

**SKOKIE/MORTON GROVE SCHOOL DISTRICT 69**

**INVITATION  
TO BID**

Skokie/Morton Grove District 69 will accept sealed bids for:

**Interior Painting Services**

Submit your bids to the attention of:

**Mr. Justin Attaway,  
Business Manager/CSBO  
Skokie/Morton Grove District 69  
5050 Madison Street  
Skokie, Illinois 60077  
(847) 675-7666**

Bids must be received at the above address no later than 2:00 p.m., Wednesday, May 11, 2016.

Your bid **MUST** be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

**“Painting - Bid No. 1602”**



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

FAX (847)-675-7675

April 21, 2016

**INVITATION TO BID INTERIOR PAINTING SERVICES**

**BID NUMBER: 1602**

Bidders are invited to submit bids in conformance with the requirements established by the specifications herewith.

**BID OPENING DATE:** Bids must be received by 2:00 p.m., Wednesday, May 11, 2016, addressed to Justin Attaway, Business Manager, Skokie District 69, 5050 Madison Street, Skokie, IL 60077.

**BID SUBMITTAL:** One copy of each pertinent Bid Form must be filled in, executed by the Bidder, and submitted in a sealed envelope which must be clearly marked "Painting – Bid No. 1602".

**RETAILER'S OCCUPATION TAX:** Sales of any kind to Skokie/Morton Grove District 69 are exempt from the Retailer's Occupation Tax (both State and Local), federal excise tax, federal transportation tax and the Service Use Tax.

**BID:** In conformance with the terms and conditions of these specifications including the Invitation to Bid and other documentary forms therewith, the Bidder hereby proposes, offers and agrees if this bid be accepted within ninety (90) calendar days from the date of bid opening to do all things necessary to fully perform and satisfy all terms, conditions and requirements of the subject specifications.

**REJECTION OF BIDS:** The Board of Education reserves the right to reject any and all bids and to waive informalities and any and all irregularities in bidding procedures and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final.

**PROJECT TIMELINE:** The project must be completed in its entirety prior to July 31, 2016.

**EQUAL OPPORTUNITY:** All bids to be considered by the District shall include a signed statement of compliance with federal and state regulations regarding equal employment opportunity.

Thank you for your participation in this bid process.

Sincerely,

Justin Attaway  
Business Manager/CSBO

SKOKIE/MORTON GROVE SCHOOL DISTRICT 69

**Interior Painting Services  
Bid Number 1602  
INSTRUCTIONS TO BIDDERS**

**1. GENERAL**

A. Bid shall be submitted in an envelope properly marked with the title of the bid, date, and time of opening.

B. Seal and deliver to the Business Office on or before the time scheduled for the opening. The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the School District before the specified deadline. **Bids received after the time specified in the Invitation to Bid will not be considered.**

C. **All bids shall be made only on the bid form provided (or an exact facsimile thereof).** Failure to do so shall cause rejection of bid. All price quotations are to include the units specified, as well as the total price. These price quotations must be made in the spaces provided.

D. Unsigned bids will not be considered.

E. Skokie/Morton Grove District 69 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.

F. Prices quoted shall include all charges for packing, transportation, and delivery to the School Building or District Office as designated on the bid. **All prices must be quoted F.O.B. Destination.** The successful Bidder shall assume full responsibility for all deliveries, shall hold the owner harmless for any and all shortages, and shall take full responsibility of all freight claims. Shipment shall become property of Consignee after delivery and acceptance.

G. Correspondence shall be addressed to the Business Manager.

H. Bids are available for inspection in the Business Office by appointment after the award of orders. No phone, fax, e-mail or letter results will be given.

I. Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted. The use of District transmission equipment by Bidders is prohibited.

J. The Board of Education reserves the right to waive any formality or to accept any informality and to reject any or all bids.

K. It shall be mandatory that the Seller will not discriminate against any employee or application for employment because of race, color, religion, sex, national origin or ancestry; and further that he will comply with all provisions of the Illinois Fair Employment Practices Commission as required by the Rules and Regulations for Public Contract.

## **2. ERRORS AND OMISSIONS**

All proposals shall be submitted with each space properly completed. The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and Bidders will be held strictly to the proposals as submitted. Should a Bidder find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Business Manager who will issue the necessary clarifications to all prospective Bidders by means of addenda.

**3. MODIFICATION, WITHDRAWAL, OR CANCELLATION OF BID:** A bidder may withdraw or modify a bid if written notice of the withdrawal or modification is received by the Board before the date and time specified in the Bid Documents for submission of bids. However, after the closing time for the receipt of bids, no bidder shall modify, withdraw, or cancel a bid for a period of ninety (90) calendar days after said closing time, nor shall the successful bidder modify, withdraw, or cancel a bid after having been notified by the Superintendent or designee that said bid has been accepted by the Board. Any bidder that modify, withdraw, or cancel a bid within said ninety (90) day period shall forfeit the Bid Deposit.

## **4. LATE BIDS**

Bids received after the time specified in the Bid Documents will not be considered.

## **3. FIRM BID**

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

## **4. WITHDRAWAL OF BIDS**

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

## **5. COMPLETE UNDERSTANDING**

Each bidder warrants and represents that he or she has read and understands the Bid Documents in their entirety.

## **6. SPECIFICATIONS**

Each bidder warrants and represents that the bid is based on the specifications and terms and conditions contained in the Bid Documents.

## **7. AUTHORIZED REPRESENTATIVE**

Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the Bid Form.

## **8. INVESTIGATION OF BIDDERS**

A. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements. If requested, the bidder shall be prepared to show completed installations of equipment, types of service, or supplies similar to those included in this bid.

B. The Board of Education reserves the right to reject any bid if it is determined that the Bidder is not properly qualified to carry out the obligations of the Contract.

## **9. AWARD OF BIDS**

The Board reserves the right to reject any and all bids, to accept bids in whole or in part, to waive any irregularities or defects in any bid, and to waive technicalities in the bidding should it deem such action be in the best interest of the District. The contract shall be awarded to the lowest responsible bidder, as determined by the Board. The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.

## **10. COMPLIANCE WITH LEGISLATION**

A. It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor. Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

**While participating on public works projects, the contractor and each sub-contractor must submit (monthly) a certified payroll to the District in accordance with the Prevailing Wage Act.**

B. It shall be mandatory that the Contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Human Rights Act (775ILCS 5/1-101) and further that the Contractor will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

C. The bidder shall at all times observe and comply with all laws, ordinances, regulations, and codes of the Federal, State, County, and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the Contract including, but

not limited to, the Illinois Prevailing Wage Act, the Illinois Human Rights Act, the Equal Employment Opportunity Act, the Illinois Criminal Code.

**11. SIGNATURE CONSTITUTES ACCEPTANCE**

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

**12. CONTRACTS**

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

**13. COMPLETION AND DELIVERY TIME**

All prices must be quoted F.O.B. DESTINATION. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

**This project must be completed in its entirety by July 31, 2016.**

**14. EXAMINATION OF DOCUMENTS AND SITE**

Before submitting a proposal for work on any project, each Bidder shall carefully examine the project site and the Contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon its own judgment in making its proposal, and include in its proposal all sums sufficient for it to provide all work required by the Contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work which would have been apparent by examination of the documents and sites. By submitting its proposal, each Bidder shall be held to represent that it has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate, and satisfactory for its completion of the work. **A MANDATORY pre-bid meeting and building walkthrough will be held at 10:00 a.m. on Wednesday, April 27, 2016, at Lincoln Junior High School, 7839 Lincoln Avenue, Skokie, Illinois 60077. Tours of the buildings will not be available to bidders at any other date or time.**

**15. DELIVERY POINTS**

Deliveries shall typically be made to the Maier Administration Building, 5050 Madison Street, Skokie, Illinois 60077.

**16. SHIPPING INSTRUCTIONS:**

Unless otherwise specified, packages must bear the Board's order number and bulk containers must also show gross and net weights and/or quantity. No packaging charge shall be made to the Board unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier's requirement.

## **17. REJECTION AND CANCELLATION:**

The Board reserves the right to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and the Project Bid Specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Board to accept future shipments nor deprive it of its right to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment of or for the benefit of creditors is made by the Seller, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the Bid Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

## **18. MISCELLANEOUS**

### **A. Total Price For All Items Bid**

A total bid dollar amount, regardless of whether or not you are bidding all items, **MUST** be entered in the appropriate section of the Bid Form before signing and submitting your bid.

### **B. Late Bids**

Bids received after the time specified on the Invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the Bidder's risk of untimely receipt by the School District. The use of District equipment for transmission of bids is prohibited.

### **C. Payment**

Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein. The Board will attempt to make payments for items ordered within thirty (30) days of delivery. Notwithstanding anything herein to the contrary, however, all payments made to the Contractor shall be governed by the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

### **D. Interpretation of Bid Documents**

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit to the Superintendent or designee a written request for an interpretation. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by the Superintendent or designee. A copy of such addendum will be mailed or delivered to each person receiving a set of such Bid Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

**E. Title and Risk of Loss:**

Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

**F. Inspection:**

All material and workmanship shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the Project Bid Specifications contained herein or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.

**G. Warranties:**

The Seller makes the following warranties to the Board and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope give to the Board by the Seller. The Seller shall, at its sole cost and expense, promptly repair or replace to the Board's complete satisfaction all goods/services received for a period of one (1) year from date of delivery, unless the Project Bid Specifications require a greater warranty period.

**CERTIFICATIONS**

**A. Drug-Free Workplace**

Applicable only to companies with 25 or more employees. The Vendor shall hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that the Bidder is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

The Board of Education states that it is in compliance with said law.



**B. Bid-Rigging**

The Bidder hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

**C. Prevailing Wages**

It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work, and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor (copy attached). Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

**D. Background Checks**

All contractors or individual vendor representative(s) who have contact with students or perform work in student areas when students are likely to be present need to have a sex offender background check performed before they may work in any District 69 building. By submitting a bid, the vendor agrees that its employees may be checked by the District prior to working on District property.

**E. Sexual Harassment Clause**

Each Bidder must certify that it has complied with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

**F. Non-Discrimination Clause**

The Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin, or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of the non-discrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex, or national origin.

The Contractor will furnish all information and reports required by Executive Order No. 11246

of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts or federally-assisted construction contracts, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies revoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor shall include the provisions of Paragraph A through D in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the best interest of the United States.

The Bidder is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the Contract throughout, and will be deemed to be included in the Contract the same as though herein written in full; provided that municipal ordinances, policies, practices, and other municipal regulations that create a conflict with the bidding requirements of the Illinois School Code are not applicable.

**G. MBE/WBE/DBE Status**

Please check one. This firm is a:

- Minority Business Enterprise (MBE) – a firm that is at least 51% owned, managed, and controlled by a minority.
- Women’s Business Enterprise (WBE) – a firm that is at least 51% owned, managed, and controlled by a woman.
- Disadvantaged Enterprise (DBE) – a firm that is at least 51% owned, managed, and controlled by a person with a disability.
- This firm is not a MBE, WBE, or DBE.

Please attach copies of any and all MBE, WBE, and DBE certifications.

**H. Non-Collusion Affidavit**

The undersigned Bidder or Agent, being duly sworn, on oath, says that he has not, or has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the bid price to be 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 agreement, understanding, or combination with any other person in reference to such bidding.

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

NOTE: The Board of Education states that it is in compliance with all applicable laws.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of the bid due date, to provide the specified items and/or services or work as described in the specifications and the instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

By: \_\_\_\_\_  
Bidder or Agent

FOR: \_\_\_\_\_  
Firm or Corporation

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

BID NUMBER: \_\_\_\_\_

**APPENDIX A  
BID FORM – PAGE 1 OF 2**

**SKOKIE-MORTON GROVE SCHOOL DISTRICT 69**

**Bid Description:** INTERIOR PAINTING

**Bid Number:** 1602

**Bid Submission Date:** MAY 11, 2016

**Bid Opening:** 2:00 PM, MAY 11, 2016

The Board reserves the right to reject any and all bids, to accept bids in whole or in part, to waive any irregularities or defects in any bid, and to waive technicalities in the bidding should it deem such action be in the best interest of the District.

Delivery or Project Completion Date: The project must be completed in its entirety no later than July 31, 2016. All deliveries must be made with at least three-day notice.

Description	Total Cost
Lincoln Junior High - Interior painting, including all labor and materials, as specified in Appendices B and C	\$

A pre-bid meeting will be held at 10:00 a.m. on Wednesday, April 27, 2016, at Lincoln Junior High School, 7839 Lincoln Avenue, Skokie, Illinois 60077. **Attendance at the pre-bid meeting is mandatory for all contractors who wish to submit bids and have those bids considered by the Board of Education.** Failure to attend the pre-bid meeting by any contractor or his representative shall disqualify the contractor's bid.

During the pre-bid meeting, a walk-through of the project areas will be conducted. All areas to be painted will be identified by the District representative. Each contractor shall be responsible for field measurements to determine the square feet in each area to be painted. No objection resulting from an oversight or miscalculation of areas to be painted from the contractor will be entertained by the Board of Education after the bids are opened.

Please check the District 69 website 72 hours prior to the bid due date to confirm no addenda have been issued. It is the responsibility of the bidder to ensure that all addenda have been acknowledged.

**APPENDIX A  
BID FORM – PAGE 2 OF 2**

**SKOKIE-MORTON GROVE SCHOOL DISTRICT 69**

**Bid Description:** INTERIOR PAINTING

**Bid Number:** 1602

**Bid Submission Date:** MAY 11, 2016

**Bid Opening:** 2:00 PM, MAY 11, 2016

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from bidding on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). The undersigned further certifies that he or she has read and understands the Bid Documents and that his or her bid is in compliance therewith.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY, STATE & ZIP CODE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER

REMINDER: YOUR BID MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER AND BID NAME CLEARLY MARKED ON THE OUTSIDE.
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**\* If NO BID is your response, see the attached no bid response form.**

## **APPENDIX B PROJECT SPECIFICATIONS**

All foregoing provisions shall be considered part of the contract document and are hereby made a part of and applicable to all work under these specifications. Manufacturers and contractors furnishing materials, equipment, tools, systems, etc., are cautioned to consult these documents for provisions or stipulations applicable to their work.

### **1. SCOPE OF WORK**

- a. Provide all necessary equipment, materials, tools, and labor to prepare, patch (as needed), and apply paint, two separate finish coats unless otherwise stated, to selected areas in specifications contained herein at Skokie School District 69.
- b. The bidder shall, before submitting the bid, carefully examine the proposal, plans, specifications, and contract documents. The bidder shall inspect in detail the site of the proposed work and be familiar with all the local conditions affecting the contract. If successful, the bidder will be responsible for all errors in the proposal resulting from failure or neglect to comply with these instructions. The Board will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

### **2. QUALITY ASSURANCE**

- a. The successful bidder shall have a minimum of five (5) years successful experience in the painting business.
- b. The actual work shall be done by qualified and experienced workers under the supervision of any experienced supervisor who has been doing this type of work for five (5) years.

### **3. MATERIALS**

- a. All paint must be delivered in the original containers with the seals unbroken and labels intact. All materials shall be used only as specified by the manufacturer's direction label on the container. The paint manufacturer shall specify thinners and accessory materials.
- b. Manufacturer's names and catalog numbers referred to are used to establish the type and quality of materials and are not meant to limit competition.
- c. Equal products of the following manufacturers may be used, subject to the approval of the District:
  - i. Benjamin-Moore and Company
  - ii. Rust-Oleum Corporation
  - iii. Sherwin Williams

### **4. SCAFFOLDING**

- a. The Contractor shall furnish all ladders, planks, staging, scissor lift, ropes, etc., required for the proper execution of the work, and erect and place same in such a manner as not to interfere with normal school operations. Upon completion of

the work, all scaffolding equipment shall be dismantled and removed from the job site.

#### 5. STORAGE

- a. All materials used on the job shall be stored in a place designated by the District. Such storage place shall be kept neat and clean, and all damage thereto, or its surroundings, shall be made good by the Contractor. Any oily rags, waste, etc., shall be removed from the building every night and every precaution must be taken to avoid danger of fire.

#### 6. SURFACE PREPARATION

##### a. General:

- i. Perform all preparation, including patching, and cleaning procedures in strict accordance with the paint manufacturer's instructions and as herein specified for each particular substrate condition.
- ii. Remove all hardware, hardware accessories, machined surfaces, plates, lighting fixtures and similar items in place and not to be painted, or provide surface protection prior to surface preparation and painting operations. Remove, if necessary, for the complete painting of the items and adjacent surfaces. Following completion of painting of each space or area, reinstall the removed items by workmen skilled in the trades involved.
- iii. Clean surfaces to be painted before applying paint or surface treatments. Schedule the cleaning and painting so that contaminants from the cleaning process will not fall onto wet, newly painted surfaces.

##### b. Wood:

- i. Clean wood surfaces to be painted of all dirt, oil, or other foreign substances with scrappers, mineral spirits, and sandpaper, as required. Sandpaper smooth those finished surfaces exposed to view, and dust off. Scrape and clean small, dry, seasoned knots and apply a thin coat of sealer, before application of the priming coat. After priming, fill in holes and imperfections. Finish surfaces with putty or plastic wood filler. Sandpaper smooth when dried.

#### 7. MATERIAL PREPARATION

- a. Mix and prepare painting materials in accordance with manufacturer's direction.
- b. Store materials not in actual use in tightly covered containers. Maintain containers used in storage, mixing and application of paint in a clean condition, free of foreign materials and residue.
- c. Stir materials before application to produce a mixture of uniform density and stir as required during the application of the materials. Do not stir surface film into the material. Remove the film and, if necessary, strain the material before using.
- d. Stripping:
  - i. Employ a party specializing in such work

- ii. Use environmentally safe water soluble chemical paint stripper
- iii. Close off to traffic and protect all surrounding construction
- iv. Provide ventilation
- v. Use in exact accordance with manufacturer's directions
- vi. Thoroughly rinse and remove residue
- vii. Legally dispose of waste

## 8. APPLICATION

- a. General:
  - i. Apply paint in accordance with the manufacturer's directions; use applicators and techniques best suited for the type of material being applied.
  - ii. Apply additional coats when undercoats, stains or other conditions show through the final coat of paint, until the paint film is of uniform finish, color and appearance.
- b. Minimum Coating Thickness:
  - i. Apply each material at not less than the manufacturer's recommended spread rate
- c. Prime Coats:
  - i. Apply a prime coat to surface, which is to be painted or finished, and which has not been prime coated by others.
  - ii. Re-coat primed and sealed surfaces where there is evidence of suction spots or unsealed areas in first coat, to assure a finish coat with no burn-through or other defects due to insufficient sealing.
  - iii. Roll and redistribute paint to an even and fine texture. Leave no evidence of rolling such as laps, irregularity in texture, skid marks, or other surface imperfections.
- d. Pigmented (Opaque) Finishes:
  - i. Completely cover to provide an opaque, smooth surface of uniform finish, color, appearance and coverage. Cloudiness, spotting, laps, brush marks, runs, sags or other surface imperfections are unacceptable.
- e. Transparent (Clear) Finishes:
  - i. Use multiple coats to produce glass smooth surface film of even luster. Provide a finish free of laps, cloudiness, color irregularity, runs, brush marks, orange peel, nail holes or other surface imperfections.
- f. Completed Work:
  - i. Match approved samples for color, texture, and coverage. Remove, refinish or repaint work not in compliance with specified requirements.

## 9. CLEANING

- a. At the end of each workday, remove all masking, empty cans, rags, rubbish, and other discarded paint materials from project site. After completing painting, clean adjacent paint-spattered surfaces. Remove spattered paint by washing and scraping without scratching or damaging adjacent finished surfaces.



#### 10. PROTECTION

- a. Protect adjacent construction against damage from electrostatic painting. Correct damage by cleaning, repairing or replacing, and repainting, as approved by Owner.
- b. Provide "Wet Paint" signs to protect newly painted finishes.

#### 11. COMPLIANCE WITH REGULATIONS

- a. The Contractor shall comply with all applicable local, state, and federal laws and regulations. The Contractor shall have Material Data Sheets (MDS) for all products utilized in the course of this project. Contractor's workers shall be trained in utilizations of MDS and have the MDS available in the event of an emergency.

**APPENDIX C  
SPECIAL INSTRUCTIONS**

1. SCHEDULE OF WORK

- a. All work is scheduled to begin after June 13, 2016 and must be completed no later than July 31, 2016.
- b. Contractor will have access to buildings Monday through Friday from 7:00 a.m. to 3:00 p.m.

2. NOTES

- a. The Contractor shall be required to haul away all debris from the site and leave the area clean.
- b. NO SMOKING IS ALLOWED IN OR ON SCHOOL PROPERTIES.

3. AREAS TO BE PAINTED

- a. Maps of the areas to be painted will be available at the mandatory walkthrough.
- b. Contractor will be responsible for removing all wall base prior to painting and installing new wall base in all areas.
- c. There will be only one contractor selected for all work scheduled to be completed during the summer of 2016. The successful Contractor will be determined based on the lowest cost total of all items selected for painting.
- d. Paint all previously painted surfaces two coats after patching and prepping as needed unless otherwise stated. District 69 employees will remove and replace anything hanging on walls.
- e. The undersigned, having carefully examined the Contract Documents, all data having been made available, having visited the site of the work and having become fully informed as to all existent conditions and limitations, including the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the work to be performed, hereby propose to perform everything required to be performed, and to provide all the labor, materials, necessary tools, expendable equipment, all applicable taxes and fees and bonds, and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the entire work in accordance with the contract documents contained herein.

4. BID SECURITY/PERFORMANCE BOND

- a. Accompanying this proposal shall be a Bid Bond (or Certified/Cashier's Check) as surety in an amount of no less than ten percent (10%) of the Base Bid, payable to Skokie School District 69, which will be forfeited if the undersigned fails to execute the contract in conformity with specifications stated herein.
- b. The successful bidder further agrees to provide a Performance Bond in an amount equal to one hundred percent (100%) of the total contract cost included in the bid submission.

# Courtesy “No Bid” Response Questionnaire

If you are not submitting a price on this bid, Skokie School District 69 would like your input as to why you are not bidding. Please indicate your reason and return by Bid Due Date to:

Justin Attaway, Business Manager  
Skokie School District 69  
5050 Madison Street  
Skokie, Illinois 60077  
**(847) 675-7666**

- Previous commitments, too busy
- Too small a job
- Too large a job
- Our firm is not suited for this type of work
- Do not like to bid jobs
- Could not schedule site examination
- Cannot get bonding for this job
- Other \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# Check List For Bidders

- 1. Have you carefully reviewed the specification including “Instructions to Bidders?”
- 2. Have you properly completed all portions of the bid?
- 3. Have you signed the bid?
- 4. Have you furnished business references (if required)?
- 5. Have you verified your prices to be sure you have not made an error?
- 6. Have you indicated your total price for items bid on the Bid Form?
- 7. Is the envelope clearly marked as required?
- 8. Have you made arrangements to submit samples if required?