance collective bargaining agreement, to be determined by the Board of Education outlined in the Board Policy Manual. Salary as per Schedule
Union Affiliation: Union Position SEIU Local 73

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.



Cicero School District #99

Job Title: Maintenance HVAC Technician

Reports to: Executive Director of Buildings and Grounds and/or, his/her designee

Position Summary:

To maintain the District facilities and grounds in a condition of operating excellence so that a safe and efficient use can be made of all educational and support facilities. Insure that all BAS Systems are running properly. Insure all HVAC equipment that you assigned to is always up to district standards, through predictive and preventive maintenance

Qualifications & Requirements:

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

- An EPA 608 Certification a plus
- An HVAC EPA Certification a plus
- Minor plumbing skills a plus
- BAS knowledge on AEC, Precision Controls and Automatic Logic BAS System a plus
- Complete knowledge and experience of the usage Fluke Multimeter
- Must have at least 10 years' experience as an Industrial HVAC Technician
- Must have excellent proven analytical troubleshooting skills
- Must have a solid troubleshooting skills for all High and Low voltage
- Must have knowledge of work in a team environment, willing helping other maintenance when needed.
- Must have 7-10 years' experience with all facets of HVAC Equipment, Chillers, Boilers, Cooling Towers, Uninvents, VAV'S, RTU'S and ERTU'S, Gas Absorption Chiller, Side systems, cooling and heating coils and pumps, filters
- Must have working knowledge of working with freezing pipes or coils in emergency repairs situation in the extreme cold.
- Must be proficient in soldering and brazing.
- High School diploma or equivalent
- Must have a Valid Illinois Driver's License
- Must be able to read HVAC schematics
- Certification of good health signed by a licensed physician
- Physically able to bend over lift and carry 50 pounds.
- Aptitude for successful fulfillment of assigned performance responsibilities.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Must be able to stand, walk, work off ladders for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Must be able to work on ladders, scaffolding, and mechanical or elect lifts
- Must be able to work with minimal supervision
- Snow Plowing skills a major plus
- Must carry a district phone/walkie-talkie at all times
- On call 24/7/365 for any HVAC emergency or snow plowing or other issues deemed necessary by the Executive Director of Building and Grounds and/or, his/her designee

Duties & Responsibilities:

- Make all necessary emergency and daily repairs along with preventive/predictive and proactive maintenance on all school District facilities and equipment as directed by the Executive of Director of Buildings and Grounds and/or, his/her designee.
- Weekly/monthly checks of all equipment and perform any predictive and/or preventative maintenance as assigned.
- Cleaning of all coils, checking belts, ohm out motors, checking for leaks, inspection of the outside air intakes are working properly
- Removal and/or installation any new or repaired HVAC equipment
- Cut, thread pipe and install as necessary.
- Install copper piping, cast iron piping, PVC piping and any other forms of piping material as necessary.
- Make all repairs that are assigned using soldering, brazing and some welding if necessary.
- Must service all traps, strainers and pumps with any associated equipment in heating, cooling, domestic water and sewage systems.
- Provide daily safety checks to service vehicles assigned to you.
- Must assist other employees as needed and directed by the Executive Director of Buildings and Grounds and/or, his/her designee which may not be directly related to plumbing.
- Must present a professional image at all times.
- Must work in an efficient and safe manner at all times to prevent injury to yourself and others, following all LOTO and OSHA requirements
- Must use PPE as need for specialty jobs when needed
- Duties will be primarily HVAC related but may not be limited to this area of work. They may include snow plowing or assisting other trades.
- Assist in training other people as assigned by the Executive Director of Buildings and Grounds and/or, his/her designee in areas of HVAC.
- Must comply with all National, State, County and local safety laws and HVAC codes.
- Must maintain a library of HVAC schematics for all District facilities and equipment.
- Must utilize the computer maintenance program (BAS) on a daily basis.
- Must be able to be on call 24/7/365 for any district emergency and/or Snow Plowing

Terms of Employment:

Start Date:	TBD
Hours:	As defined in CBA
Work Year:	Twelve Month Employee
Compensation:	As outlined in the Master Agreement of the Service Employee International Union Local 73, CTW collective bargaining agreement, as outlined in the Custodian and Maintenance collective bargaining agreement, to be determined by the Board of Education outlined in the Board Policy Manual. Salary as per Schedule
Union Affiliation:	Union Position SEIU Local 73

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.

TITLE: MAINTENANCE-PAINTER

QUALIFICATIONS:

- Ten years of experience in the painting trade.
- High school diploma or equivalent.
- Recognized journeyman status (4 yrs).
- Certification of good health.
- Physically able to lift and carry 50 pounds and work from ladders and scaffolding.

REPORTS TO:

Director of Buildings and Grounds
Assistant Superintendent for Finance/Operations

JOB GOAL:

To maintain the District facilities in a condition that aesthetically pleasing and safe to promote the educational program of the District.

PERFORMANCE RESPONSIBILITIES:

- Make all necessary repairs on District facilities as assigned by the Director of Buildings and Grounds.
- Perform any preventative maintenance as assigned.
- Maintain a reasonable supply of painting materials in stock.
- Must work in an efficient and safe manner at all times to prevent injuries.
- Must project a professional image at all times.
- Ability to use tools and equipment including brush, roller, spray guns, patching and taping tools and motorized scaffolding.
- Able to work with latex and oil based primers and paints, epoxy paints, sealers, varnish, solvates, joint compound and durabond patching compounds.
- Ability to prepare surfaces for painting.
- Ability to patch, plaster and drywall.
- Ability to install small pieces of drywall and taper properly.
- Ability to set up and use equipment in a safe manner.
- Ability to apply the correct finish material in a professional manner.

TERMS OF EMPLOYMENT:

Twelve months/year
Salary as per schedule

Application Procedures: Internal candidates need to submit a letter of interest along with current resume that details qualifications. External candidates need to complete an online application for support staff located on the Cicero Public Schools web site at www.cicd99.edu

Attachment – D Building Layouts

(Large file will be give out on a flash drive at the Pre-Proposal Meeting)