



# ROUND LAKE AREA SCHOOLS

## Community Unit School District #116

5/15/2024

### **Invitation for Bid and Contract Food Service Management Company In the School Nutrition Programs**

Addendum# 1

There are 0 amendments and 21 questions, with accompanying attachments, as part of this addendum.

Please sign this document and include in your solicitation submission as acknowledgement of receipt and understanding.

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Name of Company

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Signature and Date

**Amendment(s)**

1. None

**Question(s)**

1. Are there currently any bill backs for labor by the FSMC to the District? Will these or any labor bill backs continue moving forward in the 2024-2025 school year? If so, please provide the amounts and what they are for?

*No*

2. What are the meal rates that the current FSMC is charging the districts for 2023-2024 school year?

*See Attachment #2*

*The current FSMC meal rate is:*

*School Nutrition Programs (SNP)*

*Reimbursable Breakfast with Milk - \$1.9249*

*Reimbursable Lunch with Milk - \$3.7401*

*Special Milk - \$0.5022*

*A la Carte Equivalents Fee - \$3.7401*

*Reimbursable After-School Snack - \$0.9051*

*Child and Adult Food Care Programs (CACFP)*

*Reimbursable Supper with Milk - \$4.4806*

*Summer Food Service Program (SFSP)*

*Reimbursable Breakfast with Milk - \$1.9249*

*Reimbursable Lunch with Milk - \$3.7401*

3. Has the District entered into any Intergovernmental agreements with any area districts, private schools, Head Starts, to serve meals to in 2023-2024 school year? Will these continue into 2024-24 school year?

*No*

4. Is the FSMC currently serving meals to any other school districts or establishments outside of the District besides what was listed in the RFP? If so, where and how many breakfast, lunch or snack meals on an annual basis? Are all of these meals included in the meals listed in the financials?

No

5. Please clarify if the wages on Exhibit G are for 2023-24 school year or the 2024-25 school year?

2023-2024

6. Please provide the USDA Commodity order that was placed in 2024 for the 2024-25 school year?

See Attachment #6

7. Exhibit G does not include the days for the Paid Leave Act, please specify how these days will be paid out to each employee on an annual basis. The staffing plan would need to be revised to reflect this.

*Exhibit G is just the minimum expected operational labor, the FSMC is responsible to adhere to any and all local, state and federal wage laws and must submit a bid that is inclusive of minimum wage increases, costs related to the Paid Leave for All Workers Act, and/or any other law impacting wages and benefits, as applicable. Any offeror that erroneously calculates their bid shall be responsible for any and all costs incurred as a result of, or in connection with, the need to provide wage increases or additional paid leave benefits under the law. The SFA will not provide guidance with response to compliance, and offerors are encouraged to consult their legal counsel when using Exhibit G for purposes of calculating the cost of their bid.*

8. Does the District offer Open Campus to students? Please clarify which grades and schools?

No

9. Please specify what vehicles are currently used by the District/FSMC that the new FSMC will be required to provide. Please also provide what vehicle make/model and what is the size of the box of box trucks? Please also list any additional inside electric or mechanical specifications. Does the van/truck need a lift gate?

26' Box Truck with electric lift gate

10. Section 3.15 states that there are summer meals, however there are no summer meals listed in Section 22. Please clarify this issue.

*As per the IFB, the district participates in the Seamless Summer Option (550) which is under the School Nutrition Program.*

11. Please provide the claim forms for February 2024 thru March 2024, district totals only.

*See Attachment #11*

12. Section 12.2 states that the FSMC is responsible for printing, please clarify what the expectations would be for this.

*Menus and promotional meal opportunities*

13. Section 1.5 states that 1 original and 1 copy is required, however it also states that 1 original and 2 copies are required. Please clarify this.

*1 original and 1 copy*

14. Section 2.10 & 2.11 state that the bid bond and performance bond requirements refer to the Board of Education Policy 4:60 Purchases and Contracts. Upon checking this, it was not clear as to what the bid bond and performance bond requirements are. Please clarify what the bid bond and performance bond requirements would be.

*See Attachment #14*

15. What, if any type of service changed from prior bid in the 2017-2018 school year to now, as overall meals have dropped significantly by 9,908 breakfasts and 127,666 lunches and the ala carte has dropped by approximately 12,998 annually?

*Enrollment*

16. Please explain why the daily hours have increased by 96.25 since the prior bid, when meals have dropped by approximately 12, 998 annually?

*Supper Programs*

17. Please specify if there were any operational and/or food service program related changes between 2022-23 SY and 2023-24SY?

*Supper Program*

18. Section 16.7 states CPI Food. Please clarify if the District meant to use CPI Food Away from Home, instead of CPI Food.

*As per the IFB, the CPI index to be utilized is the Consumer Price Index for Urban Consumers- Food annual rate for December*

19. Exhibit A-4 printed not clearly. Please send a clearly printed Exhibit A-4.

*See Attachment #19*

20. Please clarify why Exhibit A-4 shows Pleviak Elem as N/A for the 2024-25 SY enrollment and Village School did not have any enrollment showing for 2024-25 SY.

*See Attachment #20/Exhibit K*

21. In the prior bid there was Special Milk, please explain why there is none in Section 22 listed.

*Not needed*

**Noncompetitive Procurement Contract for School Year 2023-2024  
Food Service Management Copy Service  
Nonprofit Food Service Program-**

This document contains the fixed price per meal rates and fees for the requested Noncompetitive-Procurement Contract of food service management company services for nonprofit food service programs for the period beginning July 1, 2023 and shall not exceed June 30, 2024. Upon acceptance, this document shall constitute as a Noncompetitive Procurement Contract between the Food Service Management Company (FSMC) and the School Food Authority (SFA).

The FSMC shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.

SFA to insert applicable annual units below and the FSMC shall insert 2023-2024 rate accompanied by a required detailed financial/cost analysis to support how the rate was determined.

PER MEAL PRICES MUST BE A FIXED PRICE PER MEAL RATE AND  
CALCULATED AS IF NO USDA COMMODITIES WILL BE RECEIVED

	Projected Annual Units	2023-2024 Rate
<b><u>School Nutrition Programs (SNP)</u></b>		
1. Reimbursable Breakfasts with Milk	1. <u>348,670</u>	1. <u>1.9249</u>
2. Reimbursable Breakfasts without Milk	2. _____	2. _____
3. Reimbursable Lunches <->with Milk	3. <u>723,010</u>	3. <u>3.7401</u>
4. Reimbursable Lunches <->without Milk	4. _____	4. _____
5. Special Milk	5. <u>43,000</u>	5. <u>0.5022</u>
6. A la Carte Equivalents Fee <->	6. <u>17,525</u>	6. <u>3.7401</u>
7. Reimbursable After-School Snack	7. <u>45,730</u>	7. <u>0.9051</u>
<b><u>Child and Adult Food Care Programs CCACFP)</u></b>		
8. Reimbursable Supper with Milk	8. <u>36,550</u>	8. <u>4.4806</u>
9. Reimbursable Supper without Milk	9. _____	9. _____
10. Reimbursable AM/PM Snack	10. _____	10. _____
<b><u>Summer Food Service Program (SFSP)</u></b>		
11. Reimbursable Breakfasts with Milk	11. <u>3,055</u>	11. <u>1.9249</u>
12. Reimbursable Breakfasts without Milk	12. _____	12. _____
13. Reimbursable Lunches <->with Milk	13. <u>5,332</u>	13. <u>3.7401</u>
14. Reimbursable Lunches <->without Milk	-14. _____	14. _____

<->Reimbursable Lunch and A la Carte Equivalents Fee Rates must be the same. (A la carte equivalency factor for this contract term is 4.88 and applies to all a la carte sales in the CNP)

Organiclife, LLC

Food Service Management Company (FSMC)

430.W. Ecie St., Ste. 403  
Street Address

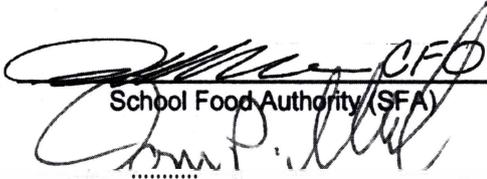
Chicago, IL  
City/State

60654  
ZIP Code

By submission of this proposed Noncompetitive Procurement Contract, the FSMC certifies that they shall operate in accordance with all applicable Child Nutrition Program rules and regulations outlined in, but not limited to, 2 CFR 200, 7 CFR 210, 7 CFR 225, 7 CFR 226, and 7 CFR 250.

_____	CEO	7/1/23
A ♦ signature	of FSMC	Title
_____		Date

• Acceptance of Noncompetitive Procurement contract \_\_\_\_\_

 CFO  
School Food Authority (SFA)

34-049116026

Agreement Number (RCDT Code)

1/11/2022

1/11/2022

SFA Authorized Representative Signature

--,

Title

Date

\* The Authorized Representative is the individual who is the highest-ranking official that is legally and financially responsible for all areas of the school district or organization. For public schools this would be the District Superintendent.

**Illinois State Board of Education  
Food Distribution Program  
All Orders - 2025**

<b>Agency Name:</b>	ROUND LAKE AREA SCHS - DIST 116	Beginning PAL Balance:	\$243,817.2000
<b>Agreement Nbr:</b>	34049116026A 1		
<b>Contract Nbr:</b>	04902600A2025	PAL Processing:	\$43,419.9871
		DC? Fresh Fruits & Vegetables Partcipallon	\$165,000.0000
<b>Representative:</b>	Dr. Donn Mendoza	Available for PAL Requests:	\$35,397.2129
<b>Phone Nbr:</b>	(847) 270-9003	Value of PAL Requests	\$14,355.8370
		Value of Bonus Requests	\$0.0000

**PAL**

Status	Nbr	Commodity Name	Case Value	Pack Size	AcceP!	Order	Balance
PAL - Dairy, Grains, Nuts, Oils							
A	100036	CHEESE, BLND, AM/SKIM YELLOW SLC	\$63.1110	6/5# LOAVES	N	0	0
A	100012	CHEESE, CHEDDAR R/F SHRED YELLOW	\$63.1110	6/5# BAGS	N	0	0
A	100034	CHEESE, MOZZ LT SHRED FRZ	\$60.1950	30# BOX	N	0	0
A	110396	CHEESE, MOZZ, STRING, 1 OZ STICKS	\$83.3220	360/1 oz sticks	N	0	0
A	110501	MACARONI, WHOLE GRAIN-RICH BLEND	\$54.0080	20# Carton	N	0	0
A	100439	OIL, VEGETABLE	\$45.4839	6/1 GAL BTL	y	10	10
A	110393	PANCAKES, WHOLE GRAIN FRZ	\$13.1447	12#CARTON	N	0	0
A	100396	PEANUT BUTTER, SMOOTH	\$38.0580	6/5# CANS	N	0	0
A	110520	PENNE, WHOLE GRAIN-RICH BLEND	\$54.7960	20# Carton	N	0	0
A	100500	RICE, BROWN, LONG GR, PARBOILED	\$46.0992	24/2# BAGS	N	0	0
A	110506	SPAGHETTI, WHOLE GRAIN-RICH BLEND	\$54.2000	20# Carton	N	0	0
A	110504	ROTINI, WHOLE GRAIN-RICH BLEND	\$58.0700	20# Carton	N	0	0
A	100935	SUNFLOWER SEED BUTTER	\$58.0110	6/5# CANS	y	55	55
A	110394	TORTILLA, WHOLE GRAIN FRZ	\$27.7614	288 1.5 oz TORTILLAS	N	0	0
PAL- Fruits							
A	100206	APPLE SLICES, CND UNSWT	\$44.1246	6/10 CANS	N	0	0
A	110541	APPLESAUCE,CND,UNSWT	\$29.4548	6/10 CANS	N	0	0
A	110361	APPLESAUCE CUPS, UNSWT, 96/4.5 OZ	\$22.7880	96/ 4.5 OZ CUPS	y	50	50
A	100261	APRICOT CUPS, DICED, FRZ, 4.5 OZ	\$45.8383	96/4.5 OZ CUP	N	0	0
A	100216	APRICOTS, DICED, XLT SYRUP, CND	\$48.2517	6/10 CANS	N	0	0
A	110623	BLUEBERRIES, Highbush FRZ 12/2.5#	\$40.4280	12/2.5# CARTONS	y	40	40
A	111643	CHERRIES.TART, DRIED INDIVIDUAL PORTION	\$107.6097	250/1.3602 BAG	N	0	0
A	110723	CRANBERRIES, DRIED, 300/1.16 oz	\$57.4048	300/1 .16oz pkgs	N	0	0
A	110859	MIXED BERRIES, CUP, FRZ	\$43.6776	96/14oz cups	N	0	0
A	100212	MIXED FRUIT, XLT SYRUP, CND	\$42.9737	6/10 CANS	N	0	0
A	100241	PEACH CUPS, DICED, FRZ, 4.4 OZ	<b>\$44.9222</b>	96/4.4 OZ CUPS	N	0	0
A	100220	PEACHES, CLING, DICED, XLT SYRUP, CND	\$42.5564	6/10 CANS	N	0	0
A	100219	PEACHES, SLICED, XLT SYRUP, CND	\$42.6557	6/10 CANS	N	0	0
A	100239	PEACHES,FREESTONE,SLC,FRZ	\$30.9340	20# CARTON	N	0	0
A	100225	PEARS, DICED, XLT SYRUP, CND	<b>\$43.4224</b>	6/10 CANS	N	0	0
A	100224	PEARS, SLICED, XLT SYRUP, CND	\$48.9563	6/10 CANS	N	0	0
A	100293	RAISINS, UNSWT 144/1.33 OZ BOXES	\$22.5876	144/1.33 OZ BOXES	N	0	0

A	110846	STRAWBERRIES WHOLE IQF 12/2.5#	\$49.1730	12/2.5# CARTON	N	0	0
A	100256	STRAWBERRY CUPS, DICED, FRZ, 4.5 oz	\$51.4323	96/4.5 OZ CUPS	N	0	0
A	100254	STRAWBERRIES, SLICED, FRZ	\$44.0850	30# CARTON	y	15	15
PAL - Meats/Alternates							
A	100134	BEEF CRUMBLES, COOKED W/SPP	\$149.1520	4/10# PKG.	N	0	0
A	100158	BEEF, FINE GROUND RAW FRZ	\$138.4320	40# CARTON	N	0	0
A	100163	BEEF PATTY LEAN, RAW FRZ 31 oz	\$170.2360	40# CARTON	y	15	15
A	110348	BEEF PATTY RAW IQF W/SPP 2.8 oz	\$133.2680	40# CARTON	N	0	0
A	110322	BEEF PATTY W/SPP COOKED HMSTYLE 2.2oz	\$187.7840	40# CARTON	N	0	0
A	100188	HAM, COOKED, DICED, FRZ.	\$104.6160	8/5# PKG	N	0	0
A	100187	HAM, COOKED, SLICED, FRZ.	\$109.4320	8/5# PKG	N	0	0
A	110851	POLLOCK STICKS, BRD FRZ	\$118.2560	40# CASE	N	0	0
A	100173	PORK LEG ROAST, RAW, FRZ	\$78.1920	36-42 LB CTN	N	0	0
A	110730	PORK, UNSEASONED PULLED COOKED FRZ	\$103.1280	8/5# Packages	N	0	0
PAL - Poultry/Eggs							
A	111361	CHICKEN CUT UP, RAW, FRZ	\$72.7600	40 LB Case	N	0	0
A	100101	CHICKEN, DICED, COOKED, FRZ	\$103.4880	40# CARTON	N	0	0
A	100117	CHICKEN, FAJITA STRIPS	\$84.6390	30# CARTON	N	0	0
A	110921	CHICKEN, FILLET, UNBREADED, FRZ	\$84.2700	30# CASE	N	0	0
A	110080	CHICKEN, OVEN ROASTED	\$141.7020	30# CARTON	N	0	0
A	110462	CHICKEN STRIPS, COOKED UNSEASONED	\$76.9680	30# CASE	N	0	0
A	110931	EGG, PATTY, COOKED ROUND, FRZ	\$63.2375	25# CASE	N	0	0
A	100046	EGGS, WHOLE, FROZEN	\$35.7540	6/5# CASE	N	0	0
A	110554	TURKEY BRST, DELI, SLICED, FRZ	\$166.0560	8/5# Packages	N	0	0
A	100122	TURKEY BRST, DELI, SMK, FRZ	\$214.0000	40# CASE	N	0	0
A	100126	TURKEY HAMS, FRZ	\$127.2000	40# CARTON	N	0	0
A	100125	TURKEY ROAST, FROZEN	\$136.3960	32-48# CARTON	N	0	0
A	110911	TURKEY, SMOKED HAM, SLICED	\$140.3880	8/5# PKGS	N	0	0
A	100119	TURKEY TACO FILLING	\$65.7120	30# CASE	N	0	0
PAL - Vegetables							
A	100359	BEANS, BLACK (TURTLE), LOW- SODIUM, CND	\$21.4083	6#10 CANS	y	40	40
A	100360	BEANS, GARBANZO, LOW- SODIUM, CND	\$21.2747	6#10 CANS	y	20	20
A	100307	BEANS, GREEN, CND, LOW SODIUM	\$25.8552	6#10 CANS	N	0	0
A	100351	BEANS, GREEN, FRZ, NO SALT	\$25.0380	30# CASE	y	30	30
A	100365	BEANS, PINTO, LOW-SODIUM, CND	\$21.5986	6#10 CANS	y	20	20
A	100362	BEANS, REFRIED, LOW SODIUM, CND	\$40.2864	6#10 CANS	N	0	0
A	100366	BEANS, SMALL RED, LOW- SODIUM, CND	\$21.8619	6#10 CANS	N	0	0
A	100364	BEANS, VEGETARIAN, LOW- SODIUM, CND	\$23.2875	6#10 CANS	N	0	0
A	110473	BROCCOLI, NO SALT ADDED, FRZ	\$54.0060	30# case	N	0	0
A	100309	CARROTS, SLC, LOW-SODIUM, CND	\$25.8290	6#10 CANS	N	0	0
A	100352	CARROTS,SLC, NO SALT ADDED, FRZ	\$21.3630	30# CASE	N	0	0
A	100313	CORN, CND, NO SALT	\$31.8437	6#10 CANS	N	0	0
A	100348	CORN, WHOLE KERNEL, FRZ	\$23.5590	30# CARTON	y	60	60
A	111230	MIXED VEGETABLES FRZ	\$28.6860	6/5 LB BAG	y	30	30
A	100315	PEAS, CND, LOW SODIUM	\$28.2978	6#10 CANS	N	0	0
A	100350	PEAS,FRZ	\$28.0890	30# CARTON	N	0	0
A	110844	POTATOES, DICED FRZ	\$28.0440	6/5# CASE	N	0	0
A	100357	POTATO, OVEN FRY, FRZ	\$38.4360	6/5# PKG.	N	0	0
A	100355	POTATO WEDGES, FRZ	\$42.8370	6/5# PKG.	N	0	0
A	110186	SALSA, POUCH, LOW SODIUM	\$37.3173	61106oz POUCHES	N	0	0

#6

A	110177	SPAGHETTI S, MEATLESS PCH LOW SODIUM	\$37.5518	6/106 OZ POUCHES	N	0	0
A	110721	SWT POTATO CRINKLE CUT OVEN FRY	\$45.3450	6/5# Packages	N	0	0
A	100317	SWT POTATOES, XLT SYRUP, CND, LOW SODIUM	\$30.3588	6#10 CANS	N	0	0
A	100329	TOMATOES, DICED, CND	\$24.3041	6#10 CANS	N	0	0
A	110187	TOMATO SAUCE POUCH, LOW SODIUM	\$38.4184	61106oz POUCHES	N	0	0

**Bonus**

<u>Status</u>	<u>Nbr</u>	<u>Commodity. Name</u>	<u>Case Value</u>	<u>Pack Size</u>		<u>Balance</u>
					pj	2...!!!fil

Organization: Round Lake CUSD 116 Type: Claim  
 RCDT: 34-049-1160-26 Status: Sent to FRIS  
 Program Year: 2024 Program: SNP



### SNP Sponsor Claim

**Quick Links**    **Version**  
[Site Claims](#)    [16:Feb\\_2024Claim-Sent to FRIS-03/19/2024.v1](#)  
[Claim Rates](#)

#### Claim Analysis

Payment Category	Claim Eamed	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2023	0.00	883,982.31	883,982.31	0.00
National Lunch 2023	0.00	2,965,813.78	2,965,813.78	0.00
Illinois Free Breakfast & Lunch	4,988.56	28,961.80	23,973.24	4,988.56
National Breakfast 2024	116,811.24	494,714.22	377,902.98	116,811.24
National Lunch 2024	356,378.10	1,514,639.55	1,158,261.45	356,378.10

### C Round Lake CUSD 116 {34-049-1160-26}

#### Claim Data

<b>Claim Month</b>	Feb 2024	<b>Status</b>	Approved-Sent to FRIS
<b>Days of Operation</b>	02/01/2024 - 02/29/2024	<b>Type</b>	Claim
<b>Days Claimed</b>	19	<b>Date Received</b>	03/15/2024
<b>Claim Source</b>	Sponsor	<b>Date Approved</b>	03/15/2024

Last Updated: Jwalters133      Submitted by: Jwalters133

#### Sponsor Notes

9 site(s) included out of 9 sites approved  
 Illinois Free Breakfast - 9 site(s)  
 School Breakfast - 9 site(s)  
 National School Lunch - 9 site(s)  
 Illinois Free Lunch - 9 site(s)

#### CEP Notes

<b>Group Name</b>	34049116026-A23	<b>CEP Eligibility</b>	62.53 %
<b>Status</b>	Approved	<b>Free Claiming %</b>	100 %
<b>Begin Date</b>	7/1/2022	<b>Paid Claiming %</b>	0 %
<b>End Date</b>	6/30/2026		

#### Meals

##### Illinois Free Breakfast • Breakfast

###### Illinois Free Breakfast

Free 42788

##### School Breakfast • Breakfast

###### Severe Need

Free 42788  
 Paid 0

##### Illinois Free Lunch - Lunch

###### Illinois Free Lunch

Free 81926

##### National School Lunch • Lunch

###### 60% or more Eligible

Free 81926  
 Paid 0

#### Statistics

Number of sites 9

##### School Breakfast

Days Claimed 19  
 Enrollment 6124  
 ADA 2256

##### National School Lunch

Days Claimed 19  
 Enrollment 6124  
 ADA 4450

#### Eligibles

##### School Breakfast

##### National School Lunch

6124

Free 6124

Paid

0

Paid

0

#11

Organization: Round Lake CUSD 116 Type: Claim  
 RCDT: 34-049-1160-26 Status: Sent to FRIS  
 Program Year: 2024 Program: SNP

**Attachment #11**

**SNP Sponsor Claim**

Quick Links **Version**  
[Site Claims](#) **1:Mar2024C#n** [Sent to FRIS](#) **04/16/2024**  
[Claim Rates](#)

**Claim Analysis**

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTO	Paid This Claim
National Breakfast 2023	0.00	883,982.31	883,982.31	0.00
National Lunch 2023	0.00	2,965,813.78	2,965,813.78	0.00
Illinois Free Breakfast & Lunch	3,733.76	32,695.56	28,961.80	3,733.76
National Breakfast 2024	88,667.67	583,381.89	494,714.22	88,667.67
National Lunch 2024	264,762.75	1,779,402.30	1,514,639.55	264,762.75

**D Round Lake CUSD 116 (34-049-1160-26)**

**Claim Data**

Claim Month	Mar2024	Status	Approved-Sent to FRIS
Days of Operation	03/01/2024 - 03/29/2024	Type	Claim
Days Claimed	14	Date Received	04/15/2024
Claim Source	Sponsor	Date Approved	04/15/2024

Last Updated: Jwalters133 Submitted by: Jwalters133

**Sponsor Notes**

9 site(s) included out of 9 sites approved  
 Illinois Free Breakfast - 9 site(s)  
 School Breakfast - 9 site(s)  
 National School Lunch - 9 site(s)  
 Illinois Free Lunch - 9 site(s)

**CEP Notes**

Group Name	34049116026-A23	CEP Eligibility	62.53 %
Status	Approved	Free Claiming %	100 %
Begin Date	7/1/2022	Paid Claiming %	0 %
End Date	6/30/2026		

**Meals**

**Illinois Free Breakfast - Breakfast**

Illinois Free Breakfast

Free 32479

**School Breakfast - Breakfast**

Severe Need

Free 32479  
 Paid 0

**Illinois Free Lunch - Lunch**

Illinois Free Lunch

Free 60865

**National School Lunch - Lunch**

60% or more Eligible

Free 60865  
 Paid 0

**Statistics**

Number of sites 9

**School Breakfast**

Days Claimed 14  
 Enrollment 6141  
 ADA 2324

**National School Lunch**

Days Claimed 14  
 Enrollment 6141  
 ADA 4527

**Eligibles**

**School Breakfast**

6141

**National School Lunch**

Free 6141

Paid

0

Paid

0

#11

## Policy 4:60 Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable federal and State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$35,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy [4:150](#), *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1](#) *et seq.*
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21\(b-5\)](#). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21\(b-10\)](#).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy [4:70](#), *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with [105 ILCS 5/10-21.9\(±\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21 B-80\(c\)](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21 B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  - b. In accordance with [105 ILCS 5/22-94](#): (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in

[105 ILCS 5/22-940\(3\)](#), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by [105 ILCS 5/22-94\(g\)](#).

- c. In accordance with [105 ILCS 5/24-5](#): (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools 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. Dept. of Public Health rules or order of a local health official.
9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
  10. Design-build contracts must comply with [105 ILCS 5/15A-1](#) *et seq.*
  11. Any new contract for a district-administered assessment must comply with [105 ILCS 5/10-20.85](#).
  12. Purchases made with federal or State awards must comply with [2 C.F.R. Part 200](#) and [30 ILCS 708/](#), as applicable, and any terms of the award.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

[2 C.F.R. Part 200](#).

[105 ILCS 5/10-20.19c](#), [5/10-20.21](#), [5/10-20.85](#), [5/10-21.9](#), [5/10-22.34c](#), [5/15A-1](#) *et seq.*, [5/19b-1](#) *et seq.*, [5/22-94](#), and [5/24-5](#).

[30 ILCS 708/](#), Grant Accountability and Transparency Act.

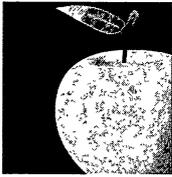
[410 ILCS 170/](#), Coal Tar Sealant Disclosure Act.

[820 ILCS 130/](#), Prevailing Wage Act.

CROSS REF.: [2:100](#) (Board Member Conflict of Interest), [4:70](#) (Resource Conservation), [4:150](#) (Facility Management and Building Programs), [4:175](#) (Convicted Child Sex Offender; Screening; Notifications), (Abused and Neglected Child Reporting)

Adopted: December 18, 2023

Round Lake CUSD 116



# ROUND LAKE AREA SCHOOLS

## Community Unit School District #116

Attachment #14

### BID SECURITY

All bids shall be accompanied by a bid security in the amount of 10% of the base bid amount. Bid securities shall be in the form of a bid bond, a certified check or cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the OWNER. All bids not accompanied by the proper bid security, when required, will be rejected.

The bid security of all except the three (3) lowest responsible BIDDERS will be returned within fourteen (14) calendar days after the opening of the bid. The bid security of the successful BIDDER will be returned by the OWNER after receipt and acceptance of a satisfactory performance bond and execution of the contract. The remaining bid securities of each BIDDER will be returned within fourteen (14) calendar days after the OWNER has awarded the contract and the contract is fully signed by all parties.



**EXHIBIT K****Round Lake Area School District 116 in the 2024-2025 school year**

The Round Lake Area School District Board of Education adopted the "partner-school" model at each elementary site for the 2024-2025 school year.

The elementary buildings will be structured with the following grade levels listed below:

- Beach Elementary School will house students in kindergarten thru grade 2.
- Ellis Elementary School will house students in kindergarten thru grade 5.
- Indian Hill Elementary School will house students in grades 3 thru 5.
- Murphy Elementary School will house students in kindergarten thru grade 2.
- Village Elementary School will house students in grades 3 thru 5.

The middle and high school buildings will be structured as follows:

- Magee Middle School will house students in grades 6 thru 8.
- Round Lake Middle School will house students in grades 6 thru 8.
- Round Lake High School will house students in grades 9 thru 12.

The 3- and 4-year-old Early Education Center program will expand to include two full-day classrooms and will be provided breakfast, lunch and an afternoon snack. It is anticipated enrollment will be approximately 40 students. This expansion is in addition to the current half day program in which students receive a morning or afternoon snack.