



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

September 26, 2019

Dear prospective Custodial 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 **Custodial 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 2:00PM** at which time they will be publicly opened and read. Envelopes should be sealed with “RFP for Custodial Services 2019” 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 Custodial Services. **RFPs** must be received at the Business Office at 5110 W. 24th Street, Cicero, Illinois, 60804, before **November 8, 2019**. 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 Custodial 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 proposal has been “received” by the District before the specified deadline. The method of transmittal of the proposal is solely the risk of Potential Vendor.
3. 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.
4. RFPs may be withdrawn by letter, telegram, or in person **prior** to the time and date established for the opening of RFPs.
5. 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.

6. 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.
7. 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.
8. 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 an 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.
9. 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.
10. 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).
11. The District is exempt from paying Federal Excise Taxes (I.R.S. ch. 32, subchapter G, para. 4221).
12. 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.
13. 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.

14. As required by law, labor estimates for this project shall be based upon those prevailing wage assignments, to the extent applicable, as indicated by the Illinois Department of Labor, appropriate trade, and municipality specification work shall be performed in Cook County.

15. 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 groups being Hispanic. The other ethnicity groups include White, Black and Asian.

The District owns equipment necessary for cleaning and custodial services and spends approximately \$750,000 on supplies and related cleaning chemicals.

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

The District employs one hundred (100) full time custodial positions. The District also employs part-time, sub-custodians who only work when the full time custodial staff are not in attendance. All full-time custodial staff have access to health, dental and life insurance and FSAs. Custodial 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 custodial staff. Dental insurance is fully paid by the employee. It is estimated that the district spends \$1,200,000 for health insurance for the custodial staff. The sub custodians do not receive benefits.

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 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 custodial position varies (see Attachment B, "Job Descriptions").

Proposal Criteria

The District is seeking proposals for custodial services, 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 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. The 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 custodial 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 custodial 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 custodial 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 Contract is for a one year term with the potential of two, one-year renewals. The Potential Vendor will give pricing for one year.
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 one year term unless renewed per Section 1 above.
3. After the first year 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 Potential Vendor 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. The successful Potential Vendor must be able to provide Town of Cicero business license at the time of contracting.
10. 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.
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, to the extent applicable, 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. There will be no sub-contracting. All employees performing the services will be directly employed by the potential vendor. If you are planning to use sub-contractors, you must disclose in the RFP and it must be approved by the District. It must be included the rationale for using the sub-contractors.

15. The successful Potential Vendor shall offer available employee positions pursuant to the contract to qualified school district employees whose employment is terminated due to the contract.

16. 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.

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

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.* Additionally, undersigned hereby certifies that it will comply with the Prevailing Wage Act, 820 ILCS 130/0.01, *et. seq.*, if applicable, and is aware that the prevailing hourly rate will be paid for each worker and that any subsequent contract will stipulate that all workers must be paid no less than such prevailing wage.

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 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 AND OTHER COSTS

Custodial staff

Building	Building Sq. Ft.	Head		Day		Night		Total		Total Dollars
		#	Rate	#	Rate	#	Rate	#	Rate	
Burnham	86,978									-
Cicero East	73,515									-
Cicero West	106,935									-
Col East	62,448									-
Col West	122,102									-
Drexel	55,108									-
Goodwin	68,878									-
Liberty	63,242									-
Lincoln	136,000									-
McKinley	20,345									-
Roosevelt	70,812									-
Sherlock	94,445									-
Unity	450,000									-
Warren Park	82,400									-
Wilson	89,000									-
Woodbine	30,490									-
EC Center	20,000									-
Service Center	20,366									-
Trans Center	10,600									-
Ad Building	29,364									-
Total	1,693,028									

Employee Benefits										
										Total
Health										
Dental										
Retirement										
Life										
Other										
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. Please attach 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.	Custodial Staff		
			Head	Day	Night
Burnham	1630 S. 59th Avenue	86,978	1	1	3
Cicero East	2324 S. 49th Avenue	73,515	1	1	3
Cicero West	4937 W. 23rd Street	106,935	1	1	3
Col East	3100 S. 54th Avenue	62,448	1	1	1.5
Col West	5425 W. 31st Street	122,102	1	1	3
Drexel	5407 W. 36th Street	55,108	1	1	1.5
Goodwin	2625 S. Austin Blvd.	68,878	1	1	2.5
Liberty	4946 W. 13th Street	63,242	1	1	2
Lincoln	3545 S. 61st Avenue	136,000	1	1	3
McKinley	5900 W. 14th Street	20,345	1		0.5
Roosevelt	1500 S. 50th Avenue	70,812	1	1	2.5
Sherlock	5347 W. 22nd Place	94,445	1	1	3
Unity	2115 S. 54th Avenue	450,000	1	5	14.25
Warren Park	1225 S. 60th Court	82,400	1	1	2
Wilson	2310 S. 57th Avenue	89,000	1	1	3
Woodbine	3003 S. 50th Court	30,490	1		1
EC Center	5330 W. 35th Street	20,000	1		1
Service Center	5835 W. Roosevelt Rd.	20,366			1
Trans Center	1942 S. Laramie Ave.	10,600			0.25
Ad Building	5110 24th Street	29,364	1		1
		1,693,028	19	21	52

Attachment B – Job Descriptions

Building Head Custodian

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

Position Summary:

The Head Custodian is responsible for all functions of the building, minor maintenance of the building including snow removal, shovel, salting, calling in other custodians to support him, weekend building checks, set ups and take down for building functions/programs during school hours and before. Immediately reporting any dangerous issues/situations directly to the Principal and the Executive Director of Buildings and Grounds.

Qualifications & Requirements:

- High school diploma or equivalent.
- Valid Illinois Driver's License
- 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
- Expertise and Experience, from being a Day shift custodian.
- Responsible for training of his/her staff, open lines of communication with all staff member, Monthly Meeting with Staff Members
- Must have positive yearly evaluations
- Must be able to perform all duties as listed below
- Must be able to perform all tasks with limited supervision
- Must be able to climb and work of ladders, small scaffolds and district lift.
- Must be able to snowblow, shovel and salt district grounds during the winter months.
- Must always carry and keep on his/her district supplied phone style walkie talkie with them Day and Night.
- Must be able to stand and walk for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Successful experience as a school custodian in District 99.
- Demonstrates knowledge and expertise in the general upkeep, maintenance and repair of buildings and grounds.
- Demonstrates capacity for leadership and organization.

Duties & Responsibilities:

- Opens the buildings at start of each day.
- Inspects school each morning to assure building is clean and ready for operation and checks all building systems daily to maintain efficient, effective and safe operation.

- Monitors security system, checks daily for vandalism, and inspects grounds for debris each day.
- Inspects for complaints of fire or safety issues and reports concerns to Principal and Director of Buildings and Grounds.
- Maintains cleanliness throughout the building including waxing, mopping, removing trash and recyclables, sweeping, shampooing, etc.
- Maintains storage area in a safe, orderly condition and maintain inventory of supplies, tools, and equipment.
- Sets up and takes down and cleans lunchroom area on a daily basis.
- Moves furniture or equipment within buildings, sets up tables, chairs and other equipment for special events and school meetings as needed
- Provides minor landscape (grass cutting, tree trimming) support around the building.
- Responsible for all functions of the building, minor maintenance of the building including snow removal, shovel, salting, calling in other custodians to support him, weekend building checks, set ups and take down for building functions/programs during school hours and after.
- Meets daily with night custodian to coordinate work schedule and activities.
- Informs the Executive Director of Buildings and Grounds, Principal, and appropriate staff of any emergency situations which may arise during the school day concerning custodial and or maintenance systems
- Responsible for the efficient assignment, scheduling and training of the building custodial staff.
- Responsible for the heating, ventilation, air conditioning systems to provide climate control and economical usage of fuel, water and electricity.
- Plans and oversees all maintenance and repair work of the building custodians, maintaining a high standard of safety, cleanliness and efficiency.
- Monitors the time records of all custodial employees in the school and verifies them for salary payment. All times to be verified and approved by Building Principal and the Executive Director of Buildings and Grounds.
- Evaluates with input from the building Principal their performance of the custodial staff at least twice per year (Observation December and Evaluations June).
- Assumes responsibility for checking building inside and out on weekends and holidays and provides for emergencies Performs emergency repair of cleaning services as necessary. This includes services as may be required outside of normal shift hours, including weekends and holidays.
- Able to communicate with public, teachers and students
- Responsible for maintaining and displaying the United States flag appropriately.
- Complies with all State, County and local laws and mandates pertaining to school buildings and safety/health procedures.
- Works to maintain positive relationships with children, staff and parents.
- Performs other miscellaneous work deemed necessary by the Principal that is essential to the occupants of the school building and the preservation of the school plant, as long as the work does not endanger the individual.

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; floor buffer vibration; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects. Night custodian may work alone.

Supervisory Responsibilities:

- All Day and Night Shift including Sub-Custodian.

Day Custodian – Service Center

Reports to: Building Head Custodian, Building Principal, Executive Director of Buildings and Grounds, and/or his/her designee

Position Summary

Assist the Head Custodian and Principal in the day to day custodian functions of the building and minor maintenance of the building including snow removal and weekend building checks, set ups and take down for building functions/programs during school hours and before

Qualifications & Requirements

- High school diploma or equivalent.
- 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.
- Valid Illinois Driver's License
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Must have positive yearly evaluations
- Must be able to perform all tasks with limited supervision
- Must be able to climb and work of ladders, small scaffolds and district lift.
- Must be able to stand and walk for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people.
- Employee must always carry and keep on his/her district supplied phone style walkie talkie at all times for weekend and/or holiday building checks, snow removal, if asked by Head Custodian upon his absences.

Duties & Responsibilities:

- Operates forklift, lift trucks, or hand trucks to convey, move or hoist materials to proper areas.
- Unpacks, examines and routes incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Assists in maintaining inventory of shipping materials and supplies.
- Supports the shipment of goods the received goods and supplies to be used in district buildings
- Maintains the work area and equipment in a clean and orderly condition and follows prescribed safety regulations.
- Required to make pickups and deliveries to buildings using a company vehicle.
- Cleans and maintains all areas assigned by Head Custodian up to District 99 standards.
- Adhere to all Board of Education policies, district procedures and Master Agreement between CICD99 and SIEU Local 73
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture.
- Communication - Communicates with administration about current developments and problems, initiates problem solving with the person(s) involved, and refrains from participation in rumors or gossip.

- Interpersonal Skills - Responds to service requests in a prompt and courteous manner, shows respect for others in all encounters, promotes and atmosphere of teamwork by establishing and maintaining productive working relationships, and accepts feedback non-defensively.
- Dependability - Arrives to work on time, abides by break and lunch rules, accepts responsibility for working weekends and holidays when necessary, follows established practices for all leave requests, and does not allow non-work related interruptions to interfere with the completion of assigned duties
- Safety - Follows established safety practices and completes all required safety training on an annual basis to include wearing the appropriate personal protective equipment when necessary.
- Daily cleaning activities include but is not limited to emptying waste in all areas, sweeping, mopping, vacuuming, dusting, stripping, waxing, and buffing.
- Daily restroom cleaning activities include but are not limited to cleaning sinks, stools, urinals, mirrors, sweeping and mopping the floor, and restocking all necessary supplies.
- Snow removal which includes but is not limited to snow and ice removal of all sidewalks, entrances, parking lots, playgrounds, and drives, and the salting of all walks during the winter months when required and requested by the Head Custodian.
- Maintains and uses equipment and material to prevent damage, waste, and premature deterioration. This includes but is not limited to floor machines, vacuums, and pickup machines.
- Security - Insures that a minimum of ten (10) percent of each normal working day is devoted to providing a safe and secure environment for all students, the public, administrators, certified staff, and non-certified staff, and safeguards all buildings, furnishings, books, and apparatus contained within the school district from premature damage and misuse.
- Minor preventive maintenance includes but is not limited to changing light bulbs, changing fan belts, lubricating bearings, and changing air handler filters.
- Reports any damage and/or graffiti to Head Custodian and Principal.
- Reports any out of range heating or cooling conditions to Head Custodian to provide appropriate temperatures to the season and to insure economical usage of fuel, water and electricity.
- Attend meetings and training as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Supports school sites, may be assigned to help at a school when necessary.
- Attend to any type of emergency situation, when necessary.
- Performs all other assignments and responsibilities as assigned.

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; floor buffer vibration; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects. Night custodian may work alone.

Day Custodian

Reports To: Building Head Custodian, Building Principal, Executive Director of Buildings and Grounds, and/or his/her designee

Position Summary

Assist the Head Custodian and Principal in the day to day custodian functions of the building and minor maintenance of the building including snow removal and weekend building checks, set ups and take down for building functions/programs during school hours and before

Qualifications & Requirements

- High school diploma or equivalent.
- 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.
- Valid Illinois Driver's License
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Expertise and Experience, from being a night shift custodian.
- Must have positive yearly evaluations
- Must be able to perform all duties as listed below
- Must be able to perform all tasks with limited supervision
- Must be able to climb and work of ladders, small scaffolds and district lift.
- Employee must always carry and keep on his/her district supplied phone style walkie talkie at all times for weekend and/or holiday building checks, snow removal, if asked by Head Custodian upon his absences.
- Must be able to stand and walk for hours at a time
- Must be able to work from ladders or scaffolding
- Must be able to work around students, staff, parents, and the possibility of difficult people.

Duties & Responsibilities:

- Remains on the school premises during all scheduled work hours according to contract.
- Cleans and maintains all areas assigned by Head Custodian up to District 99 standards.
- Adhere to all Board of Education policies, district procedures and Master Agreement between CICD99 and SIEU Local 73
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture.
- Communication - Communicates with administration about current developments and problems, initiates problem solving with the person(s) involved, and refrains from participation in rumors or gossip.
- Interpersonal Skills - Responds to service requests in a prompt and courteous manner, shows respect for others in all encounters, promotes an atmosphere of teamwork by establishing and maintaining productive working relationships, and accepts feedback non-defensively.
- Dependability - Arrives to work on time, abides by break and lunch rules, accepts responsibility for working weekends and holidays when necessary, follows established

practices for all leave requests, and does not allow non-work related interruptions to interfere with the completion of assigned duties

- Safety - Follows established safety practices and completes all required safety training on an annual basis to include wearing the appropriate personal protective equipment when necessary.
- Daily cleaning activities include but is not limited to cleaning door glass, marker boards, chalkboards and trays, desks, tables, chairs, drinking fountains, emptying waste in all areas, sweeping, mopping, vacuuming, dusting, stripping, waxing, and buffing.
- Daily restroom cleaning activities include but are not limited to cleaning sinks, stools, urinals, mirrors, sweeping and mopping the floor, and restocking all necessary supplies.
- Daily setup and teardown of school and non-school activities include but is not limited to chairs, tables, bleachers, and cafeteria tables.
- Snow removal which includes but is not limited to snow and ice removal of all sidewalks, entrances, parking lots, playgrounds, and drives, and the salting of all walks during the winter months when required and requested by the Head Custodian.
- Maintains and uses equipment and material to prevent damage, waste, and premature deterioration. This includes but is not limited to floor machines, vacuums, and pickup machines.
- Responsible for the determination and ordering of all materials and supplies required in performing day-to-day work assignment and restocks custodial cleaning cart and custodial closets.
- Security - Insures that a minimum of ten (10) percent of each normal working day is devoted to providing a safe and secure environment for all students, the public, administrators, certified staff, and non-certified staff, and safeguards all buildings, furnishings, books, and apparatus contained within the school district from premature damage and misuse.
- Minor preventive maintenance includes but is not limited to changing light bulbs, changing fan belts, lubricating bearings, and changing air handler filters.
- Reports any damage and/or graffiti to Head Custodian and Principal.
- Reports any out of range heating or cooling conditions to Head Custodian to provide appropriate temperatures to the season and to insure economical usage of fuel, water and electricity.
- Attend meetings and training as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Attend to any type of emergency situation, when necessary.
- Performs all other assignments and responsibilities as assigned.

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; floor buffer vibration; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects. Night custodian may work alone.

Night Custodian

Reports To: Building Head Custodian, Building Principal, Executive Director of Buildings and Grounds, and/or his/her designee

Position Summary

- To provide the Students, Staff, and Parents with a safe attractive, comfortable, clean and efficient environment in which to grow, learn, develop and play.

- To Assist the Head Custodian and Principal in the day to day custodian functions of the building and minor maintenance of the building including snow removal and weekend building checks, set ups and take down for building functions/programs during school hours and before

Qualifications & Requirements

- High school diploma or equivalent.
- 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.
- Valid Illinois Driver's License
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Expertise and Experience, from being a night shift custodian.
- Must have positive yearly evaluations
- Must be able to perform all duties as listed below
- Must be able to perform all tasks with limited supervision
- Must be able to climb and work of ladders, small scaffolds and district lift.
- Must be able to snowblow, shovel and salt district grounds during the winter months when required and requested by the Head Custodian.
- Employee must always carry and keep on his/her district supplied phone style walkie talkie
- Must be able to stand and walk for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people.

Duties & Responsibilities

PERFORMANCE RESPONSIBILITIES:

- Performs all duties as described on the building custodian assigned area responsibility sheet
- Adhere to all district policies, procedures and Master Agreement between CICD99 and SIEU Local 73
- Remains on the school premises during all scheduled work hours according to contract.
- Responsible for general minor maintenance, upkeep and repair of assigned area, which includes bulb replacement etc.
- Cleans and maintains all areas assigned by Head Custodian up to District 99 standards.
- Clean, mop and sanitize restrooms/bathrooms, and drinking fountains using established practices and procedures.
- Follow instructions/procedures regarding the use of chemicals and supplies.

- Keeps all floors in a clean, attractive condition and in a good state of preservation.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Reports any damage and/or graffiti to Head Custodian and Principal.
- Provides necessary support and set-up for after school programs.
- Assist in keeping the building and premises, including sidewalks, driveways playgrounds areas, safe and clean.
- Capable of carrying the district pager for weekend and holiday building checks, if asked by Head Custodian upon his absences.
- Reports any out of range heating or cooling conditions to Head Custodian to provide appropriate temperatures to the season and to insure economical usage of fuel, water and electricity.
- Assumes responsibility for securing the building, all doors and windows are properly closed, locked and all lighting is turned off at the end of each school day, alarm set when last person leaves the building
- Attend meetings and training as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Attend to any type of emergency situation, when necessary.
- Assists with snow removal if called upon
- Performs all other assignments and responsibilities as assigned

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; floor buffer vibration; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects. Night custodian may work alone.

Attachment – D Building Layouts

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