

Date: September 22, 2020

To: Dr. Michael Lubelfeld, Superintendent of Schools
Members of the Board of Education

From: Christopher Wildman, CPA, Chief Financial Officer, and Treasurer

Subject: Bid Award for Crossing Guard Services

Policy Alignment: Policy 4:60 Purchases and Contracts

Disposition: Action

Executive Summary:

At the August 18, 2020 Board of Education meeting, the Board approved a short-term contract for Crossing Guard Services, since the City of Highland Park will no longer be providing this service to the community. A Request for Bid (RFB) for Crossing Guard Services was developed and publicly bid. On September 2, 2020, the bid specifications were released and published in the Daily Herald News.

On September 17, 2020, one bid package was received, opened, and read aloud. Two other vendors that received the bid package, First Student Transportation, and American Guard Services, decline to bid. The bid received was from Andy Frain Services, Inc. Based on the single bid being the lowest responsible and responsive bidder, Andy Frain Services, Inc is our recommendation. See attached bid tabulation.

The vendor will begin providing the crossing guard services on October 1, 2020 and will provide the services each day students attend school in person. The District will only pay for services provided. If school is canceled or the school schedule is revised by the District due to the COVID-19 pandemic or other reasons, the services will be canceled and will not be compensated. While the district is providing education under the hybrid learning model, the costs incurred will include midday coverage of crossing guard intersections as well as an additional crossing guard for the intersection close to Oak Terrace School.

Based on this information, the administration recommends at the September 22, 2020 Board meeting that the Board approves awarding the contract of the crossing guard services to Andy Frain Services, Inc for approximately \$348,666 for services during the hybrid school schedule or approximately \$183,049 for services during the regular school schedule, beginning on October 1, 2020, through June 30, 2021. The contract may be renewed on an annual basis, by mutual agreement of the Parties, for up to four (4) additional years.

Recommendation: Action

Roll call vote to award the contract for the crossing guard services to Andy Frain Services, Inc. in the amount of \$348,666 for services during the hybrid school schedule or approximately \$183,049 for services during the regular school schedule, beginning on October 1, 2020, through June 30, 2021, as presented.

CROSS GUARD SERVICES CONTRACT

TIDS AGREEMENT is entered into this 16th day of September, 2020, by and between the Board of Education of North Shore School District No. 112, Lake County, Illinois ("District"), and Andy Frain Services, Inc. "Bidder") (collectively referred hereto as "the Parties").

WHEREAS, District has requested public bids for crossing guard services ("Services");

WHEREAS, Bidder has submitted a bid for the provision of the Services; and

WHEREAS, District desires to enter into this Agreement with Bidder to provide the Services in accordance with the Bid Documents.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Duration of Contract. This Agreement shall be effective from October 1, 2020, and shall continue in force and effect through June 30, 2021. The Agreement may be renewed on an annual basis, by mutual agreement of the Parties, for up to four (4) additional years. The District may terminate this Agreement upon thirty (30) days written notice.
2. Contract Documents. This Agreement includes all of the Bid Documents as defined Section 1.2 of the Bid Conditions, as well as Bidder's bid submission.
3. Compensation. Bidder shall provide all services as awarded by District and shall be compensated as provided in the Bid Documents.
4. Complete Understanding. This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.
5. Amendments. No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by both Parties.

IN WITNESS WHEREOF, the Parties have signed this Agreement as of the date(s) set forth below.

**BOARD OF EDUCATION OF
NORTH SHORE SCHOOL DISTRICT 112
LAKE COUNTY, ILLINOIS**

By: *[Signature]*
Its: Vice President
Date: 9/22/20

ATTEST:

By: *[Signature]*
Its: Secretary
Date: 9/22/20

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BIDDER

By: *[Signature]*
Its: Senior Director
Date: September 16, 2020

ATTEST:

By: *[Signature]*
Its: CLAIMS & LITIGATION COORDINATOR
Date: September 16, 2020