

**Community Consolidated School District 15**

580 North 1st Bank Drive

Palatine, Illinois 60067

**REQUEST FOR BID  
LANDSCAPE SERVICES**

**BID #24-019**

**MAY 7, 2024**



BID #24-019  
NOTICE TO BIDDERS  
LANDSCAPE SERVICES  
MAY 7, 2024

The Board of Education of Community Consolidated School District 15, 580 North 1st Bank Drive, Palatine, Illinois 60067, will receive bids for Landscape Services in accordance with the contract documents and specifications as filed with the Accounting Assistant in the Business Office.

Contract documents are on file and may be examined any time after MAY 7, 2024.

Board of Education Office  
Joseph M. Kiszka Educational Service Center  
580 North 1st Bank Drive  
Palatine, Illinois 60067  
Attention: KATHY SAUERLAND

Bid Due Date: WEDNESDAY, MAY 22, 2024 12:00 P.M. CST

Bid Delivery Address: **Board of Education  
Community Consolidated School District 15  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois 60067  
Attn: KATHY SAUERLAND, Accounting Assistant**

No bids may be withdrawn for a period of 60 days after the Bid opening date. Any time stated is in Central Standard Time zone.

Bids will be held without right of withdrawal until Wednesday; June 12, 2024, at 7:00 p.m. when it is anticipated the Board will be acting on the Bid. Results of the Board's decision will be posted on the District website, [www.ccsd15.net/bids](http://www.ccsd15.net/bids), on Thursday, June 13, 2024.

The Board of Education reserves the right to waive any irregularities or reject any or all proposals when in its opinion such action will serve the best interests of the Board of Education of Community Consolidated School District 15.

By authorization of the Board of Education.

## INSTRUCTIONS TO BIDDERS

### Proposals:

For proposals to be entitled for consideration, they must be made in accordance with the following instructions.

All bids must be submitted on forms of proposal marked Exhibits "A", "B", "C", "D", and "E" of Bid #24-019 Landscape Services, furnished by the Board of Education of Community Consolidated School District 15 ("Board"). **Proposals submitted on other forms will be rejected.**

Proposals must be signed in longhand by person(s) legally authorized to perform such function. Evidence may be required to substantiate the signature.

Oral, telephonic, telegraphic, electronic or facsimile transmitted bids **will not be accepted**.

Bid documents shall be submitted in sealed envelopes with the outermost envelope clearly marked BID #24-019 LANDSCAPE SERVICES: KATHY SAUERLAND. **Bid documents received in envelopes not clearly labeled as such will be rejected if accidentally opened before the specified bid opening time or if not received by the specified bid opening time due to improper labeling.**

PROPOSAL FOR: BID #24-019 LANDSCAPE SERVICES

ADDRESSED TO: Board of Education  
Community Consolidated School District 15  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois, 60067  
Attn: KATHY SAUERLAND, Accounting Assistant  
Due: WEDNESDAY, MAY 22, 2024, at 12:00 P.M. CST

### Bid Deposit:

None required. Bidder acknowledges his failure to perform within the intent of the bid solicitation may disqualify him from bidding to the Board of Education, Community Consolidated School District 15.

### Examination of Specifications:

Each bidder shall acquaint itself with the conditions as they exist so that it may be completely familiar with the conditions pertinent to the fulfillment of the work required under this Contract.

### Time for Receiving Bids:

Bids (and sample, if any) must be delivered no later than, WEDNESDAY, MAY 22, 2024 at 12:00 P.M. CST at the Joseph M. Kiszka Educational Service Center, 580 North 1<sup>st</sup> Bank Drive, Palatine, Illinois 60067, when they will be publicly opened and the contents announced.

### Award of Contract:

Contracts will be awarded to the lowest responsible, responsive bidder, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the School District.

We are providing one copy of Exhibits "A", "B", "C", "D", and "E" for BID #24-019 LANDSCAPE SERVICES. **Please return Exhibits "A" through "E" as your bid in a sealed envelope labeled BID #24-019 LANDSCAPE SERVICES and retain a copy for your records.**

SPECIFICATIONS FOR  
LANDSCAPE SERVICES  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15  
PALATINE, ILLINOIS

BOARD: Board of Education, Community Consolidated School District 15  
Palatine, Illinois 60067, 847-963-3000

OFFICE: Joseph M. Kiszka Educational Service Center  
580 North 1st Bank Drive  
Palatine, Illinois 60067

ISSUED: MAY 7, 2024

GENERAL CONDITIONS

1. BIDS MUST BE RECEIVED NO LATER THAN WEDNESDAY, MAY 22, 2024 AT 12:00 P.M. CST. Bids received by the Board shall be opened on WEDNESDAY, MAY 22, 2024, at 12:00 P.M. CST when they will be publicly opened and the contents announced. Bids will be held, without right of withdrawal, until June 12, 2024, at 7:00 p.m. when it is anticipated the Board will be acting on the bid.
2. The Bid Documents consist of (a) the Notice to Bidders, (b) the Instructions to Bidders, (c) these General Conditions of the Contract, and other documents listed in the Contract and Modifications issued after the execution of the Contract. A modification is a written amendment to the Contract signed by both parties.
3. Where conflicts exist within or between parts of the Contract Documents and applicable standards, codes and ordinances, or simply within the Contract Documents, the more stringent, or higher quality or greater quantity requirements shall apply.
4. The Board cannot assume responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the Board before the specified deadline.
5. All bidders shall familiarize themselves with the details of the conditions relevant to the work or services to be provided.
6. The Board reserves the right to split the bid based on the best quotation. The Contract will be awarded to the lowest responsible bidder, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the Board. The Board reserves the right to reject any and all bids or any part thereof, and to waive immaterial technicalities in the bidding. Board decisions are final in all instances and are not subject to review.
7. No minimum order requirements may be made by a Bidder.
8. Certification must be made that the contract/vendor is not barred from bidding on the Contract as a result of a conviction for either bid-rigging or bid rotating under Article 33 E of the *Criminal Code of 1961*. Certification is to be made by signature of person(s) legally authorized to perform such function in the appropriate place in Exhibit "B" LANDSCAPE SERVICES of the bid documents.

9. Unless otherwise specified in the invitation to bid, YOUR BID PRICE MUST BE A DELIVERED PRICE, F.O.B. ROLLING MEADOWS, PALATINE, HOFFMAN ESTATES, THE BOARD'S DESTINATION, WITH ALL TRANSPORTATION AND HANDLING CHARGES PAID BY THE BIDDER TO ONE LOCATION.
10. The Board reserves the right to terminate the Contract for just cause upon ten (10) days' written notice to Contractor without any penalties. For purposes of this Contract, just cause may include, but is not necessarily limited to, any of the following:
  - a. The Contractor's entry into liquidation, receivership or dissolution, its filing for bankruptcy or insolvency, or the assignment of its assets for the benefit of its creditors;
  - b. The Contractor's failure to pay suppliers or workmen, or failure to provide sufficient workmen or sufficient supplies for the job;
  - c. The Contractor's disregard of applicable laws, ordinances or the instructions of the Board;
  - d. The Contractor's failure to follow the bid specifications or its violation of the Contract Documents;
  - e. The Contractor's failure, for any reason, to maintain the level of service required by the bid specifications; or
  - f. Any other failure on the part of the Contractor to perform or adhere to any of its obligations under this Contract.
11. Whenever, in the specification the term "or equal" is used, it shall be interpreted to indicate the type, function, minimum standard, design, efficiency and quality desired and shall not be construed in such a manner as to exclude manufacturers' products of comparable quality and design. The bidder shall furnish the Board with all evidence required to determine whether or not the proposed product is equal to and will perform according to the Board's specifications. The Board's decision on this matter will be final.
12. The price for the units specified in the invitation to bid should be clearly shown for each separate item in the space provided on the bid form. The total price for the quantity requested should also be shown. If the group totals are requested in the bid invitation, bidders should show group totals on the space provided.

13. **Equal Employment Opportunity.** Contractor agrees to fully comply with the requirements of the Illinois *Human Rights Act*, 775 ILCS 5/1-101 *et seq.*, including, but not limited to, the provisions of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans with Disabilities Act*, 42 U.S.C Section 1201 *et seq.*, and rules and regulations promulgated thereunder.

As required by Illinois law, in the event of Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois *Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Agreement, Contractor shall agree as follows:

- a. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- b. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the areas from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, military status, or an unfavorable discharge from military service.
- d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of Contractor's obligations under the Illinois *Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with Contractor in its efforts to comply with such Act and Rules, Contractor will promptly so notify the Department and the Contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.
- e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the Contracting agency, and in all respects comply with the Illinois *Human Rights Act* and the Department's Rules.
- f. That it will permit access to all relevant books, records, accounts and work sites by personnel of the Contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois *Human Rights Act* and the Department's Rules.

- g. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractors. In the same manner as with other provisions of the Agreement, Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the Contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
14. To extent applicable, the Contractor agrees to comply with the provisions of the *Occupational Safety and Health Act of 1970* (29 U.S.C.A. § 651 *et seq.*) and the standards and regulations issued there under and shall certify that all items furnished under this bid will conform to and comply with said standards and regulations.
15. Contractor agrees to comply with provisions of the *Consumer Products Safety Act of 1972* (15 U.S.C.A § 205 *et seq.*) and shall certify that items furnished under this bid conform to applicable standards.
16. To the extent applicable, the Illinois *Employment of Illinois Workers on Public Works Act* (30 ILCS 470/0.01 *et. seq.*) shall prevail on this Contract.
17. Contractor acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of eighteen are present without the specific notification to and permission of the Superintendent of Schools or the Board of Education. Accordingly, Contractor shall ensure that none of its employees, agents or independent contractors are child sex offenders. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law.
18. Bids will be considered only if made without any connection with any other person or firm submitting a bid, if in all respects fair and without collusion and if neither member of the Board nor other officer of the School District is directly or indirectly interested in the bid or in any portion of the profits thereof.
19. A bidder may withdraw or change a bid if written notice of the withdrawal or change is received by Board before the latest time specified for submission of bids. Any change may be made only by substitution of another bid.
20. Bids received after the time specified in the invitation to bid will not be considered and shall be returned to the bidder. The method of transmittal of the bid proposal is at bidder's risk of untimely receipt by the Board.
21. Title to the goods herein described shall not pass until said goods have actually been received by Board or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by Board or its consignee shall be borne by Contractor. Nothing herein contained, however, shall be construed to deprive Board of its interest, or limiting such interest, in goods herein described prior to such actual receipt.
22. All material and workmanship shall be subject to inspection and test by Board or its designee. The Board reserves the right to reject any goods which contain defects in material or workmanship, which fail to meet the specifications contained herein or any warranties (express or implied). Rejected goods shall be removed at the expense of the Contractor, including all transportation costs, promptly after notification of rejection. As to rejected goods, Contractor shall bear all costs of inspection and all risk of loss.

23. Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.
24. Purchase order number and vendor name must appear on each invoice submitted to the Board for payment.
25. Signature Constitutes Acceptance - The signing of these bid forms shall be construed as acceptance of all provisions contained herein and that the Contractor had read the Contract Documents and is fully aware of the terms hereof.
26. Exceptions – Any exceptions to these terms and conditions of deviations from the written specifications must be shown in writing and attached to the bid form.
27. The Board reserves its rights to reject any goods and to cancel all or any part of this sale if Contractor fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate Board to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If Contractor ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against Contractor, or if a receiver for Contractor is appointed or applied for, or if an assignment for the benefit of creditors is made by Contractor, Board may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to bid then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.
28. Contractor makes the following warranties to Board and users of the goods herein described: (a) It will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) Any and all goods supplied hereunder will be of merchantable quality; (c) Any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained herein. Contractor agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties for additional scope given to Board by Contractor.
29. Contractor agrees to indemnify, defend, and hold harmless the Board, its successors, assigns, customer, agents, and users of the goods herein described against any and all loss, damage, or injury arising out of or resulting from a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. Contractor agrees that it will assume the defense of any and all such suits and pay all costs, judgments, and expenses incidental thereto.
30. Bidder must make delivery upon receipt of order unless otherwise specified in the invitation to bid. Bidder must indicate time required for delivery on bid.
31. The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes for the Federal, State, County and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.



32. Any interpretation of the proposed Contract Documents will be made only by an addendum duly issued by the Purchasing Agent. A copy of such addendum will be mailed to each person receiving a set of such Contract Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his proposal. Oral explanations will not be binding.
33. The award of the Contract will be made by official Board documents. Bidder's order form is not acceptable and cannot be used.
34. The Board is exempt from paying Illinois Use Tax (35 ILCS 105/3-5.4) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (35 ILCS 120/2-5.11). As such, Contractor shall not include such taxes in its bid.
35. The Board is exempt from paying Federal Excise Taxes (26 U.S.C.A. § 4221). As such, Contractor shall not include such taxes in its bid.
36. In computing transportation costs, bidders should not include any federal transportation tax, because Board is exempt.
37. The Contractor shall pay sales, consumer, use and similar taxes for the work or portions thereof provided by the Contractor. Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property in accordance with the Illinois *School Code* (105 ILCS 5/10-20.21) and the Illinois *Use Tax Act* (35 ILCS 105/1 *et seq.*). The payment of this tax will take place regardless of whether the Contractor is a retailer maintaining a place of business within this State. The cost of such tax shall be borne solely by the Contractor as part of the Contract price. Contractor shall not be reimbursed or paid any taxes unnecessarily paid by Contractor when not required due to the Board's tax exempt status.
38. Where the term Sub-contractor is used throughout the bid it refers to those specialized people who are not on the Contractor's payroll. Such Sub-contractors are to be brought to the attention of the Board, which reserves the right to approve or disapprove any such related Sub-contractors.
39. **ERRORS AND OMISSIONS** All proposals shall be submitted with each space properly completed. Special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, it shall advise the Director for Business Services who will issue the necessary clarifications to all prospective bidders by means of addenda. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of its proposal. Oral explanations will not be binding.
40. Signature Constitutes Acceptance; the signing of these bid forms shall be construed as acceptance of all provisions contained herein.
41. Any exception to these terms and conditions or deviation from the written specifications must be shown in writing and attached to the bid form.

42. To the extent applicable, it shall be mandatory upon the Contractor to whom the Contract is awarded and upon any Sub-contractor(s) thereof to pay to all laborers, workmen, and mechanics employed by them not less than the prevailing rate of wages in the locality for each craft of type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holidays and overtime work as ascertained by the Department of Labor and pursuant to Illinois law and statutes in such case made and provided. The Contractor and Sub-contractor(s) shall comply with the Illinois *Prevailing Wage Act* and shall include in bids the cost for the current prevailing wage. A copy of the current Illinois Department of Labor Prevailing Wages for Cook County is included at the end of this Section. Prevailing wage rates are revised by the Department of Labor and available on its website (**Amendment to Prevailing Wage Act 97-0964**). As changes are made in these prevailing wages, the Contractor and Sub-contractor(s) performing work on the project will be responsible for conforming to the changes and shall have the responsibility for determining when changes are made. No additional costs are to be incurred by the Board as a result of changes in prevailing wage. All record keeping requirements are the obligation of the Contractor and Sub-contractor(s).

To the extent that there are any violations of the *Prevailing Wage Act* and any demands are made upon the Board by the Illinois Department of Labor or by any employee of the Contractor or a Sub-contractor performing work on the project, the Contractor or the particular Sub-contractor and Contractor shall be responsible for indemnifying and holding the Board free and harmless from all costs incurred, directly or indirectly, by the Board in responding to and complying with demands made by the Department of Labor, or an aggrieved employee and such amounts may be withheld from the payments to be made on the project.

Palatine Community Consolidated School District 15 is bound by the requirements of **Prevailing Wage Act, 820 ILCS 130/01 et seq.** The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the *prevailing rate of wages* (hourly cash wages plus fringe benefits) in the county where the work is performed. Any prevailing rate of wages as they are revised by the Dept. of Labor shall apply to this contract. You are notified any rate changes to the prevailing wage rate are available on the Dept.'s office website. For information regarding current prevailing wage rates, please see the Illinois Dept. of Labor's website at: [www.state.il.us/agency/idol/rates/rates.HTM](http://www.state.il.us/agency/idol/rates/rates.HTM) and [www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx](http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx).

All contractors and subcontractors rendering services for the public works must comply with all requirements of the Prevailing Wage Act, including but not limited to, all wage, notice, and record-keeping duties.

43. The Board will attempt to make payments for items ordered within thirty (30) days of delivery. Invoices must be submitted in a timely manner, and if received by the 25<sup>th</sup> day of the month, will be processed and paid at the next regularly scheduled Board of Education meeting (normally held on the second Wednesday of each month.) Notwithstanding anything herein to the contrary, however, all payments made to the Contractor shall be governed by the Illinois *Local Government Prompt Payment Act* (50 ILCS 505/1 et seq.).
44. All employees of the vendor/contractor must undergo a criminal background investigation within 60 days prior to the start of the contract at the vendor's expense and available upon request. Section 10-21.9 of *The School Code* (105 ILCS 5/10-21.9) provides that:
- a. After January 1, 1990, the provisions of this section (criminal background investigations) shall apply to all employees of persons or firms holding contracts with any school district including, but not limited to, food service workers, school bus drivers and other transportation employees, who have direct, daily contact with the pupils of any school in such district.

- b. Additionally, the contractor must also agree not to send to any school building or on any school property any employee who is a known child sex offender.
- c. Requires each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
- d. Reimbursement will be made to the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a vendor/contractor who will have direct, daily contact with a student(s).

45. **INSURANCE** Each Prime Contractor shall furnish and pay for insurance in accordance with the conditions stipulated below. Contractors shall file with the Board a Certificate of Insurance certifying to insurance coverage specified herein. All Certificates shall contain a clause stating the policy will not be canceled without thirty (30) days prior written notice having first been sent to the Board. Each Contractor shall carry insurance to cover responsibility and liability of all kinds, and shall require Sub-contractors to carry similar insurance.

The attached Certificate of Insurance requirements shall be maintained by the Contractor receiving award in addition to all Sub-contractors as stated during the execution of the Contract and until such time as contract work is complete. Said Certificate of Insurance is to name the Board of Education of Community Consolidated School District 15 and its employees and agents as "Additional Insured" IN ADDITION TO Certificate Holder. Designated Certificate is to be submitted with your bid to the Board.

The Contractor shall include during the life of this Contract, insurance under a contractor's floater, or as an alternative, specific fire insurance with the standard extended coverage, a vandalism and malicious mischief endorsement on all Contractors' machinery, tools, equipment, forms scaffolding, trailers/vans, sheds, and similar property, rented or owned, used in the move.

The policy shall provide that in a case of loss from any cause whatsoever, there shall be no liability on the part of the Board for property of this nature belonging to or rented by any Contractor or Sub-contractor, or by any employee of a Contractor. The contractor's floater referred to herein may be an all-risk or named peril policy; but, if a named peril policy, it shall be written to include loss caused by the following perils; fire, lightning, flood, and the perils insured against under the extended coverage and vandalism and malicious mischief endorsements.

The Contractor must provide evidence of Workers' Compensation insurance as required by statute, auto liability coverage and an umbrella liability coverage of a minimum of \$5,000,000.00 per occurrence and in the aggregate. The following limits should be in place:

- a. Bodily injury and property damage combined per occurrence - \$1,000,000.
- b. Bodily injury and property damage combined aggregated \$3,000,000.
- c. Excess liability - Each occurrence in the amount of the limit of their policy.
- d. Excess liability - Aggregate in the amount of the limit of their policy.
- e. Evidence of workers' comp in the amount required by statute.
- f. General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate.

The special endorsement to read: Community Consolidated School District 15 is named as additional insured as their interest may appear and notice of cancellation/material change, if applicable, should be attached to certificate of insurance or otherwise evidenced as in effect under the policies listed.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/01/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Frank's Insurance Agency Main Street Anywhere IL 00000	<b>CONTACT NAME:</b> PHONE (A/C No. Ext): E-MAIL: ADDRESS: PRODUCER CUSTOMER ID #:	FAX (A/C No.):
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> DEF Construction Company 456 Main Street Anywhere IL 00000	<b>INSURER A:</b> Name of Insurance Company	Enter NAIC #
	<b>INSURER B:</b> Name of Insurance Company	Enter NAIC #
	<b>INSURER C:</b> Name of Insurance Company	Enter NAIC #
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	Y/Y/Y	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY END (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	Y		00-00-00	00-00-00	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/CP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	Y	00-00-00	00-00-00	00-00-00	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	00-00-00	00-00-00	00-00-00	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			00-00-00	00-00-00	00-00-00	\$1,000,000 each claim

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
It is understood and agreed that the following shall be additional insured on a primary non-contributory basis: CCSD 15 including all selected and appointed officials, all employees and volunteers, and all board members. Waiver of subrogation applies in favor of CCSD 15.

<b>CERTIFICATE HOLDER</b> Community Consolidated School District 15 Attn: Tari Farina 580 N First Bank Drive Palatine IL 60067	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Your Insurance Agent</i>
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46. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Ill Drug Free Workplace Act, 30 ILCS 580. All contractors must comply with the notification mandates and other requirements in the Ill Drug Free Workplace Act. "Contractor" is defined in the Ill Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of \$5,000 or more."
47. Each contractor with the District must comply with 105 ILCS5/24-5 and agree:
- a. Concerning each new employee who will have direct, daily contact with one or more student(s), to provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease
  - b. To require any new or existing employee who has and will have direct, daily contact with one or student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill Department of Public Health rules or order of a local health official.

EXHIBIT "A"  
BID #24-019  
LANDSCAPE SERVICES  
MAY 7, 2024  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**SCOPE OF WORK**

With an enrollment of approximately 11,500 students and a staff of 2,200 employees, Community Consolidated School District 15 (CCSD15) is one of the largest elementary school districts in Illinois. CCSD15 has nineteen (19) school buildings and three (3) administrative support buildings. CCSD15 is soliciting bids for LANDSCAPE SERVICES throughout the District for a period of three (3) years.

**SPECIFICATIONS - GENERAL**

The Contractor awarded the Bid shall furnish all labor, materials, services, tools, equipment and incidentals required to complete LANDSCAPE SERVICES as set forth in this document.

**CONTRACTOR QUALIFICATIONS**

The bidding Contractor is required to meet the following criteria in order to be considered a responsible Bidder by the District. The District shall have the right to make such inquiries as it deems appropriate to verify any of the information provided by the Bidder pursuant to this section. If as a result of such inquiries, the District deems any such information provided by the Bidder unsubstantiated or incomplete, the District may deem the Bidder to have failed to satisfy said criteria.

1. A Contractor may be required to provide additional information as needed to satisfy the District of the Contractor's ability to fulfill the contract.
2. Any documentation outlined in this section shall be required and submitted with the Bid submission.
3. **Experience:** A bidding Contractor must have a minimum of five (5) continuous years in business prior to the bid date.
4. **Project Manager:** The project manager to be assigned to the project must have at least five (5) years of experience working for a contractor on projects related to the scope of the bid, managing institutional or commercial projects and at least five (5) public works projects (public school, library, city, municipality, park district, college, university, or public body) or college building construction, addition or renovation projects of similar scope and complexity in the State of Illinois, within the last five (5) years.

**WORKMANSHIP**

1. The work shall be done by experienced workers and shall be done in accordance with these specifications and in accordance with best accepted trade practices.
2. A competent person shall properly supervise all work. Each bidding Contractor shall be prepared to submit written evidence, acceptable to the District, of having handled landscaping projects of similar size and scope.

**MEASUREMENTS**

1. The Contractor shall verify all areas to be serviced on site, as each school is unique in its landscaping layouts.
2. It is the Contractor's responsibility to examine the building sites and ensure they have the capability to perform the job. As the job sites are exterior locations, prospective Bidders may visit the sites at their own convenience. A map of District 15 locations and other location information is posted on the CCSD 15 website at <https://www.ccsd15.net/Page/6159> and can also be found on pages 19 and 20 of the bid specifications (pages 6 and 7 of Exhibit "A").

### QUALITY ASSURANCE

1. The Contractor guarantees that all materials and workmanship are consistent with the specifications established herein.
2. The District will review all Bidder provided materials and reserves the right to visit school districts or other entities currently being served by the Bidding Contractor.
3. The winning Contractor shall warrant all work.

### SAFETY

1. The winning Contractor is expected to use extreme caution when operating equipment on school grounds, being aware of the possible presence of children, particularly around playground areas.
2. The District's Facilities & Operations designee may require the Contractor to immediately remove any employee that they or on-site school personnel deem to be incompetent, careless, or otherwise objectionable in their sole discretion.
3. The Contractor will not send any employee or agent who is a child sex offender as defined in the Child Sex Offender Community Notification Law to District property.

### DAMAGES

Damage to District property by Contractor personnel will be repaired or replaced at the Contractor's expense, in a manner agreed upon by the District.

### REJECTION OF WORK

Improper material or installation methods will be corrected at the Contractor's sole expense and will be grounds for immediate termination and cancellation of all awarded work. This will also disqualify the Contractor from participating in any future Bids with the District.

### CLEANUP

The Contractor shall remove all landscaping debris from District property. Failure to follow these guidelines could result in back-charge for resolution.

### ENVIRONMENTAL

The Contractor is to adhere to all current environmental standard practices and regulations including disposal of project waste materials. Bid pricing shall include removal and disposal of all generated waste to an off-site location and must be compliant with all local, state and federal laws associated with each project.

### SCHEDULE

1. Work is to begin as early as July 1, 2024. A typical schedule is Monday through Friday, 7:00 A.M. to 2:30 P.M. Any premium hours required to complete the project within this timeframe are the responsibility of the Contractor. Regular maintenance should occur weekly with no interval greater than two weeks at each District site to maintain the appearance of the beds and landscaping. Any additional maintenance must be discussed and authorized by the District's Facilities & Operations designee prior to an increase in frequency.
2. Service dates will be coordinated with the District's Facilities & Operations designee to work around cleaning schedules and projects, providing for the most efficient schedule possible. Advance notification is required for chemical applications. (See #4 under **SPECIFICATIONS - LANDSCAPE SERVICES – BED CARE**)

3. The bidding Contractor must have a full staff of landscaping and groundskeeping employees ready to begin on the first day of the contract term. Adjustments will be made for any significant alterations to the grounds during the period of the contract.

#### CONTRACT TERM

This contract shall be for a three (3) year period subject to cancellation by either party giving written notice thereof to the other party prior to April 15 of any year of the three (3) year contract period. If both the vendor and the school district agree to the terms set forth in the contract, this contract may be renewed on an annual basis, not to exceed a total of three (3) years. Any and all contract renewals will be bound by the conditions and specification of this Landscape Services bid. The first year would be considered the formal bid with two (2) possible renewal years for a total of three (3) years. Year one (1) of the Landscape Services bid will begin on July 1, 2024.

#### PERMITS

The successful Contractor will be responsible to obtain any and all permits as needed per local government requirements.

#### SPECIFICATIONS – LANDSCAPING SERVICES

##### BED CARE

1. The Contractor shall clean and maintain the landscaped bed areas and plants on the properties located at twenty-two (22) District buildings. This shall include, but not be limited to, the removal of all litter, leaves, twigs/branches, weeds, and debris to maintain a professional and neat appearance. All suckers will be removed from the base of any trees on the property.
2. All landscape debris will be removed from District property the same day as service is performed and disposed of off-site. Bid pricing shall include the cost of disposal in compliance with all applicable laws.
3. The contractor shall inspect all beds for weeds and take appropriate measures to maintain a weed-free appearance through the use of manual removal and/or chemical controls. **Please Note:** After the primary or initial clean up and placement of mulch only manual removal of weeds is acceptable to maintain appearance of beds.
4. If chemical controls are used, the Contractor must comply with 415 ILCS 65 Lawn Care Products Application and Notice Act and Public Act 91-0099, amending Section 3 "Notification Requirements for Application of Lawn Care Products". Further, all weed control applications must follow the procedures outlined in 415 ILCS 65/5a "Fertilizer; Application Restrictions". All fertilization and weed control applications will need to occur on days when children are not present and cannot be within **50 feet** of any play structures.
  - a. All fertilizer and weed control products must first be approved by CCSD15 before application.
5. Bed care is inclusive of edging all trees and shrubs with a cultivated border. Removing dead stems and leaves, and other debris from perennials, vines, groundcovers, ornamental grasses, shrubs and trees. Beds must be raked free of accumulated debris, dead leaves, and other materials; then the mulch raked to maintain a uniform and neat appearance.



### MULCHING

1. Contractor will be responsible for providing mulch products and should include the price within each per building cost.
2. Contractor will maintain all shredded hardwood mulch. All beds on District property are to be mulched at a minimum depth of 2 inches. Mulching areas are to include the planted areas around all of the buildings.
3. Litter, weeds, and plant debris must be removed from mulch areas and not buried beneath the mulch. All finished mulch areas will be smooth and level to maintain a uniform surface and appearance.
4. Mulch layers shall be maintained at the following depths:
  - a. Annuals: 2 inches
  - b. Perennials, Bulbs, Ground Cover, Vines, Grasses: 2 inches
  - c. Shrubs, Roses, Evergreens, and Trees: 3 inches
5. Mulch shall be kept away from crowns, stems, necks, or trunks of all plants, and in general ensure that placement of mulch does not damage plants.
6. Mulch must be lower than building foundation lines and slope away from the building at all times.
7. Areas that do not require new mulch will be cultivated to give the existing mulch a fresh look.
8. Wood chip mulch should be installed 2 inches deep and should be of a double ground fibrous nature, dark brown in color, and 2 to 3 inches in length. Mulch shall be free of all foreign debris including clods, adhering films of dirt, weed seeds, roots or stones.

### TREE AND SHRUB CARE

1. The Contractor will maintain and trim shrubs and low hanging branches on trees at the school buildings.
2. Shrubs will be trimmed to maintain their shape. Removal of dead/damaged limbs and diseased plants will be addressed by using best horticultural practices. The start of school should be taken into consideration when scheduling and completing work in order to achieve a neat and attractive appearance.
3. Any shrub that dies shall be promptly and completely removed. Please notify the Facilities & Operations designee prior to any removal.
4. Pruning and trimming of decorative shrubs, removal of cut materials away from school property, and cleaning of areas beneath and adjacent to plants shall be included in Bid pricing.

### LANDSCAPING AND GROUNDS KEEPING EQUIPMENT

1. The Contractor will provide all equipment necessary to carry out landscaping and groundskeeping functions as specified.
2. The Contractor will maintain such equipment in operative, workable, and safe conditions.

### SIDEWALK EDGING

1. Sidewalk edging will consist of cutting along all sidewalks and walkways, the removal of cut turf, and blowing of all areas after edging.
2. Edging of all sidewalks will be completed using a motorized edging machine.

**BUILDING LOCATIONS**

<b>Joseph M. Kizka Educational Service Center</b> 580 N. 1 <sup>st</sup> Bank Drive, Palatine, 60067	<b>Lincoln</b> 1021 N. Ridgewood Lane, Palatine, 60067
<b>Maintenance/Warehouse Facility</b> 1001 Rohlwing Road, Rolling Meadows, 60008	<b>Stuart R. Paddock</b> 225 W. Washington Street, Palatine, 60067
<b>Technology</b> 530 E. Northwest Hwy, Palatine, 60074	<b>Pleasant Hill</b> 434 W. Illinois Avenue, Palatine, 60067
<b>Jane Addams</b> 1020 E. Sayles Drive, Palatine, 60074	<b>Plum Grove Middle School</b> 2600 Plum Grove Road, Rolling Meadows, 60008
<b>Central Road</b> 3800 Central Road, Rolling Meadows, 60008	<b>Gray M. Sanborn</b> 101 N. Oak Street, Palatine, IL 60067
<b>John G. Conyers Learning Academy</b> 2800 Central Road, Rolling Meadows, 60008	<b>Carl Sandburg Middle School</b> 2600 Martin Lane, Rolling Meadows, 60008
<b>Kimball Hill</b> 2905 Meadow Drive, Rolling Meadows, 60008	<b>Walter R. Sundling Middle School</b> 1100 N. Smith Street, Palatine, 60067
<b>Hunting Ridge</b> 1105 W. Illinois Avenue, Palatine, 60067	<b>Virginia Lake</b> 925 N. Glenn Drive, Palatine, 60074
<b>Thomas Jefferson Middle School</b> 3805 Winston Drive, Hoffman Estates, 60192	<b>Frank C. Whiteley</b> 4335 Haman Avenue, Hoffman Estates, 60192
<b>Marion Jordan</b> 100 N. Harrison Avenue, Palatine, 60067	<b>Willow Bend</b> 4700 Barker Avenue, Rolling Meadows, 60008
<b>Lake Louise</b> 500 N. Jonathan Drive, Palatine, 60074	<b>Winston Campus</b> 900 E. Palatine Road, Palatine, 60074

**QUESTIONS**

Questions regarding this bid will be addressed by e-mail only and should be submitted to Kathy Sauerland at sauerlak@ccsd15.net. No questions will be addressed after 12:00 p.m. local time on Monday, May 20, 2024.



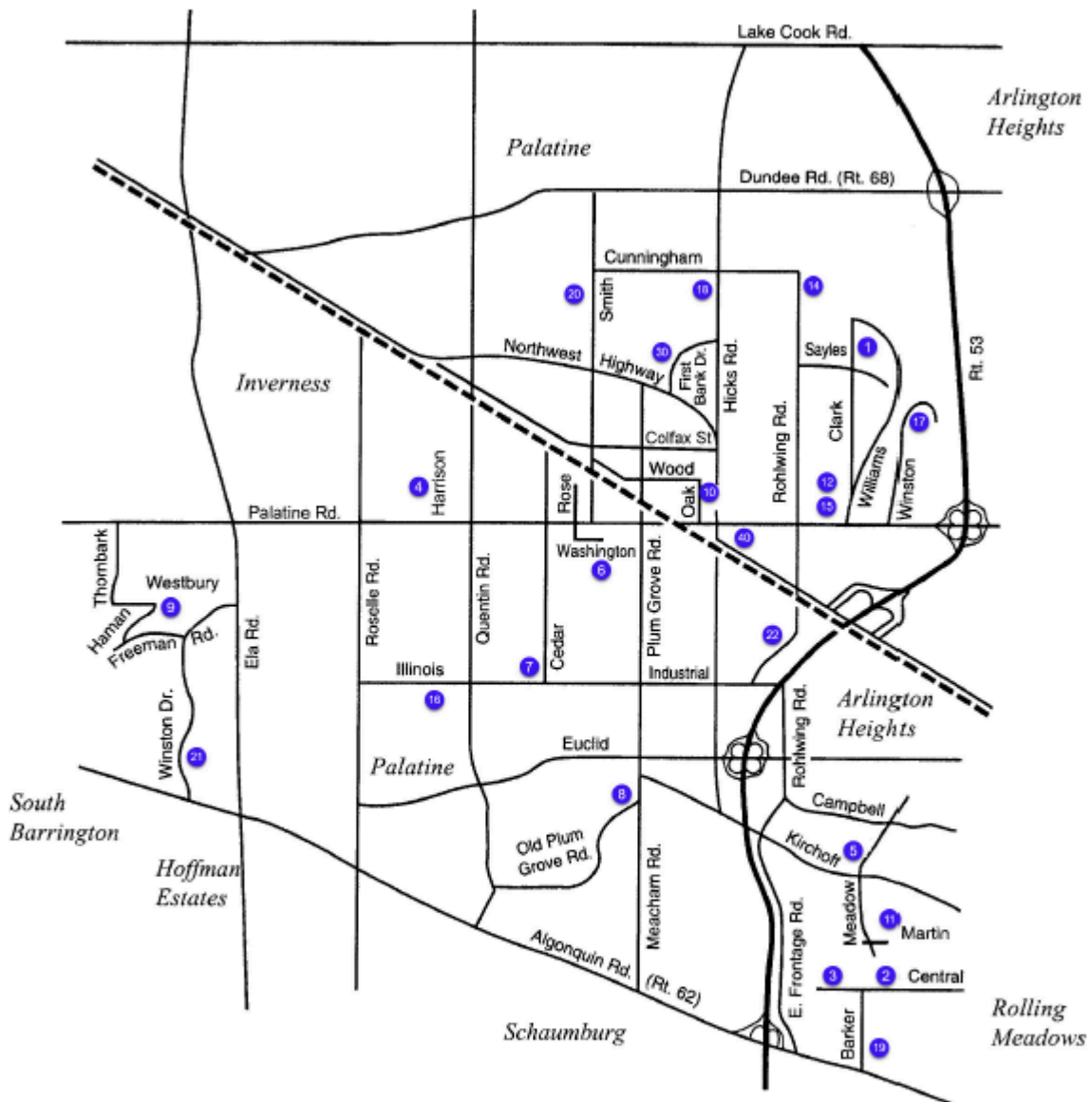
## COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15 BUILDING LOCATIONS

- |  |  |  |
|--|--|--|
| <p><b>1 Jane Addams School</b><br/>1020 E. Sayles Drive<br/>Palatine, IL 60074-7274<br/>Phone: 847-963-5000<br/>Fax: 847-963-5006<br/><a href="http://www.ccsd15.net/JA">www.ccsd15.net/JA</a></p>                     | <p><b>10 Gray M. Sanborn School</b><br/>101 N. Oak Street<br/>Palatine, IL 60067-5248<br/>Phone: 847-963-7000<br/>Fax: 847-963-7006<br/><a href="http://www.ccsd15.net/GMS">www.ccsd15.net/GMS</a></p>               | <p><b>20 Walter R. Sundling Junior High School</b><br/>1100 N. Smith Street<br/>Palatine, IL 60067-2806<br/>Phone: 847-963-3700<br/>Fax: 847-963-3706<br/><a href="http://www.ccsd15.net/WRS">www.ccsd15.net/WRS</a></p>   |
| <p><b>2 John G. Conyers Learning Academy</b><br/>2800 Central Road<br/>Rolling Meadows, IL 60008-2535<br/>Phone: 847-963-3400<br/>Fax: 847-963-3406<br/><a href="http://www.ccsd15.net/CLA">www.ccsd15.net/CLA</a></p> | <p><b>11 Carl Sandburg Junior High School</b><br/>2600 Martin Lane<br/>Rolling Meadows, IL 60008-2722<br/>Phone: 847-963-7800<br/>Fax: 847-963-7806<br/><a href="http://www.ccsd15.net/CS">www.ccsd15.net/CS</a></p> | <p><b>21 Thomas Jefferson School</b><br/>3805 Winston Drive<br/>Hoffman Estates, IL 60192-1851<br/>Phone: 847-963-5400<br/>Fax: 847-963-5406<br/><a href="http://www.ccsd15.net/TJ">www.ccsd15.net/TJ</a></p>  |
| <p><b>3 Central Road School</b><br/>3800 Central Road<br/>Rolling Meadows, IL 60008-2554<br/>Phone: 847-963-5100<br/>Fax: 847-963-5106<br/><a href="http://www.ccsd15.net/CR">www.ccsd15.net/CR</a></p>                | <p><b>12 Winston Campus Junior High</b><br/>120 N. Babcock Drive<br/>Palatine, IL 60074-5599<br/>Phone: 847-963-7400<br/>Fax: 847-963-7508<br/><a href="http://www.ccsd15.net/WCJH">www.ccsd15.net/WCJH</a></p>      | <p><b>22 Maintenance/Warehouse Facility</b><br/>1001 Rohlwing Road<br/>Rolling Meadows, IL 60008-1029<br/>Phone: 847-963-3950<br/>Fax: 847-963-3995</p>  |
| <p><b>4 Marion Jordan School</b><br/>100 N. Harrison Avenue<br/>Palatine, IL 60067-0913<br/>Phone: 847-963-5500<br/>Fax: 847-963-5506<br/><a href="http://www.ccsd15.net/MJ">www.ccsd15.net/MJ</a></p>                 | <p><b>14 Virginia Lake School</b><br/>925 N. Glenn Drive<br/>Palatine, IL 60074-7189<br/>Phone: 847-963-7100<br/>Fax: 847-963-7106<br/><a href="http://www.ccsd15.net/VL">www.ccsd15.net/VL</a></p>                  | <p><b>30 Joseph M. Kiszka<br/>Educational Service Center</b><br/>580 North 1st Bank Drive<br/>Palatine, IL 60067-8110<br/>Phone: 847-963-3000<br/>Fax: 847-963-3200 (Superintendent)<br/>Fax: 847-963-3119 (Teaching &amp; Learning)<br/>Fax: 847-963-3145 (Student Services)<br/>Fax: 847-963-3164 (Business)<br/>Fax: 847-963-3162 (Human Resources)</p> |
| <p><b>5 Kimball Hill School</b><br/>2905 Meadow Drive<br/>Rolling Meadows, IL 60008-1801<br/>Phone: 847-963-5200<br/>Fax: 847-963-5206<br/><a href="http://www.ccsd15.net/KH">www.ccsd15.net/KH</a></p>                | <p><b>15 Winston Campus Elementary</b><br/>900 E. Palatine Road<br/>Palatine, IL 60074-5552<br/>Phone: 847-963-7500<br/>Fax: 847-963-7406<br/><a href="http://www.ccsd15.net/WCE">www.ccsd15.net/WCE</a></p>         | <p><b>20 School Nutrition Services</b><br/>1100 N. Smith Street<br/>Palatine, IL 60067-2606<br/>Phone: 847-963-3928<br/>Fax: 847-963-3925</p>  |
| <p><b>6 Stuart R. Paddock School</b><br/>225 W. Washington Street<br/>Palatine, IL 60067-6147<br/>Phone: 847-963-5800<br/>Fax: 847-963-5806<br/><a href="http://www.ccsd15.net/SRP">www.ccsd15.net/SRP</a></p>         | <p><b>16 Hunting Ridge School</b><br/>1105 W. Illinois Avenue<br/>Palatine, IL 60067-6628<br/>Phone: 847-963-5300<br/>Fax: 847-963-5306<br/><a href="http://www.ccsd15.net/HR">www.ccsd15.net/HR</a></p>             | <p><b>20 Transportation</b><br/>1100 N. Smith Street<br/>Palatine, IL 60067-2606<br/>Phone: 847-963-3900<br/>Fax: 847-963-3906, 3907</p>   |
| <p><b>7 Pleasant Hill School</b><br/>434 W. Illinois Avenue<br/>Palatine, IL 60067-6745<br/>Phone: 847-963-5900<br/>Fax: 847-963-5906<br/><a href="http://www.ccsd15.net/PH">www.ccsd15.net/PH</a></p>                 | <p><b>17 Lake Louise School</b><br/>500 N. Jonathan Drive<br/>Palatine, IL 60074-4114<br/>Phone: 847-963-5600<br/>Fax: 847-963-5606<br/><a href="http://www.ccsd15.net/LL">www.ccsd15.net/LL</a></p>                 | <p><b>40 Technology</b><br/>530 E. Northwest Highway<br/>Palatine, IL 60074-4846<br/>Phone: 847-963-3230<br/>Fax: 847-963-3235</p>   |
| <p><b>8 Plum Grove Junior High School</b><br/>2600 Plum Grove Road<br/>Rolling Meadows, IL 60008-2042<br/>Phone: 847-963-7600<br/>Fax: 847-963-7606<br/><a href="http://www.ccsd15.net/PG">www.ccsd15.net/PG</a></p>   | <p><b>18 Lincoln School</b><br/>1021 N. Ridgewood Lane<br/>Palatine, IL 60067-3448<br/>Phone: 847-963-5700<br/>Fax: 847-963-5706<br/><a href="http://www.ccsd15.net/LS">www.ccsd15.net/LS</a></p>                    |  |
| <p><b>9 Frank C. Whiteley School</b><br/>4335 Haman Avenue<br/>Hoffman Estates, IL 60192-1306<br/>Phone: 847-963-7200<br/>Fax: 847-963-7206<br/><a href="http://www.ccsd15.net/FCW">www.ccsd15.net/FCW</a></p>         | <p><b>19 Willow Bend School</b><br/>4700 Barker Avenue<br/>Rolling Meadows, IL 60008-3202<br/>Phone: 847-963-7300<br/>Fax: 847-963-7306<br/><a href="http://www.ccsd15.net/WB">www.ccsd15.net/WB</a></p>             |  |

Building Locations 22-23.indd 09/2022



## COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15 BUILDING LOCATIONS



- |                                    |                                     |  |
|------------------------------------|-------------------------------------|--|
| 1 Jane Addams School               | 10 Gray M. Sanborn School           | 20 Walter R. Sundling Junior High School |
| 2 John G. Conyers Learning Academy | 11 Carl Sandburg Junior High School | School Nutrition Services                |
| 3 Central Road School              | 12 Winston Campus Junior High       | Transportation                           |
| 4 Marion Jordan School             | 14 Virginia Lake School             | 21 Thomas Jefferson School               |
| 5 Kimball Hill School              | 15 Winston Campus Elementary        | 22 Maintenance/Warehouse Facility        |
| 6 Stuart R. Paddock School         | 16 Hunting Ridge School             | 30 Joseph M. Kiszka                      |
| 7 Pleasant Hill School             | 17 Lake Louise School               | Educational Service Center               |
| 8 Plum Grove Junior High School    | 18 Lincoln School                   | 40 Technology                            |
| 9 Frank C. Whiteley School         | 19 Willow Bend School               |  |

Building Locations 22-23.indd 09/2022

EXHIBIT "B"  
 BID #24-019  
 LANDSCAPE SERVICES  
 MAY 7, 2024  
 COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**PRICING**

Location	Cost Per Building
Joseph M. Kiszka Educational Service Center	\$
Maintenance/Warehouse Facility	\$
Technology	\$
Jane Addams	\$
Central Road	\$
John G. Conyers Learning Academy	\$
Kimball Hill	\$
Hunting Ridge	\$
Thomas Jefferson	\$
Marion Jordan	\$
Lake Louise	\$
Lincoln	\$
Stuart R. Paddock	\$
Pleasant Hill	\$
Plum Grove	\$
Gray M. Sanborn	\$
Carl Sandburg	\$
Walter R. Sundling	\$
Virginia Lake	\$
Frank C. Whiteley	\$
Willow Bend	\$
Winston Campus	\$
<b>Total Cost</b>	<b>\$</b>

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COMPANY NAME

---

SIGNATURE OF BIDDER

PRINT NAME

TITLE

---

EMAIL ADDRESS

---

ADDRESS OF COMPANY (CITY) (STATE) (ZIP CODE)

---

PHONE NUMBER

DATE OF BID RESPONSE

EXHIBIT "C"  
BID #24-019  
LANDSCAPE SERVICES  
MAY 7, 2024  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

1. The Board of Education, Community Consolidated School District 15, Palatine, Illinois, reserves the right to reject any or all bids to waive any informality in bidding.
2. Having carefully examined all bid documents, as well as the proposed program, the undersigned hereby proposes to furnish all supplies and services set forth by the Specifications, Notice to Bidders, General Conditions, and Form of Proposal herein referred to and described.
3. By entering into this Agreement, Contractor/Vendor certifies and warranted to the Board of Education that it is not barred from entering into this Agreement for any reason whatsoever, including, but not limited to, a violation of Section 33E-3 (Bid Rigging) or Section 33E-4 (Bid Rotating) of the Illinois Criminal Code of 1961. The Board reserves the right to declare the contract void if this certification is false.
4. The Contractor/Vendor certifies that the Contractor/Vendor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).
5. The Contractor/Vendor acknowledges receipt of all addendum(s) issued, if applicable\_\_\_\_\_

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COMPANY NAME

---

SIGNATURE OF BIDDER	PRINT NAME	TITLE
---------------------	------------	-------

---

EMAIL ADDRESS

---

ADDRESS OF COMPANY	(CITY)	(STATE)	(ZIP CODE)
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PHONE NUMBER	DATE OF BID RESPONSE
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EXHIBIT "D"  
BID #24-019  
LANDSCAPE SERVICES  
MAY 7, 2024  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**REFERENCES**

**COMPANY NAME:** \_\_\_\_\_

**PROVIDE A LIST OF FIVE REFERENCES, PREFERABLY SCHOOL DISTRICTS, FOR WORK OF SIMILAR SIZE AND SCOPE WITHIN THE LAST THREE (3) YEARS.**

**1.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**2.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**3.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**4.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**5.School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_



EXHIBIT "E"  
BID #24-019  
LANDSCAPE SERVICES  
MAY 7, 2024  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**CONTRACTOR QUESTIONNAIRE**

Pursuant to 105 ILCS 5/10-20.40 all school districts in the State of Illinois are required to annually report the number and value of contracts awarded to "minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses" for contracts over \$25,000. In order to comply with this requirement, we request contractors to complete the following questionnaire and return with their bid responses.

**Is Your Company a Locally Owned Business YES \_\_\_\_\_ NO \_\_\_\_\_ as it relates to this School District?**

For purposes of this questionnaire, "Locally Owned" means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

Guidance issued by the Illinois State Board of Education suggests that we inquire whether your company is certified as a minority, female, or disabled person owned business by a certifying agency (e.g., Chicago Transit Authority – Cook County – Illinois Department of Transportation – Metropolitan Transit Authority Metropolitan Water Reclamation District – U.S. Small Business Administration – State of Illinois) or that it would be eligible for certification if an application were made. The Guidance includes the definitions set forth below.

**Definition of Ownership:** "Minority owned business, female owned business, and business owned by a person with a disability" means a business concern which is at least 51% owned by one or more minority persons, females, or persons with a disability; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, females, or persons with a disability; and the management and daily business operations of which are controlled by one or more of the minority females, or persons with a disability who own it. (30 ILCS 575/2)

**Is Your Company a Minority Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Minority person" shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands); or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

**Is Your Company a Female Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Female" shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2)

**Is Your Company a Business Owned By Persons with Disabilities? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

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COMPANY NAME

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SIGNATURE OF BIDDER

PRINT NAME

TITLE

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EMAIL ADDRESS

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ADDRESS OF COMPANY

(CITY)

(STATE)

(ZIP CODE)

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PHONE NUMBER

DATE OF BID RESPONSE