

ORIGINAL

Janitorial Bid Proposal

prepared for

**Oak Park and River Forest
High School, District 200
270A, 201 North Scoville Avenue
Oak Park, Illinois 60302**

by

**Alpha Building Maintenance Service, Inc. &
Garco Enterprises, A Joint Venture**





Alpha Building Maintenance Service, Inc.
12713 Hadley Road, Homer Glen, Illinois 60491
Phone: (815) 485-8800 • Fax: (815) 485-9088

Quality Services for Educational Facilities

February, 23 2009

Celebrating 32 Years of Service

Mr. Tim Keeley

Purchasing Coordinator

201 North Scoville Ave.

Oak Park, Ill. 60302

Thank You for the opportunity to provide a proposal

For the cleaning of your facility. We are proud of our

Achievements and are confident Alpha Building

Maintenance Services would be able to provide the

High quality of service you require.

Oak Park and River Grove High School District 200

Has an unusual situation in that going from In-House (previously union) to an outside Contracted Service.

With the recent legislation passed by the Illinois House

It dictates being precise in the implementation. There

Is no doubt that there will be a lawsuit instituted by the

Union against the change.

Alpha Building Maintenance is currently servicing a district with the same circumstances (Calumet Public School district)

Alpha Building Maintenance Services has developed

A legal team and are currently contesting the continuity of HB 1347. With advice of counsel we feel

That this Public Act 095-0241 will be struck down or amended in its current form. We have invested the time

And monies to accomplish this goal. Alpha Building Maintenance Services is the only service contractor in the state who is in this profile.

At the present time Alpha Building Maintenance Services

Is following to the letter this bill and has experience with

The union's demands. There will be a suit against the school district and the contractor in the future and

Alpha Building Maintenance Services is in a position to

Stand up to this litigation as we are currently doing.

Alpha Building Maintenance Services is choosing to do

A joint venture on this project with Garco Enterprise

Inc. a minority firm. We have joined together on many projects in the past and sharing our resources we have

Accomplished the mission of providing the best possible

Custodial services in the market place. A list of our joint

Venture projects are enclosed with our references.

Thanking you for the opportunity to bid on your project.

Sincerely,

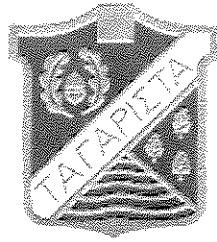


Wayne Baxtrom

General Manager

Alpha Building Maintenance Services, Inc.

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200



"THOSE THINGS THAT ARE BEST"

Custodial Services Request for Proposal
February 26, 2009
11:00 A.M.

201 NORTH SCOVILLE AVENUE
OAK PARK, ILLINOIS 60302

Section A

Instructions to Vendors

1. Proposals placed in a sealed envelope bearing the title of the proposal and the name of the vendor, shall be addressed and delivered to Oak Park and River Forest High School, District 200, Tim Keeley, Purchasing Coordinator, Room 270A, 201 North Scoville Avenue, Oak Park, Illinois 60302 any time prior to, but no later than **11:00 A.M., Central Time, Thursday, February 26, 2009.** Proposals received after due time will not be considered and will be returned unopened.
2. There will be a **mandatory pre-proposal conference** at 201 N. Scoville Avenue, Oak Park at 8:00 A.M. on **Tuesday, February 10, 2009.** If, as a result of the pre-proposal conference, it is necessary to modify these instructions or the specifications, an addendum shall be issued and made available to the public and all parties to the pre-proposal conference. Failure to attend the pre-proposal conference shall result in the rejection of a submitted proposal.
3. Proposals will be publicly opened at 201 N. Scoville Ave at 11:00 A.M. on February 26, 2009. The method of transmittal of the proposal is at the seller's risk of untimely receipt by the Board. The District will not be responsible for delays in delivery by UPS, FedEx, Airborne, United States Postal Service or any other carrier the vendor chooses. Faxed copies are not acceptable.
4. **Vendors shall submit with their proposal, the signed Non-Collusion Affidavit,** certifying that the vendor is not barred from submitting a proposal as the result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961.
5. Proposals that do not meet the requirements of Illinois Public Act 095-0241 will not be considered by the District Evaluation Team.
6. Proposals shall be submitted in writing on the proposal form provided with these specifications.
7. All proposals will be considered to be firm for a period of ninety (90) days from the date established for the opening of proposals.
8. A written request for the withdrawal of a proposal or any part thereof may be granted if the request is received by the District prior to the specified time of the opening. Vendors will not be allowed to withdraw a proposal after the official proposal opening.

9. Proposals must be signed by an authorized official of the organization and the name of the official and his title typed below the signature. The official signing the proposal must initial all erasures and/or corrections in the proposal. The signing of these proposal forms shall be construed as acceptance of all provisions contained herein.
10. The successful vendor will be required to enter into a contract incorporating the terms and conditions of the invitation to submit proposal.
11. All information required by the Invitation to Submit Proposal must be supplied to constitute a proper proposal.
12. All formal proposals submitted shall be binding for the entire contract period. This is a 3 year contract from July 1, 2009 to June 30, 2012. The District may extend the contract on an annual basis thereafter under mutually agreed upon terms. Should the vendor fail to meet the terms of the contract, the District may, with thirty (30) days written notice, cancel the contract.
13. All vendors must respond to the proposal as presented. A vendor may submit, in addition to the base proposal, other cost-effective alternate proposals for District consideration.
14. The successful vendor will be notified in writing of the proposal award.
15. All proposals will be available for inspection in the Business Office after Board of Education proposal award.
16. Oak Park and River Forest High School is not subject to Federal Excise Tax or Illinois Retailer's Occupational Tax.
17. The Illinois Human Rights Act, Illinois Public Act 87-1257, requires that every party to a public sector contract shall have adopted written sexual harassment policies. **Vendors are required to submit a copy of their sexual harassment policies with their proposal.**
18. In the selection of procurement vendors, Oak Park and River Forest High School will not use criteria that may subject qualified individuals with disabilities to discrimination on the basis of their disability, in conformance with the requirements of the Americans with Disabilities Act.
19. Every party to a public contract and every eligible vendor shall comply with the procedures and requirements of the Department of Human Rights Regulations concerning equal employment opportunities and affirmative action.
20. By submitting a proposal, the vendor certifies the vendor is in compliance with all laws, ordinances, regulations and codes of state, federal, county and local government agencies, which may, in any manner, affect the preparation of proposals or the performance of the contract.

21. Vendors and other interested parties are cordially invited to be present at the public proposal opening to be held at 11:00 A.M. on February 26, 2009 .
Proposals will be publicly opened and results announced. An award, however, will not be made until after the District Evaluation Team has made a thorough analysis of all proposals received. A proposal will be officially awarded at a subsequent meeting of the Board of Education.
22. District 200 reserves the right to:
- To reject any and all proposals
 - To accept any proposal, either in whole or in part
 - To waive immaterial technicalities in the proposal
 - To waive any irregularities or defects in any proposal should it be deemed to be most favorable to the interest of the District.
23. A Contract will be awarded by the Board of Education to the vendor that receives the most points per the rating system in this RFP. In determining the same, the actual dollar cost of the proposal as submitted by each vendor will not be the sole criterion.
24. The Board of Education will assess the proposals on the criteria in this RFP based on a 1,000 point evaluation. The point value shown is the maximum point value awarded in each area. Point evaluation will be based on an evaluation completed by the District Evaluation Team.
25. The District Evaluation Team will apply the formula listed below as the means for recommending an appropriate vendor to the Board of Education:
- Section 1: Technical Score (Maximum possible score 600 points)
- 86 points for each of the five following proposal components as reviewed by the District Evaluation Team:
 - Equipment quality (as evaluated from equipment listing required by Section N)
 - Equipment compliance with *Green Seal Cleaning Standards*
 - Sufficient staffing (per Section G)
 - Quality of *proposed cleaning procedure and techniques* (per Section O)
 - Value-added goods or services, if any (per section R)
 - 85 points for each of the following two components, which will be determined through vendor reference research and analysis:
 - Vendor Relations (Timely response to billing questions, accurate billing, ability to perform to contract specifications),
 - Operational relations (communication with District staff, ability to follow directions, organization of staff, quality of services performed)
- Section 2: Cost Score (Maximum possible score of 400 points)
- Computed by subtracting from a vendor's maximum possible cost score an amount equal in points to the percentage represented by the difference in that vendor's total proposal cost from that of the proposal of the lowest total cost to the District.

- b. For example, Proposal A is priced at \$3.33 and Proposal B is priced at \$3.00. In this case, Proposal B would be the “low-cost” proposal, earning 100% of the possible 400 points. Proposal A’s cost is 10% higher than the lowest proposal cost, therefore Proposal A is penalized by a 10% point reduction and earns 90% of the possible points, 360 points.

Section B

General Proposal Specifications

1. Sealed Proposals

Sealed proposals will be received by the Board of Education (hereinafter "Board"), for the purchase of goods and services as set forth in the project specifications and/or plans, which are attached hereto and incorporated herein.

2. Proposal Documents

The proposal documents include:

- a. Instruction to Vendors
- b. General Proposal Specifications
- c. Project Specifications (if any)
- d. Project Qualification Form
- e. Non-Collusion Affidavit
- f. Background Check Affidavit
- g. Vendor Employee Information
- h. Employee Benefits Package
- i. Composite Criminal Record Reporting
- j. Evidence of Liability Insurance
- k. Three-year Cost Projection
- l. Employee Turnover Rates
- m. Current Job Responsibilities
- n. Equipment Listing
- o. Proposed Cleaning Procedure and Techniques
- p. Pricing Proposal Form
- q. Employee Wage and Benefits Proposal
- r. Value Added Services
- s. List of References
- t. RFP Schedule
- u. Copy of Illinois Public Act 095-0241
- v. Document Checklist
- w. 2008-2009 District 200 School Calendar

3. Modification

These documents shall constitute the entire agreement between the parties upon the award of the contract. No change, addition, or waiver of terms, conditions, and specifications herein shall be binding on the District unless approved in writing by the Board.

4. Proposal Submission

Sealed Proposals must be submitted on all required forms **BEFORE 11:00 A.M. on February 26, 2009 at Oak Park & River Forest High School, 201 N. Scoville Avenue, Oak Park.**

9. Interpretation of Contract Documents

Any vendor contemplating submitting a proposal in doubt as to the true meaning of any part of the specifications or other contract documents, may submit to the District's Purchasing Coordinator a written request for an interpretation thereof. The vendor submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by an addendum duly issued by the Purchasing Coordinator. A copy of such addendum will be mailed or delivered to each vendor receiving a set of such contract documents and to such other prospective vendors as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective vendor to receive a written interpretation prior to the time of the opening of proposals will not be grounds for withdrawal of vendor proposal. Vendors shall acknowledge receipt of each addendum issued in the space provided on the Pricing Form. Oral explanations will not be binding.

10. Insurance

To be considered, all vendors are to meet the following specific requirements:

- a. Coverage Amount
 - i. Comprehensive General Liability:
 - Bodily injury at \$1,000,000 per occurrence and \$3,000,000 in aggregate.
 - Property damage at \$1,000,000 per occurrence and \$3,000,000 in aggregate.
 - ii. Automotive Liability:
 - Bodily Injury at \$1,000,000 per person.
 - Property damage at \$1,000,000 per occurrence.
- b. Statutory
 - i. Workers' Compensation - As required by current statutes.
 - ii. Employer's Liability - \$500,000
 - iii. Umbrella Policy - \$8,000,000 to cover personal injury or property damage liability exceeding the primary policies listed above.

Section C

Project Specifications

1. Scope of the Contract:

The scope of this contract will be to provide labor, necessary products and equipment to provide custodial services per the RFP specifications (day, afternoon and night) for the following District location:

Oak Park and River Forest High School
201 N. Scoville Ave.
Oak Park, IL 60302

2. Vendor Qualifications:

- a. Vendor shall have owned and operated a contract cleaning services, serving educational facilities for at least the last five (5) years with a minimum student enrollment of 2,500.
- b. Evidence of experience in providing custodial services of the size and scope as described herein; including but not limited to experience in providing supervisory personnel, staff training and development programs, and clean, safe and efficient facilities. Vendor must be able to administer and support the program as outlined in this Invitation to Submit Proposal.
- c. Vendor may be requested to submit the following evidence of company's financial ability: copies of vendor's most recent annual audit including Income Statement and Balance Sheet; if vendor is an individual proprietor or does not have an income statement or balance sheet, a copy of the vendor's Schedule C from the vendor's U.S. Income Tax Return showing financial results of vendor's business may be submitted in lieu thereof. Copies of reports for state and federal taxes, unemployment, and FICA may also be requested.

3. Manner of Performing the Work

All work to be performed hereunder shall be done in a prompt, regular, workmanlike, hygienic and safe manner, and in accordance with any pertinent local, state and federal requirements, so as to result in a clean, safe, healthy and attractive school environment that complies with the Life Safety Code Circular Series A-156 and A-157 of the State of Illinois and the reasonable requirements of the District's administration. All heavy cleaning services shall be performed outside of regular school hours except as needed in special or emergency situations. Summer hours are to be determined annually in concert with the Director of Buildings and Grounds.

4. School Year

Oak Park and River Forest High School maintains a school calendar for the twelve (12) month work year. This calendar is representative of a normal school attendance year. The District annually adopts a school calendar similar to the fiscal year 2008-2009 calendar that is attached to this RFP. A copy of the 2008-2009 school calendar is provided in Section W.

5. School-Year Break Period Work

- a. Summer project work will run from the last school attendance day until the first day of attendance in the following school year.
- b. Winter project work will run during the two-week winter break as specified in the school year calendar.
- c. Spring project work will run during the week of spring break as specified in the school year calendar.

6. Vendor Employment Requirements

- a. All employees provided as a part of this contract shall be directly employed and paid by the vendor. No subcontractors or leased employees may be provided as a part of this contract.
- b. Vendor shall train all staff provided to the District as required to meet all regulations and laws. District facilities may contain asbestos-containing material. Vendor shall specifically train all staff on required asbestos identification and caution. Vendor staff shall be trained in working with blood borne pathogens. Vendor shall bear the cost of all immunization and medical care as related to performance of job duties.
- c. All staff provided by the vendor shall be free of tuberculosis disease. Vendor staff must have a valid tuberculosis evaluation before working in the District.
- d. Break and lunch periods will be arranged to prevent disruption to school operations and shall be in locations designated by the Director of Buildings and Grounds

7. Vendor Staffing and Recruitment

- a. Vendor shall ensure the recruitment, supervision, and training of sufficiently able personnel to carry out vendor's obligation hereunder.
- b. The parties recognize that work force stability is essential to perform promptly and adequately the vendor's obligations hereunder and that vendor is responsible for minimizing employee turnover to the extent possible to affect that end.
- c. Vendor shall submit with proposal a sworn statement regarding employee turnover for the years 2006, 2007, and 2008 (see Section L).

8. Removal of Unacceptable Vendor Employees

- a. Director of Buildings and Grounds shall reserve the right to require vendor to remove any employee of the vendor who shall be deemed incompetent or detrimental to the best interest of the District.
- b. No burden of proof will be required of the District for such removal.
- c. Vendor shall staff appropriately to meet the needs of after school events, evenings, weekends and holidays. For the fiscal year 2007-2008, this included seventy-four (74) total events. Of these, fifty-five (55) were weekend events and nineteen (19) were weekday evening events. The cost of service during these events should be reflected in the vendor's total proposed cost.

9. Tobacco Products

At no time is the use of tobacco products—inhaled, smoked, or chewed—permitted while in/on District facilities or grounds.

10. Vendor Attire and Conduct

- a. Vendor employees shall be properly attired at all times. It is the responsibility of the vendor to provide company uniforms to all vendor employees and require that they be worn.
- b. The District retains the right to approve company uniforms.
- c. Employees will not wear hats, headphones or operate cell phones while on shift.
- d. All uniforms shall be alike in some manner, e.g. color, so as to make all vendor employees readily identifiable.
- e. Vendor employees will wear District-provided employee identification badges. These badges are to be worn at all times so that safety is not impeded.
- f. Vendor will require employees to cover, with clothing, any skin tattoos deemed to be objectionable by the District.
- g. Vendor employees will park in areas designated by the District.

11. Use of District Supplies and Equipment

Vendor's supervisor shall make every effort to see that employees under their supervision at no time tamper with, remove, or "borrow" the personal property of teachers and students. The same also applies to property and equipment owned by the District. Should an employee of the vendor quit or be terminated, it is the responsibility of the vendor's supervisor to see that any District property, e.g. building keys, is returned by the departing employee.

12. Use of District Facilities

- a. District will make one office cubicle space and appropriate furniture available for use by the vendor's supervisory staff as well as certain areas for equipment and chemical storage.
- b. The use of the District's telephone system for local calls, copier machines, and vending machines will be permitted as part of this contract.
- c. Vendor will be responsible for all office supplies.
- d. District may review employee time records at any time during contract.
- e. All vendor employees will be required to use communication equipment which is compatible with the District system.

13. Material Safety Data Sheets

- a. The vendor will provide material data safety sheets for all products used on District premises.
- b. The vendor will maintain a central record of material data safety sheets in the Buildings and Grounds Office.

14. Management of Indoor Environmental Quality

- a. All actions performed by the vendor must maintain a high level of indoor air quality.
 - i. No petroleum-based solvent cleaning solutions may be used unless specifically authorized by the Director of Buildings and Grounds.
 - ii. Chemicals used in District facilities shall remain consistent. The District will approve the chemicals to be used based on submission by the vendor. These chemicals may not be altered without prior approval.
 - iii. Vendor may not use any pesticides for insects or plants.
 - iv. All vacuum cleaners shall have HEPA exhaust air filtration.
 - v. Carpets must be dry within 24 hours of cleaning.
 - vi. No carpet drying chemical agents may be used.
 - vii. No dry chemical carpet-cleaning agents may be used.

15. Reporting of Building Problems

It shall be the responsibility of the vendor to report facility problems that cannot be resolved to the Director of Buildings and Grounds.

16. Required Meetings

It shall be the responsibility of an officer of the contracting company to schedule and attend a monthly meeting with the Director of Buildings and Grounds to review contract compliance and problem-solve.

17. Provisions of Supplies

- a. Vendor will provide cleaning supplies or chemicals. Vendor will provide necessary ratio of Green-Certified chemicals for facility to remain Green-Certified as distinguished by Green Seal and in accordance with *The Green Cleaning in Schools Act*.
- b. The following supplies: hand soap, foam soap, paper toweling, toilet tissue and sanitary napkins, as well as dispensing systems for said products will be provided by the vendor and approved by the Director of Buildings & Grounds.

18. Equipment Included in This Proposal

- a. As part of this proposal, vendor shall provide all required cleaning equipment needed to provide services outlined in this contract.
- b. The Director of Buildings and Grounds reserves the right to negotiate the sale of existing cleaning equipment with the vendor.
- c. Vendor shall consult with the Director of Buildings and Grounds prior to the use or purchase of any and all major pieces of equipment, to verify that make and model are acceptable for the District's specific needs.
- d. In the event the Contract is terminated, the District has the right to purchase any and all equipment at its depreciated value, using the straight-line, 5-year method.
- e. All equipment to be used in the proposed contracted services shall be listed in proposal submission per Section N of this RFP.

19. District's Designated Representatives

The Director of Buildings and Grounds or designee may approve emergency staffing. The vendor is duly advised to obtain approvals as required by the contract only from the Director of Buildings and Grounds. The Director of Buildings and Grounds or designee will not authorize payment for services rendered without proper authorization. Vendor staff may be directed by a District-designated representative.

20. Snow Days / In-Service Days

- a. The District seldom cancels classes due to inclement weather. Vendor employees are expected to report to the District on these days to provide services.
- b. The District also schedules staff in-service days for District staff training. Vendor employees will be required to report to the District on these days.
- c. For days in either of the above categories, schedules will be altered to attend to weather-related problems. After weather issues are addressed, the vendor will complete area deep cleaning and polishing tasks in lieu of regular cleaning tasks.

21. Requirement of Vendor Staff to Remain Active

Vendor staff provided to fulfill the specifications defined in this contract are to remain active during all hours of service at the District. Sitting, sleeping, lying down, and/or wandering without purpose are not permitted. Vendor will provide employees with a written list of tasks to be accomplished during the workday once regular tasks have been completed. Vendor staff found to be in violation of this requirement shall be subject to removal from all District assignments, per *Section C, item 8*.

22. Customer Surveys and Customer Schedules

- a. A questionnaire of not less than eight (8) questions may be distributed to District staff to evaluate the effectiveness of the custodial functions once per academic semester.
- b. Vendor will develop cleaning schedules and specific direction on the sequence of cleaning to the Director of Buildings & Grounds.
- c. Vendor will utilize the District's computerized work order system.

23. Participation in Building Emergency Days

Vendor staff will participate in District-developed building emergency plans. These emergency plans include fire drills, building lock downs, tornado drills, and power failure plans.

24. Payment Terms

- a. District will provide monthly payment to the vendor for approved billings within (30) thirty days after such monthly billings are approved by the Director of Buildings and Grounds.
- b. To obtain payment within 30 days, the vendor will be required to submit the monthly pay request by the 5th day of the current work month on an appropriate form as agreed to with the District.
- c. During each month of this contract, the monthly pay request will consist of expected billable service hours, as would be typical of 1/12th of the contract amount.

25. Summer Project Cleaning

- a. Strip, seal, and finish all tile, wood and seamless vinyl floors.
- b. Shampoo all carpeting. Soil extraction will occur during summer project work and bonnet cleaning or shampoo will occur as needed.
- c. Clean all baseboards.
- d. Wash all chalk rails, chalkboards and white boards.
- e. Wash all ledges and windowsills.
- f. Clean ceramic tile in the shower where applicable.
- g. Sanitize and deodorize the washrooms completely.
- h. Clean all windows inside and out.
- i. Wash all lockers inside and out.
- j. Wash all desktops and chairs.
- k. Spot clean walls where dirt or marks appear.
- l. Cleaning of light fixtures and replacement of light bulbs to be determined by priority list issued by the school or building.

26. Winter Project Cleaning

- a. Deep clean and/or strip and finish all corridors and classrooms with tile floors.
- b. Deep clean and/or strip and finish cafeteria floors.
- c. Clean walls, partitions, and floors in all washrooms and locker rooms.
- d. Wash all chalk rails and boards in classrooms.
- e. Clean all desktops—office areas.
- f. Dust window blinds—office areas.
- g. Wash down all furniture—office areas.
- h. Graffiti removal from desks, washrooms, and lockers where needed.
- i. Shampoo or soil extract all carpet surfaces.

27. Spring Project Cleaning

- a. Clean walls, partitions, and floors in all washrooms and locker rooms.
- b. Deep clean and/or strip and finish corridor floors where necessary or deep clean and buff.
- c. Wash all chalk rails and boards in classrooms.
- d. Graffiti removal from desks, washrooms, and lockers where needed.
- e. Shampoo or soil extract carpet surfaces where necessary.

Section D

Project Qualification Form

Per The Oak Park and River Forest High School Board of Education, a responsible vendor is defined as a vendor who complies with the following criteria and is able to submit evidence of such compliance upon request. By signing the required form below, the undersigned agrees that said vendor is responsible as defined below.

PREVAILING WAGE

Where applicable, the vendor shall comply with the Prevailing Wage Act (820 ILCS 130) which provides that no less than the prevailing rate of wages, as founded by the Department of Labor, shall be paid to all laborers, workmen and mechanics performing work on this contract. The most current list of prevailing wages can be obtained without charge by writing the Conciliation Mediation Service, Illinois Department of Labor, 705 Stratton Office Building, Springfield, Illinois 62706.

SEXUAL HARRASSMENT

Each vendor certifies that he has complied with the requirement of 2-105 of the Illinois Human Rights Act (775ILCS5/2-105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

The vendor, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that he 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 he is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

Vendors must assure that all persons employed by the vendor, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. Vendor must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

STRUCTURAL WORK ACT

Vendor shall comply with all pertinent provisions of the Structural Work Act, (Ill.Rev.Stat., ch. 48, pars. 60-69).

Signed: Lorraine Grab Name (printed): Lorraine Grab
Title: President Company Name: Alpha Building Maintenance Service, Inc.
Address: 12713 Hadley Road, Homer Glen, Illinois 60491
Telephone Number: 815-485-8800 Date: 2/18/09

Section E

Non-Collusion Affidavit

Oak Park and River Forest High School

District 200

201 North Scoville Avenue

Oak Park, IL 60302

STATE OF ILLINOIS

SS:

Will

COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) 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 be proposal by anyone at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such bidding.

S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Wayne Baxtrom

Vendor or Agent Wayne Baxtrom, General Manager

For Alpha Building Maintenance Service, Inc.
Firm or Corporation

Subscribed and sworn to before me on this 19th day of February, 2009

My commission expires:

6-25-2011

Signature:

Carlene M. Catalano

Notary Public



CERTIFICATION

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

Signature

Section F

Background Check Affidavit

Oak Park and River Forest High School
District 200
201 North Scoville Avenue
Oak Park, IL 60302

STATE OF ILLINOIS

SS:

Will

COUNTY

Pursuant to Illinois Public Act 095-0241, the undersigned vendor or agent, being duly sworn, on oath says that s(he) has successfully completed a criminal background check as required by Section 10-21.9 of Illinois School Code within three months prior to submission of the proposal on all vendor employees scheduled to do business on district property. Results of said background check must be made available upon request of the School Board.

Vendor shall comply with current and future regulations requiring that all employees provide the necessary documentation to affirm that they are eligible for employment (Form I-9, US Dept. of Justice, Immigration and Naturalization Service).

Vendor will also be in compliance with current and future local, state and federal laws and regulations.

The District Reserves the right to reject the assignment of any employee.

Wayne Baxtrom

Vendor of Agent Wayne Baxtrom, General Manager

For Alpha Building Maintenance Service, Inc.
Firm or Corporation

Subscribed and sworn to before me on this 19th day of July, 2009.

My commission expires:

6-25-2011

Signature:

Carlene M. Catalano

Notary Public



Signature

Section G

Vendor Employee Information

Pursuant to Illinois Public Act 095-0241, vendor shall provide a list of the number of employees who will provide the non-instructional services, the job classifications of those employees and the wages the third party will pay those employees.

Section H

Employee Benefits Package

Pursuant to Illinois Public Act 095-0241, vendor will provide a benefits package for the third party's employees who will perform the non-instructional services comparable to the benefits package provided to District employees who perform those services.

Section I

Composite Criminal Record Reporting

Pursuant to Illinois Public Act 095-0241, 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 non-instructional services, provided that the individual names and other identifying information of employees need not be provided with the submission of the proposal, but must be made available upon request of the District.

Section J

Evidence of Liability Insurance

Pursuant to Illinois Public Act 095-0241, vendor must include with proposal submission evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the District as stated in section 10-22.3 of the Illinois School Code.

Section K

Three-year Cost Projection

Pursuant to Illinois Public Act 095-0241, Vendor will provide a minimum 3-year cost projection, using generally accepted accounting principles and which the third party is prohibited from increasing if the proposal is accepted by the District, for each and every expenditure category and account for performing the non-instructional services.

Section L

Employee Turnover Rates

Please provide employee turnover rates for the years listed below in whole numbers.

2006: 4 %

2007: 6 %

2008: 5 %

Signed: Lorraine Grab Name (printed): Lorraine Grab

Title: President Company Name: Alpha Building Maintenance Service, Inc.

Date: 2/18/09

Section M

Current Job Responsibilities

1. Classrooms & Offices

- a. Clean chalkboards with Finney Chalkboard Kleener. If the Finney Chalkboard Kleener does not work, wash with water.
- b. Clean erasers
- c. Dust
- d. Clean door glass
- e. Empty waste baskets
- f. Wash wastebaskets as required. Replace plastic liners where used and as needed.
- g. Sweep floor and keep room corners clean
- h. Wash student desks
- i. Wash black marks from room doors, inside and out
- j. Adjust shades so they all match
- k. Report broken desks, broken door locks, broken shades, burned out lights, torn or discolored flags, leaks, etc.
- l. Handle emergencies
- m. If you see litter on hall floor, pick it up
- n. Keep ceiling air grills clean
- o. Remove writing and marks from walls
- p. Straighten desks
- q. If situation dictates, use a wet mop on floors. If room is carpeted, clean spills on carpet with carpet cleaner.
- r. Close and lock windows, turn off lights and lock door when leaving
- s. Remove gum from desks and floors
- t. Return dirty mop heads to containers provided for them. Pick up clean mops and plastic liners every Monday night.
- u. Other duties as assigned by Director of Buildings and Grounds
- v. Monitoring and unlocking of entrances, as needed, for special events. Assisting staff and patrons during special events.
- w. Duties to be performed between the hours of 3:00 PM and 11:30 PM on school days

2. Cafeterias

- a. Sweep North and South cafeterias daily
- b. Mop both cafeterias daily
- c. Keep all chairs clean
- d. Sweep behind vending machines
- e. Keep North and South cafeteria closets clean
- f. Wash both cafeteria floors and serving areas, as required
- g. Wax two cafeteria offices yearly
- h. Sweep under cafeteria serving lines and radiators
- i. Remove and replace broken chairs and tables
- j. Clean cafeteria kitchen floor

- k. Clean and maintain cafeteria washroom
- l. Help with set ups and tear downs
- m. Clean door and hall window glass
- n. Keep walls clean
- o. Other duties as assigned by Director of Buildings and Grounds
- p. Monitoring and unlocking of entrances, as needed, for special events.
Assisting staff and patrons during special events.
- q. Duties to be performed between the hours of 1:30 PM and 10:00PM on school days

3. Washrooms

- a. Clean and disinfect all urinals, toilets, sinks and floors
- b. Clean mirrors, walls and partitions
- c. Clean hand blowers and towel dispensers
- d. Clean doors and ceiling vents
- e. Dust all ceiling light fixtures
- f. Replace toilet tissue and paper towels in all washrooms
- g. Empty sanitary napkin bags
- h. Fill soap dispensers
- i. Remove graffiti
- j. Flush floor drains in washrooms
- k. Other duties as assigned by Director of Buildings and Grounds
- l. Monitoring and unlocking of entrances, as needed, for special events.
Assisting staff and patrons during special events.
- m. Duties to be performed between the hours of 3:00 PM and 11:30 PM on school days

4. Athletics Facilities

- a. Disinfect all P.E. and stadium locker room floors and showers, including faculty and student washrooms in your area.
- b. Clean all mirrors, including multi-purpose gym mirrors, toilets, sinks, and dust locker tops.
- c. Use putty knife or equivalent to remove all gum from floors including gyms and fieldhouse.
- d. Keep all ceiling grills clean.
- e. Clean off all graffiti found anywhere in area.
- f. Keep paper supplied in all toilet and locker rooms and fill all soap dispensers.
- g. Clean stairs and wet mop as needed in your area.
- h. Keep all drinking fountains clean.
- i. All gyms need to be mopped nightly and use wet mop to remove any spills as needed.
- j. Clean and dust all offices in your area nightly including any blackboards.
- k. Cleaning both pools to include: scrubbing decks, vacuuming pools and cleaning any rust on stainless steel doors, frames and gutters.
- l. Clean fieldhouse floor including all corners, ledges and under the bleachers.

- m. Report any necessary repairs promptly (i.e., lights out, broken ceiling tiles, faulty bathroom fixtures, etc.).
- n. Monitoring and unlocking of entrances, as needed, for special events. Assisting staff and patrons during special events.
- o. Other duties as assigned by the Director of Buildings and Grounds
- p. Duties to be performed between the hours of 9:30 PM and 6:00 AM on school days

5. Auditorium

- a. Area of Responsibility:
 - i. Work special events, clean up after events, and take out garbage, open and close entrances. An event checklist will be provided.
 - ii. Perform Classroom, hallway and office cleaning as directed.
 - iii. Pick up recycling and replace bins on Fridays.
 - iv. Clean up bathrooms.
 - v. Answer emergency calls.
 - vi. Miscellaneous Duties as assigned by Director of Buildings and Grounds
 - vii. Monitoring and unlocking of entrances, as needed, for special events. Assisting staff and patrons during special events.
- b. Auditorium Responsibilities: (Current)
 - i. Main Auditorium
 - o Carpet, aisles, rows between seats
 - o Vestibule areas between the doors on west and east sides of auditorium
 - o Vestibule areas at northeast and northwest corners of auditorium
 - o Storage/radio station room (carpet cleaned, trash when used as a class space for radio production class)
 - o Hallway entrances to east and west side auditorium doors
 - ii. Little Theatre
 - o Carpet, aisles, rows between seats
 - o Vestibule areas at southeast and southwest corners of theatre, including the carpet area between the LT and room 174
 - iii. Office spaces
 - o 158—empty trash/recycling, clean floor
 - o 100E—empty trash/recycling, clean floor

iv. Box office

- Empty trash, sweep floor in ticket booth as needed
- Sweep floor in front of booth (behind folding door) as needed

v. Greenroom

- Clean bathrooms, sweep floors, and ensure paper products and soap are always full
- Trash receptacles and containers
- Tunnel—sweep floor as needed
- Stairways (east and west)—sweep floors as needed

vi. Special Notes

- Shift Hours: Friday (8:00 a.m. – 6:15 p.m.); Saturday & Sunday – (12:00 p.m. – 10:15 p.m.); Monday and/or Tuesday – ten (10) hours, as assigned.
- Monday and/or Tuesday - Ten hours will be assigned during one or both of these days based on Auditorium use and the needs of the department. Hours assigned on either day shall be consecutive. When possible, the work schedule for this position shall include a ten-hour workday on Monday and three consecutive days off (Tuesday – Thursday).

vii. Other duties as assigned by the Director of Buildings and Grounds

6. Corridors

- a. Clean drinking fountains daily
- b. Dust regularly
- c. Wash all hall glass daily
- d. Sweep and keep halls and stairs in assigned area clean and use wet mop when necessary to clean spills
- e. Keep walls clean - remove all tape
- f. Keep all lockers clean of writing and black marks
- g. Empty trash containers regularly. All trash receptacles must be emptied before the weekend.
- h. Report broken door hardware, cut vinyl, burned out lights, etc.
- i. Scrub trash containers regularly to remove ice cream, milk, gum, etc.
- j. Vacuum entrance mats daily
- k. Remove gum from floors and clean behind doors and in corners
- l. Wash outside of showcase glass as necessary
- m. Keep your own storage room clean
- n. Handle emergencies
- o. Remove black marks from hall doors
- p. Assist in other duties, when necessary and assigned, especially in Student Center and athletic set-ups and teardowns, also government shipments to cafeteria dock

- q. Monitoring and unlocking of entrances, as needed, for special events.
Assisting staff and patrons during special events.
- r. Other duties as assigned by the Director of Buildings and Grounds
- s. Duties to be performed between the hours of 7:45 AM and 4:15 PM on school days

7. Event Set-up

- a. Scrub hall floors with machine and spray, buff or wax as needed
- b. Relocate repaired furniture throughout building as needed
- c. Assist with all special event set-up and tear-down activities as needed, including but not limited to the moving of Field House bleachers.
- d. Other duties as assigned by the Director of Buildings and Grounds
- e. Duties to be performed between the hours of 3:00 PM and 11:30 PM on school days.

Section N

Equipment Listing

Vendor shall provide a composite list of all equipment to be utilized in the performance of proposed contract (per Section C, part 20) in the space below. Include make, model number and year of all equipment. Vendor may attach additional sheets as needed.



Alpha Building Maintenance Service, Inc.

12713 Hadley Road, Homer Glen, Illinois 60491

Phone: (815) 485-8800 • Fax: (815) 485-9088

Alpha Building Maintenance Service, Inc. has maintained a permanent place of business in Illinois for the past 31 years.

Equipment List for Oak Park and River Forest High School, District 200

- 3 Auto scrubbers-Clarke
- 6 Single Disc-Hi-Speed floor machines-Clarke
- 2 Propane burnishers - Pioneer
- 3 KaiVac cleaning systems.
- 6 Wet/dry vacs.-Clarke
- 18 Mobile brutes-Rubbermaid
- 6 Maid carts-Rubbermaid
- 24 Buckets & wringers-Rubbermaid
- 3 Carpet extractors-Clarke
- 10 Upright vacuums-Pro-Team, Hepa filtered
- 8 Backpack vacuums--Pro-Team, Hepa filtered
- 1 Copier-Canon
- 1 Fax machine-Canon
- 1 Computer w/ Microsoft Office 2007
- 3 Cell phones w/push to talk feature-Sprint/Nextel
- 1 Biometrics Time System

Section O

Proposed Cleaning Procedure and Techniques

Vendor shall provide a copy of proposed cleaning procedures and techniques in the space below as they relate to the vendor's proposal. Vendor may attach additional sheets as needed.

Alpha, Inc./Garco, Inc., A Joint Venture will provide all services outlined in these specifications.

Section P

Pricing Form

A. 2009-2010 Total Cost of Services	\$ 1,995,901.53
B. 2010-2011 Total Cost of Services	\$ 2,055,778.50
C. 2011-2012 Total Cost of Services	\$ 2,111,745.13
Total Three-Year Cost (A+B+C)	\$ 6,163,425.10

Signed: Wayne Baxtrom Name (printed): Wayne Baxtrom

Title: General Manager Company Name: Alpha Building Maintenance Service, Inc.

Date: 26 Feb 2009

Affirm Receipt of below addenda, as necessary:

Addendum #1 Signed: Wayne Baxtrom Date: 26 Feb 2009

Addendum #2 Signed: Wayne Baxtrom Date: 26 Feb 2009

Addendum #3 Signed: _____ Date: _____

Addendum #4 Signed: _____ Date: _____

Provided by Alpha Garco a Joint Venture

Position	Daily Hours	Total Hours	Hourly Wage	Employees	Days per Month	Monthly Wages	Monthly Totals	Annual Totals
			New			New Rate		
Payroll								
Utility (night)	8	173.33	\$23.40	1	21.67	4,055.92		
Day Custodian	8	346.66	\$23.40	4	21.67	8,111.84		
Third Shift Custodians	8	866.8	\$23.85	5	21.67	20,673.18		
Night Custodians	152	3,293.84	\$23.80	19	21.67	78,399.39		
Sub Totals		4680.63		29		111,240.34	111,240.34	1,334,884.03
Total Credits		4,853.24						

Payroll Taxes

FICA	7.650%	8,509.89		
SUI	2.200%	2,447.29		
FUI	2.750%	3,059.11		
Wrk Comp	1.850%	2,057.95		
Liability	1.750%	1,946.71		
Sub Totals		18,020.93	18,020.93	216,251.21

Health & Welfare

Full Time Employees for the month - Current	\$ 146.64	16	1	2,346.24	
Full Time Employees for the month - New	\$ 313.45	15	1	4,701.75	
Total Health & Welfare				7,047.99	84,575.88

Other Costs

Supply	4,807.84		
Paper and Plastic	4,322.50		
Equipment	<u>2,143.01</u>		
Total Other Costs	<u>11,273.35</u>	<u>11,273.35</u>	135,280.20

Overhead and Profit

Overhead & Accounting	8.25%	of Direct Labor and Benefits	11,245.51	134,946.17
Profit	5.50%	of Direct Labor and Benefits	7,497.01	89,964.11

Total Costs And Profit

Project Annual Billing

Section Q

Employee Wage and Benefits Proposal

	District 200	Vendor Proposal
Hourly Wage	\$23.24 /hour	\$ 23.24/day hr. - \$23.64/night hr.
Prescription Drug Program	\$10/\$20/\$60	\$10/\$20/\$60
Dental Insurance	Single paid by employer, family paid by employee	Single paid by employer, family paid by employer
Ortho Coverage	Yes	Yes
PPO Plan		-
Annual Deductable	\$500 in/\$1500 out \$1000 in/\$3000 out	\$500 in/\$1500 out \$1000 in/\$3000 out
Preventive Coverage	\$25 copay	\$25 copay
Basic Services	\$25 copay	\$25 copay
Major Services	deductable/coinsurance apply	deductable/coinsurance apply
Emergency room	\$50 copay	\$50 copay
Mental health	inpatient 14 days and deductible out patient 20 days and deductible	inpatient 14 days & deductible out patient 20 days and deductible
Chemical Dependency	same as mental health	same as mental health
Coinsurance	90/10in 60/40 out	90/10in 60/40 out
HMO Plan		-
Annual Deductable	NA	-
Preventive Coverage	\$25 copay	\$25 copay
Basic Services	\$25 Copay	\$25 copay
Major Services	\$0 copay	\$0 copay
Emergency room	\$75 copay	\$75 copay
Mental health	in patient \$0 copay 20 day max out patient \$20 copay 20 visits	in patient \$0 copay 20 day max and out patient \$20, copay 20 visits
Chemical Dependency	same as mental health	same as mental health
Coinsurance	NA	NA
Life Insurance	1X annual salary	1x annual salary
Deferred Compensation Plan	403 (b) /457 with no employer contribution	403 (b)/457 with no employer contribution
Tuition Reimbursement	\$750/year after 3 years of service from a total pool of \$3,000 annually.	\$750/year after 3 years of service from a total pool of \$3,000 annually
Annual Paid Sick days	13 days	13 days
Annual Paid Vacation Days	10 - 20 days based on years of service	10 - 20 days based on years of service
Annual Paid Personal days	2 days	2 days
Bereavement Leave	5 days (spouse death), 3 days (immediate family member death)	5 days(spouse death), 3 days (immediate family member death)
Section 125 plan offered?	Yes	Yes
Retirement Separation Benefit	15 yrs of service and age 55 \$700 - \$2000 based on age at time of retirement	15 yrs of service and age 55 \$700-\$2000 based on age at time of retirement

Employee Monthly Premium costs

	District 200		Vendor Proposal	
	HMO	PPO	HMO	PPO
Single	\$ 32.34	\$ 40.34	32.34	-
Employee+Child	\$ 96.44	\$ 105.20	96.44	-
Employee+Spouse	\$ 124.41	\$ 133.69	124.41	-
Family	\$ 165.99	\$ 179.76	165.99	-

District 200 Paid Holidays, Custodial Staff

- New Year's Eve Day
- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Pulaski's Birthday (if school is closed in observance of this day by the State)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Section R

Value-Added Services

Please use the space below to explain any additional goods and services that your firm intends to offer in addition to the specifications of this invitation to submit proposal. The District reserves the right to consider any added value or cost-saving measures that fall outside of the specifications of this document when evaluating proposals. Vendor may attach additional sheets as needed.

Value Added Goods or Services

- 1) Alpha Building Maintenance Services estimated \$4322.50 per month for paper and plastic supplies.

A complete monthly audit will be provided and if the usage is less than \$ \$4322.50 per month a credit will be issued to the district.

- 2) Alpha Building Maintenance Services is projecting a \$2,143.01 monthly cost for the needed equipment.

If the District so chooses we would credit the district \$ 2,143.01 per month for usage of its equipment.

If we use the district's equipment we will maintain it
And repair when necessary.

- 3) Alpha Building Maintenance will provide its own legal Team and not charge the District for our defense.

Section S

List of References

In the space below, please provide AT LEAST four (4) current clients, of which at least two (2) are educational facilities.

*** PLEASE SEE ENCLOSED REFERENCE SHEET

Reference #1 (2/4/09)

Company Name: _____ Phone Number: _____

Contact: _____ Title: _____

Address: _____

Reference #2

Company Name: _____ Phone Number: _____

Contact: _____ Title: _____

Address: _____

Reference #3

Company Name: _____ Phone Number: _____

Contact: _____ Title: _____

Address: _____

Reference #4

Company Name: _____ Phone Number: _____

Contact: _____ Title: _____

Address: _____



Alpha Building Maintenance Service, Inc.

12713 Hadley Road, Homer Glen, Illinois 60491

Phone: (815) 485-8800 • Fax: (815) 485-9088

REFERENCES

CONFIDENTIAL

February 1, 2009

To Whom It May Concern:

The following is a list of eight references currently serviced by Alpha Building Maintenance Service, Inc.:

Name / Address

Contact Name / Phone No.

Triton College School District 504
2000 Fifth Avenue
River Grove, Illinois

Mr. John Lambrecht
708-456-0300

2 Locations

Beach Park Consolidated School District 3
11315 West Wadsworth Road
Beach Park, Illinois

Mr. Chuck Bishop
847-599-5063

7 Locations

Zion Elementary School District #6
2200 Bethesda Blvd.
Zion, Illinois 60099

Mr. Richard Terhune
847-872-5455

7 Locations

Calumet Public School District 132
1140 W. Vermont Street
Calumet Park, Illinois 60827

Ms. Leonora Beck
708-388-8920 x-115

3 Locations

East Praire School District #73
3907 Dobson St.
Skokie, Illinois 60076

Mr. Jerry McDonald
847-673-1141

1 Location

Summit Hill School District 161
20100 South Spruce Drive
Frankfort, Illinois 60423

Mr. James Jakubowski
815-469-9103

4 Locations

Alpha Building Maintenance Service, Inc. & GARCO ENTERPRISE, Inc., A Joint Venture references.

University of Illinois at Chicago Microbiology Building
1140 S. Morgan St.
Chicago, Illinois

Ms. Bernie Greski
(312) 996-6963

1 Location

University of Illinois at Chicago Tech Building 2000
900 South Ashland Avenue
Chicago, Illinois

Ms. Bernie Greski
(312) 996-6963

1 Location

If you have any further questions regarding these accounts or any other aspects of Alpha's service, please contact me at the above number.

Sincerely,

Lorraine Grab
President

Section T

RFP Schedule

January 26	Request for proposal packets available to vendors
February 10	Mandatory Pre-bid Conference, 8:00 A.M. at 201 N. Scoville Ave.
February 26	Bid opening at 11:00 A.M. at 201 N. Scoville Ave.
March 17	Review of proposals at Board of Education Finance Committee Meeting. District Evaluation Team recommendation made to Board of Education.
March 26	Review of Proposals at the Regular Board of Education Meeting. Board of Education authorizes District staff to develop and execute third party contract with successful vendor.
Prior to June 25	Develop contract for third party vendor services to be effective July 1, 2009.
June 25	Execute contract for third party vendor services to be effective July 1, 2009.
July 1	Contract with successful vendor commences.

Section U

Illinois Public Act 095-0241

Public Act 095-0241

HB1347 Enrolled

LRB095 09063 NHT 29254 b

AN ACT concerning education.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 5. The School Code is amended by changing Section 10-22.34c as follows:

(105 ILCS 5/10-22.34c)

Sec. 10-22.34c. Third party non-instructional services.

~~(a) A Notwithstanding any other law of this State, nothing in this Code prevents a board of education may enter from entering~~
into a contract with a third party for non-instructional services currently performed by any employee or bargaining unit member or ~~lay from laying off~~ those educational support personnel employees upon ~~90~~ 30 days written notice to the affected employees, provided that:

(1) a contract must not be entered into and become effective during the term of a collective bargaining agreement, as that term is set forth in the agreement, covering any employees who perform the non-instructional services;

(2) a contract may only take effect upon the expiration of an existing collective bargaining agreement;

(3) any third party that submits a bid to perform the non-instructional services shall provide the following:

(A) evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the school board pursuant to Section 10-22.3 of this Code;

(B) a benefits package for the third party's

employees who will perform the non-instructional services comparable to the benefits package provided to school board employees who perform those services;

(C) a list of the number of employees who will provide the non-instructional services, the job classifications of those employees, and the wages the third party will pay those employees;

(D) a minimum 3-year cost projection, using generally accepted accounting principles and which the third party is prohibited from increasing if the bid is accepted by the school board, for each and every expenditure category and account for performing the non-instructional services;

(E) 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 non-instructional services, provided that 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; and

(4) a contract must not be entered into unless the school board provides a cost comparison, using generally accepted accounting principles, of each and every expenditure category and account that the school board projects it would incur over the term of the contract if it continued to perform the non-instructional services using its own employees with each and every expenditure category and account that is projected a third party would incur if a third party performed the non-instructional services;

(5) review and consideration of all bids by third parties to perform the non-instructional services shall take place in open session of a regularly scheduled school board meeting, unless the exclusive bargaining representative of the employees who perform the

non-instructional services, if any such exclusive bargaining representative exists, agrees in writing that such review and consideration can take place in open session at a specially scheduled school board meeting;

(6) a minimum of one public hearing, conducted by the school board prior to a regularly scheduled school board meeting, to discuss the school board's proposal to contract with a third party to perform the non-instructional services must be held before the school board may enter into such a contract; the school board must provide notice to the public of the date, time, and location of the first public hearing on or before the initial date that bids to provide the non-instructional services are solicited or a minimum of 30 days prior to entering into such a contract, whichever provides a greater period of notice;

(7) a contract shall contain provisions requiring the Vendor to offer available employee positions pursuant to the contract to qualified school district employees whose employment is terminated because of the contract; and

(8) a contract shall contain provisions requiring the Vendor to comply with a policy of nondiscrimination and equal employment opportunity for all persons and to take affirmative steps to provide equal opportunity for all persons.

(b) Notwithstanding subsection (a) of this Section, a board of education may enter into a contract, of no longer than 3 months in duration, with a third party for non-instructional services currently performed by an employee or bargaining unit member for the purpose of augmenting the current workforce in an emergency situation that threatens the safety or health of the school district's students or staff, provided that the school board meets all of its obligations under the Illinois Educational Labor Relations Act.

(c) The changes to this Section made by this amendatory Act of the 95th General Assembly are not applicable to non-instructional services of a school district that on the effective date of this amendatory Act of the 95th General Assembly are performed for the school district by a third party.

(Source: P.A. 90-548, eff. 1-1-98.)

Section 90. The State Mandates Act is amended by adding
Section 8.31 as follows:

(30 ILCS 805/8.31 new)

Sec. 8.31. Exempt mandate. Notwithstanding Sections 6 and 8
of this Act, no reimbursement by the State is required for the
implementation of any mandate created by this amendatory Act of
the 95th General Assembly.

Section 99. Effective date. This Act takes effect upon
becoming law.

Effective Date: 8/17/2007

Section V

Document Checklist

Please ensure that all are included with submission, incomplete submissions will not be considered.

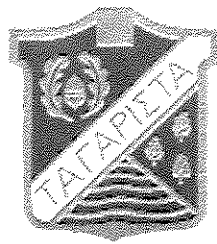
- ☒ Firm's Sexual Harassment Policy (Section A, Item #17)
- ☒ Bid Bond (Section B, Item #5)
- ☒ Performance Bond (Section B, Item #6)
- ☒ Evidence of Liability Insurance (Section B, Item #10)
- ☒ Project Qualification Form (Section D)
- ☒ Non-Collusion Affidavit (Section E)
- ☒ Criminal Background Check Affidavit (Section F)
- ☒ Vendor Employee Information (Section G)
- ☒ Composite Criminal Record Reporting (Section I)
- ☒ Employee Turnover Rates (Section L)
- ☒ Equipment Listing (Section N)
- ☒ Proposed Cleaning Procedures and Techniques (Section O)
- ☒ Three-Year Cost Projection (Section P)
- ☒ Employee Wage and Benefit Form (Section Q)
- ☒ List of References (Section S)

Section W

2008-2009 District 200 School Calendar
(please see attached thirteen page calendar)

**OAK PARK AND RIVER FOREST HIGH
SCHOOL DISTRICT 200**

ADDENDUM #1, ISSUED 2/4/09



"THOSE THINGS THAT ARE BEST"

ADDENDUM #1, ISSUED 2/4/09

Custodial Services Request for Proposal
February 26, 2009
11:00 A.M.

201 NORTH SCOVILLE AVENUE
OAK PARK, ILLINOIS 60302

ADDENDUM #1, ISSUED 2/4/09

Please note the following clarifications to the Custodial Services RFP, published on January 26, 2009:

- Section C, Item 4. Added term “12-month work year” to calendar description.
- Section C, Item 11. Strike the word “supervisor” in the first sentence. Should read:
 - Vendor shall make every effort to see that employees under their supervision at no time tamper with, remove, or “borrow” the personal property of teachers and students. The same also applies to property and equipment owned by the District. Should an employee of the vendor quit or be terminated, it is the responsibility of the vendor’s supervisor to see that any District property, e.g. building keys, is returned by the departing employee.
- Section C, Item 19. Added following to end of paragraph: **“Vendor staff may be directed by a District-designated representative.”**
- Section C, Item 21. Cross-reference at end of item should read: “Vendor Staff found to be in violation of this requirement shall be subject to removal from all District assignments, *per Section C, item 8.*”
-
- Section M. Each job description shall now include **“Other duties as assigned by Director of Buildings and Grounds.”**
- Section M. Added additional job description, Item 7 “Event Set-up.”
- Section M. Added the following items:
 - Item 1, subsection “w,” Duties to be performed between the hours of 3:00 PM and 11:30 PM on school days
 - Item 2, subsection “q,” Duties to be performed between the hours of 1:30 PM and 10:00 PM on school days
 - Item 3, subsection “m,” Duties to be performed between the hours of 3:00 PM and 11:30 PM on school days
 - Item 4, subsection “p,” Duties to be performed between the hours of 9:30 PM and 6:00 AM on school days
 - Item 6, subsection “s,” Duties to be performed between the hours of 7:45 AM and 4:15 PM on school days
- Section Q. Added columns for “personal days” and “bereavement leave” to Employee Wage and Benefit Form.
- Section Q. Added list of District paid holidays

Requests of Information by Vendors

- List of the staffing and schedules that are current
- Wages to be included with the list of staffing - Cheryl Witham and Jack Lanenga replied that all custodial services are paid the same
- Benefit profile – Cheryl Witham answered that this was included in Section Q Page 28
- A Description of the products and annual quantity of the paper, hand soap and if plastics are to be used would help.
- A list of current equipment with the name, size and age of each piece of equipment
- Square footage for each type of floor, wooden, tarazal, carpet etc.
Jack Lanenga asked if it would be acceptable to mark the floor plans with an initial designating the type of floor and then compile the percentage of each type of floor. The group agreed. Tim Keeley repeated Jack's question to confirm vendor's reply on how to present this information in the Addendum and all agreed.

Jason Edgecombe addressed the group of vendors letting them know that due to the length of research to compile the requested information, the Addendum will not be completed and sent by tomorrow, Wednesday, February 11th. He also informed everyone that Monday is a holiday for the district and the information may be sent out as late as Tuesday.

Tim Keeley informed the vendors that this information will be compiled as quickly as possible and sent through e-mail. He confirmed that this proposal is still on schedule and is due by February 26th at 11:00 a.m.

He asked if anyone needed a copy of the proposal to let him know and he would make a copy for them.

Addendum # 2, Section B Addenda to RFP Specifications

Please note the following clarifications to the Custodial Services RFP, published on January 26, 2009:

- Section B, Item #6 shall now read: "Within ten (10) days of the date of the Notice of Award, the successful vendor shall provide a Performance Bond in the full **annual** amount of the contract **for the performance of custodial services.**" It was brought to our attention that a bond in the amount of the full contract would not be feasible by any of the interested vendors. In addition, one vendor's surety company wanted the District to clearly state that the bond covers only custodial services.
- Section T (RFP Timeline) added: "February 17 No further questions from vendors will be addressed beyond 12:00 P.M."
- Section C, Item #17, "b" shall now read: "The following supplies: hand soap, foam soap, paper toweling, plastic waste can liners, toilet tissue and sanitary napkins, as well as dispensing systems for said products will be provided by the vendor and approved by the Director of Buildings & Grounds."
- Section M, Item # 4 has been re-written to clarify extent of route responsibility as it relates to the stadium structure.
- Section A, Item#1: Added that vendor shall submit ten (10) copies in addition to their signed proposal.

Addendum # 2, Section C Additions to RFP Specifications

Item #1

Oak Park and River Forest High School District 200				
Custodial Equipment Listing				
		Purchase	Purchase	
Description	MFG	Year	Price	
20in MARATHON 1200 12 GAL CARPET EXTRACTOR	Kranz	Jul-07	2,358.00	
34' SCRUBBER FLOOR CLEANER& ACCESSORIES	Clarke	Jul-06	13,583.00	
Carpet Extractor	Marathon	May-07	2,538.00	
CYLINDRICAL BRUSH AUTO FLOOR SCRUBBER	Clarke	Jan-07	3,248.04	
DOLPHIN POOL VAC	DOLPHIN	Jul-05	3,137.95	
DOLPHIN POOL VAC	DOLPHIN	Jul-07	2,800.00	
FLOOR POLISHER	Clarke	Jul-03	2,049.00	
KAIVEC CLEANING SYSTEM	Kaivec	Aug-08	3,782.00	
KAIVEC CLEANING SYSTEM	Kaivec	Jan-07	3,354.67	
KAIVEC CLEANING SYSTEM	Kaivec	Jan-07	3,354.67	
PRESSURE WASHER	Grainger	Dec-06	1,152.00	
SCRUBBER/BURNISHER FLOOR	Clarke	Jun-05	4,629.00	
SCRUBBER/BURNISHER FLOOR	Clarke	Jan-94	1,482.00	
SCRUBBER/BURNISHER FLOOR	Clarke	Jul-05	4,629.00	
SCRUBBER/BURNISHER FLOOR	Clarke	May-07	2,373.00	
SCRUBBER/BURNISHER FLOOR	CLARKE	Jan-99	1,447.41	
SCRUBBER/BURNISHER FLOOR	KARCHER	Jan-97	1,480.13	
SCRUBBER/BURNISHER FLOOR	ADVANCE	Jan-94	1,481.69	

Item #2
Supply Usage 2007-2008, Vendor Kranz, Inc.

Prod	Description	TTL U	Prod	Description	TTL U
114003	48300 multifold towel se	425	BUTBWN04	4291110 breakdown origin	12
12990	12990 1ply bath tissue G	80	228554	813 chewing gum remover	2
61990	61990 2ply optiCORE tiss	150	3754220	3754220 disp quattro sel	3
80300	80300 disp bath tissue 3	90	5431	5431 carefree ucf floor	60
22574	6141 waxed paper liners	9	16566	3040 spray buff rtu fini	1
260hs	260 Kraft waxed paper li	4	245008	03901 taskmaster urinal	38
22843	79104/79110 24"X24" trea	5	TAMUSK12	1452 blu bubblegum deodo	26
516503	5165-03 Green certified	190	3172650	3172650 jfill green seal	15
213051	5392-02 tfx purell foam	66	m101	m101 clean sheen oil bas	4
19142	02561 tmt powdered hand	1	13185	4441 shine-up lemon furn	6
219053	5150-06 disp gojo FMX so	39	13196	04451 deep gloss ss clnr	5
219066	2720-12 gray purell tfx	160	311019	h6045tw 30X45 low d .9mi	12
JHN471602	4716 jfill stride citrus	5	311128	PG63045X3B 30X45 1.5MIL	115
222026	kopk kaiO multipurpose c	2	pg62432xb	pg62432xb 24x32 low d li	110
3401512	3401512 jfill alpha-hp m	5	pg63339x3b	PG63339X3B 33X39 low d l	35
16554	0084 shimeline emulsifie	15	pg64046x5b	pg64046x5b 40x46 low d l	175
4122398	4122398 Fastrip floor st	1	PG64650X3B	pg64650x3b 46x50 low d 1	15
4122401	4122401 Fastrip floor st	5	13246	9pkg029 bottle glance w/	24
but43012	4966777/4022230 jackhamm	10	13249	pkg027 bottle virex II 2	38
13176	4832 endbac II disinfect	6	13255	pkg146-12 bottle spitfir	2
3063453	3063453 rtd crew shower	2	28310	120125 32oz Round Polyet	100
4277285	4277285 OxivirTb Disinf	5	13422	3600 Cone toilet bowl mo	24
JHN432902	4329 jfill virex II 256	25	k69043050	k6904305 cleanbreeze fil	8
225059	4200 min moisture carpet	1	13010	LbL140 2ndary label free	50
4278931	4278931 Caretaker Sanitz	1			
jhn41926	04192 general purpose sp	2			
JHN41946	4194 protein spotter for	4			
JHN437502	4375 jfill break-up food	15			
JHN497102	3663846 4994 jfill spitf	21			
228109	kblooeY kaiblooeY shower	6			

Item #3

OPRFHS DISTRICT 200 CUSTODIAL STAFFING HOURS									
<u>Employee #</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TR</u>	<u>F</u>	<u>SAT</u>	<u>SUN</u>	<u>Weekly Total</u>	<u>Shift</u>
1	8	8	8	8	8			40	1
2	8	8	8	8	8			40	1
3	8	8	8	8	8			40	1
4	8	8	8	8	8			40	1
5	8	8	8	8	8			40	2
6	8	8	8	8	8			40	2
7	8	8	8	8	8			40	2
8	8	8	8	8	8			40	2
9	8	8	8	8	8			40	2
10	8	8	8	8	8			40	2
11	8	8	8	8	8			40	2
12	8	8	8	8	8			40	2
13	8	8	8	8	8			40	2
14	8	8	8	8	8			40	2
15	8	8	8	8	8			40	2
16	8	8	8	8	8			40	2
17	8	8	8	8	8			40	2
18	8	8	8	8	8			40	2
19	8	8	8	8	8			40	2
20	8	8	8	8	8			40	2
21	8	8	8	8	8			40	2
22	8	8	8	8	8			40	2
23	8	8	8	8	8			40	2
24	8	8	8	8	8			40	3
25	8	8	8	8	8			40	3
26	8	8	8	8	8			40	3
27	8	8	8	8	8			40	3
28	<u>10</u>	<u>10</u>	-	-	-	<u>10</u>	<u>10</u>	<u>40</u>	4
Totals	226	226	216	216	216	10	10	<u>1120</u>	

Shift 1: 7:45AM - 4:15PM

Shift 2: 3:15PM - 11:45PM

Shift 3: 9:30PM - 6:00AM

Shift 4: Flexible shift, see Section M, Item #5 for hours

Item #4

Number*	Date	Event Description	Man Hours
1	7/4/2007	Fireworks Display	6
2	7/22/2007	Summer Musical OT	4
3	8/21/2007	North/South Café Set up	3
4	8/21/2007	North/South Café Set up	3.5
5	8/21/2007	North/South Café Set up	3.5
6	8/21/2007	North/South Café Set up	3.5
7	8/21/2007	North/South Café Set up	3.5
8	8/21/2007	North/South Café Set up	3.5
9	8/21/2007	North/South Café Set up	3.5
10	8/21/2007	North/South Café Set up	3.5
11	8/22/2007	Freshman Assembly Set up	3.5
12	8/22/2007	Freshman Assembly Set up	3.5
13	8/22/2007	Freshman Assembly Set up	3.5
14	8/22/2007	Freshman Assembly Set up	3.5
15	8/22/2007	Freshman Assembly Set up	3.5
16	8/22/2007	Freshman Assembly Set up	3.5
17	8/22/2007	Freshman Assembly Set up	3.5
18	8/22/2007	Freshman Assembly Set up	3.5
19	8/25/2007	Football Clean up	4
20	8/25/2007	Football Clean up	4
21	8/25/2007	Football Clean up	4
22	8/25/2007	Football Clean up	4
23	9/1/2007	Football Clean up	4
24	9/1/2007	Football Clean up	4
25	9/1/2007	Football Clean up	4
26	9/1/2007	Football Clean up	4
27	9/2/2007	Little Huskies	4
28	9/8/2007	Football Clean up	4
29	9/8/2007	Football Clean up	4
30	9/8/2007	Football Clean up	4
31	9/8/2007	Football Clean up	4
32	9/9/2007	Pee Wee Football	5
33	9/16/2007	Pee Wee Football	6
34	9/22/2007	Football Clean up	4
35	9/22/2007	Football Clean up	4
36	9/22/2007	Football Clean up	2
37	9/22/2007	Football Clean up	2
38	9/22/2007	Football Clean up	2
39	9/22/2007	North/South Café Set up	2
40	9/22/2007	North/South Café Set up	2

Number*	Date	Event Description	Man Hours
41	9/22/2007	North/South Café Set up	2
42	9/23/2007	Youth Football Clean up	5.5
43	9/29/2007	Youth Football	5
44	9/30/2007	Pee Wee Football	6
45	10/6/2007	TOPS Clean up	2
46	10/7/2007	Pee Wee Football	6
47	10/13/2007	Football Clean up	4
48	10/13/2007	Football Clean up	4
49	10/13/2007	Football Clean up	4
50	10/13/2007	Football Clean up	4
51	10/13/2007	Homecoming Dance	4
52	10/14/2007	Homecoming Dance	4
53	10/14/2007	Homecoming Dance	5
54	10/14/2007	Homecoming Dance	4
55	10/14/2007	Homecoming Dance	4
56	10/20/2007	Pee Wee Football	4.5
57	10/21/2007	Pee Wee Football	5
58	10/21/2007	PSAT Clean Up	2.5
59	10/21/2007	PSAT Clean Up	2.5
60	10/21/2007	Wright Run Clean Up	1.5
61	10/21/2007	Wright Run Clean Up	1.5
62	10/26/2007	Huskiepalooza Clean Up	1
63	10/26/2007	Huskiepalooza Clean up	1
64	10/26/2007	Huskiepalooza Clean up/ACT set up	1
65	10/26/2007	Huskiepalooza Clean up/ACT set up	1
66	10/26/2007	Huskiepalooza Clean up/ACT set up	1
67	10/28/2007	ACT Clean up	4
68	10/28/2007	ACT Clean up	4
69	10/28/2007	Pee Wee Football Clean up	5
70	10/29/2007	ACT Clean up	1
71	11/3/2007	Craft Fair clean up	2
72	11/3/2007	Craft Show clean up	2
73	11/4/2007	Craft Fair clean up	4
74	11/4/2007	Craft Fair clean up	6
75	11/4/2007	Craft Fair clean up	4
76	11/4/2007	Craft Fair clean up	4
77	11/4/2007	Craft Fair clean up	4
78	11/4/2007	Pee Wee Football	5
79	11/9/2007	MRSA Inservice	2
80	11/9/2007	MRSA Inservice	2

<u>Number*</u>	<u>Date</u>	<u>Event Description</u>	<u>Man Hours</u>
81	11/9/2007	MRSA Inservice	2
82	11/9/2007	MRSA Inservice	2
83	11/11/2007	Football Banquet Clean-up	3
84	11/11/2007	Work on Veteran's Day Holiday	10
85	11/18/2007	Best Buddies	1
86	11/18/2007	Field Hockey Banquet	1
87	11/18/2007	Gospel Choir	1
88	11/18/2007	Snowball Sleep over	1
89	11/30/2007	Basketball Clean up	1
90	11/30/2007	Spirit Assembly	2.5
91	11/30/2007	Spirit Assembly	2.5
92	11/30/2007	Spirit Assembly	2.5
93	12/8/2007	Best Buddies/ACT Testing	4.5
94	12/9/2007	Basketball Clean up	3.5
95	12/9/2007	Basketball Clean up	3.5
96	12/9/2007	Basketball Clean up	3.5
97	12/9/2007	Basketball Clean up	3.5
98	12/9/2007	Youth Campus	0.5
99	12/9/2007	Youth Campus	0.5
100	12/9/2007	Youth Campus	0.5
101	12/9/2007	Youth Campus	0.5
102	12/16/2007	Boys Basketball	4
103	12/16/2007	Boys Basketball	4
104	1/12/2008	Track & Field Clean up	4
105	1/12/2008	Track & Field Clean up	4
106	1/12/2008	Track & Field Clean up	4
107	1/12/2008	Track & Field Clean up	4
108	1/13/2008	Little Huskies	3
109	1/13/2008	Little Huskies	8
110	1/13/2008	Little Huskies	5
111	1/13/2008	Little Huskies	4
112	1/13/2008	Little Huskies	6
113	1/13/2008	Wrestling Clean up	3
114	1/17/2008	Basketball/Wrestling Clean up	1
115	1/18/2008	Basketball Clean up	1
116	1/18/2008	Basketball/Wrestling Set up	1
117	1/18/2008	Basketball/Wrestling Set up	1
118	1/20/2008	Basketball Clean up	1
119	1/20/2008	Basketball Clean up	1
120	1/20/2008	Basketball Clean up	1

Number*	Date	Event Description	Man Hours
121	1/20/2008	Symphony of OP Set Up	1
122	1/20/2008	Symphony of OP Set Up	1
123	1/20/2008	Symphony of OP Set Up/Clean up	2
124	1/20/2008	Wrestling Clean up	2
125	1/20/2008	Wrestling Clean up	2
126	1/20/2008	Wrestling Clean up	2
127	1/25/2008	Mens Swim/Dance Clean up	1
128	1/26/2008	TOPS	1.5
129	1/26/2008	TOPS	6.5
130	1/27/2008	Basketball Cleanup/OPRF Community Foundation	4
131	1/27/2008	Basketball Cleanup/OPRF Community Foundation	4
132	1/27/2008	TOPS	5
133	1/27/2008	TOPS	9
134	1/27/2008	TOPS	4
135	2/1/2008	Basektball Clean up/Track Set up	1
136	2/2/2008	Track Breakdown/Bball Set Up	4
137	2/2/2008	Track Breakdown/Bball Set Up	4
138	2/3/2008	Basketball Clean up/Japanese Festival	4
139	2/3/2008	Basketball Clean up/Japanese Festival	4
140	2/3/2008	Basketball Clean up/Japanese Festival	4
141	2/3/2008	Basketball Clean up/Japanese Festival	4
142	2/3/2008	Basketball Clean up/Japanese Festival	4
143	2/9/2008	KOH Dance	5
144	2/10/2008	KOH Dance/Track Clean up	4
145	2/10/2008	KOH Dance/Track Clean up	4
146	2/10/2008	KOH Dance/Track Clean up	4
147	2/10/2008	KOH Dance/Track Clean up	4
148	2/10/2008	KOH Dance/Track Clean up	4
149	2/13/2008	Open House Set up	1
150	2/16/2008	Drill Team Competition	4
151	2/16/2008	Drill Team Competition	4
152	2/16/2008	Drill Team Competition	4
153	2/16/2008	Drill Team Competition	4
154	2/16/2008	Drill Team Competition	4
155	2/16/2008	Drill Team Competition	4
156	3/1/2008	Track Clean up/South Café	4
157	3/8/2008	Track Clean up/PTO Dinner Cleanup	4.5
158	4/4/2008	Track Set up	1
159	4/4/2008	Track Set up	1
160	4/5/2008	Boy Scout Set up	1

Number*	Date	Event Description	Man Hours
161	4/6/2008	Boy Scout Clean up	2.5
162	4/6/2008	Boy Scout Clean up	2.5
163	4/6/2008	Julian Track	1.5
164	4/6/2008	Julian Track	1.5
165	4/13/2008	Wrestling Clean up/Quilt Rock	1.5
166	4/13/2008	Wrestling Clean up/Quilt Rock	1.5
167	4/13/2008	Huskie Wrestling	1.5
168	4/13/2008	Quilt Rock Clean up	1.5
169	4/13/2008	Wrestling Clean up/Quilt Rock	1.5
170	4/13/2008	Wrestling Clean up/Quilt Rock	1.5
171	4/13/2008	Gospel Choir/ACT Testing	2
172	4/13/2008	Gospel Choir/ACT Testing	2
173	4/13/2008	OP Runners Club Clean up	4
174	4/13/2008	OP Runners Club Clean up	2
175	4/13/2008	OP Runners Club Clean up	4
176	4/13/2008	OP Runners Club Clean up	4
177	4/13/2008	OP Runners Club Clean up	2
178	4/14/2008	Huskie Wrestling	2.5
179	4/14/2008	Huskie Wrestling	1.5
180	4/14/2008	Huskie Wrestling	3
181	4/14/2008	Huskie Wrestling	3
182	4/14/2008	League of Women Voters	0.5
183	4/14/2008	League of Women Voters	0.5
184	4/14/2008	Leukemia Society	1
185	4/14/2008	Leukemia Society	2
186	4/14/2008	Leukemia Society	1
187	4/14/2008	Leukemia Society	1
188	4/15/2008	ACT Testing Clean up	0.5
189	4/15/2008	OP Runners Club	3.5
190	4/15/2008	OP Runners Club	4
191	4/20/2008	Route Work	2
192	4/20/2008	Route Work	2
193	4/22/2008	General Clean up	2
194	4/22/2008	General Clean up	2
195	4/22/2008	General Clean up	2

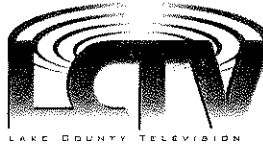
Number*	Date	Event Description	Man Hours
196	4/22/2008	OPCON	2
197	4/22/2008	OPCON	2
198	4/22/2008	OPCON	2
199	4/22/2008	OPCON	2
200	4/22/2008	General Clean up	2
201	4/22/2008	OPCON	2
202	4/22/2008	General Clean up	2
203	4/22/2008	General Clean up	2
204	4/22/2008	OPCON	2
205	4/29/2008	Percy Julian	1.5
206	4/29/2008	Percy Julian	1.5
207	4/29/2008	Percy Julian	1.5
208	4/29/2008	Wrestling Banquet	2.5
209	4/29/2008	Wrestling Banquet	2.5
210	4/29/2008	Wrestling Banquet	1
211	4/29/2008	Wrestling Banquet	2.5
212	4/29/2008	Percy Julian	1.5
213	4/29/2008	Wrestling Banquet	2.5
214	4/29/2008	Percy Julian	1.5
215	4/29/2008	Wrestling Banquet	2.5
216	4/29/2008	Wrestling Banquet	1
217	4/29/2008	Percy Julian	1.5
218	4/29/2008	Wrestling Banquet	2.5
219	5/8/2008	AP Testing	1.5
220	5/8/2008	AP Testing	1
221	5/8/2008	AP Testing	1
222	5/8/2008	AP Testing	1
223	5/8/2008	AP Testing	1
224	5/8/2008	AP Testing	1
225	5/8/2008	AP Testing	1.5
226	5/8/2008	AP Testing	1
227	5/8/2008	AP Testing	1
228	5/8/2008	AP Testing	1
229	5/8/2008	AP Testing	1
230	5/8/2008	AP Testing	1
231	5/12/2008	Little Huskies Wrestling	1
232	5/12/2008	Little Huskies Wrestling	4
233	5/12/2008	Little Huskies Wrestling	8
234	5/12/2008	Little Huskies Wrestling	1

<u>Number*</u>	<u>Date</u>	<u>Event Description</u>	<u>Man Hours</u>
235	5/12/2008	Little Huskies Wrestling	4
236	5/12/2008	Little Huskies Wrestling	8
237	5/15/2008	AP Testing	1.5
238	5/15/2008	Board Clean up in Library	1.5
239	5/15/2008	Board Clean up in Library	1.5
240	5/15/2008	AP Testing	1.5
241	5/15/2008	Board Clean up in Library	1.5
242	5/15/2008	Board Clean up in Library	1.5
243	5/16/2008	AP Table Pick Up	0.5
244	5/16/2008	AP Table Pick Up	2
245	5/16/2008	AP Table Pick Up	2
246	5/16/2008	AP Table Pick Up	2
247	5/16/2008	AP Table Pick Up	2
248	5/16/2008	AP Testing Table Pick up	1.5
249	5/16/2008	AP Table Pick Up	0.5
250	5/16/2008	AP Table Pick Up	2
251	5/16/2008	AP Table Pick Up	2
252	5/16/2008	AP Table Pick Up	2
253	5/16/2008	AP Table Pick Up	2
254	5/16/2008	AP Testing Table Pick up	1.5
255	5/20/2008	Hepzibah Talent show	1
256	5/20/2008	Hepzibah Talent show	1
257	5/20/2008	Tri-Star Gymnastics Clean Up	2
258	5/20/2008	Tri-Star Gymnastics Clean Up	2
259	5/20/2008	Tri-Star Gymnastics Clean Up	2
260	5/20/2008	Tri-Star Gymnastics Clean Up	2
261	5/20/2008	VOP - Health & Hoops Clean Up	1
262	5/20/2008	VOP - Health & Hoops Clean Up	1
263	5/20/2008	VOP - Health & Hoops Clean Up	1
264	5/20/2008	VOP - Health & Hoops Clean Up	1
265	5/20/2008	Hepzibah Talent show	1
266	5/20/2008	Hepzibah Talent show	1
267	5/20/2008	Tri-Star Gymnastics Clean Up	2
268	5/20/2008	Tri-Star Gymnastics Clean Up	2
269	5/20/2008	Tri-Star Gymnastics Clean Up	2
270	5/20/2008	Tri-Star Gymnastics Clean Up	2
271	5/20/2008	VOP - Health & Hoops Clean Up	1
272	5/20/2008	VOP - Health & Hoops Clean Up	1
273	5/20/2008	VOP - Health & Hoops Clean Up	1

Number*	Date	Event Description	Man Hours
274	5/20/2008	VOP - Health & Hoops Clean Up	1
275	5/26/2008	1 East, 2 East, Tables back to G-13	1
276	5/26/2008	1 East, 2 East, Tables back to G-13	1
277	5/28/2008	Hepzibah Talent show	1
278	5/28/2008	Hepzibah Talent show	1
279	5/30/2008	Locker Clean up set up	2
280	5/30/2008	Locker Clean up set up	2
281	5/31/2008	Locker Clean up set up	2
282	5/31/2008	Locker Clean up set up	2
283	6/2/2008	Clean up	1
284	6/3/2008	Bridge Party Clean up	1.5
285	6/3/2008	Brooks Dance Clean Up	3
286	6/3/2008	Brooks Dance Clean Up	0.5
287	6/3/2008	Brooks Dance Clean Up	3
288	6/3/2008	Brooks Dance Clean Up	0.5
289	6/3/2008	SAT Testing	0.5
290	6/3/2008	SAT Testing	0.5
291	6/10/2008	Graduation	8
292	6/10/2008	Graduation	8
293	6/10/2008	Graduation	8
294	6/10/2008	Graduation	8
295	6/10/2008	Graduation	8
296	6/10/2008	Graduation	8
		Annual Total	808.5
*Each line represents an individual employee assignment for that event.			

**ALPHA WAS AWARDED THIS PLAQUE IN
MARCH 2002**





Communications

Mark A. Danaj
Director

18 North County Street – 6th Floor
Waukegan, Illinois 60085-4355
Phone 847 377-2550
Fax 847 782-6090

For Immediate Release
March 12, 2002

Contact:
Joni Young, Director of Central Services
(847) 377-2181
Joe Chekouras
(847) 377-2155
jchekouras@co.lake.il.us

Lake County Board recognizes contract suppliers for providing superior services

WAUKEGAN, IL – The Lake County Board recognized 33 contract suppliers at its March 12th board meeting, giving the suppliers distinction for their services to the county government. County board members honored the companies as Partners in Excellence (PIE) during the board meeting and further recognized them at a Supplier Recognition Event directly following the meeting.

PIE winners and other contract suppliers set-up display booths to showcase their services at the Supplier Recognition Event following the board meeting. The event provided companies an opportunity to receive further recognition and meet-and-greet one another.

“Lake County is committed to maintaining sound business practices and encouraging excellent service delivery at competitive prices,” said Lake County Director of Central Services Joni Young. “I’m appreciative that we an opportunity to recognize some of our contract suppliers for the excellent services they provide to the organization.”

- MORE -

Lake County Board recognizes contract suppliers – 2 of 2

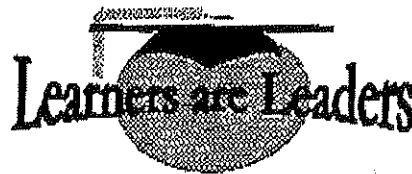
Lake County Board Chair Suzi Schmidt honored the following contract suppliers during the March board meeting:

LAKE COUNTY 2002 PIE WINNERS

Alpha Building Maintenance	North Shore Business Technology
Blue Cross Blue Shield	Obenauf Auction Service
Boller Construction Company	Office Plus of Lake County
B Stromberg Construction Company	On Patrol Video
Classic Shoe Shine Parlor	Positive Impact
Correctional Medical Services	Ray O'Herron Company
Elliott's Off Broadway Deli	Reinhart Food Services
Graphic Partners	Sherlock Systems
John Edwards Construction	Standard Equipment
Kale Uniforms	Streicher's
Kueny Architects	Synagro Midwest
LRD Systems & Forms	Unisource
Manpower	Ultra Marketing
McKesson HBOC	WB Reprographics
Miller, Cooper & Company	Wildwood Storage
Norseman Plastics Limited	WIS-ILL Industrial Uniforms
	Ziebell Water Service Products

**BEACH PARK COMMUNITY
CONSOLIDATED SCHOOL DISTRICT #3**

Dr. Raymond Costa
Director of Business
11315 W. Wadsworth Road
Beach Park, IL 60099
847-599-5064
FAX 847-263-2133



Larry Fleming, Ed. D.
Superintendent
11315 W. Wadsworth Road
Beach Park, IL 60099
847-599-5070
FAX 847-263-2133

June 26, 2003

To Whom it May Concern:

Beach Park School District #3 awarded a contract for building custodial services to Alpha Building Maintenance in August 2002 based on their low bid. Alpha Building Maintenance provided custodial services for all five of our school buildings (a total of nearly 300,000 sq. ft.) for the entire 2002 – 2003 school year. They have two additional years to run on a three year contract.

We have been very impressed with Alpha Building Maintenance.

- They have been very responsive to our needs.
- They are extremely responsive to any complaints that occur – and there are very few complaints.
- Their crews are very well supervised.
- When we call them we get an immediate response.
- Their personnel are courteous.
- They do a good job.

Alpha's supervisor has worked hand-in-hand with our facilities coordinator to achieve excellent results. Our buildings are cleaner than they ever have been in the past.

I have worked with several different building maintenance companies, as well as my on in-house maintenance staff, in four school districts and three universities over a 20 year period. Alpha is the best company that I have used. I recommend them highly.

Sincerely,


Raymond L. Costa, Jr., Ph.D.
Director of Business



NEWPORT SCHOOL

Rick Herrejon, Principal
15872 West Twenty-First Street
Wadsworth, Illinois 60083
847-599-5330



September 17, 2004

Mr. Chris Socha
Alpha Building Maintenance Service Inc.
12713 Hadley Road
Homer Glen, IL 60491-7641

Dear Mr. Socha:

I am writing to you to inform you that we are extremely delighted with the service Mrs. Elzbieta Chojnacka is providing Newport Elementary School. Mrs. Chojnacka is an exemplary employee. She exceeds our expectations and her strong work ethic and conscientiousness should be commended.

Mrs. Chojnacka works meticulously to keep our school clean and organized from the moment she arrives in the morning until the moment she departs for the day. She works extremely hard and never relents. If an empty box is set outside a classroom door within moments she has retrieved and collapsed it and taken it out to the recycling dumpster. She can be seen daily on her hands and knees scrubbing the floors in the student's bathrooms. She keeps our grounds free of litter and our sidewalks and driveways are always swept and free of debris. Never have I witnessed a more ardent worker.

In addition to her diligence in keeping Newport Elementary School sparkling clean she is a joy to have as part of our staff. Everyone enjoys her presence and she always has a smile and a kind word. The staff at Newport School absolutely adores Mrs. Chojnacka. We value her commitment and contributions to our school. Please extend to Mrs. Chojnacka our gratitude.

Best regards,

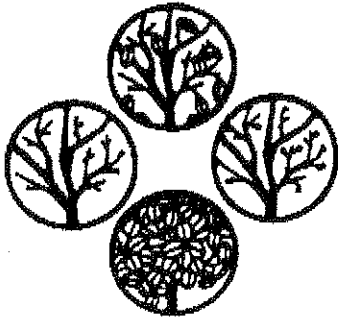
A handwritten signature in cursive script, appearing to read "Rick Herrejon".

Rick Herrejon
Principal

cc: Ron Grab
Chuck Bishop

BEACH PARK COMMUNITY CONSOLIDATED SCHOOL DISTRICT #3

Robert DiVirgilio, Ed.D., Superintendent
11315 West Wadsworth Road
Beach Park, Illinois 60099
847-599-5070



MUNDELEIN PARK & RECREATION DISTRICT

1401 N. Midlothian Road • Mundelein, IL, 60060 • (847) 566-0650 • Fax (847) 566-8557

**MUNDELEIN
COMMUNITY CENTER
& ADMINISTRATIVE
OFFICES**

1401 North Midlothian Rd.
(847) 566-0650

**BAREFOOT BAY
AQUATIC PARK**

1461 North Midlothian Rd.
(847) 566-8661

**BIG & LITTLE CHILD
DEVELOPMENT CENTER**

1401 North Midlothian Rd.
(847) 566-0650 Ext. 20

**MUNDELEIN
SENIOR CENTER**

1200 Regent Dr.
(847) 566-4790

**PARK VIEW HEALTH
& FITNESS CENTER**

1401 North Midlothian Rd.
(847) 566-0650 Ext. 12

**STEEPLE CHASE
GOLF CLUB**

200 North La Vista Dr.
(847) 949-8900

October 2, 2008

Mark Kopec

Alpha Building Maintenance

12713 Hadley Rd.

Homer Glen, IL 60491

Dear Mark,

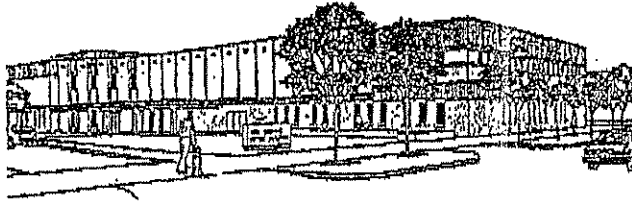
I wanted to send you a quick note this morning and let you know the crew you sent last night did a very good job. My staff reports to me that it appears all jobs were completed and the showers were the cleanest they have seen them in a long time.

Thank you and I appreciate your follow through.

Rita Kipp

Superintendent of Recreation

Mundelein Park District



WILL COUNTY OFFICE BUILDING

MAINTENANCE DEPARTMENT • 302 N. CHICAGO STREET • JOLIET, ILLINOIS 60432

MICHAEL MIGLORINI
Supervisor

815/740-4715
Fax: 815/740-4330

June 26, 2003

To Whom It May Concern:

The County of Will has been using the cleaning services of Alpha Building Maintenance Service, Inc. for the last year and a half.

During this time, the service has been very good. The management support staff is always available and willing to take care of any problems.

We are very pleased with Alpha Building Maintenance Service, Inc. and highly recommend their service.

Sincerely,

Michael Miglorini, Supervisor

MM/sb



15624 CENTRAL AVENUE
(708) 687-3700

OAK FOREST, ILLINOIS 60452
FAX (708) 687-3712

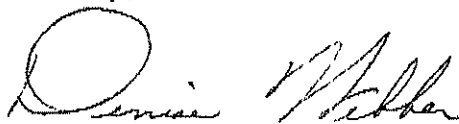
July 24, 2003

To Whom It May Concern:

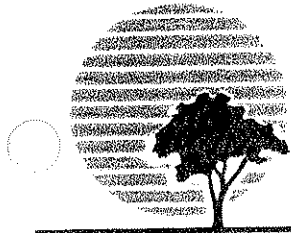
Acorn Public Library District is pleased with the service provided by Alpha Building Maintenance Service, Inc. If a problem does occur, they are quick to remedy it.

We recommend Alpha Building Maintenance Service, Inc.

Sincerely,


Denise Webber
Director

dw



Bolingbrook Park District

Annerino Community Center
Administrative Offices
201 Recreation Drive
Bolingbrook, IL 60440
(630) 739-0272
fax: (630) 739-1039

Recreation & Aquatic Complex
200 S. Lindsey Lane
(630) 759-2722
fax: (630) 759-5651

LifeStyles Fitness Center
200 S. Lindsey Lane
(630) 759-2727

LifeStyles II
fitness center & spa
201 Recreation Drive
(630) 739-0272

Pelican Harbor
Outdoor Aquatic Park
200 S. Lindsey Lane
(630) 759-1166

Boughton Ridge Golf Course
335 E. Boughton Road
(630) 739-4100

Tenth Hole Pub
335 E. Boughton Road
(630) 739-2359
(630) 739-2377

Deatherage/Drdak Center
Joliet Bolingbrook
Special Recreation Association
230 E. Briarcliff Road
(630) 739-1300

Hidden Lakes Learning Center
425 Trout Farm Road
(630) 759-8199

July 8, 2002

To Whom It May Concern:

Alpha Building Maintenance Service provides quality overnight cleaning service to both major Bolingbrook Park District facilities: the Bolingbrook Recreation and Aquatic Complex and the Annerino Community Center.

Steve Distler
Building Foreman



Margaret Lacznaska
MRO Buyer

May 29, 2008

Ph: (847)-215-6993
Fax: (847)-215-6995

To Whom It May Concern:

Camco/DE-STA-CO has been using the cleaning services of Alpha Building Maintenance service, Inc. for the last year and a half.

During this time, the service has been very good. The management support staff is always Available and willing to take care of any problems.

We are very pleased with Alpha Building Maintenance service, Inc. and highly recommend Their service.

Sincerely,
Margaret Lacznaska, MRO Buyer

www.destaco.com

Positioning our customers for productivity

Industrial Motion Control, LLC

1444 South Wolf Road, Wheeling, IL 60090 Toll Free: 1-888-DESTACO (337-8226) Tel: 847-459-5200 Fax: 847-459-3064

Certificate of Green Clean Compliance

This certificate is presented to ABMS Inc in recognition of their diligence in Green Clean Compliance™ and expert knowledge of environmentally safe cleaning products. ABMS Inc. has completed training in janitorial procedures and cleaning product use that meets our standards for Green Clean Compliance™.

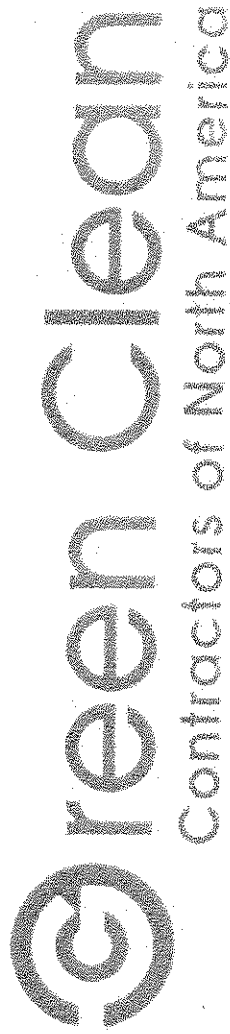


Accordingly, The Green Clean Institute confers this Certificate of Green Clean Compliance™ to the aforementioned firm for their successful completion of Green Clean Compliance™ training and in recognition of the firm's commitment to environmentally safe chemical usage.

This 12th day of January, 2006

A handwritten signature in dark ink, appearing to read "Michael Richmond", is written over a horizontal line.

Michael Richmond, Vice Chancellor of the Green Clean Institute



Growing into green

2007 Membership of

Alpha Building Maintenance Service, Inc.

Alpha Building Maintenance, Inc. recognizes the efforts of this member to pursue Green Clean Compliant™ products and procedures in the practices of this company. Alpha Building Maintenance, Inc. may represent this company as a member of GCCNA which demonstrates a commitment to environmentally-safe practices and concern for the biospheres represented in the buildings that it serves.

We, therefore, commend the services of Alpha Building Maintenance, Inc to the building services in the community as an environmentally-conscious service who subscribes to Green Clean Compliant™ standards.

David Wehling

David Wehling, director of GCCNA
Expires 09/12/2008

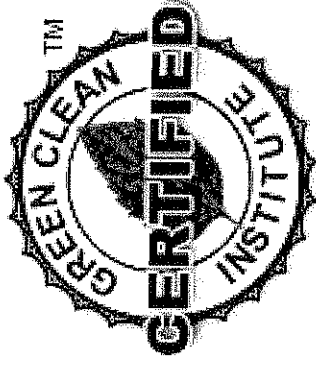


2008

GREEN CLEAN INSTITUTE CERTIFIED™

Alpha Building Maintenance, Inc.

Alpha Building Maintenance Inc is recognized by The Green Clean Institute for their study and diligence in the subject of Green Clean Compliance and granted Green Clean Institute Certification™. Based on study, examination, and commitment to Green Clean practices, Alpha Building Maintenance Inc is hereby granted Green Clean Institute Certification.



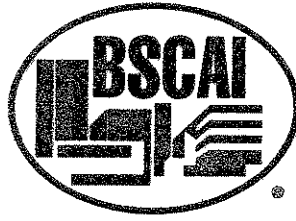
The Green Clean Institute

Presented to Alpha Building Maintenance Inc this 15th day of April, 2007 in acknowledgment of participation in the Green Clean Institute Certified™ training program.

Michael Richmond

Michael Richmond, Director of Education

Dated: 04/15/2007 Expires 04/15/2009



Building Service Contractors Association International

Presents this certificate to

Alpha Building Mtnc. Svc., Inc.

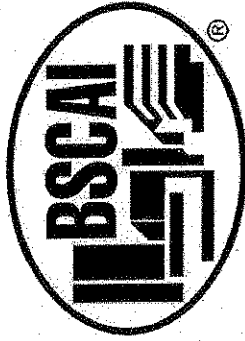
*In appreciation for your contribution to
BSCAI's Government Affairs Fund
and its efforts on behalf of the
building service contracting industry.*

Government Affairs Contributor

2008

President

Executive Vice President



Building Service Contractors Association International

Presents This

Certificate of Membership

To

Alpha Building Mtnc. Svc., Inc.

Founded in 1965, Building Service Contractors Association International (BSCAI) has been the leading organization for building service contractors for over 35 years. It is the mission of the association to "advance the building service contracting industry worldwide and to enhance the ability of its members to serve client needs in a professional, profitable and environmentally responsive manner." BSCAI members adhere to a Code of Ethics, which advocates professionalism and fair business practice among cleaning contractors.

2003

Join Date

Ernest Clark, Jr.
Ernest Clark, Jr., CBSE, President

December 31, 2008

Expiration Date

Oliver Yandle
Oliver Yandle, Executive Vice President

401 N. Michigan Avenue • Suite 2200 • Chicago, IL 60611
800-368-3414 • 312-321-5167 • Fax: 312-673-6735 • www.bscai.org

MEMBERSHIP IN BSCAI MAKES US A CUT ABOVE THE REST



**Building
Service
Contractors
Association
International**

Our company delivers the quality service that you expect in a building service contractor. Our commitment to quality is exemplified by our membership in Building Service Contractors Association International (BSCAI).

What does our membership in BSCAI mean for You?

Our membership in Building Service Contractors Association International (BSCAI) demonstrates our professional commitment to quality. We are a professional firm in the business of contract cleaning, and our

membership in BSCAI helps us to stay on top of the industry. Our membership in BSCAI gives us the competitive edge, so that we can bring you the quality and service that you deserve and expect.

What is BSCAI?

Founded in 1965, BSCAI has been the international leader in building service contracting for over 37 years. When a contractor joins BSCAI, the contractor demonstrates its desire to provide outstanding service to YOU, the customer. BSCAI contractors are kept up to date on management techniques, personnel issues, ways to cut customer's expense, and so much more. A BSCAI contractor is a leader in the industry. When you contract with a BSCAI member, you can expect quality service and professionalism. You'll get the peace of mind that you deserve — at a competitive rate.

BSCAI members have a wide range of responsibilities. Some provide total building services such as maintenance, security, pest control, maintenance engineering, plant leasing and maintenance, and grounds maintenance. Others are highly specialized in one or a few particular services.

BSCAI members are professionals who actively seek to further the image of the building service industry. These professionals strive to provide your building with well-trained cleaning personnel and to use effective techniques for estimating your building supplies and labor needs. BSCAI members adhere to the following Code of Ethics, which advocates professionalism and fair business practice among cleaning contractors:

- To operate constantly in accordance with the best and fully accepted ethical business practices.
- To comply with all applicable laws and federal, state and local government regulations.
- To provide all services and products at fair, equitable and non-discriminatory charges.
- To furnish adequate equipment, qualified personnel and products of high quality to achieve and maintain the highest standard of performance.
- To provide courteous and prompt handling of all requests and complaints.
- To recognize and respect the legal right of competitors in the true spirit of individual initiatives and free competitive enterprise.
- To strive for continued improvement in the image and reputation of the industry by good business practice and enlightened public service in the community.
- To contribute regularly to the improvement of the industry's public reputation.
- To participate loyally in the industry's growth and progress through the activities and public interest efforts of the Association.



**Building Service Contractors
Association International**

10201 LEE HIGHWAY • SUITE 225
FAIRFAX, VA 22030
703-359-7090 • 800-368-3414
FAX 703-352-0493 • www.bscai.org

Quality. Professionalism. Competitive Pricing.

That's what you've been looking for.

And you'll find it by hiring a company that is a member of Building Service Contractors Association International (BSCAI).

ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 2/23/2009
PRODUCER Weiss Insurance Agencies Inc. 31W680 Army Trail Road Wayne, IL 60184 630-584-1717 www.weissins.com		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Alpha Building Maintenance Services Inc. 12713 W. Hadley Rd. Homer Glen IL 60491		INSURERS AFFORDING COVERAGE INSURER A: Owners Insurance INSURER B: Accident Fund INSURER C: CNA / Western Surety INSURER D: INSURER E:
		NAIC # 32700

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A			GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	07874301-08	1/26/2008	1/26/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
			AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
			GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A			EXCESS/UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE RETENTION \$ 10,000	44874301	5/1/2008	5/1/2009	EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000 \$ \$ \$
B			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WCV50000268	1/26/2008	1/26/2009	WC STATUTORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C			OTHER Dishonesty/Surety Bond	701423191	8/21/2006	8/21/2009	Limit: \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Bid for contract.

If contract is awarded to Insured all coverages named and listed on this certificate of insurance shall apply as of the day of the contract.

CERTIFICATE HOLDER**CANCELLATION**

Oak Park and River Forest High School District 200

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

John Weiss



Alpha Building Maintenance Service, Inc.
QUALITY INSPECTION REPORT

DATE: _____

Initials: _____

ACCOUNT: _____

ADDRESS: _____

CONTACT: Mr. Mrs. Ms. _____

	Satisfactory	Poor	Needs Immediate Attention
<u>FLOORS:</u>	☐	☐	☐
<u>CARPETS:</u>	☐	☐	☐
<u>WASHROOMS:</u>	☐	☐	☐
<u>GLASS:</u>	☐	☐	☐
<u>DUSTING:</u>	☐	☐	☐

COMMENTS:

Discrepancies Corrected ☐

Managers Signature

Date: _____

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above Alpha Building Maintenance Service, Inc.	
Check appropriate box: ☐ Individual/ Sole proprietor ☒ Corporation ☐ Partnership ☐ Other ▶	☐ Exempt from backup withholding
Address (number, street, and apt. or suite no.) 12713 Hadley Road	Requester's name and address (optional)
City, state, and ZIP code Homer Glen, IL 60491	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
3	6	4	2	0	2	1	0	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign
Here

Signature of
U.S. person ▶

Lorraine Hrab

Date ▶

June 2, 2008

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



RLI Insurance Company
P.O. Box 3967 Peoria IL 61612-3967
Phone: (309)682-1000 Fax: (309)683-1610

JANITORIAL SERVICE BOND

Bond No. LFM0009966

Item 1. Name of Insured: Alpha Building Maintenance Service, Inc.

(the "Insured")

Principal Address: 12713 Hadley Road
Homer Glen, IL 60491

Item 2. Bond Period: The term of this Bond begins with the 9th day of January, 2009, at 12:00 o'clock night, standard time at the address of the Obligor above given, and ends at 12:00 o'clock night, standard time, on the effective date of the cancellation of this Bond in its entirety.

Item 3. Limit of liability: \$ 25,000.00

I. INSURING AGREEMENT

In consideration of an agreed premium, the RLI Insurance Company
an Illinois corporation (the "Company"), hereby agrees to indemnify Alpha Building Maintenance Service, Inc.
of Homer Glen, IL (hereinafter called "Obligee"), against loss of money or other property, real or personal, belonging to any and all subscribers (hereinafter called "Subscriber") to its services, or in which the Subscriber has a pecuniary interest, or for which the Subscriber is legally liable, which the Subscriber shall sustain as the result of any fraudulent or dishonest act, as hereinafter defined, of an Employee or Employees of the Obligor acting alone or in collusion with others, and for which the Obligor is liable, an amount not exceeding, in the aggregate, the amount stated in Item 3.

II. DEFINITIONS

Employee. The word **Employee** or **Employees**, as used in this Bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustees of the Obligor, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Obligor in the ordinary course of the Obligor's business during the term of this Bond, and whom the Insured compensates by salary, or wages or has the right to govern and direct in the performance of such service, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same character.

III. GENERAL EXCLUSIONS

A. Acts Committed by You or Your Partners: This Bond will not pay for loss resulting from any dishonest or criminal act committed by you or any of your partners whether acting alone or in collusion with other persons.

BID BONDConforms with The American Institute of
Architects, A.I.A. Document No. A-310KNOW ALL BY THESE PRESENTS, That we, GARCO ENTERPRISES, INC.315 N. May Street Chicago, IL 60607

_____ as Principal, hereinafter called the Principal,

and the SAFECO INSURANCE COMPANY OF AMERICA,of SAFECO Plaza Seattle, WA 98185, a corporation duly organized underthe laws of the State of Washington, as Surety, hereinafter called the Surety, are held and firmly bound untoOAK PARK & RIVER FOREST CONSOLIDATED HIGH SCHOOL DISTRICT #200
201 North Scoville Avenue Oak Park, IL 60302

as Obligee, hereinafter called the Obligee,

in the sum of Five percent of amount bid.Dollars (\$ 5% of Amount Bid), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for _____

Custodial Services for the period July 1, 2009 to June 30, 2012

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 25th day of February, 2009.

Witness

GARCO ENTERPRISES, INC.

(Seal)

Principal

Title

Witness

SAFECO INSURANCE COMPANY OF AMERICA

By

Susan M. Preiksa

Attorney-in-Fact

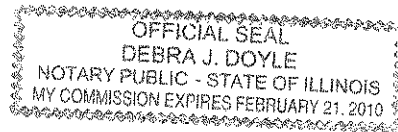
NOTARIAL ACKNOWLEDGMENT

**STATE OF ILLINOIS
COUNTY OF COOK**

On this 25th day of February, 2009, before me Debra J. Doyle a Notary Public of the state and County aforesaid, residing therein, duly commissioned and sworn, personally came Susan J. Preiksa, to me known, who being by me duly sworn according to law, Safeco Insurance Company of America and she knows the seal of said corporation: that it was so affixed by order of The Board of Directors of said corporation and that she signed this name thereto by like order: that she executed and delivered such instrument on behalf of said corporation as its voluntary act and deed for the uses and purposes therein mentioned.

My Commission Expires:
2/21/10

_____





POWER
OF ATTORNEY

Safeco Insurance Company of America
General Insurance Company of America
1001 4th Avenue
Suite 1700
Seattle, WA 98154

No. 10025

KNOW ALL BY THESE PRESENTS:

That **SAFECO INSURANCE COMPANY OF AMERICA** and **GENERAL INSURANCE COMPANY OF AMERICA**, each a Washington corporation, does each hereby appoint

MARCIA K. CESAFSKY; JAMES A. CUTHBERTSON; KAREN DANIEL; PATRICIA M. DOYLE; ROBERT E. DUNCAN; GEOFFREY E. HEKIN; LINDA ISER; THOMAS J. JOSLIN; GREGORY K. KESSLER; KATHLEEN J. MAILES; SANDRA MARTINEZ; JOELLEN M. MENDOZA; SUSAN J. PREIKSA; CRAIG T. TAGLIAMONTE; SUSAN A. WELSH; Chicago, Illinois

its true and lawful attorney(s)-in-fact, with full authority to execute on its behalf fidelity and surety bonds or undertakings and other documents of a similar character issued in the course of its business, and to bind the respective company thereby.

IN WITNESS WHEREOF, **SAFECO INSURANCE COMPANY OF AMERICA** and **GENERAL INSURANCE COMPANY OF AMERICA** have each executed and attested these presents

this 21st day of January, 2009

Dexter R. Legg, Secretary

Timothy A. Mikolajewski, Vice President

CERTIFICATE

Extract from the By-Laws of **SAFECO INSURANCE COMPANY OF AMERICA**
and of **GENERAL INSURANCE COMPANY OF AMERICA**:

"Article V, Section 13. - FIDELITY AND SURETY BONDS ... the President, any Vice President, the Secretary, and any Assistant Vice President appointed for that purpose by the officer in charge of surety operations, shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the company in the course of its business... On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

Extract from a Resolution of the Board of Directors of **SAFECO INSURANCE COMPANY OF AMERICA**
and of **GENERAL INSURANCE COMPANY OF AMERICA** adopted July 28, 1970.

"On any certificate executed by the Secretary or an assistant secretary of the Company setting out,

- (i) The provisions of Article V, Section 13 of the By-Laws, and
- (ii) A copy of the power-of-attorney appointment, executed pursuant thereto, and
- (iii) Certifying that said power-of-attorney appointment is in full force and effect,

the signature of the certifying officer may be by facsimile, and the seal of the Company may be a facsimile thereof."

I, Dexter R. Legg, Secretary of **SAFECO INSURANCE COMPANY OF AMERICA** and of **GENERAL INSURANCE COMPANY OF AMERICA**, do hereby certify that the foregoing extracts of the By-Laws and of a Resolution of the Board of Directors of these corporations, and of a Power of Attorney issued pursuant thereto, are true and correct, and that both the By-Laws, the Resolution and the Power of Attorney are still in full force and effect.

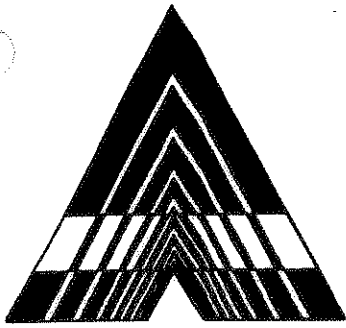
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the facsimile seal of said corporation

this 25th day of February, 2009

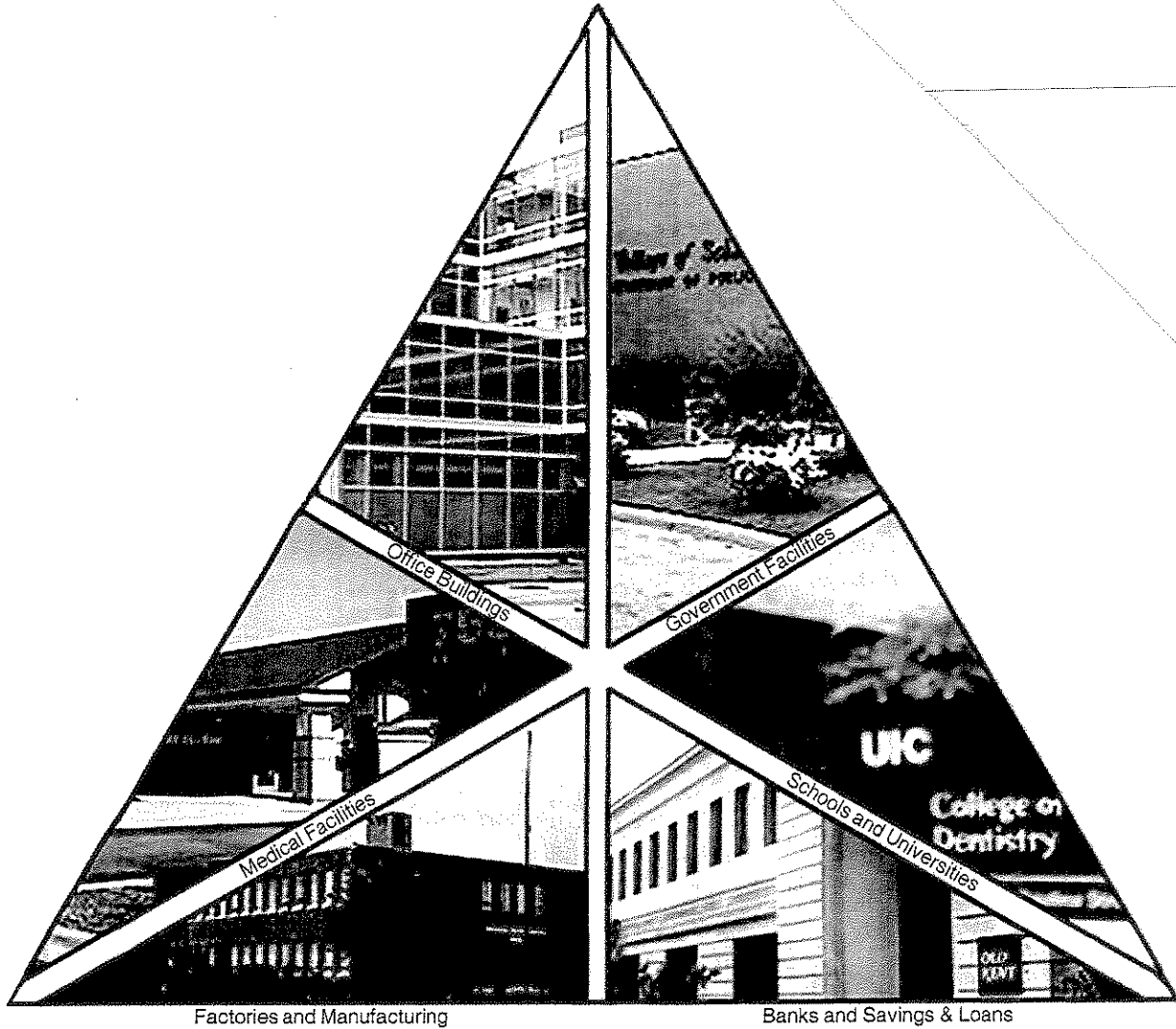


Dexter R. Legg, Secretary

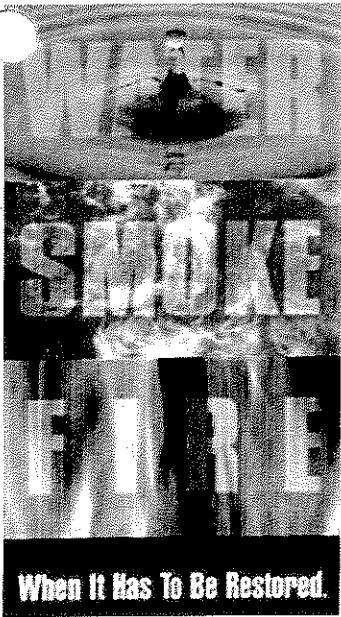
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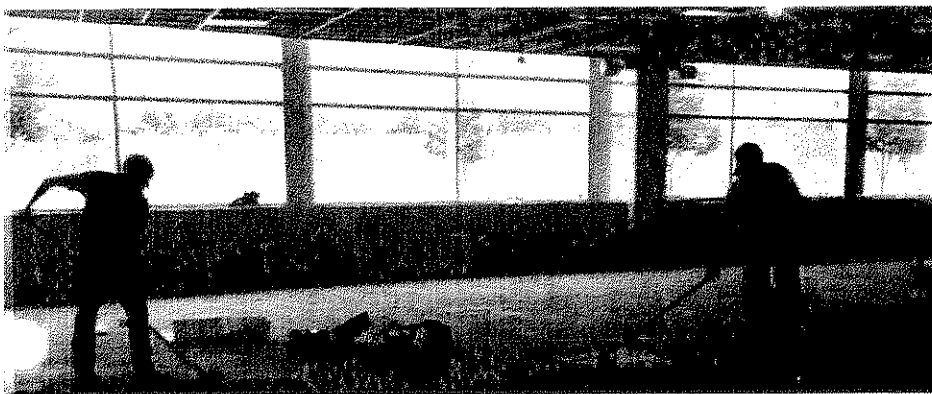
ALPHA BUILDING MAINTENANCE SERVICES INC.



A Leader in the Janitorial and Building Maintenance Service Business Since 1978



- Janitorial Services
- Fire, Smoke and Water Damage Restoration
- Post-Construction Clean Up
- Carpet Cleaning
- Floor Stripping and Refinishing
- Computer and Electrical Equipment Cleaning



Performance

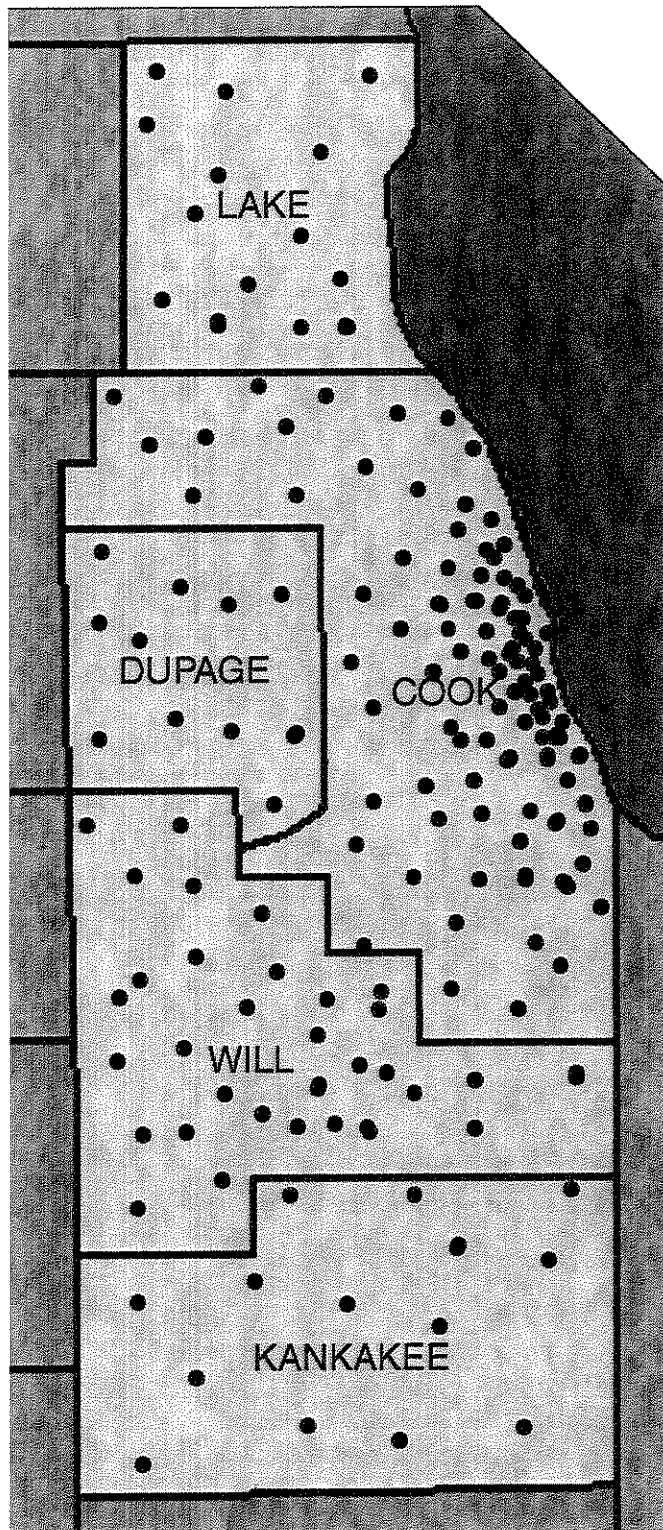
PERFORMANCE...

Your business depends on it,
our business was built on it.

Our clients have long recognized this important fact . . .
that a professionally cleaned and maintained property adds
value to their investment



Areas of Coverage



NOW SERVING ALL OF
ILLINOIS



COMMUNICATION between our clients and our staff is a critical operational function. That's why we've developed a series of specialized inspection and performance reports on a regular basis.

The Alpha management team is equipped with Nextel two-way radios. A lot of our clients use the same system. All of our management team and supervisory personnel can easily be reached by our customers at any time.

Keeping you informed - and seeking your suggestions and comments is our way of insuring customer satisfaction.



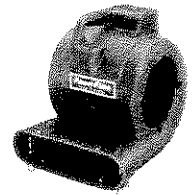
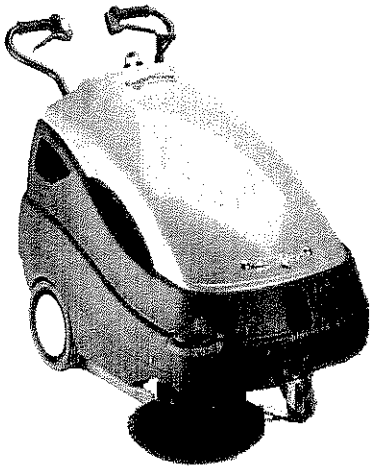
Supervised and Inspected



We supervise all jobs closely and inspect each job periodically to guarantee you receive the quality of service you expect from Alpha.

Our clients retain the right to request that any employee of ours be dismissed who may be regarded to be incompetent, insubordinate or whose performance or attitude appears inconsistent with the best interests of our client.

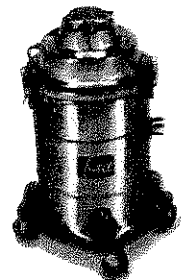
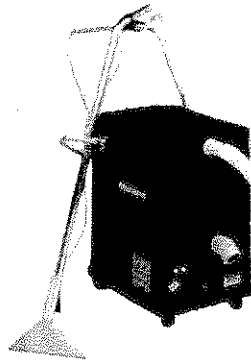
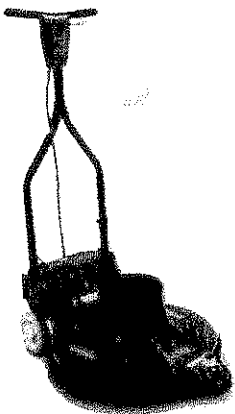
Alpha Building Maintenance Service, Inc. QUALITY INSPECTION REPORT				
DATE:			Initials:	
ACCOUNT:				
ADDRESS:				
CONTACT: Mr. Mrs. Ms.				
	Satisfactory	Poor	Needs Immediate Attention	
FLOORS:	☐	☐	☐	
CARPETS:	☐	☐	☐	
WASHROOMS:	☐	☐	☐	
GLASS:	☐	☐	☐	
DUSTING:	☐	☐	☐	

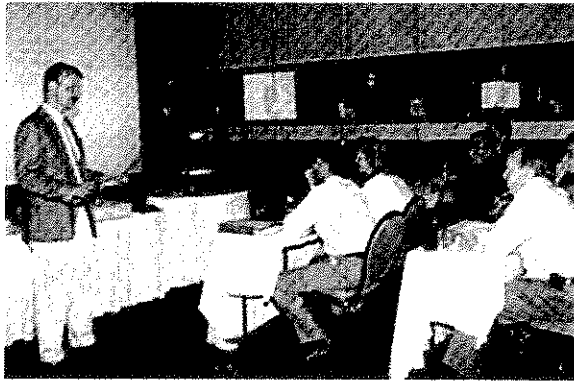


Proper selection and use of equipment and materials should not be entrusted to the amateur.

There is such a wide variety of woods, metals, floors, fabrics, and carpets that a professional's expertise is frequently required to identify the appropriate methods and materials needed for items and areas designated for cleaning and maintenance.

Plus, we'll assist you in the planning and development of scheduled specialized care frequently demanded by the changes of the seasons, environment, or traffic flow patterns.



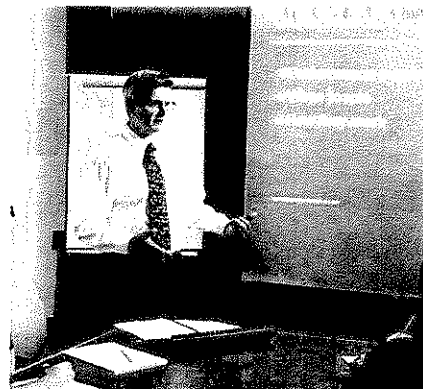


We know that proper training is key to quality performance. We also know that a one time effort at developing skills and techniques is rarely adequate.

That's why our training programs are a particular source of pride with us. We've developed our own in-house training programs using special audio-visual materials, classroom workbooks, and practical hands-on demonstration programs that prepare our people to perform their duties in a skilled professional manner.

But we don't stop there . . . we constantly seek and receive specialized expert assistance to demonstrate new ideas, new materials, and new techniques.

Training and re-training is our "system," and our guarantee of providing top quality performance to our ever growing list of satisfied clients.



LETTERS OF RECOMMENDATION

Letters



THE
UNIVERSITY
OF
ILLINOIS
AT
CHICAGO

Physical Plant Department (M/C 270)
Box 4342, Chicago, Illinois 60680

April 18, 1986

To Whom It May Concern:

SUBJECT: ALPHA BUILDING MAINTENANCE CO.

Please be advised that the above-mentioned firm has been under contract with the Board of Trustees of the University of Illinois at Chicago since July 1, 1985, and is satisfactorily performing cleaning services at the University's Library building, located at 801 S. Morgan Street.

The Physical Plant Department has been contracting with the management of this company for the past eight (8) years, and finds them to be efficient at their specialty.

Very truly yours,

Fred Garcia
Fred Garcia
Director of Physical Plant
956-2929

FG:bdh

Chicago Branch
of
CITICORP SAVINGS
AND
LOAN ASSOCIATION
Main Office
One South Dearborn Street
P.O. Box 444
Chicago, Illinois 60666
(312) 577-6000

CITICORP SAVINGS

April 18, 1986

Homewood Flossmoor Community High School
999 Kedzie Avenue
Homewood, Illinois 60422

To Whom it May Concern:

Alpha Building Maintenance Company has been in our employ since January 1986.

Alpha services three branches for Citicorp Savings of Illinois located around the Chicago metropolitan area. We have been pleased with the maintenance work performed. Their timely response to our special needs and requirements has been indispensable.

We recommend Alpha Building Maintenance Company to serve you and hope you will be as satisfied with them as we are.

Sincerely,

Heleen Jaworowski
Heleen Jaworowski
Contracts & Records Supervisor
Corporate Properties

WJW

EVERGREEN PARK COMMUNITY HIGH SCHOOL

95th Street and Kedzie Avenue • Evergreen Park, Illinois 60422-3407

Ray & Helen
Superintendents

April 10, 1991

To Whom It May Concern:

Please be advised that Alpha Building Maintenance Company has provided us with a quality service. Their approach to service is based upon customer satisfaction. They have proven themselves to provide timely response, assured quality and management involvement. I highly recommend them for your building maintenance needs.

Sincerely,

William J. Turdianski
William J. Turdianski
Superintendent

AJT:msf

Moraine Valley
COMMUNITY COLLEGE

10900 South 88th Avenue
P.O. Box 115, Skokie, Illinois 60075
708/974-4300

May 11, 1991

RE: ALPHA BUILDING MAINTENANCE COMPANY

To Whom It May Concern:

This is regarding the custodial services at Moraine Valley Community College at 8800 South 88th Avenue, Skokie, Illinois, performed by Alpha Building Maintenance Company at 107 West 189 Street, West Loop, Illinois.

Alpha Maintenance has been under a three year contract with the college and we have found their services satisfactory and cleaning performed very thoroughly.

We provide a weekly summary report to Alpha with any concerns or complaints, which are followed-up by Alpha personnel.

We find this has been helpful, and if you have any questions, please don't hesitate to contact us.

Sincerely,

Bob Homestead
Bob Homestead
Director of Campus Operations

WJW

Board of Trustees

William J. Turdianski
Superintendent
William J. Turdianski
Superintendent

William J. Turdianski
Superintendent
William J. Turdianski
Superintendent