



EMPOWERING ALL STUDENTS

Learners Today - Leaders Tomorrow

September 9, 2019

Lindsey Krog
551 Jennings Dr.
Lake In The Hills, IL. 60156
lindseykrog@kcgmanagement.org

Dear Ms. Krog,

On September 2, 2019, you sent an email request pursuant to the Freedom of Information Act seeking records from Crystal Lake Elementary District 47 ("District"). This correspondence serves as the District's response to your request. You requested:

- Bid specifications for snow removal services for the previous bidding period.
- Provide all submitted bid packages, awarded bidder, and bid tabulation sheet.

The attached documents provided fulfills our obligation to your FOIA request. If you have any questions, please feel free to contact me 815-788-5000.

Sincerely,

Clare F. Bourne
Freedom of Information Officer
Crystal Lake School District 47

REQUEST FOR ACCESS TO PUBLIC RECORDS
PURSUANT TO THE FREEDOM OF INFORMATION ACT (5ILCS 140)

Date of Request: 8/30/19

FOIA Record # _____

Name: Lindsey Krog

Organization: KCG Management

Address: 551 Jennings Dr

Phone Number: 847-489-0460

Lake in the Hills, IL 60156

Please email requested items to: lindseykrog@

I HEREBY REQUEST ACCESS TO THE FOLLOWING RECORDS:

kcgmanagement.org

Please provide the complete bid specifications
for Snow Removal Services for the PREVIOUS
bidding period. Please also provide all submitted
bid packages, awarded bidder, and bid
tabulation sheet. Please provide electronically to
lindseykrog@kcgmanagement.org.

Within 5 business days of the District receiving your request, you are entitled to a response, or notice that the district is in need of additional processing time (not to exceed an additional 5 business days). When our response is complete, we will contact you.

The District's response, including all supporting documents, and FOIA request with all submitted information, will be posted online under "Freedom of Information" on the District 47 website. District 47 provides this service as a public courtesy for no fee. Documents will be posted within 10 business days from our response to your request.

Fees will apply after the initial limited amount of black and white copies are provided. Actual cost of color or abnormal size copies will apply.

FOR OFFICE USE ONLY:

The District's response and records were accessed by: ☐ In House Inspection ☐ Pick-up ☐ Mail ☐ Fax ☐ Email

Date: _____ Time: _____

AMT REC'D: _____ Check# _____ Cash _____

FOIA Officer: _____

Witness: _____



Crystal Lake Community Consolidated School District 47
300 Commerce Drive, Crystal Lake, IL 60014
Phone: 815-459-6070 Fax: 815-479-8566



Snow Removal Bid
Crystal Lake School District 47

Intent to Participate Required Documentation
Due September 21, 2016 by 11:00 a.m. for public opening
(Refer to bid specs for specific requirements)

- ☒ Documentation supporting years of existence and operation
- ☒ Project Manager qualifications documentation / resume
- ☒ Project references documentation
- ☒ Insurance rating documentation **(Workmen's Comp Experience Modification Rate (EMR))**
- ☒ Letter from President regarding 1) absence of bankruptcy filings 2) sound fiscal management and resources 3) absence of terminated contracts 4) absence of bid bond claims.
- ☒ **\$10,000.00 Bid Bond or Certified Bank Check submitted**
- ☒ Attach a list of vehicles and equipment that your company owns and will have available for snow removal required per this bid for the School District 47 locations.

Does your company offer services to relocate snow piles or haul them away? yes

What is the street address of the permanent location from which equipment will be dispatched to perform snow removal services AND what is the distance from this location to the farthest school you are bidding on (as determined by Google Maps)?

Street Address 551 Jennings Dr, LITH, IL 60156 Miles 5.4 miles

Please assure ALL documentation is provided for bid to be considered.

COMPANY NAME: KCG Management LLC

ADDRESS: 551 Jennings Dr, Lake in the Hills, IL 60156

PHONE NUMBER: 630-201-3697

mark@krog@kcgmanagement.org e-mail

Mark Krog

Please PRINT name

[Signature]
AUTHORIZED SIGNATURE

DATE 9/20/16

L.L.C. File Number: 02861011

Filing Deadline is Prior to: 09/01/2010

This report must be RECEIVED in the office of the Secretary of State prior to the anniversary date to avoid late filing penalties and eventual administrative revocation of its admission.

Form **LLC-50.1**

Jesse White
Illinois Secretary of State
Limited Liability Company
Annual Report

Filing Fee: \$ 250

Penalty:

Total Fee:

OFFICE USE ONLY

FILE REPORT W/EXP. FEE @:
www.cyberdriveillinois.com

1. Limited Liability Company name: Registered Agent, Registered Office, City, IL., ZIP Code

KCG MANAGEMENT, LLC
LINDSEY M. KROG
2418 FAIRFIELD TRAIL
BELVIDERE IL 61008

1.2.A

2. State or Country of Organization: Illinois Date organized in Illinois: 09/08/2009

3. Address of the principal place of business: (A P.O. Box alone is unacceptable.)

2418 FAIRFIELD TRAIL

(Street Address)

BELVIDERE IL 61008

(City, State, Zip)

4. Names and addresses of the managers:

KROG, LINDSEY M.

2418 FAIRFIELD TRAIL

BELVIDERE IL 61008

5. The managers, which are entities, affirm the evidence of existence on file with the Illinois Secretary of State is still intact.

6. Changes to the registered agent or address in item 1 above requires the filing of form LLC-1.36/1.37.

7. I affirm, under penalties of perjury, having authority to sign thereto, that this annual report is to the best of my knowledge and belief, true, correct, and complete.

A late filing penalty of \$300 will apply if this report is not filed within 60 days after the due date.

Make Check Payable to: Secretary of State

Return to:

Department of Business Services
Liability Limitation Division
Limited Liability Company Section
Room 351, Howlett Building
Springfield, IL 62756

Dated July 20, 2010
(Month/Day) (Year)
Lindsey M. Krog
(Signature)
LINDSEY M. KROG Manager
(Type or print Name of Manager)

(If applicant is a company or other entity, state name of company.)

007953

STATE OF ILLINOIS
LIMITED LIABILITY COMPANY ANNUAL REPORT

LLC FILE
02861011

(Form LLCARF - Rev. 05/02/2011)

* * THIS REPORT CAN BE FILED ON-LINE AT www.cyberdriveillinois.com WITH AN EXPEDITED FEE. * *

FILING FEE IS \$250
 LATE PENALTY OF \$300.

KCG MANAGEMENT, LLC
 LINDSEY M. KROG
 2418 FAIRFIELD TRAIL
 BELVIDERE IL 61008

Sent 7/21/11
 Chk # 3822

INSTRUCTIONS -- PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM
USE BLACK INK FOR ALL RESPONSES

Items 1-2. Verify that the information is correct. No changes can be made to this information on this form. To effect a change of name, a domestic LLC must file Articles of Amendment on form LLC-5.25 while a foreign LLC must file an Amended Application for Admission on form LLC-45.25. To effect a change in the name or address of the registered agent, form LLC-1.36/1.37 must be filed. These forms are available from our website at www.cyberdriveillinois.com. Click on "Departments", then "Business Services", then "Publications and Forms".

Item 3. Verify that the address of the principal place of business is correct. Make any change on this form and check the appropriate box below. Note that a P.O. Box alone is not acceptable. Mail in this portion of the report if any change is made.

- ☐ Check this box if the address of the principal place of business in item 3 has changed and **MAIL IN THIS PORTION WITH THE ANNUAL REPORT.**
- ☐ Check this box if any manager names or addresses have changed in item 4 and **MAIL IN THIS PORTION WITH THE ANNUAL REPORT.**

Item 4. Verify that the names and addresses of the managers are correct. Make any changes on this form and check the appropriate box below. If there are more than four managers you must attach a list to this report setting forth the names and addresses of all additional managers. Please write the LLC's file number on all attachments. Mail in this portion of the report if any change is made.

Item 7. **THIS REPORT MUST BE SIGNED** by a manager appearing in Item 4. Please type or print the name of the manager signing this report as well as the date of signing. If the manager is not a natural person, type or print the name of the entity on the space provided and print or type the name of the person signing on behalf of the entity, as well as the capacity in which he or she is signing.

DETACH AT PERFORATION - DO NOT SUBMIT A PHOTOCOPY

1a) LLC Name KCG MANAGEMENT, LLC		
1b) Registered Agent, Office & City LINDSEY M. KROG 2418 FAIRFIELD TRAIL BELVIDERE IL 61008	Annual Report for 2011	
	2a) Jurisdiction Illinois	File Number 02861011
	2b) Date Org./Adm 09/08/2009	3) Address of Principal Place of Business 2418 FAIRFIELD TRAIL BELVIDERE IL 61008
4a-f) Manager Name(s) and Address(es)		
4a) KROG, LINDSEY M. 2418 FAIRFIELD TRAIL BELVIDERE IL 61008		FOR OFFICE USE ONLY
4b)		
4c)		
4d)		
5) The managers, which are entities, are still intact.		
6) Changes to the registered agent or address in item 1-require the filing of form LLC-1.36/1.37.		
7a) Type or print name of manager from item 4 executing report. LINDSEY M. KROG		7b) If manager is not a person, type or print name and title of person signing report.

I affirm, under penalties of perjury, having authority to sign thereto, that this Annual Report submitted pursuant to the Limited Liability Company Act, is to the best of my knowledge and belief, true, correct and complete.

7c) Signature

Date:

7/21/11

YEAR OF 2013
DUE PRIOR TO 09/01/2013

SECRETARY OF STATE JESSE WHITE
STATE OF ILLINOIS
LIMITED LIABILITY COMPANY ANNUAL REPORT

PAGE 1
LLC FILE #
02861011

(Form LLCARF - Rev. 04/11/2013)

* * THIS REPORT CAN BE FILED ON-LINE AT www.cyberdriveillinois.com WITH AN EXPEDITED FEE. * *

FILING FEE IS \$250
LATE PENALTY OF \$300.

KCG MANAGEMENT, LLC
LINDSEY M. KROG
3181 NOTTINGHAM DR
ALGONQUIN IL 60102

INSTRUCTIONS -- PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM
USE BLACK INK FOR ALL RESPONSES

Verify that the information on this report is correct. Only changes to managers and the principal place of business address may be made on this form.

Item 1b. To change the name or address of the registered agent, form LLC-1.36/1.37 must be filed. Forms to report this and other changes are available from our website at www.cyberdriveillinois.com. Click on "Publications", then "Business Services", then "Limited Liability Company".

Item 3. Verify that the address of the principal place of business is correct. Make any change on this form and check the appropriate box below. Note that a P.O. Box alone is not acceptable. **Mail in this portion of the report if any change is made.**

Item 4. Verify that the names and addresses of the managers are correct. Make any changes on this form and check the appropriate box below. If there are more than three managers you must attach a list to this report setting forth the names and addresses of all additional managers. Please write the LLC's file number on all attachments. **Mail in this portion of the report if any change is made.**

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- ☐ Check this box if any manager names or addresses have changed in item 4 and **MAIL IN THIS PORTION WITH THE ANNUAL REPORT.**

DETACH AT PERFORATION - DO NOT SUBMIT A PHOTOCOPY

1a) LLC Name KCG MANAGEMENT, LLC		File Number 02861011	
1b) Registered Agent, Office & City LINDSEY M. KROG 3181 NOTTINGHAM DR ALGONQUIN IL 60102		3) Address of Principal Place of Business 3181 NOTTINGHAM DR ALGONQUIN IL 60102	
		FOR OFFICE USE ONLY	
4a-c) Manager Name(s) and Address(es) 4a) KROG, LINDSEY M. 3181 NOTTINGHAM DRIVE ALGONQUIN IL 60102			
4b)			
4c)			
5) The managers, which are entities, are still intact.		6) Changes to the registered agent or address in item 1 require the filing of form LLC-1.36/1.37.	
7a) Type or print name of manager from item 4 executing report. LINDSEY M. KROG		7b) If manager is not a person, type or print name and title of person signing report.	
I affirm, under penalties of perjury, having authority to sign thereto, that this Annual Report submitted pursuant to the Limited Liability Company Act, is to the best of my knowledge and belief, true, correct and complete		7c) Signature  Date: 8/5/13	

YEAR OF 2014
DUE PRIOR TO 09/01/2014

SECRETARY OF STATE JESSE WHITE
STATE OF ILLINOIS
LIMITED LIABILITY COMPANY ANNUAL REPORT

PAGE 1
LLC FILE #
02861011

(Form LLCARF - Rev. 04/11/2013)

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FILING FEE IS \$250
LATE PENALTY OF \$300.

KCG MANAGEMENT, LLC
LINDSEY M. KROG
3181 NOTTINGHAM DR
ALGONQUIN IL 60102

INSTRUCTIONS -- PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM
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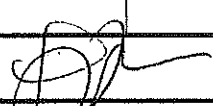
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DETACH AT PERFORATION - DO NOT SUBMIT A PHOTOCOPY

1a) LLC Name KCG MANAGEMENT, LLC		File Number 02861011	
1b) Registered Agent, Office & City LINDSEY M. KROG 3181 NOTTINGHAM DR ALGONQUIN IL 60102		2a) Jurisdiction Illinois	3) Address of Principal Place of Business 3181 NOTTINGHAM DR ALGONQUIN IL 60102
		2b) Date Org /Adm 09/08/2009	
FOR OFFICE USE ONLY		FOR OFFICE USE ONLY	
4a-c) Manager Name(s) and Address(es)			
4a) KROG, LINDSEY M. 3181 NOTTINGHAM DRIVE ALGONQUIN IL 60102			
4b)			
4c)			
5) The managers, which are entities, are still intact		6) Changes to the registered agent or address in item 1 require the filing of form LLC-1.36/1.37	
7a) Type or print name of manager from Item 4 executing report Lindsey M. Krog		7b) If manager is not a person, type or print name and title of person signing report	
I affirm, under penalties of perjury, having authority to sign thereto, that this Annual Report submitted pursuant to the Limited Liability Company Act, is to the best of my knowledge and belief, true, correct and complete.		7c) Signature  Date: 8/4/14	

SECRETARY OF STATE JESSE WHITE
STATE OF ILLINOIS
LIMITED LIABILITY COMPANY ANNUAL REPORT

(Form LLCARF - Rev. 10/15/2013)

* * THIS REPORT CAN BE FILED ON-LINE AT www.cyberdriveillinois.com WITH AN EXPEDITED FEE. * *

FILING FEE IS \$250
LATE PENALTY OF \$300.

KCG MANAGEMENT, LLC
JAMES M. KARDELIS CPA, INC
8200 185TH ST STE G4
TINLEY PARK IL 60487-9303

INSTRUCTIONS -- PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM
USE BLACK INK FOR ALL RESPONSES

Verify that the information on this report is correct. Only changes to managers and the principal place of business address may be made on this form.

Item 1b. No change to the registered agent or office is allowed on this report. Form LLC-1.36/1.37 must be submitted with the \$25 fee. The form is available on our website at www.cyberdriveillinois.com. Click on "Publications", then "Business Services", then "Limited Liability Company".

Item 3. Verify that the address of the principal place of business is correct. Make any change on this form and check the appropriate box below. Note that a P.O. Box alone is not acceptable. Mail in this portion of the report if any change is made.

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- ☐ Check this box if any manager names or addresses have changed in item 4 and **MAIL IN THIS PORTION WITH THE ANNUAL REPORT.**

KCG MANAGEMENT LLC

13052

Date	Type	Reference	Original Amt.	Balance Due	8/3/2015 Discount	Payment
8/3/2015	Bill		250.00	250.00		250.00
				Check Amount		250.00

Castle Bank

File #02861011

250.00

SECRETARY OF STATE JESSE WHITE
STATE OF ILLINOIS
LIMITED LIABILITY COMPANY ANNUAL REPORT
(Form LLCARB - Rev. 10/15/2014)

NOTICE

** THIS REPORT CAN BE FILED ON-LINE AT www.cyberdriveillinois.com WITH AN EXPEDITED FEE. **

The filing fee and this report are due prior to September 1, 2015.

A penalty of \$300 is required in addition to the filing fee if this report is not on file prior to November 1, 2015.

CHECKLIST:

Item 4 has been completed.

Item 7 is signed by a manager.

A check for the total due is enclosed. 250

The file number is written on the check.

Please do not staple or paper clip the check to the Annual Report. Make check payable to "Secretary of State"

RETURN TO:

Jesse White, Secretary of State
Department of Business Services
501 S. 2nd Street, Rm 351
Springfield, Illinois 62756

Telephone (217) 524-8008
www.cyberdriveillinois.com

Please provide a name and contact information for use by this office, if there is a question regarding this report.

Contact Information:

Name: James Kardelis
Phone Number: 708-633-9854
Email: Kardelis, cpa@gmail.com

DO NOT SUBMIT A PHOTOCOPY

Restart #: 004877

Form **LLC-5.5**

April 2007

Secretary of State Jesse White
Department of Business Services
Limited Liability Division
501 S. Second St., Rm. 351
Springfield, IL 62756
217-524-8008
www.cyberdriveillinois.com

Payment must be made by certified check,
cashier's check, Illinois attorney's check,
C.P.A.'s check or money order payable to
Secretary of State.

Illinois
Limited Liability Company Act
Articles of Organization

SUBMIT IN DUPLICATE

Must be typewritten.

This space for use by Secretary of State.

Filing Fee: \$500

Approved: 

0286101-1

FILE #

This space for use by Secretary of State.

FILED**SEP 08 2009****JESSE WHITE
SECRETARY OF STATE**

1. Limited Liability Company Name: KCG Management, LLC

The LLC name must contain the words Limited Liability Company, L.L.C. or LLC and cannot contain the terms Corporation, Corp., Incorporated, Inc., Ltd., Co., Limited Partnership or L.P.

2. Address of Principal Place of Business where records of the company will be kept: (P.O. Box alone or c/o is unacceptable.) 2418 Fairfield Trail Belvidere, IL 61008

3. Articles of Organization effective on: (check one)

☒ the filing date☐ a later date (not to exceed 60 days after the filing date): _____

Month, Day, Year

4. Registered Agent's Name and Registered Office Address:

Registered Agent: Lindsey M. Krog
First Name Middle Initial Last Name

Registered Office: 2418 Fairfield Trail
(P.O. Box alone or c/o is unacceptable.) Number Street Suite #
Belvidere 61008 Boone
City ZIP Code County

5. Purpose(s) for which the Limited Liability Company is organized: (If more space is needed, attach additional sheets of this size.)

"The transaction of any or all lawful business for which Limited Liability Companies may be organized under this Act."

The transaction of any or all lawful business for which Limited Liability Companies may be organized under this Act.

6. Latest date, if any, upon which the company is to dissolve: _____
(Leave blank if duration is perpetual.) Month, Day, Year



Section 1.2.B – Project Manager

Mark Krog, President of KCG Management LLC, will be the project manager for School District 47, if awarded. Mark has 20 years of experience in the snow removal industry.

1996-1999: Mark began as a shoveler and quickly worked his way up to an operator for Plow and Pour Inc., located in Elgin. Mark operated trucks as well as heavy machinery including bobcats and loaders.

2000-2009: Mark worked at Great Lakes Snow Systems as the Operations Superintendent. His duties, in addition to sales and operating machinery, included managing multiple crews and projects. Projects managed included the City of Elgin municipal parking lots, commercial warehouse buildings, schools, large retail stores, and multifamily housing associations.

2009 – present: Mark founded KCG Management LLC in 2009. During this time, KCG became a member of the Accredited Snow Contractors Association (ASCA). Mark has completed rigorous training through the ASCA to become ASCA-C certified. KCG is currently rated as #32 nationally in Snow Magazines' Top 100 snow contractors. Mark has managed and overseen all projects noted in the attached references. In 2015, under Mark's perseverance, KCG became the first snow removal company in Illinois to receive ISO/SN 9001: 2012 certification for a quality management system. There are currently only two ISO certified contractors in Illinois and only 24 in North America. We received our certification in September 2015 from Smithers Quality Assessments (please see the attached Press Release). We are audited on a continuous basis to monitor that we are following our Quality Management System. Our Quality Policy is "KCG Management LLC delivers snow and ice management services that meet our contractual obligations through continual improvement of our quality management system and a commitment to comply with industry standards. We deliver our service with integrity, respect and technical knowledge."

1.2c Experience

KCG Management Public School Snow Removal Contracts

Maercker School District #60
1 S. Cass Ave
Westmont, IL
630-515-4840
Susan Caddy/Business Manager
Service Season: 2015-Present

Community Consolidated School District 47
300 Commerce Dr
Crystal Lake, IL
815-459-6070
Sean Smith/Groundskeeper
Service Season: 2011

School District U46
355 E. Chicago St
Elgin, IL 60120
847-888-5000 x 5063
Joe Creadon/Supervisor of Grounds
Service Season: 2009-2014

September 19, 2016

KCG Management LLC
551 Jennings Drive
Lake in the Hills, IL 60156

To whom it may concern:

Below is the current NCCI modifications for the above insured.

2016 1.00

Please contact the office if you have any additional questions.

Thanks and have a great day.

Sincerely,


Kerri Stephens



September 21, 2016

Community Consolidated School District 47
Mr. Dave Schuh, Director of Operations
300 Commerce Drive
Crystal Lake, IL 60014

Mr Schuh,

In response to Section 1.3.B. of the snow removal specifications, I, Mark Krog, President of KCG Management LLC, certify that KCG Management LLC has never filed for bankruptcy protection or been placed under receivership or any other similar restrictions.

Thank you,

A handwritten signature in black ink, appearing to read "Mark Krog", is written over the "Thank you," text.

Mark Krog
President
KCG Management LLC
630-201-3697 Office
630-401-4757 24-Hour Line
224-678-9113 Fax
PO Box 7112
Algonquin, IL 60102
markkrog@kcgmanagement.org
www.kcgmanagement.org



September 21, 2016

Community Consolidated School District 47
Mr. Dave Schuh, Director of Operations
300 Commerce Drive
Crystal Lake, IL 60014

Mr Schuh,

In response to Section 1.3.C. of the snow removal specifications, I, Mark Krog, President of KCG Management LLC, certify that KCG Management LLC has sound fiscal management practices and sufficient resources for successful completion of the snow removal contract. Lindsey Krog, Vice President and Treasurer, oversees daily financial responsibilities. Prior to joining KCG Management, Lindsey had five years of experience (2004-2009) working for Crowe Horwath, a public accounting firm in Oak Brook, Illinois. She is also a Certified Fraud Examiner. Lindsey works closely with our tax accountant throughout each quarter. Due to our size, we do not have indepently prepared financial statements.

At this time, we prefer not to release our financial statements since they will become subject to the Freedom of Information Act.

Thank you,

A handwritten signature in black ink, appearing to read "Mark Krog", is written over a horizontal line.

Mark Krog
President
KCG Management LLC



September 21, 2016

Community Consolidated School District 47
Mr. Dave Schuh, Director of Operations
300 Commerce Drive
Crystal Lake, IL 60014

Mr Schuh,

In response to Section 1.3.D. of the snow removal specifications, I, Mark Krog, President of KCG Management LLC, certify that KCG Management LLC has not had any contracts terminated by Owner/customers for non-performance.

Thank you,

A handwritten signature in black ink, appearing to read "Mark Krog", is written over a horizontal line.

Mark Krog
President
KCG Management LLC



Liberty Mutual.

SURETY

1.3.E.

Joseph Waynauskas
Field Product Line Underwriting Specialist

27201 Bella Vista Parkway, Suite 310
Warrenville, IL 60555
1-630-393-7964

September 19, 2016

Crystal Lake Elementary District #47
300 Commerce Drive
Crystal Lake, IL 60014

Re: KCG Management, LLC.

To Whom it May Concern:

KCG Management, LLC. is absent of any claims on bid bonds, performance or payment bonds, liquidated damages and terminated contracts without litigation or arbitration by owner in the past 5-years.

Sincerely,

Joseph Waynauskas
Field Product Line Underwriting Specialist

1.4a References

*This list contains confidential proprietary information that is not to be released for F.O.I.A

2009-Present	Crossroads Development	Various large commercial business complexes	Wes Rehwoldt	847-239-7506
2009-2015	USM	Various "big box" stores- La-Z-Boy, Toys R Us, Walmart	Judy Bradley	610-313-2980
2011	Village of Kaneville	Village streets and cul-de-sacs	Paul Ross, Village Trustee	630-557-9015
2009-2014	U-46	Various schools throughout the district	Joe Creadon, Supervisor of Grounds	847) 888-5000 ext. 5063
2010-Present	USPS - Lakeland Division	Various Post Office parking lots and sidewalk throughout the Lakeland Division	Bernice Brown	303-743-1214
2010-Present	Face Bus - Elgin	Transportation Lot	Cheryl Augustine, Contract Buyer II	847-228-4224
2011	School District 47	Various school parking lots and sidewalks throughout the district	Sean Smith, Grounds Dept	815-378-1320
2011-2012	City of Crystal Lake	Municipal Parking Lots	Bob Huss	815-356-3700 x4087
2011-2012	Village of Schaumburg	Municipal Parking Lots	John Williams, Superintendent-Field Services	847-923-6607
2014-2015	ROC Management	Parking Lots for commercial real estate property	Rick O'Connor	815-455-1112
2014-2015	LVE Management, LLC	Parking Lots for commercial real estate property	David Lahl	630-460-6865
2014-2015	Springwise	Parking lot for Petsmart in Evanston and Crystal Lake	Stefanie Surpas	574-855-5566
2014-2015	Factotum	Parking Lots for commercial real estate property	Gloria Watson	815-308-5310 x105
2014-2015	Centerline Properties	Parking Lots for commercial real estate property	Andrea Panichi	847-531-4450 x26
2012-2015	Merit Service Solutions	Parking lots for Home Depot, Kohl's, Iron Mountain	Gary Mitton	610-321-3099
2014-2015	Peak Properties	Parking Lots for commercial real estate property	Alice Knutsen	773-645-4272
2015-2016	Arrowhead Lodge	Commercial parking lot	Shobha Jains	847-964-5982
2015-Present	Maercker School District #60	Parking lot and sidewalks at 3 district schools	Susan Caddy	630-515-4852



Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

KCG Management LLC
1320 Tower Road
Schaumburg, IL 60173

SURETY:

(Name, legal status and principal place of business)

The Ohio Casualty Insurance Company
62 Maple Avenue
Keene, NH 03431

OWNER:

(Name, legal status and address)

District 47
300 Commerce Drive
Crystal Lake, IL 60014

Mailing Address for Notices

The Ohio Casualty Insurance Company
Attention: Surety Claims Department
1001 4th Avenue, Suite 1700
Seattle, WA 98154

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$10,000

PROJECT:

(Name, location or address, and Project number, if any)

Snow Plowing at various schools throughout School District

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 19 day of September , 2016

(Witness)

KCG Management

(Principal)

(Seal)

Vice President
(Title)

The Ohio Casualty Insurance Company

(Surety)

(Title) Attorney in Fact

POWER OF ATTORNEY
The Ohio Casualty Insurance Company

Bond Number: _____

Principal: KCG Management

Agency Name: Connor & Gallagher Insurance Services, Inc.

Obligee: District 47

Agent Code: 120153

Know All Men by These Presents: That The Ohio Casualty Insurance Company, pursuant to the authority granted by Article IV, Section 12 of the Code of Regulations and By-Laws of The Ohio Casualty Insurance Company, do hereby nominate, constitute and appoint: Thomas W. Connor, Daniel E. Gallagher, Patricia L. Smith, John W. Gardner, Phil Stratman, Amy Watkins, Kerri Stephens of Lisle, Illinois its true and lawful agent(s) and attorney(ies)-in-fact, to make, execute, seal and deliver for and on its behalf as surety, and as its act and deed **any and all BONDS, UNDERTAKINGS, and RECOGNIZANCES**, excluding, however, any bond(s) or undertaking(s) guaranteeing the payment of notes and interest thereon.

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of said Company at their administrative offices in Keene, New Hampshire, in their own proper persons. The authority granted hereunder supersedes any previous authority heretofore granted the above named attorney(ies)-in-fact.

In WITNESS WHEREOF, the undersigned officer of the said The Ohio Casualty Insurance Company has hereunto subscribed his name and affixed the Corporate Seal of said Company this 18th day of November, 2013.



David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA
COUNTY OF MONTGOMERY

On this 18th day of November, 2013 before the subscriber, a Notary Public of the State of Pennsylvania, in and for the County of Montgomery, duly commissioned and qualified, came David M. Carey, Assistant Secretary of The Ohio Casualty Insurance Company, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn deposes and says that he is the officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate Seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at the City of Plymouth Meeting, State of Pennsylvania, the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Plymouth Twp., Montgomery County
My Commission Expires March 28, 2017
Member, Pennsylvania Association of Notaries

Notary Public in and for County of Montgomery, State of Pennsylvania
My Commission expires March 28, 2017

This power of attorney is granted under and by authority of Article IV, Section 12 of the By-Laws of The Ohio Casualty Insurance Company, extracts from which read:

ARTICLE IV - Officers: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bond, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary.

Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

This certificate and the above power of attorney may be signed by facsimile or mechanically reproduced signatures under and by authority of the following vote of the board of directors of The Ohio Casualty Insurance Company effective on the 15th day of February, 2011:

VOTED that the facsimile or mechanically reproduced signature of any assistant secretary of the company, wherever appearing upon a certified copy of any power of attorney issued by the company in connection with surety bonds, shall be valid and binding upon the company with the same force and effect as though manually affixed.

CERTIFICATE

I, the undersigned Assistant Secretary of The Ohio Casualty Insurance Company, do hereby certify that the foregoing power of attorney, the referenced By-Laws of the Company and the above resolution of their Board of Directors are true and correct copies and are in full force and effect on this date.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Company this 19 day of September, 2016.



Gregory W. Davenport, Assistant Secretary

KCG Management LLC.
Fixed Asset Listing
September 20, 2016

List of Equipment Available to Perform Contractual Duties - 1.4.A.

10' Avalance Box Pusher
10' Drift Ram Snow Pusher (A)
10' Drift Ram Snow Pusher (B)
10' Push Box #2330
10 ft Dump Box for 99 GMC Dump
10 MCO-09611 10' push boxes
16' Push Box (C) Pink
16' Pusher Box (A) Red
16' Pusher Box (B) Pink
1980 GMC Dump Truck
1986 Ford L8000 Dump Truck
1990 Ford L8000 Dump Truck
1991 Dodge W200
1991 Wells Cargo Trailer
1991Ford LN7000 Van
1992 Utility Trailer 6x8'
1993 International Dump Truck
1994 Ford 350 XL 1 ton dump
1994 Ford L8000
1997 Ford F350
1997 Ford F350 Box Truck
1999 GMC C8500 Dump Truck (1)
1999 GMC C8500 Dump Truck (2)
2 SnowEx V-Pro 4000 salters
2001 Chevy K2500 HD Truck
2001 Dodge Ram 2500
2001 GMC Sierra K1500
2002 Ford F450 Dump Truck
2002 Ford F450 Super Duty Dump
2003 Ford F250 SD
2003 Isuzu NQR Box Truck
2004 Ford F250 XL SD 4x4 Truck
2004 Ford F250 XLT SD 4x4 truck
2005 Jeep Wrangler
2006 American Aluminum Dump Tra
2006 Chevy Express G3500
2006 Ford Econoline Van
2006 Polaris Sportsman 4wheeler
2008 Dodge Ram 3500
2008 Ford F250 Lariat Truck
2008 Interstate Bobcat Trailer
2009 Royal Cargo Trailer
2011 PJ U8 Landscape Trailer
2012 Haulmark Passport Trailer
2012 Monroe VX9500 V-box salter

KCG Management LLC.
Fixed Asset Listing
September 20, 2016

List of Equipment Available to Perform Contractual Duties - 1.4.A.

2014 Load Trail Gooseneck Trail
2015 Haulmark Trailer
2015 Polaris A15SEA57AA (1)
2015 Polaris A15SEA57AD (2)
2015 Polaris A15SEA57AD (3)
2016 American Hauler Trailer
3 10' Box Pushers
Boss Tailgate Spreader
Buyers 10cu ft Mini Spreader
Buyers 300lb Light Comm Salter
Buyers 7.5' V-Box Salt Spreader
Flink Under Tailgate Spreader
Monroe 14' Snow Bully Pusher
Polaris 350 4-wheeler
Protech 10' Skidsteer Box Push
Protech 12' Backhoe Box Pusher
Protech 14' Snow Pusher
Salt Dogg spreader #1
Salt Dogg spreader #2
SnowEx 1 yd salt spreader
Stainless Steel Tailgate Salter
Tailgate Spreader 1
Tailgate Spreader 2
Western Tornado 2yd spreader
Komatsu Loader w/ Push Box (Qty 6)
ASV 90 T30 Bobcat w/ Push Box (Qty 5)
ASV T30 Bobcat w/ 48" Sweeper/Salter (Qty 4)
John Deere Loader w/ Push Box (Qty 2)
Polaris Sportsman 570 w/ 5' Plow (Qty 3)
Push Boxes 16' (Qty 3)
Push Boxes (Qty 12)
(7) 8'6" Snow Plows
10 9'6" Snow Plows
Salt Spreader (Qty 8)
ATV Spreader (Qty 2)



SMITHERS
QUALITY ASSESSMENTS

CERTIFICATE OF APPROVAL

This is to Certify that the Quality Management System of:

KCG Management
8709 Pyott Road, Suite B
Lake in the Hills, IL 60156
(Page 1 of 2; see Appendix)

has been assessed and approved by Smithers Quality Assessments, Inc., to
the following quality management system standards and requirements:

SN9001:2012 with Design

The Quality Management System is Applicable to:

Snow and Ice Management Services.

Approval
Certificate Number: 15.253.1

Original Approval: September 10, 2015

Current Certificate: September 10, 2015

Certificate Expires: September 9, 2018



*The use of the accreditation mark indicates
accreditation in respect of those activities
covered by the above certificate number.*


on behalf of SQA - J. Michael Hochschwender, CEO

The approval is subject to the company maintaining its system to the required standards which will be monitored by
Smithers Quality Assessments, Inc., 121 S. Main St. Suite 300, Akron, Ohio 44308, USA



NEWS RELEASE FOR IMMEDIATE RELEASE: September 22, 2015

KCG MANAGEMENT, LLC **FIRST IN ILLINOIS** TO RECEIVE ISO/SN 9001 CERTIFICATION

Schaumburg, IL September 22, 2015 – [KCG Management, LLC](#) has been serving northern Illinois since 2009. KCG Management, LLC is protecting the well-being of our clients and the tenants that work at their commercial, retail and industrial properties with true winter risk management services. The company believes in education and certification and has once again set itself ahead of the competition by pursuing and being recommended for ISO certification.

ISO (International Organization for Standardization) is an international organization that certifies that businesses, government organizations and social entities meet certain common standards. ISO 9001 is a set of international standards for quality management. SN 9001™ is a newly created certification that works in conjunction with ISO 9001 specifically for professional snow and ice management contractors. A company earns certification through an independent, third-party audit. The audit focuses on the company's processes, and ensure that their procedures adhere to ANSI/ASCA A-1000-2014 Written Snow Industry Standards.

When asked why the company chose to pursue certification, Mark Krog, President of KCG Management, LLC stated *"As a professional snow and ice management contractor, I have seen the industry advance at an exponential rate over the past several years. We are not often seen as professionals and are rarely given the respect we deserve for the risk management services that we provide our clients. KCG prides itself on staying abreast of all industry changes and doing everything we can to protect our clients from slip and fall claims. By becoming ISO SN 9001™ certified we are better able to defend ourselves and our clients against bogus liability claims. We can now prove that we follow written industry standards"*

KCG Management, LLC contracted with snow industry consulting firm [John Allin Consulting](#) to assist the company in becoming ISO Compliant. Tammy Johnson of John Allin Consulting performed the Pre-Audit Gap Assessment and their ISO Internal Audit. Then, [Smithers Quality Assessments](#) performed the actual Stage One and Stage Two ISO/SN 9001 Audit; after which the company was recommended for certification. Lindsey Krog, Vice President of KCG and the person to lead the internal team in this endeavor stated, *"This has been a very rewarding process. ISO Certification is an advancement for any professional snow and ice company in its mission to become better educated and more professional in its service offering. I'm excited to be the first in Illinois to reach this level of professionalism."*

More on KCG

Founded in 2009, [KCG](#) has been servicing winter maintenance and snow management clients throughout Northern Illinois. The company excels in providing outstanding quality service to its chosen customer base. With KCG, clients no longer have to worry about winter weather. KCG is a complete snow-management company with a professionally trained staff equipped to handle all wintertime needs. Their proactive approach takes the worry out of winter and reduces its cost. Their

SN 9001

*Quality Management System Requirements for Snow
and Ice Management Services*



SN 9001:

**Quality Management System Requirements for Snow and Ice
Management Services**

Scheme owned by the Accredited Snow Contractors Association

September 2012

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Information requests should be directed to: ASCA, 4020 Kinross Lakes Parkway, Suite 201,
Richfield, OH 44286; 800-456-0707 or www.ascaonline.org

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Forward:

The Accredited Snow Contractors Association, ASCA, is a trade association with the purpose of advancing the professional snow and ice management industry and to promote its role in performing services to society including:

1. Providing educational programs and publications in all aspects of snow and ice management, finance, business management, marketing and other specialized areas of professional interest,
2. Conducting meetings and other programs designed to promote the exchange of ideas among members and to facilitate the conduct of their business,
3. Collecting and disseminating information pertaining to the snow and ice management industry, including statistical data and other statistical research,
4. Developing and maintaining professional accreditation programs to encourage high standards for snow and ice management professionals,
5. Advocating the interest of the snow and ice management industry to local, state/provincial, federal and international governmental bodies,
6. Advocating the interests of the snow and ice management industry to insurance companies and allied associations.

Introduction:

ISO 9001:2008(E), Quality Management Systems – Requirements (“ISO 9001”) specifies general requirements for a quality management system such that it can be applied to a wide range of products, services and customers. This Document, SN 9001, is intended to be implemented and applied (on a voluntary basis) in conjunction with ISO 9001 with respect to the processes of providing snow and ice management services. In general, SN 9001 incorporates the requirements of ISO 9001, with modifications as set forth herein.

Although demonstration of conformity of the quality management system with SN 9001 also demonstrates conformance with ISO 9001, conformity of the quality management system with ISO 9001 does not of itself demonstrate conformance with SN 9001.

CBs seeking accreditation for this standard shall be accredited to ISO/IEC 17021 for ISO 9001, or in application for accreditation, by an International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA) signatory Accreditation Body (AB). For more information on the IAF and the IAF MLA please go to www.iaf.nu.

ISO 9001 certifications as well as the SN 9001 certifications shall be issued by IAF MLA AB accredited CBs and shall include the AB's accreditation mark on each certificate. Unaccredited certificates, or certificates from a CB not accredited by an IAF MLA signatory AB, will not be recognized by ASCA as valid certificates

The organization that is already ISO 9001 certified (and holds an accredited certificate) may upgrade to SN 9001. The certificate must be issued by the same CB that certified it for ISO 9001. The upgrade audit shall include all of the SN 9001 additional requirements. The upgrade may be done as a separate audit or during an ISO 9001 surveillance or recertification. The CB is responsible to see that the appropriate amount of time is calculated.

CBs shall allow ASCA representatives and ABs access to its facilities and records, as required, to ensure conformity to this standard and to perform oversight assessments of the CB's processes and activities associated with this standard, and their accreditation. The 'right of access' shall include the witnessing of CB audits of organizations. The CB shall ensure this 'right of access' is contractually extended to the CB's client facilities and associated records.

Users of this document are advised to consult the ASCA Industry Standards and the ASCA webpage (www.ascaonline.org) on a regular basis to determine whether it has been revised or superseded. The content of this document, SN 9001, as it pertains to specific auditing procedures for the professional snow and ice management contract, contains the pertinent information directly extracted from the ASCA's Industry Standards.

Industry input is welcome. Please send all written comments to: ASCA, 4020 Kinross Lakes Parkway, Suite 201, Richfield, Ohio 44286, ATTN: ASCA Industry Standards Committee.

Nothing in this document is intended to create any legal or procedural rights enforceable against the Accredited Snow Contractors Association. Moreover, nothing in this document creates an obligation for professional snow and ice management companies to comply with these quality management system requirements.

The term "should" is used in this document to indicate recognized means of meeting the requirements of this standard. A certification body can meet these in an equivalent way provided this can be demonstrated to an accreditation body. The term "shall" is used in this document to indicate those provisions which are mandatory.

IAF (www.iaf.nu) Rules:

1. IAF Document MD1:2007 – Sampling does not apply.
2. IAF Document MD 2: 2007 – Applies.
3. IAF Document MD 3: 2008 – Does not apply.
4. IAF Document MD 4: 2008 – Does not apply.
5. IAF Document MD 5: 2009 – Effective number of personnel is defined as full time employees that perform snow and ice management tasks.

- 5.1 IAF Document MD5: 2009 – Audit Duration to be calculated, justified, and recorded for the combined ISO 9001 and SN 9001 audits.
- 5.2 IAF Document MD 5:2009 – As it pertains to audits and specifically to in-event and post-event processes, certification audits conducted during the off-season will use documentation from the prior season. Post-event audits need to occur within 12 months of certification. If there are three or fewer billable events in a season, the post-event audit will be pushed to the next winter season. Non-compliance for in-event or post-event processes will result in an immediate suspension of certification and a maximum 45 calendar day period will be allowed to restore compliance. If compliance is not met in that timeframe, the certification shall be canceled or withdrawn. In the event that there are three or fewer billable events after certificate is suspended, suspension stands until the next season or until compliance can be proven.
- 5.3 IAF Document MD 5:2009 – In-season audit process to include property visits to no fewer than five locations or a random selection of 5% of properties serviced, whichever is greater. These visits are to include a review of the in-event documentation for the event. For snow and ice management companies providing services in more than one state, these visits should be split relatively equally per state. Post event audits shall occur at initial certification and then every other season thereafter.
- 5.4 IAF Document MD 5: 2009: For liability purposes, at no time is a CB employee to “ride” with a snow and ice management company’s personnel. There is extreme liability in performing snow and ice management services during and after an event. Post-event audits at the commercial property must be conducted after an event has ceased, but within a 48-hour period of the event’s ceasing. An employee of the snow and ice management company will meet the auditor at the selected properties. The snow and ice management company will provide access to the crews that performed on the sites being visited. This access could be as simple as an e-mail or phone communication with the CB. CB will need the following for each property to perform a post-event inspection: contract for property, pre-season site inspection report and post-event inspection report. The contract can be provided by the professional snow and ice management company undergoing the audit. The pre-season site inspection report and post-event inspection report can be provided by either the company undergoing the audit or the service provider that is performing work on the property.

Notes:

Event: An event is defined as a snow or ice occurrence in which the snow and ice management company provided services in accordance with their contractual agreements with their customers.

Single Office Companies: These companies operate general administrative, sales, operations, dispatching, training and other functions vital to their operations in one office location. They may have temporary locations (defined below), but the operations all occur from one location.

Independent Branch Offices: These operate as a single office company with core functions all occurring at branch locations. Independent branch offices are required to have their own ISO 9001 and SN 9001 audit and certification, with the understanding that some processes may be linked to the corporate office and that relationship must be identified on the certificate.

Location: A commercial property, homeowners' association (HOA), campus, non-profit location, parking garage, church or other area where there is frequent automobile and foot traffic by employees, visitors, or both.

Temporary Location: A location that houses equipment and supplies but not used for dispatching, billing, sales or other clerical functions.

1. Scope:

Except as expressly provided herein, the provisions of ISO 9001: 2008(E) ("ISO 9001") are hereby adopted in their entirety and incorporated by reference as though fully set forth herein:

ISO 9001, Sub clause 1.2, paragraph 2, is supplemented by adding at the end of the following:

"any supplementary requirements specified in this document (SN 9001) shall be considered as applicable and cannot be considered for exclusion."

2. Normative References:

ISO 9001, Clause 2 is supplemented by adding at the end the following:

"ISO 9001:2008 (E), Quality Management Systems Requirements."

3. Terms and Definitions:

ISO 9001, Clause 3, is supplemented by adding at the end the following:

3.1 Product

"Except where the context clearly and unmistakably indicates otherwise, use of the terms product and service in ISO 9001 shall be understood to mean "snow and ice management services."

4. Quality Management System:

4.1 General Requirements

"Except where the context clearly and unmistakably indicates otherwise, outsource of any process shall be understood to mean "snow management services outsourced to a service provider."

4.2 ISO 9001 Sub clause 4.2.1 is supplemented by adding the following at the end:

Documentation as defined in the in the ASCA Industry Standards defined as:

f. Employee training documentation: It is standard in the industry to provide employee training. This training includes all employees who function in a snow business. The level and depth of training is contingent upon the role played in the organization and the equipment operated. Training should include:

- Proper and safe operation of equipment
- Proper staking of properties,
- Proper and safe processes and procedures to follow while performing the job,
- Proper dress and precautions,
- Standard operating procedures specific to performing individual jobs during an event,
- Proper reporting procedures for the company,
- Proper emergency response,
- Company's safety plan as it pertains to safe operations in the event of an incident,
- Basic remote equipment repair during an event, and
- Review of state and provincial laws pertaining to operating and transporting equipment and snow removal in general.

g. Service Provider Training Documentation: Documentation should be provided in the following areas (see 6.2.2.):

- Proper and safe operation of equipment,
- Proper and safe processes and procedures to follow while performing the jobs,
- Proper dress and precautions,
- Standard operating procedures while performing individual jobs during an event,
- A review of client expectations for each property,
- Proper reporting procedures for the company,
- Proper emergency response,
- Basic remote equipment repair during an event, and
- Detailed training on paperwork especially as it pertains to job payment,
- Review of state laws pertaining to operating and transporting equipment and snow removal in general.

h. Preseason site inspection reports as defined in the ASCA Industry Standards:

Snow and ice management professionals shall have a preseason inspection for every account, which must be kept on file until the statute of limitations expires. Preseason inspections, detailed explanations of each property and how the property is to be serviced, could protect the company in the event of a lawsuit or property damage.

Each preseason inspection report shall include, but not be limited to:

- A detailed drawing or picture of the property,
- Services to be performed,
- Potential risk areas,
- Placement of snow piles,
- Snow disposal procedures, and
- Operating hours.

Detail of Property:

Using web-based programs like GOILAWN or Google Maps allows for the creation of overhead photographs of the property. These detailed images serve as a record of what the property manager expects to occur on the property when the snow and ice management company or its subcontractor performs winter snow removal services.

These pictures include existing property features and damage -- including potholes, curbs, fences, speed bumps and all other existing damage. The client must sign the maps to acknowledge current property damage.

Services to be Performed:

It is important to include all contracted services in the preseason inspection. This will serve as an outline to show what requires extra caution when performing services, and what problems may be encountered while performing these services.

Potential Risk Areas:

In the detail of the property, potential pitfalls shall be documented. Pitfalls are areas that can create problems while an account is serviced or after service is complete. Items that shall be documented include, but are not limited to:

- Low areas in the pavement that are susceptible to ice formation during a storm and in refreezing occurrences,
- Manhole covers that could create an issue to those performing services ,
- Speed bumps,
- High-traffic areas,

- Existing property damage (especially curbs and potholes), and
- Drainage areas.

Placement of Snow Piles:

A critical component of a preseason inspection is placement of snow piles, agreed upon by the snow removal contractor and the property manager and should be clearly marked on the property detail.

Industry standards dictate snow piles need to be placed in areas that do not intrude upon standard traffic on properties, do not create unnecessary visual obstruction, and are not placed in areas that create potential hazards. For example, industry standards dictate snow piles should never be placed in an area where unnecessary refreezing occurs. Snow should always be placed away from buildings; not on small islands, in or around handicap spaces, or around light poles.

Documentation of where it has been agreed that snow piles will be placed will help protect the snow removal contractor from potential lawsuits.

Snow Disposal Procedures:

Documenting proper procedures for snow disposal will provide an outline for the performance of these services, and protect the contractor in the event of a lawsuit. Snow disposal is a critical service for some properties and needs to be performed in accordance with industry standards. Documenting exactly how and where the snow removal team performs snow disposal services is critical to this documentation. It is also critical that it is documented WHEN these services will be performed. If the contractor is not to perform snow disposal services during the property's operating hours, this too needs to be documented.

Operating Hours:

A component of the preseason inspection reports needs to include the operating hours of the business, or businesses, located on the property. Including this information on the preseason inspection report allows the snow removal team to operate according to the contract and to know the activity to expect on the property while performing these services. This information also allows the contractor to make the proper decisions about how to service the property during an event.

Summary:

A preseason inspection report allows for complete documentation on each property, determines what needs to be done on each property, decide how to execute services on the property, avoid pitfalls, and could protect the company in the event of a lawsuit or property damage complaint.

Preseason inspection reports shall be kept on file until the statute of limitations expires.

i. In-event Documentation as defined in the ASCA Industry Standards

Documentation while performing services during a snow event is a critical component of the documentation processes. This documentation must detail:

- Arrival time of crews,
- Services performed,
- Areas serviced and not serviced,
- Incidents that may have occurred, and
- Departure time of crews.

Arrival and departure:

Snow and ice professionals often provide service during hours in which the property is unoccupied. It is important to document that the snow removal company was there and performed service. Documentation of arrival and departure can be achieved in a variety of ways. Industry standards are a simple written document by the crew leader when they arrived and departed, however, it is preferred to utilize technology that produces time-stamped documentation. This is achieved in a variety of ways.

NOTE: The following programs and systems all provide the necessary data:

- GPS tracking,
- Nextel GPS,
- Computer software solutions,
- Time-stamped video, and
- Time-stamped photograph

Any of these programs and/or systems will show that the company provided service and some feed right into a billing system. Progressive contractors take a time-stamped photograph or video when they complete service. All of these validate that the company provided the agreed upon service.

Additionally, upon arrival, it is industry standard to document:

- Equipment operating on the property and the employee or subcontractor operating that equipment,
- Crew or crews operating on property,
- Day and date of the event,
- Current conditions on the property including:
 - Snow depth
 - Whether it is currently snowing
 - If it stopped snowing while on property
 - Wind conditions (i.e. blowing snow)
 - Visible conditions of the sky (i.e. Is the moon visible?)
- Any client communication on property:
 - Name of person with whom an employee communicated
 - Title of person with whom an employee communicated

Services Performed:

Each event needs to have details of the services performed on each property. This documentation is not only critical to account billing, but it is also important in the event of a lawsuit. Services performed need to include which areas were serviced and in what way, for example: plowing, de-icing, anti-icing, parking lot, sidewalks, snow disposal.

Areas serviced or not serviced:

Snow and ice professionals know there are times they cannot perform all of the services that they have been contracted to perform due to circumstances beyond their control.

These circumstances generally are due to the time of day an event occurs or traffic occurrences on a property. Two good examples include:

- An event occurs during normal business hours and the parking lot is filled with vehicles. It needs to be documented that areas filled with cars were not serviced due to the cars being parked.
- After-hours deliveries are being made and the loading docks are blocked. It needs to be documented that the company could not service the area at the time due to it being inaccessible.

In both of these cases, and all other cases where the company is unable to service areas, it is industry standard that this is documented and communicated to the client.

Incidents Occurred:

Snow and ice professionals are aware of the potential hazards that go with this business. Due to the hazardous nature of this business, incidents can occur. Typically, the incidents that occur in this industry are property damage, accidents, or employee or subcontractor injury. If any of these occurs, or any other unexpected incident occurs, it needs to be documented prior to departing the property.. This allows the company to handle the incident properly and avoid costly lawsuits.

Summary:

In-event documentation is a critical component to documentation. It serves as the first step to the company's billing system, but also is the most critical component in defending lawsuits. In-event documentation needs to be kept on file until the statute of limitations expires.

j. Post-Event Reporting as defined in the ASCA Industry Standards

Upon completion of an event, a summary of the property's condition must be completed and kept on file. This report includes a quality-of-property report that summarizes the condition of the property at the time, the time the report/inspection occurred, and the person who submitted the report. The submitter of the report must be the same person that conducted the inspection.

Post-event reports do not need to be complicated. Instead they need to provide a snap shot of the quality of service provided to the client for the event. They can also serve as training information the company can share with other crews and teams to improve their service level.

Post-event reporting is a quality-control system that allows the company to track the work that has been completed in the field.

It is acceptable for the crew foreman, an independent crew member, subcontractor or other member of the company's staff to complete this report. Each property or account serviced needs a post-inspection report for each event for which service is provided.

NOTE: Leading contractors revisit properties within 24 to 48 hours for a quality check and potential clean-up and touch-up procedures.

k. Weather Service Standards as defined in the ASCA Industry Standards

NOTE: Leading contractors have access to a weather service with a certified meteorologist on staff.

Popular services utilized by snow contractors are Weather Underground, Weather Works, Accuweather, and NOAA, to name a few. Weather service reporting must include a detailed summary of the weather for each day of the season.

Included in the report must be an hourly summary of the weather for the area. The summary must include snowfall totals by the hour and temperature by the hour.

Weather reports need to be accessible easily. They must be accessible through the statute of limitations in the state.

ISO 9001 Sub clause 4.2.3 is supplemented by adding at the end the following:

“Documents shall be defined as both paper and electronic records”

ISO 9001 Sub clause 4.2.4 is supplemented by adding at the end the following:

Records shall remain legible, readily identifiable and retrievable “through the statute of limitations in your state”.

5. Management responsibility:

This document SN 9001 makes no supplement to ISO 9001, Clause 5.

6. Resource Management:

ISO 9001 Sub clause 6.2.2 b is supplemented by adding at the end the following:

“Applicable training for employees to achieve necessary competence includes but is not exclusive as defined in the ASCA Industry Standards “education and training.”

Employee training: It is standard in the industry to provide employee training. This training includes all employees who function in the snow business. The level and depth of training is contingent upon the role played in the organization and the equipment operated. Training must include:

- Proper and safe operation of equipment,
- Proper staking of properties,
- Proper and safe processes and procedures to follow while performing the job,
- Proper dress and precautions,
- Standard operating procedures specific to performing individual jobs during an event,
- Proper reporting procedures for the company,
- Proper emergency response,
- Companies safety plan as it pertains to safe operations in the event of an incident,
- Basic remote equipment repair during an event, and
- Review of state laws pertaining to operating and transporting equipment and snow removal in general.

Applicable training for service providers to achieve necessary competence includes but is not exclusive to the defined training in the ASCA Industry Standards.

It is standard to train service providers. When a snow business has a service provider which has multiple operators working for it, it is standard to train the main manager at the service provider company. It is the service provider's responsibility to train and document the training of its employees. Training needs to include:

- Proper and safe operation of equipment,
- Proper and safe processes and procedures to follow while performing the jobs,
- Proper dress and precautions,
- Standard operating procedures while performing individual jobs during an event,
- A review of client expectations for each property,
- Proper reporting procedures for the company,
- Proper emergency response,
- Basic remote equipment repair during an event,
- Detailed training on paperwork especially as it pertains to job payment, and
- Review of state laws pertaining to operating and transporting equipment and snow removal in general.

7. Product Realization

ISO 9001 Sub clause 7.1 a, is supplemented by adding at the end the following:

"Quality objectives should include, but are not exclusive to, abiding by ASCA Snow Industry Standards including the basics of snow removal which read:"

- Do not begin plowing operations without fully executed (signed) agreements from the customer and service provider. Amendments to contracts must be done in writing.
- Prior to the season -- Inspect site for potential dangers from exposed manhole, parking lot imperfections and obstructions which can create unsafe collisions with the plow. Be aware of heaving in concrete, especially - near the end of the winter season.
- Stake the property to identify curbs, islands, fire-hydrants, etc.
- Carry appropriate safety equipment at all times (i.e. snatch strap or chain, flares or reflective triangle markers, and extra gloves/shoes/clothes/jackets/first aid kit.)
- Do not push snow against a building.
- Do not bury or plow snow onto a fire hydrant, PIV, or fire hookup along the building wall.
- Do not pile snow in a manner that impedes view down any street.

- Signage describing hazardous conditions is placed on properties serviced by the snow contractor.
- Never pile snow in a handicap parking space.
- Avoid placement of snow piles where thaw/melt off can run across the parking lot surface. Try to place piles near drain grates to avoid icy situations during thaw-and-refreeze periods.
- Do not block building doorway(s).
- Do not block pedestrian walks or paths with snow piles.
- Do not push snow onto motor vehicles.
- Avoid pedestrians and give them the "right of way" at all times.
- In many cases, pushing snow across streets is against local laws. It is advised to avoid this when possible.
- When plowing onto grass areas, raise the plow slightly to avoid potential grass damage.
-
- Do not plow snow in front of or bury trash containers. Sidewalk labor must shovel inside trash container enclosure for access to the sliding doors. If the container is not in an enclosure, create a clear path to the access panels.
- When clearing snow away from curbs where sidewalks abut said curb, the snowplow blade should angle away from the curb.
- It is unacceptable to leave a ridge of snow where the sidewalk meets the parking area/aisle.
- Do not plow snow into loading docks, only out from the dock area itself.
- Know that parking decks require special attention depending upon deck coating material and weight restrictions.
- When snow is not to be removed from a lot or hard surface, always place snow piles on a predetermined spot approved by the client and marked on the preseason site report.
- If snow can be removed from the lot or hard surface and appropriate room exists, always push the snow as far back as possible beyond the curb or lot edge to make room for additional snow.

ISO 9001 Sub clause 7.1 a, is supplemented by adding at the end the following:

d) Customer communication shall be verified in writing by the customer if it pertains specifically to providing service.

8. Measurement, Analysis and Improvement:

This document, SN 9001, makes no supplement to ISO 9001, Clause 8.



FINAL BID PACKET

Crystal Lake School District 47

Snow Removal Services 2016

Friday, September 30, 2016 at 10:00AM CT

Event Overview

- ☐ eAuction Overview
- ☐ Participating Supplier List
- ☐ Event Milestones

The eAuction Event

- ☐ Event Sign-in Sheet
- ☐ Live Bid Posting
- ☐ eBridge Post Event Information

Bid Documents

- ☐ All Bid Package Documents
- ☐ Addendums

eAuction Summary

Event Name / eBridge ID	Snow Removal Services 2016 / 5043
Event Time	Friday, September 30, 2016 at 10:00AM CT
Event Type	Term

Primary Contacts

Buyer

Dave Schuh
Director of Operations
300 Commerce Dr.
n/a
Crystal Lake, IL 60014
Email: DSSchuh@d47.org
Phone: (815) 788-5061

Facilitator

eBridge Business Solutions, LLC
7501 New LaGrange Road
Suite 2000
Louisville, KY 40222
(502) 491-1980
Meredyth Moore
meredyth.moore@ebridgeglobal.com

Event Specifications

Bid Extension	Yes	3 Minutes Remaining 3 Minute Extension
Initial Bid	Yes	Due Before Thursday, September 29, 2016 by 4:00 PM CT
Bid Decrement	Yes	\$1.25
Bid Ceiling	Yes	\$210,000.00
Unit of Measure		Total Cost per Push

Participating Suppliers



KCG Management
Schaumburg, IL
Mark Krog
(630) 401-4757
markkrog@kcgmanagement.org

Langton Snow Solutions Inc., DBA Langton Group
Woodstock, IL
Joe Langton
(815) 338-2630
Langtongroup@att.net

Milestones



Milestone Date	Milestone	What It Is and What You Need To Do
Tuesday, August 23, 2016	Bid Opportunity	An email invitation to respond to this opportunity. Click on the link provided to download all documents pertaining to this bid.
Tuesday, September 6, 2016 at 8:00AM CT CORE Center 300 Commerce Drive Crystal Lake, IL 60142	Pre-Bid Meeting	Date, time and location of pre-bid meeting. Attendance is MANDATORY.
Tuesday, September 13, 2016 by 10:00AM CT	Questions Submitted	Deadline to submit questions regarding response requirements, specifications or bidding process. Submit any questions regarding this opportunity to: David Schuh at dsschuh@d47.org
Wednesday, September 14, 2016	Answers Posted	Date you will receive an email with answers to all submitted questions. Review all answers to determine your interest and ability to provide the product or service being requested.
Wednesday, September 21, 2016 by 11:00AM CT	Solicitation Response	Deadline to submit your response, <u>EXCLUDING PRICING.</u> Submit all information and documentation as requested. The Buyer will review and determine if you are approved to participate in the online event.
Monday, September 26, 2016	Formal Invitation Issued	Formal approval from the buyer to participate in the pricing portion of the process. Follow instructions given in the Formal Invitation email.
Tuesday-Wednesday, September 27-28, 2016	Training on eBridge Process	Timeframe in which tutorials with eBridge will be scheduled and completed. Participate in a one-on-one training with an eBridge representative.
Thursday, September 29, 2016 by 4:00PM CT	Initial Bid Due	Date by which all participants must place initial bid(s). Login to the eBridge platform and place your initial bid(s).
Friday, September 30, 2016 at 10:00AM CT	Online Event	Date and time the live online event will open. Login to the eBridge platform and participate in the live event.

Event Participant Sign-In Sheet



Name	Title	Organization	Phone	eMail



ELECTRONIC SEALED BID IN PROGRESS

**BEFORE ENTERING PLEASE TURN OFF
ALL ELECTRONIC DEVICES**

**LEAVING THIS SECURE AREA
DURING THE EVENT MAY PROHIBIT
YOUR RE-ENTRY**

Thank you for your cooperation

Immediately following the eAuction

- ☐ Event debrief with eBridge representative
- ☐ Final Bid Results sent to Buyer by eBridge
 - All Bid Data Report
 - Event Summary Report
 - Final Bid Submission Report
- ☐ Online Post Event Survey Completed by Buyer

Within Two Weeks of the eAuction

- ☐ eBridge Post Event Evaluation conducted by eBridge Representative

Within Thirty Days of the eAuction

- ☐ Follow-up from eBridge Accounting to determine award status



SNOW REMOVAL BID

SPECIFICATIONS

MANDATORY Pre-Bid Meeting
Tuesday, September 6, 2016 at 8:00 AM CDT

Deadline for receipt of proposals and public opening is
Wednesday September 21, 2016 at 11:00 AM CDT

LIVE ONLINE BID
Friday, September 30, 2016 at 10:00 AM CDT

**300 Commerce Drive
Crystal Lake, IL 60014**

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 47
300 COMMERCE DRIVE
CRYSTAL LAKE, ILLINOIS 60014
Phone 815-459-6070, x5062**

SPECIFICATIONS FOR SNOW REMOVAL

Bids for **SNOW REMOVAL** are requested by the Board of Education, Community Consolidated School District 47.

All Proposals must be submitted by 11:00 a.m. on Wednesday September 21, 2016. DO NOT SUBMIT PRICING AT THIS TIME. PRICING WILL BE TAKEN EXCLUSIVELY ONLINE.

Note: Faxed or e-mailed bids will not be accepted.

Please mark your Proposal envelope "**Snow Removal Bid**" and send to

Mr. Dave Schuh
Director of Operations
300 Commerce Drive
Crystal Lake, IL 60014

PROPOSALS

Before submitting your proposal, carefully **EXAMINE** all specifications pertaining to the work and **visit** site **with permission of the school district.** Submission of proposal will be considered evidence that the contractor is familiar with local facilities, the requirements of the documents and of pertinent State or local codes, State Labor and Material Regulations, and has made due allowance in his/her bid for all contingencies.

SUB CONTRACTORS

Only company employees must be used. Use of subcontractors is not permissible. Successful bidder must use company employees to perform services outlined in this bid. District reserves the right to **IMMEDIATELY** terminate contract(s) for non-compliance.

SALES TAX

This project is exempt from Illinois Occupational Retail Sales Taxes.

SCHOOL DISTRICT RIGHTS

The Board of Education reserves the right to reject any or all bids, or to waive any irregularities in the bidding and to make the award in accordance with the best interests of Community Consolidated School District 47. In addition to this, Crystal Lake School District 47 reserves the right to immediately cancel the snow removal contract at any time due to repeated or negligent poor performance, failing to meet the needs of the district, including and not limited to utilizing sub-contractors and/or fraudulent billing.

SCOPE

The contractor shall furnish all labor, materials, services, tools, equipment and incidentals required to complete snow removal in scheduled areas as defined. After the bid is awarded, additional meetings will take place to review specific details including where snow is to be piled and other details as needed.

SPECIFICATIONS

SNOW REMOVAL

- Snowplowing includes driveways, parking lots and playground areas as defined in the attached aerial photos.
- Snow Plowing is to occur **automatically at 1 inch of snowfall** **without** receiving a call from the district. Contractor is responsible to contact a designee of the Grounds Department for direction if the snowfall amount is border-line to this automatic 1 inch guideline.

- o This 1 inch automatic guideline is defined as the amount of snowfall required to trigger automatic snow removal services and NOT the interval which defines the per push rate. As an example, 3" of snowfall DOES NOT necessarily constitute 3 pushes.
- o The contractor is expected to minimize the number of pushes used and to perform the snow removal as efficiently as possible.
- o Any discrepancies on the number of pushes will be addressed as needed.
- The cost for snow removal PER PUSH is defined as completely plowing the entire property of all snow as indicated in the aerial photos in this bid.
- It is the responsibility of the contractor to contact a designee of the Grounds Department after each snow removal occurrence with the total number of pushes. This is critical in order to reconcile services to assure invoices are paid in a timely and efficient manner.

SNOW REMOVAL EQUIPMENT & FLEET REQUIREMENTS

- This bid is for snow removal for the locations listed in the bid proposal form. Snow removal is to be done using standard acceptable industry practices. Bidder accepts all responsibility to have proper equipment and manpower to address all accounts awarded in this bid.
- All vehicles must be properly equipped with safety notification equipment (amber lights, etc...)
- **All vehicles must be clearly marked to properly identify the represented snow removal company.**

TIME & SCHEDULE REQUIREMENTS

The District requires that ALL locations under the agreement be **cleared of snow by 5:00 a.m. daily, including weekends**. The requirement is that the District will receive first service in the event of snowfall. **If snow continues to fall past 5 a.m., it is the responsibility of the contractor to contact the District Grounds Crew for direction.** Also, the District Grounds Crew will contact the contractor to communicate the needs for additional snow removal anytime during the day. The afternoon/evening start times for snow removal will vary by building depending on the weather conditions as well as planned after-school activities. (The deadline of 5:00 a.m. for completion is consistent with all locations.)

On Call: The District requires a response time of **no more than 1 hour** for arriving at a site to plow in case of emergency needs or unforeseen school activities. This would be on an "on-call" basis.

Daytime Snow Removal: In the event where snow falls throughout the day, the contractor must be available to do driveway or lot cleanup if called to do so. If this is needed, the District would contact the contractor.

DISTANCE FOR CONTRACTOR

To qualify for this bid and ensure adequate response time, the contractor's equipment/fleet must be permanently located and centrally dispatched from a street address **no more than 20 miles away from the farthest contracted school**. This will be based on street distance as determined by Google Maps or equivalent.

SALT APPLICATION

The District will provide and apply all salt. No salt is to be applied by the contractors for this bid.

SNOW REMOVAL SEASON

The snow removal season for this bid is from November 1, 2016 through April 15, 2019. This is a 3 year contract that will remain in effect pending acceptable performance of awarded contractor.

SNOW PILES

A member of the District Grounds Crew will meet with the winning bidder(s) to discuss the placement of the piles of snow during removal. This is to ensure that **no sidewalks, walking paths, doorways, etc. are obstructed**. This will also ensure a minimum number of parking spots are lost to snow storage.

MEASUREMENTS

The contractor shall verify all areas to be plowed on site. **The attached facility aerial photos are provided for reference purposes to identify the specific job areas.** Each school is unique in its needs for snow removal. The contractor is responsible to examine the building sites and ensure the company has full capability to perform the needed job at all locations in the bid.

AWARDING BIDS

The bid will be awarded to the lowest responsible bidder(s) for snow removal **per location** provided they meet the required specifications and needs of the District. **Bids will be awarded based on the per push bid amount. Bids will be awarded on a per location basis or in total, whichever option is in the best interest of the district to manage the total number of successful bidders.**

By submitting a bid, the contractor agrees to be responsible for **all** locations won.

There will be a **MANDATORY POST-BID WALKTHROUGH** AFTER the online event with the apparent lowest responsible bidder(s). The date and time of this meeting will be communicated in a timely manner shortly AFTER the online event. To qualify as a bidder, in order to assure accuracy of submitted bid(s), the contractor must attend this mandatory post-bid walkthrough at **all** locations **with school district representative** and submit a verification letter stating that the bid is accurate and complete as submitted and complies with all bid specifications.

QUALITY ASSURANCE

The contractor agrees that all requirements set forth by the district are communicated to workers assigned to each account to assure consistency between drivers.

SNOW RELOCATION ON SCHOOL PREMISES

In the event that an extreme amount of snowfall occurs, it may be necessary for relocation of snow piles. If needed, snow will be relocated from parking lot or playgrounds to designated open field areas on the same property. The Bid Proposal Form has a specific section to include the hourly rate for the contractors required equipment and labor to complete this task if requested. This ability is a requirement to qualify as a bidder for snow removal.

SAFETY

Contractor is expected to use extreme caution when operating snow removal equipment on school grounds, being aware of the possible presence of children particularly on playgrounds. While the majority of snow removal will be done off of school hours, in some events the schedules may overlap if snow removal is necessary during daytime hours. Concerns on this should be communicated to the District Director of Operations.

PROPERTY DAMAGE DURING SNOW SEASON

All property damage must be reported immediately. District reserves the final right to determine the time requirement for the completion of these repairs. Repairs must be performed by contractors approved by the district that comply with insurance and prevailing wage requirements.

SPRING CLEANUP / RESTORATION AFTER SEASON REQUIREMENT

Contractors will be responsible for final cleanup / site restoration after the snow season has ended. This includes and is not limited to the restoration of any damaged grass areas, replacement of damaged parking curbs, fencing, signs, posts, or other damage resulting from the snow removal for the season. **All restoration must be completed no later than March 31st of each contracted year, to the District's satisfaction.**

RESTORATION

- o All lawn areas disturbed by snow removal shall be re-graded to form a smooth transition from the existing lawn to the new sidewalk at a maximum slope of 6:1 and shall be treated by the application of black dirt and seed blanket. This item will be considered incidental to the bid and no added compensation shall be allowed.
- o Provide **pulverized** topsoil, seed blanket, and care of grass during establishment period for a complete surface restoration or lawns, parkways, and other areas disturbed as a result of the construction.
- o Provide watering, replanting and continue as necessary until a close healthy stand of specified grasses is established.
- o Replace lawns not showing a close uniform stand of healthy specified grasses for up to 1 (one) year after acceptance of substantial completion of job by school district and maintain until acceptance.
- o Scarify the compacted sub grade to a depth of 3 inches to receive the topsoil.
- o Provide a mixture of black dirt having at least 90% passing a No. 10 sieve, free of large roots, brush, sticks, weeds, stones larger than ¼ inch in diameter, and any other debris.
- o Spread at least 4 inches of prepared topsoil in areas of new grading raked smooth and level.
- o Grade flush with walks, curbs, and paving.
- e Erosion Control Blanket: **Must be Futerra F4 Net less – NO SUBSTITUTIONS.**
- o This item will be considered incidental to the bid and no added compensation shall be allowed.

PAYMENT

To ensure prompt payment, please submit **hard copy** invoices (**with attached certified payrolls if applicable to Prevailing Wage**) by the following dates by 2:00 P.M.

- Invoice due November 30th to be paid in December.
- Invoice due December 31st to be paid in January (use mail slot at CORE 300 Commerce Dr).
- Invoice due January 31st to be paid in February.
- Invoice due February 28th to be paid in March.
- Invoice due March 31st to be paid in April.
- Invoice due April 30th to be paid in May.

If applicable, certified payrolls must correspond with and accompany invoices in order to process payments. Invoices will not be processed unless all corresponding certified payrolls have been submitted and are attached. The district will not accept invoices without attached certified payrolls nor will the district reconcile certified payrolls to invoices. Failure to submit invoices in this manner will delay processing invoices.

Invoices must list the date, location and number of pushes separately to allow reconciliation of service history information for approval.

INSURANCE

The successful bidder will supply Crystal Lake School District 47 with a Certificate of Insurance that outlines all of their coverage and names Crystal Lake School District 47 as an additional insured. A minimum of \$1 million coverage is required for insurance coverage. **Insurance certificates MUST be submitted BEFORE work is started.**

BONDS

The Contractor shall furnish a Performance Bond and Payment Bond (AIA Document A312) prior to the contract start date in the amount listed in the table below for each awarded location. The bond surety must carry a BEST RATING of A. Such bond shall be in a form and with a surety acceptable to the Board and shall not include a limitation period shorter than provided by Illinois law. The Performance Bond shall guarantee the performance of the duties placed on the Contractor under this Agreement, the restoration of any property damage and its compliance with any applicable laws, and shall indemnify the School District and its Board members, officers, employees and agents (the "Indemnities") from any liability or loss to the Indemnities from any failure of the Contractor to fully perform each or all of said duties.

A \$10,000.00 Bid Bond or Certified Bank Check must be submitted with bid.

Failure to provide services during the snow removal season as outlined in this proposal as well as failure to properly restore any property damage within the specified time frame according to the district's specifications will result in a demand for bond claim and may disqualify the contractor from participating in any future bids or projects with the district.

The Contractor shall submit full Performance Bonds **BEFORE work is started** for awarded locations in the amounts listed in the table below:

Coventry – 820 Darlington Lane	\$2,000
Glacier Ridge -1120 Village Road	\$3,000
Hannah Beardsley - 515 E. Crystal Lake Ave	\$3,000
Indian Prairie – 651 W. Village	\$3,000
North Elementary – 500 Woodstock Richard Bernotas Middle School - 170 N. Oak	\$4,000
West – 100 Briarwood	\$3,000
Woods Creek– 1100 W. Alexandra Blvd.	\$3,000

PREVAILING WAGE / CERTIFIED PAYROLL REQUIREMENTS

The contractor is required to comply with all provisions of the acts of the General Assembly of the State of Illinois related to Wage Rates, Discrimination and Preference to Illinois workmen **as applicable.**

For the most current prevailing wage rates, please visit:

<https://www.co.mchenry.il.us/county-government/departments-j-z/purchasing/county-prevailing-wage-rates>

ESCALATION CLAUSE

All rates for the second and third years of the contract may be adjusted in accordance with the annual variation shown from June of the previous year to June of the current year in the Consumer Price Index (all urban consumers, all items - U.S. city average). The maximum allowable percentage increase in any one contract year will be 3%. In the event that the Consumer Price Index went down the contractor would be held harmless.

CONTRACTOR QUALIFICATIONS

SUPPLEMENTAL CONTRACTOR QUALIFICATION STATEMENT

1.1 GENERAL

- A. The supplemental documentation outlined in this section shall be required and shall be submitted with the submission of the Proposal.

Contractors who have **successfully** completed projects of similar size and scope with the District **within the last year of this project's bid date** are exempt from the requirements of this section, at the discretion of the District.

- B. The Bidder is required to meet the following criteria in order to be considered a responsible bidder by the District. District shall have the right to make such inquiries as it deems appropriate to verify any of the information provided by Bidder to District pursuant to this Section. If as a result of such inquiries, District deems any such information provided by the Bidder unsubstantiated, or if any of the documentation provided by the Bidder as described below is incomplete, District may deem the Bidder to have failed to satisfy said criteria.
- C. The District may utilize any available information including but not necessarily limited to the information submitted as part of this Section to determine the lowest responsible bidder for this project.
- D. In the case of a joint venture or partnership, each joint venture or partner must independently meet each of the requirements set forth in Paragraphs 1.2, 1.3 and 1.4.

1.2 EXPERIENCE

- A. A Bidder must have a minimum of five (5) continuous years in business prior to this project's bid date, as a Snow Removal Contractor.

Documentation: Shall consist of corporate documents, registrations, annual reports, (or, if the Bidder is not a corporation, substantial equivalents) showing continuous existence and operation for the time stated. If documents relating to a predecessor entity are provided, also provide an explanation of the reason for the dissolution of the predecessor and the formation its successor to the satisfaction of the District. Based on this information provided, the District may deem bidder to be non-responsive and not qualified for the project.

- B. The Project Manager to be assigned to the project must have at least three (3) years of experience working for a Snow Removal Contractor managing institutional or commercial projects and at least three (3) public school snow removal contracts of similar scope and complexity in the State of Illinois within the last five (5) years prior to this project's bid date.

Documentation: Shall consist of Project Manager's resume indicating name, education or training, and a list of projects where he managed the work as outlined above, and length of employment with this Bidder.

- C. Bidder must have been contracted for at least three (3) public school snow season removal contracts within the last five (5) years from this project's bid date in the State of Illinois as a Snow Removal Contractor.

Documentation: Shall consist of list of customers / contracts reflecting the above.

- D. **The school district reserves the right to disqualify bidders based on negative previous experience.**

1.3 FINANCIAL CONDITION/BUSINESS PRACTICES

- A. Workmen's Comp Experience Modification Rate (EMR) shall be 1.0 or less.
Documentation: Letter from Insurance Company certifying the above.
- B. Absence of any filings for protection from creditors under federal bankruptcy laws and/or placement under receivership or similar restrictions in the last five (5) years.
Documentation: Letter from President of the bidding company certifying the above.
- C. Sound fiscal management and sufficient resources for successful completion of the contract.
Documentation: Independently prepared financial statements for the two (2) consecutive, most recently available years OR Letter from President of the bidding company certifying the above.
- D. Absence for contracts terminated by Owner for non-performance in the past five (5) years, except where not due to the material fault of the Bidder.
Documentation: Letter from President of the bidding company certifying the above.
- E. Absence of claims on bid, performance or payment bonds, liquidated damages and terminated contracts without litigation or arbitration by Owner in the past five (5) years, except where not due to the material fault of the Bidder.
Documentation: Letter from bonding company certifying the above.

1.4 REFERENCES

- A. List of all public schools, institutional and commercial snow removal contracts performed in the last five (5) years.
Documentation: References and project names of all public schools, institutional and commercial projects completed within the last five (5) years for this project's bid date. The references must include the names and phone numbers of contact persons who are or were officials of the public body for institutional projects or officials of the commercial projects who are familiar with the Bidder's performance.

Crystal Lake School District 47

Snow Removal Services Bid

CLARIFYING QUESTIONS AND ANSWERS

1. What is the increment dollar amount on the bid?

- a. The incremental dollar amount is calculated through the use of a formula that takes the estimated projected value of the particular line item. It is intended to allow movement within the bid in increments large enough to allow the bid to flow without a participant having to give up too much, but not too small to where the bid lasts longer than needed. All increments will be explained during the one-on-one bid training for approved suppliers.

2. How is the bid position of the online bid determined...by individual line or sum of all?

- a. Bid position is determined by the ranking your bid in relation to all other bids in the system on any line item being bid. If your rank is #1, you are presenting the lowest price at that time, based on the pricing criteria outlined in the bid documents. NOTE: Price alone is not the sole determining factor for award.
- b. Unless the buyer chooses otherwise, you will see an individual line item rank, as well as an overall rank for all of your bids presented.
- c. The dollar figures for additional services (bus lane clean up, bobcat, front end loader and dump truck) will not be ranked against other bids. This is simply being provided at this time for cost information purposes only in the event such services are needed for invoicing consistency.

3. How is 3% commission/fee determined or paid? By invoice or blanket PO?

- a. The eBridge 3% fee is the standard fee for all bids run by eBridge.
- b. eBridge's fee is payable only after the awarded amount is paid by the buyer as the work is invoiced. It is paid after the awarded supplier has invoiced the buyer for actual work performed and not based off of an estimate.

4. Does the 3% commission/fee remain the same throughout the duration of the three (3) year agreement?

- a. Yes

5. What is the all-inclusive bid ceiling?

- a. The bid ceiling for this work over a three-year period is planned for \$210,000 based on history information.
- b. The successful bidder will be paid according to the work provided consistent with the bid specifications outlined in this bid according to submitted bid pricing figures as weather conditions are unpredictable.

6. Does the removal of snow using a Bobcat, front end loader or dump truck require certified payrolls to document prevailing wage compliance?

- a. It is the contractor's responsibility to determine what work is applicable to prevailing wage and provide cost information accordingly.
- b. Certified payrolls are only required for any work subject to prevailing wage.
- c. Typically these vehicles / equipment (a Bobcat, front end loader or dump truck) would need to comply with prevailing wage.
- d. Please see page 6 for link to latest prevailing wage rate information.

- 7. Clarify what is needed to provide a list of vehicles under your ownership or lease. What does this mean?**
- a. Contractor is to provide a list of equipment / vehicles which are owned, leased or bank owned (making payments on) which would be utilized for snow removal services as outlined in this bid.
 - b. The purpose of this is to determine contractor's ability to properly service the school district's stringent needs.
- 8. Verify---Is only the "per push" figures used to determine the placement/position in bidding...not per cleanup?**
- a. Correct. See 2.c. above.
 - b. The cleanup figures will be challenged if they are excessively out of line prior to making a final determination in awarding the bid only if needed.
 - c. The snow removal figures (using a Bobcat, front end loader or dump truck) will be challenged if they are excessively out of line prior to making a final determination in awarding the bid only if needed.
- 9. Is this bid going to be awarded to one contractor or divided among several?**
- a. Please refer to **AWARDING BIDS** on Page 4 of this document.

NOTICE TO ALL BIDDERS

School District 47 is a public school district, which is obligated, by law, to comply with affirmative action and non-discrimination policies and regulations prescribed by law and the Illinois Department of Human Rights (Department). As a Bidder, you hereby certify that your business, corporation, firm or entity refrains from discrimination based upon citizenship, race, national origin or sex. Further, that Bidder is an equal opportunities employer as prescribed by the Department and that you make available to all employees' information promulgated to employers, as may be applicable, from the Department. Further, Bidder certifies that it has and maintains a written sexual harassment policy which includes the illegality of such conduct; definition-description and examples as promulgated by the Department; an internal complaint process with advice as to legal recourse and investigation procedures; a policy of protection from retaliation against a complainant; and, information is made available to all employees describing how and when to contact the Department. Violation of any portion hereof is a basis for disqualification or avoidance of any bid or contract.

Contractor is aware that the School District is subject to the Illinois Freedom of Information Act ("FOIA") and is subject to its provisions. Therefore, if the School District receives a FOIA request for a document or record that is in Contractor's possession and the School District believes in its reasonable discretion that such document or record is subject to release under FOIA, Contractor shall release the document or record to the School District immediately upon the request of the School District.

Snow Removal Bid
Crystal Lake School District 47

Intent to Participate Required Documentation
Due September 21, 2016 by 11:00 a.m. for public opening
(Refer to bid specs for specific requirements)

- ☐ Documentation supporting years of existence and operation
- ☐ Project Manager qualifications documentation / resume
- ☐ Project references documentation
- ☐ Insurance rating documentation **(Workmen's Comp Experience Modification Rate (EMR))**
- ☐ Letter from President regarding 1) absence of bankruptcy filings 2) sound fiscal management and resources 3) absence of terminated contracts 4) absence of bid bond claims.
- ☐ **\$10,000.00 Bid Bond or Certified Bank Check submitted**
- ☐ Attach a list of vehicles and equipment that your company owns and will have available for snow removal required per this bid for the School District 47 locations.

Does your company offer services to relocate snow piles or haul them away? _____

What is the street address of the permanent location from which equipment will be dispatched to perform snow removal services AND what is the distance from this location to the farthest school you are bidding on (as determined by Google Maps)?

Street Address _____ Miles _____

Please assure ALL documentation is provided for bid to be considered.

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

_____ **e-mail**

Please PRINT name

AUTHORIZED SIGNATURE

DATE

Snow Removal Bid
Crystal Lake School District 47

Bidder use for online live event only

Online Live Event: Friday, September 30, 2016, at 10:00 a.m.
(Refer to bid specs for specific requirements)

Please reference the provided facility aerial photos to identify the specific areas for snow removal.

Cost includes all equipment, labor and materials to provide the snow removal per bid specifications. **(DO NOT SUBMIT PRICING AT THIS TIME. PRICING WILL BE TAKEN EXCLUSIVELY ONLINE)**

1. It is required to itemize the cost as follows. Please complete this sheet in full.
2. **NOTE:** District 47 will provide all labor and materials for the salting of the premises.
3. **Costs** are based on a per push rate.
4. Bus lane cleanup is defined as providing accessibility for bus and parent student pickup and drop off on days with daytime snow accumulation.
5. If needed, the snowfall totals will be verified based on the total inches reported per NOAA for the Crystal Lake area. This is only for reference and informational purposes for the district.
6. Bidder agrees that prices submitted via online event represent the total cost for snow removal and that nothing additional will be added for delivery, taxes, fuel surcharges, etc.

1. Coventry – 820 Darlington Lane

Total cost of snow removal **per push.**

\$ _____ per push

Additional bus lane ONLY cleanup (on-call as needed)

\$ _____ per cleanup

2. Glacier Ridge -1120 Village Road

Total cost of snow removal **per push.**

\$ _____ per push

Additional bus lane ONLY cleanup (on-call as needed)

\$ _____ per cleanup

3. Hannah Beardsley - 515 E. Crystal Lake Ave

Total cost of snow removal **per push.**

\$ _____ per push

Additional bus lane ONLY cleanup (on-call as needed)

\$ _____ per cleanup

4. Indian Prairie – 651 W. Village

Total cost of snow removal **per push.**

\$ _____ per push

Additional bus lane ONLY cleanup (on-call as needed)

\$ _____ per cleanup

Continued next page...

Continued...

5. **North Elementary – 500 Woodstock AND
Richard Bernotas Middle School - 170 N. Oak**

Total cost of snow removal **per push.**

Additional bus lane ONLY cleanup (on-call as needed)

\$ _____ per push

\$ _____ per cleanup

6. **West – 100 Briarwood**

Total cost of snow removal **per push.**

Additional bus lane ONLY cleanup (on-call as needed)

\$ _____ per push

\$ _____ per cleanup

7. **Woods Creek - 1100 W. Alexandra Blvd.**

Total cost of snow removal **per push.**

Additional bus lane ONLY cleanup (on-call as needed)

\$ _____ per push

\$ _____ per cleanup

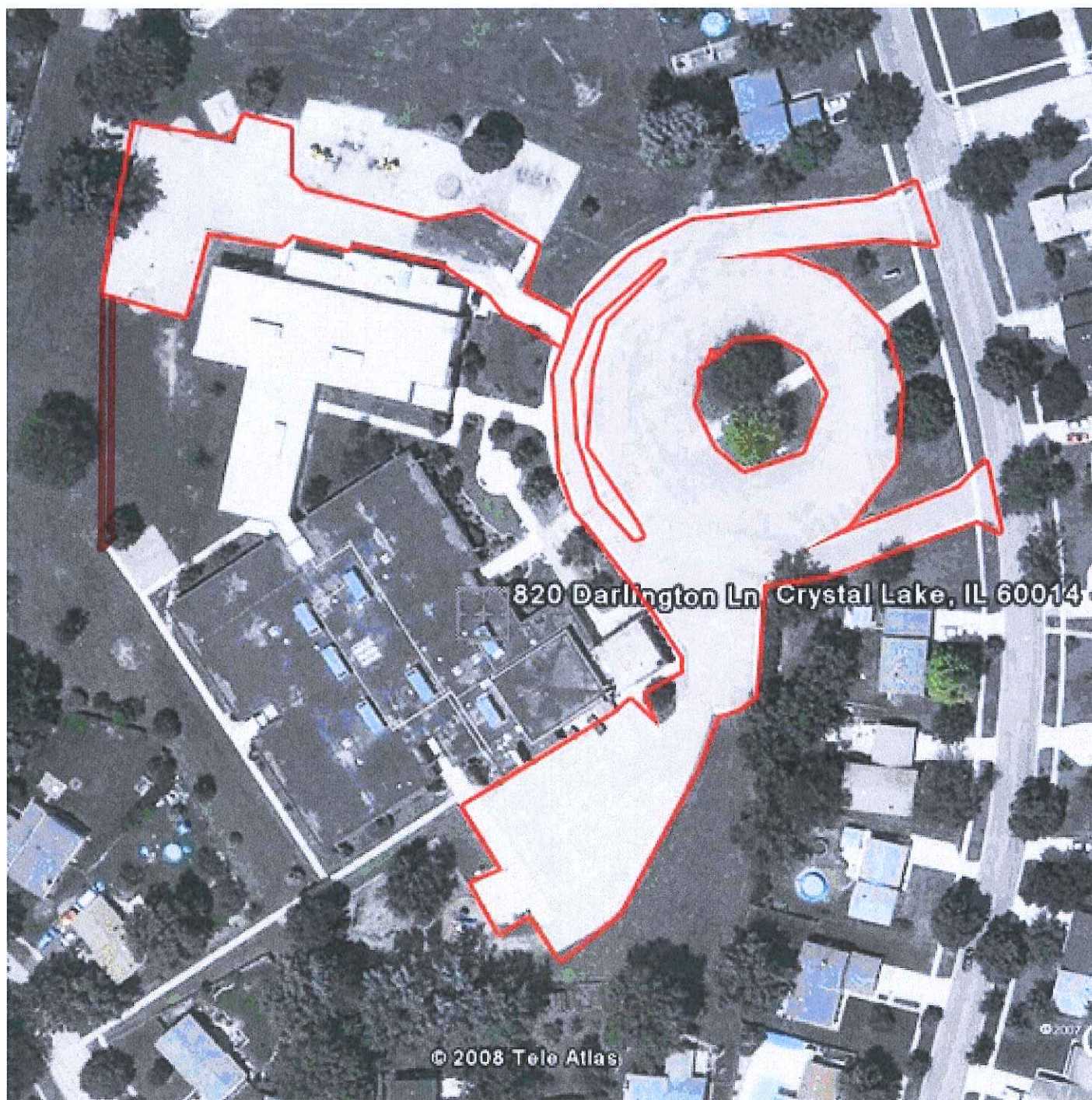
ALL LOCATIONS:

Snow relocation costs (as requested by the district)

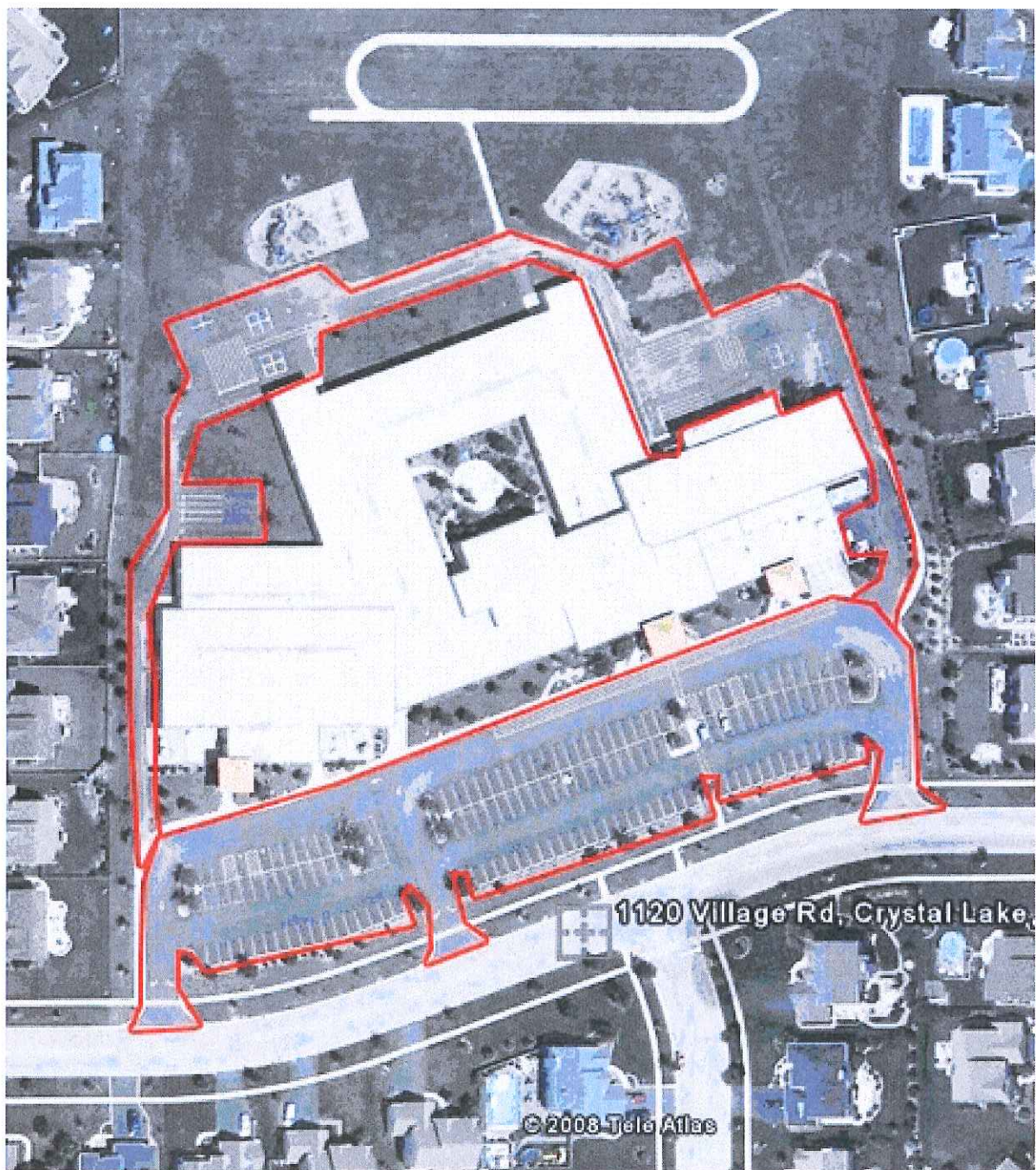
Bobcat \$ _____ per hour

Front End Loader \$ _____ per hour

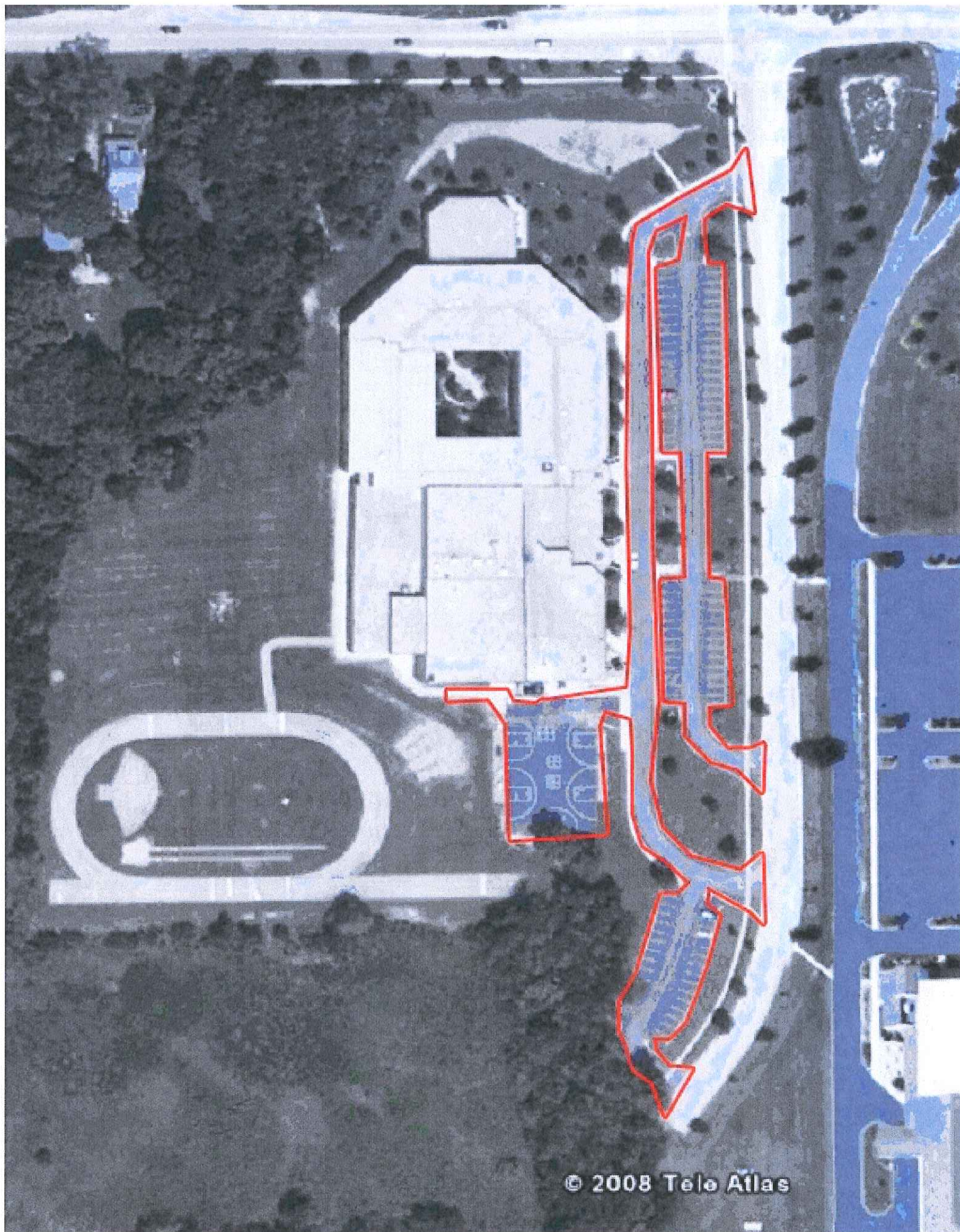
Dump Truck (for snow transportation) \$ _____ per hour



Coventry Elementary School
820 Darlington Lane
Crystal Lake, IL 60014

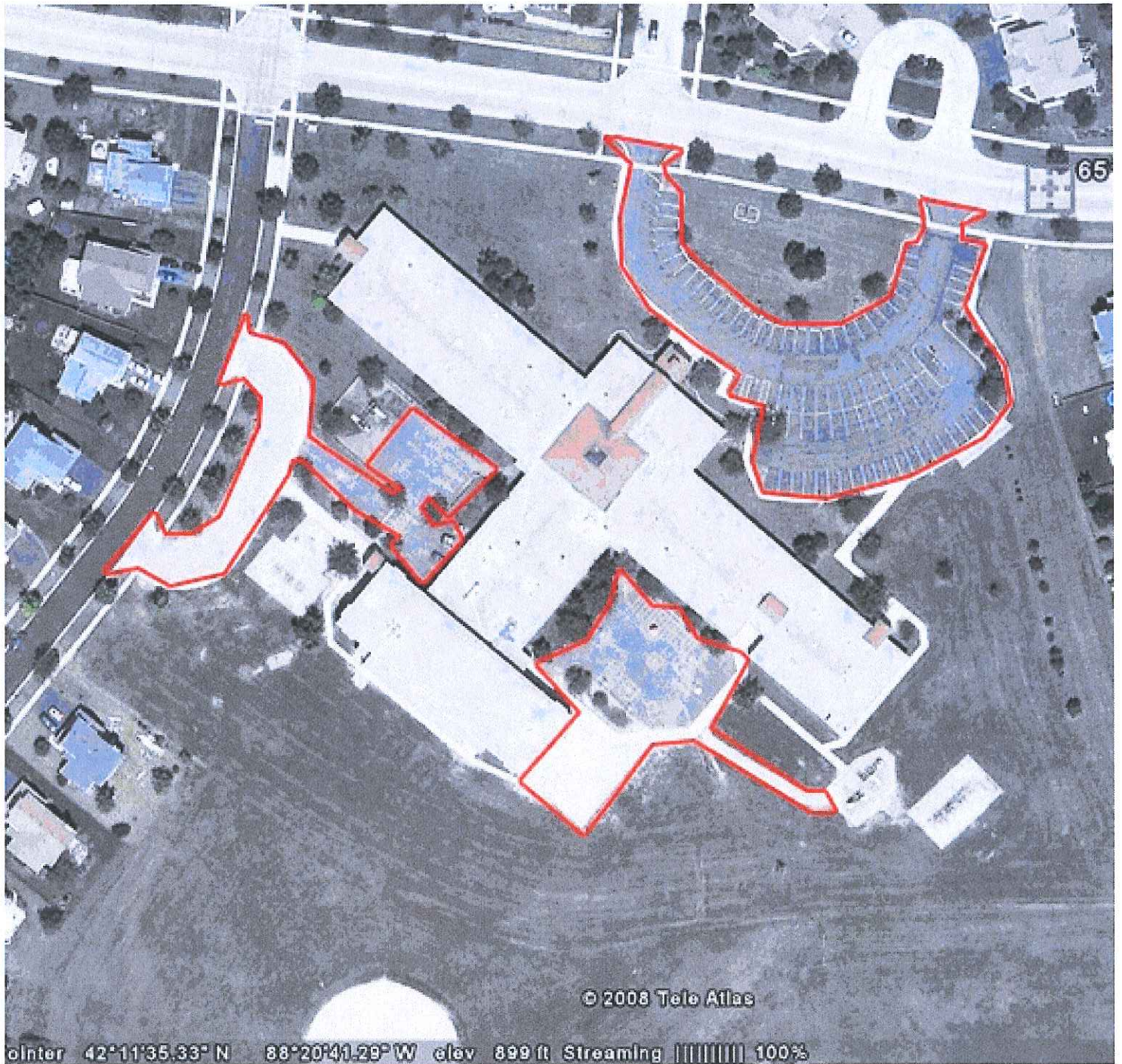


Glacier Ridge Elementary School
1120 Village Road
Crystal Lake, IL 60014

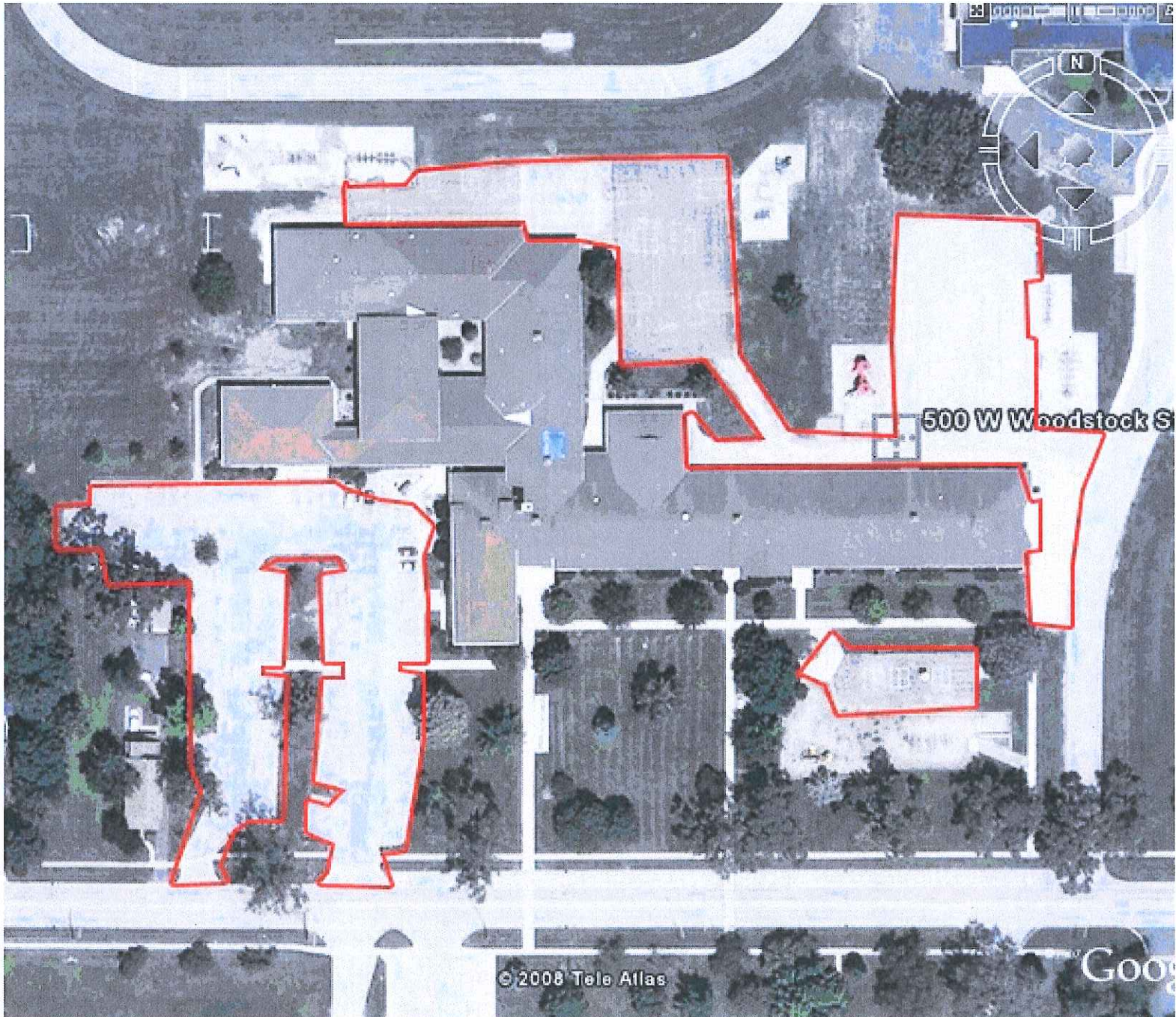


© 2008 Telo Atlas

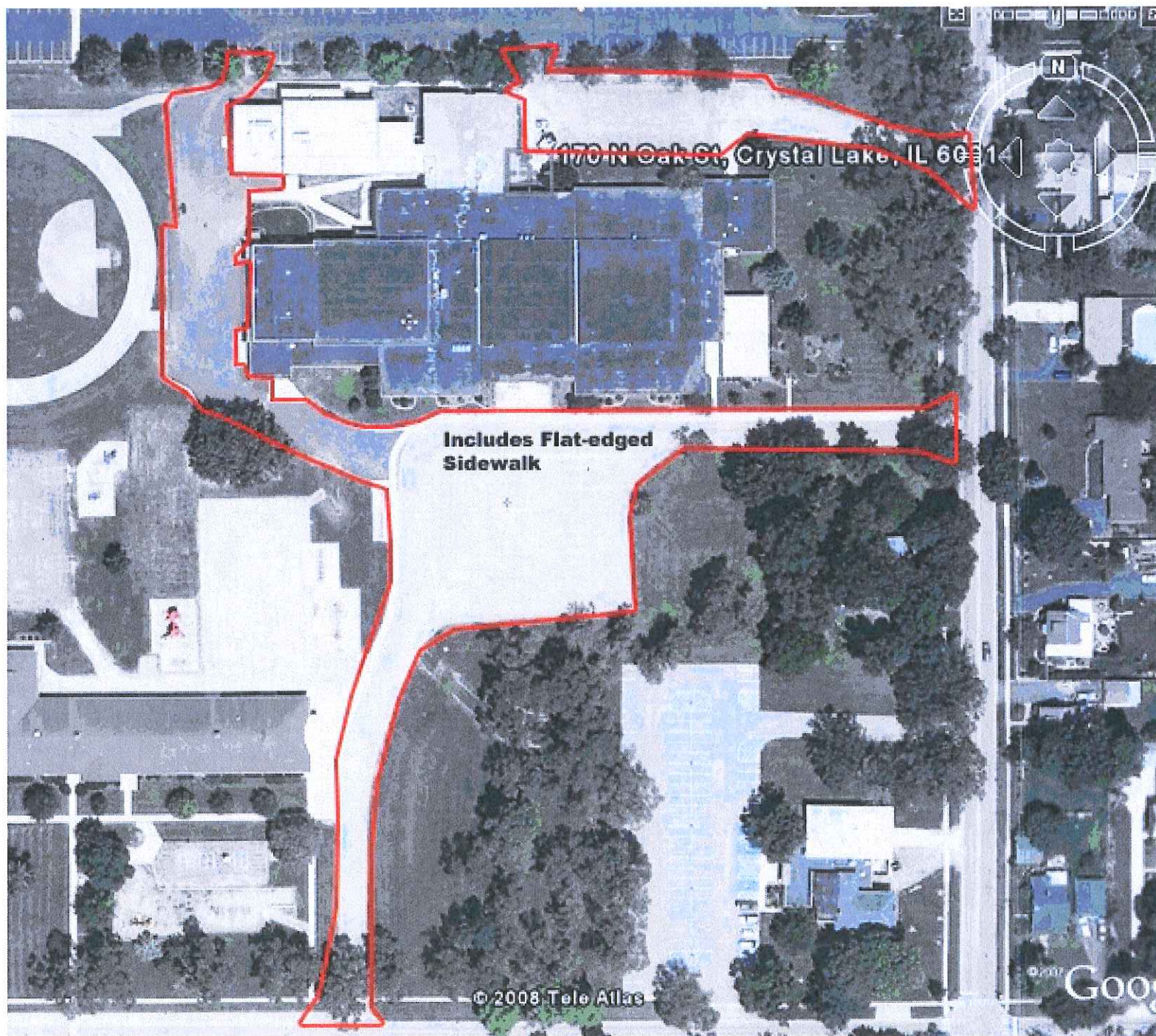
Hannah Beardsley
515 E. Crystal Lake Ave
Crystal Lake, IL 60014



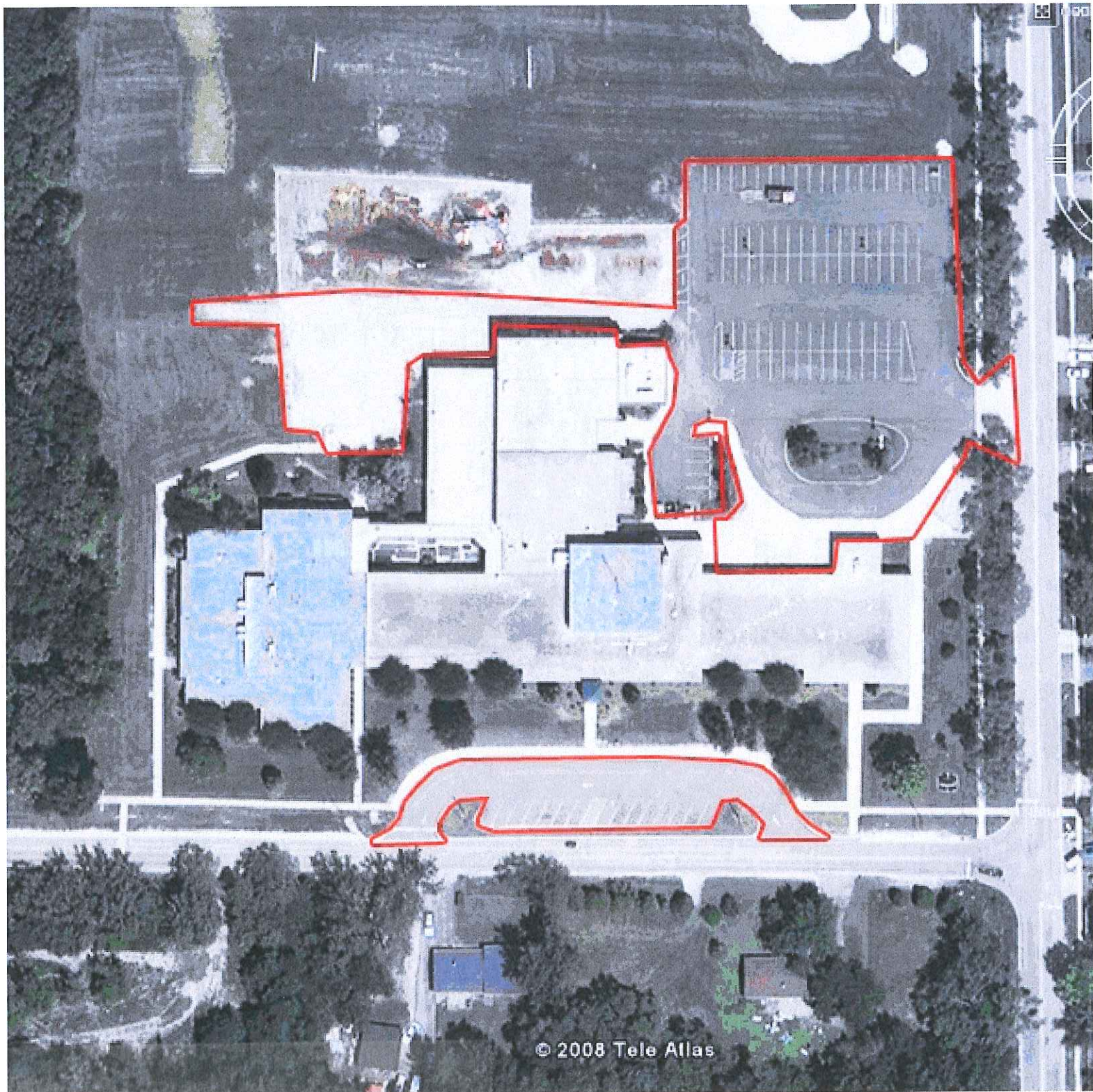
Indian Prairie Elementary
651 W. Village
Crystal Lake, IL 60014



North Elementary School
500 Woodstock
Crystal Lake, IL 60014



Richard Bernotas Middle School
170 N. Oak Street
Crystal Lake, IL 60014



West Elementary School
100 Briarwood
Crystal Lake, IL 60014



Woods Creek Elementary, 1100 W. Alexandra Blvd. Crystal Lake, IL 60014

August 23, 2016

Crystal Lake School District 47 will be conducting an Electronic Sealed Bidding Event for Snow Removal Services. Crystal Lake School District 47 has partnered with eBridge to host this bidding event on its Online Bidding Platform.

We request that you review the accompanying documentation for information pertaining to the specifications, the response requirements, milestones and deadlines, as well as, information on eBridge and the Electronic Bidding Process.

We thank you for your participation.

Sincerely,

David Schuh
Director of Operations
Crystal Lake School District 47

CONTACT INFORMATION

If you have any questions **regarding the specifications** or the Buyer's requirements for returning your response, please contact:

David Schuh
Director of Operations
221 Liberty Road
Crystal Lake, IL 60014
E-mail: dsschuh@d47.org
Primary Phone: (815) 788-5061

If you have any questions **regarding the electronic bid process**, please contact:

eBridge Business Solutions, LLC
Meredyth Moore
7501 New LaGrange Road, Suite 2000
Louisville, KY 40222
meredyth.moore@ebridgeglobal.com
(877) 245-8880



MILESTONE DATES

Milestone Date	Milestone	What It Is and What You Need To Do
Tuesday, August 23, 2016	Bid Opportunity	An email invitation to respond to this opportunity. Click on the link provided to download all documents pertaining to this bid.
Tuesday, September 6, 2016 at 8:00AM CT CORE Center 300 Commerce Drive Crystal Lake, IL 60142	Pre-Bid Meeting	Date, time and location of pre-bid meeting. Attendance is MANDATORY.
Tuesday, September 13, 2016 by 10:00AM CT	Questions Submitted	Deadline to submit questions regarding response requirements, specifications or bidding process. Submit any questions regarding this opportunity to: David Schuh at dsschuh@d47.org
Wednesday, September 14, 2016	Answers Posted	Date you will receive an email with answers to all submitted questions. Review all answers to determine your interest and ability to provide the product or service being requested.
Wednesday, September 21, 2016 by 11:00AM CT	Solicitation Response	Deadline to submit your response, <u>EXCLUDING PRICING.</u> Submit all information and documentation as requested. The Buyer will review and determine if you are approved to participate in the online event.
Monday, September 26, 2016	Formal Invitation Issued	Formal approval from the buyer to participate in the pricing portion of the process. Follow instructions given in the Formal Invitation email.
Tuesday-Wednesday, September 27-28, 2016	Training on eBridge Process	Timeframe in which tutorials with eBridge will be scheduled and completed. Participate in a one-on-one training with an eBridge representative.
Thursday, September 29, 2016 by 4:00PM CT	Initial Bid Due	Date by which all participants must place initial bid(s). Login to the eBridge platform and place your initial bid(s).
Friday, September 30, 2016 at 10:00AM CT	Online Event	Date and time the live online event will open. Login to the eBridge platform and participate in the live event.



ELECTRONIC BID EVENT SUBMISSION FORM

Must be completed and emailed to meredyth.moore@ebridgeglobal.com

Crystal Lake School District 47 will accept bids for Snow Removal Services using an Electronic Sealed Bidding Process on Friday, September 30, 2016 at 10:00AM CT in accordance with the specifications and procedures available either with eBridge or Crystal Lake School District 47. This Electronic Sealed Bidding Event has a preliminary end date and time of Friday, September 30, 2016 at 10:15AM CT plus any possible extensions.

The undersigned bidder hereby proposes and agrees to furnish Crystal Lake School District 47 with Snow Removal Services in accordance with the Specifications. The bidder also agrees to participate in an Electronic Sealed Bidding Event to determine final pricing.

Your response to this opportunity is due as requested by the buyer no later than Wednesday, September 21, 2016 by 11:00AM CT. Specification submittals must indicate any and all exceptions to the specifications, as well as any option packages or prepayment discounts. **DO NOT SUBMIT BID PRICING WITH YOUR SPECIFICATIONS PACKAGE.**

The supplier understands that this proposal is submitted subject to the following: Bids will be evaluated based on each supplier's final pricing submitted during the Electronic Sealed Bidding Event, and the Specification Responses provided. Preference will be given to low suppliers; however, the Buyer reserves the right to accept bids on the basis of total evaluated bid or to accept portions of any bid. The Specifications and Information for Suppliers form the conditions of the Contract for this proposal.

The awarded supplier is obligated to pay a transaction fee to eBridge pursuant to the Terms & Conditions accepted upon placement of initial bid. The fee will be based on the final total purchase price assessed as three (3) percent of the awarded price. The transaction fee is assessed on the final selling price.

AWARD OF CONTRACT: REJECTION OF BIDS – The Buyer reserves the right to (i) reject any, any part of, or all bids or proposals to fulfill The Buyer's requirements, (ii) waive informalities and technicalities, (iii) negotiate directly with any party submitting a bid or proposal, or (iv) accept that bid or proposal which The Buyer deems to be in its best interest, whether or not it is the lowest dollar proposal. The Supplier to whom the award is made will be notified at the earliest possible date.

THIS SPECIFICATION RESPONSE IS HEREBY RESPECTFULLY SUBMITTED BY:

COMPANY NAME	DATE		
CONTACT PERSON	TITLE		
PHONE NUMBER	FAX		
BILLING ADDRESS	CITY	ST	ZIP
EMAIL ADDRESS	SIGNATURE		

Must be completed and emailed to meredyth.moore@ebridgeglobal.com



IMPORTANT

The following document is included for your review and examination.

Electronic acceptance prior to placing your bid will be required

EBRIDGE BUSINESS SOLUTIONS, LLC SUPPLIER TERMS AND CONDITIONS

READ THIS AGREEMENT ("AGREEMENT") CAREFULLY BEFORE SELECTING "ACCEPT" OR "DECLINE" BELOW. BY SELECTING THE "ACCEPT" BUTTON, YOU WILL BE PERMITTED TO UTILIZE THE EBRIDGE BUSINESS SOLUTIONS, LLC ("EBRIDGE") INTERNET-BASED STRATEGIC SOURCING SOLUTION ("THE SOLUTION") FOR THE PURPOSE OF PARTICIPATING IN THIS ONE-TIME, ONLINE BIDDING EVENT. YOU WILL BE ALLOWED TO RECEIVE REQUESTS FOR INFORMATION AND QUOTATIONS AND TO SUBMIT BIDS AND PROPOSALS NECESSARY IN PARTICIPATING IN THE ONLINE BIDDING EVENT. BY SELECTING THE "DECLINE" BUTTON BELOW, YOU WILL BE DENIED ACCESS TO THE SOLUTION.

EBRIDGE BUSINESS SOLUTIONS, LLC ("eBridge") does not verify or validate any information provided or representations made by users of the Solution, and makes no warranty of any kind to you concerning any buyer offerings using the Solution. You acknowledge eBridge, its employees, agents, officers and members make no warranty of any kind, either express or implied, regarding the quality, accuracy or validity of any data and information available on the Solution, or residing or passing through its network, other than information and data that is provided directly to you from eBridge.

You further acknowledge any agreement entered into by you as the supplier of goods or services from a participating buyer is an agreement solely with such buyer, and eBridge is in no way a party to or responsible for the performance of such agreement. Therefore:

1) EBRIDGE DISCLAIMS ALL WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, RELATING TO ANY TRANSACTION ENTERED INTO BETWEEN A PARTICIPATING PERSON OR ENTITY AND A SUPPLIER, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR INTENDED USE, AND NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS; AND 2) EBRIDGE FURTHER DISCLAIMS ALL WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, CONCERNING INFORMATION SUPPLIED, OR REPRESENTATIONS MADE, BY ANY BUYER, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OR REPRESENTATION RELATING TO PRODUCT SUITABILITY, SPECIFICATIONS, OR REQUESTED AVAILABILITY, OR THE TRUTHFULNESS OR ACCURACY OF ANY OTHER INFORMATION OR REPRESENTATION MADE OR SUPPLIED BY A BUYER OR ANY OTHER SUPPLIER INVOLVED IN THIS AGREEMENT.

BY SELECTING THE "ACCEPT" BUTTON BELOW, AND BY SUBSEQUENTLY USING THE SOLUTION, YOU AGREE TO COMPLY WITH ALL TERMS AND CONDITIONS SET FORTH BELOW AND WITH ALL INSTRUCTIONS FOR USE POSTED ON THE SOLUTION.

- 1. Utilization.** You are granted a one-time, non-transferable, non-exclusive right to access the Solution through eBridge's website through the use of a password(s) and/or access code(s). Any subsequent rights to access the Solution will require you to accept a new Agreement eBridge reserves the right to terminate your access to the Solution or any or all of its services at any time, if eBridge shall determine, in its sole discretion, you have violated



any term(s) of this Agreement with respect to your access to and use of the Solution. In the event of such termination eBridge will notify you immediately.

2. Responsibilities of the Parties. Subject to the terms and conditions of this Agreement, eBridge will make available to you electronic access and use of the Solution, for you to participate in a one-time, online bidding event. eBridge will also provide such other assistance in the way of customer support and service as set forth in this Agreement. It is solely your responsibility when using the Solution to comply with all applicable local, state and federal statutes, ordinances, regulations, and policies governing the sales of goods or services by your company. eBridge shall have no responsibility for ensuring sales of goods or services using this system will comply with such laws, ordinances, regulations, or policies. You, the supplier, in using the Solution, have the responsibility for the bid including, but not limited to, the following:

- Accepting the terms of use contained in the bid documents in advance
- Preparing and assuring the completeness of any bids, quotes, or proposals
- Submitting any bids, quotes or proposals electronically within established deadlines
- Maintaining with the buyer, the security and integrity of the sealed or open bid procurement process
- Participating in any pre-bid conference(s) and tutorial(s) for suppliers prior to an electronic event
- Compliance with all applicable legal requirements
- Establishing and adhering to the terms and conditions of buyer contracts
- Assuring proper authorization to enter into a contract and the proper administration of any resulting contract

You also acknowledge that eBridge's role for procurement activities will include the following:

- Clarifying buyer needs and specifications to the supplier
- Assisting in the completion of comprehensive bid documents
- Hosting telephone tutorials with all suppliers on utilization of the electronic bid process
- Participating in any pre-bid conference(s)
- Hosting the auction event and providing support during the event
- Publishing appropriate results to the users as well as obtaining feedback from participants

- 3. Conduit Services Only.** The Solution provides an Internet conduit through which you may communicate the availability of your goods and services to potential buyers, potential buyers may communicate their procurement needs to you and you may respond to requests for quotations, bids or proposals in online bidding events. You will be entitled only to respond to requests of potential buyers for quotations, bids or proposals if you have accepted the terms and conditions of this Agreement. eBridge makes no representation or warranty of any kind concerning the reputation, reliability or any other matter concerning participating buyers. You must conduct your own inquiries concerning the qualifications and reputation of buyers, and must look only to the buyers with whom you choose to transact business for performance of any agreements with them.
- 4. Buyer Representations and Warranties.** eBridge does not verify or validate the information provided by or any representations or warranties made by buyers on the Solution, and makes no representation or warranty of any kind to you concerning any buyer using the Solution. You shall look solely to the buyer with respect to any buyer-related information or representations and warranties and shall indemnify and hold eBridge harmless from and against any contract, damages or liability that may result from any buyer-related information or representations and warranties.
- 5. Coded Access.** The Solution is available only to persons and entities who have read and agreed to the terms of this Agreement and who have been assigned access code(s) and/or password(s). You agree not to divulge your access codes or passwords to any other person or entity. If you allow either your access code or password to fall into the hands of an unauthorized person, eBridge has no way of detecting unauthorized use of such codes or passwords and is not responsible for such unauthorized use of the Solution. **YOU MUST SAFEGUARD THE PASSWORDS AND ACCESS CODES.** Unauthorized users of the Solution may be subject to both civil and criminal prosecution under state and federal law.



6. **Availability and Operation of the Solution.** While every effort will be made to keep the Solution operating during all scheduled hours of operation, no guarantee of uninterrupted operation can be given. You agree the services provided on the Solution are provided as is and neither you nor your business or agency will have any claim against eBridge as a result of any non-availability of the Solution at a particular time(s) or any failure of the Solution to operate as intended.
7. **Sole Remedy.** If you are dissatisfied with the functionality of the Solution or the services eBridge provides, your sole remedy is to cease using the Solution and/or services. YOU AGREE YOU HAVE, AND WILL HAVE, NO CLAIM OR RIGHT OF ACTION OF ANY KIND AGAINST eBridge RELATED TO YOUR USE OF THE SOLUTION. Without limitation of the foregoing, you waive any right you may have to claim or recover any special, incidental, exemplary, punitive, consequential or other damages (including but not limited to lost profits and business interruption).
8. **Virus.** eBridge shall not be liable for any harm that may be caused by the inadvertent transmission of any computer virus, worm, time bomb, logic bomb, or such other computer program transmitted through the Solution.
9. **Information You Provide.** You agree and warrant that any information you provide about yourself or your organization or your agents when registering to use the Solution or subsequent to registration, is accurate, current and complete and you will maintain and update that information to ensure that it remains true, accurate and complete. If eBridge suffers any claim or incurs any liability as a result of information entered into the Solution by users of your account, you and your agency or business will indemnify eBridge against such claim or liability including costs and attorneys fees incurred in defending against it.
10. **Security.** eBridge uses industry-standard security measures to safeguard any information you may provide to us on our website. You, your organization and/or your agents are responsible for managing your internal security by safeguarding password(s) and establishing your own internal security procedures, as you would for paper-based procurements, to assure the proper use of the Solution. In the event of any compromise in the security of the Solution, you shall immediately report the same to eBridge and a new password will be assigned for your use. However, perfect security does not exist on the Internet, and eBridge does not and cannot guarantee that information will remain secure.
11. **Fees.** The design, maintenance and operation of the Solution require substantial costs and investment incurred by eBridge. Thus, a transaction fee based on the total final purchase price stated upon award will be charged to the awarded supplier. Said fee will be assessed to the awarded supplier at the rate stated in the Electronic Bid Event Submission Form. All fees are to be paid to eBridge by the awarded supplier in the following manner:
 - **Definitive Bids:** Payment is made once delivery is made to the buyer and awarded supplier is paid by the buyer
 - **Construction and Public Works Bids:** Payment is to be made in full to eBridge upon supplier's receipt of initial progress, first percentage completion or mobilization payment
 - **IDIQ (indefinite dates, indefinite quantity) Bids:** Payment will be made on monthly transactions based upon actual purchases made during the month. This agreement is binding on all renewable and/or evergreen/roll-over contracts until and unless such time buyer re-bids same in a manner consistent with acceptable procurement procedures

Suppliers will ensure this transaction fee is included in every bid they submit before or during an auction. You further acknowledge any payment made by a buyer with respect to a sale in which you were the winning bidder, whether or not such payment is made directly to you or a third party, will cause you to be immediately liable to eBridge for the transaction fee. Because these fees are expected to be INCLUDED in your pricing, they shall not be delineated in your invoicing to the buyer.



Any and all subsequent orders resulting from this specific electronic bid for like equipment, services or materials are subject to these terms and conditions.

12. Disclosures. You acknowledge by using the Solution, you agree to provide to eBridge accurate and complete information regarding: (a) any agreement entered into by you with a participating buyer through any online bidding event conducted through the Solution, (b) the final price agreed upon between you and the participating buyer with respect to any product or service sold to such buyer, and (c) the date payment (whether a payment in full or a partial or installment payment) is delivered to you by any buyer pursuant to any agreement entered into by you with a participating buyer through any online bidding event conducted on the Solution or through the Solution. You are to provide this information to eBridge immediately upon becoming aware of such information. eBridge relies upon your delivery of such information for the calculation and payment of its fees as set forth in Section 11.

13. Privacy Policy. eBridge shall have the right to monitor the Solution electronically from time to time and to disclose any information as necessary to satisfy any law, regulation or other government request, to operate its service properly, or to protect itself or its users. eBridge reserves the right to refuse to post or to remove any information or materials, in whole or in part, that, in eBridge's sole discretion, are unacceptable or in violation of this Agreement.

The information eBridge receives is determined by your activities when using the Solution. If you use the Solution to read or download information, eBridge collects and stores the following information about you: the name of the domain and host through which you access the Internet and the date and time you access the Solution. eBridge uses this information to measure the number of visitors to different sections of the Solution, so that eBridge can make the Solution more useful to visitors. If you actively participate in using or providing any of the services offered through the Solution, we collect and store the personally identifiable information needed to facilitate this participation (typically your name, agency or company name, mailing address, email address and telephone).

If you wish to use a link to another website or to do business with another user of the Solution, you may be asked by the other user to provide certain confidential information. eBridge shall not be responsible for any loss or damage of any kind, nature or amount incurred as a result of any such disclosure to another user through the Solution. You may choose to send personally-identifying information to other websites you have linked to through the Solution. eBridge does not control the collection or use of this information, and makes no representations or warranties about the privacy or other policies of any other websites.

14. Reselling or Transfer. You agree not to sell, transfer, or assign your right to use the Solution to anyone, and you will not allow your access code or password to be used by any other agency or unauthorized person. If the Solution is used by another person using your access code or password, you will be responsible for and shall indemnify and hold eBridge harmless from and against any contract, damages or liability that may result from the use of your access code or password.

15. Access to Internet. You agree that in order to use the Solution you must: (a) provide and pay for your own access to the Internet, and (b) provide and pay for all equipment necessary for you to make the connection to the Internet.

16. Interference with Others. You agree not to use the Solution in a manner that would restrict or inhibit any other party's use of such services.

17. Links to Other Websites. The Solution may link you to other sites on the Internet. These links are provided for your convenience but the websites to which the links connect are not under eBridge's supervision or control. You acknowledge and agree that the linking of the Solution to other websites does not constitute any endorsement of such websites by eBridge, and eBridge shall not be responsible for the legality, accuracy or any other aspect of the operation or content of any websites to which links are provided.

18. Copyright - How You May Use the Content of the Solution. The content of the Solution (the "Content") is protected by intellectual property laws of both the United States and foreign jurisdictions. You may download, use, and copy the materials found on the Solution for your internal business use only, provided that all copies of the Content must bear any copyright, trademark, or other proprietary notice located on the Solution which pertains to



the material being copied. The Content may not be republished or reprinted in whole or in part. Except as authorized in this paragraph, you are not granted a license under any copyright, trademark, patent, or other intellectual property right in the material or the services, processes, or technology described therein. All such rights are retained by eBridge and/or any third party owner of such rights. You may not sell or modify the Content or reproduce, display, publicly perform, distribute, or otherwise use the Content in any way for any public or commercial purpose. The use of the Content on any other website or in a networked computer environment for any purpose is prohibited. None of the Content, including any software, may be reverse engineered, disassembled, decompiled, reproduced, transcribed, stored in a retrieval system, translated into any language or computer language, retransmitted in any form or by any means, resold, or redistributed without the prior written consent of eBridge, except as described herein. Nothing in this paragraph prohibits you from printing, using or reproducing any records or reports of transactions using the Solution.

- 19. Framed Links.** You may not create framed links to the Solution without the prior written consent of eBridge.
- 20. Modification.** eBridge, in its sole discretion, has the right to modify this Agreement at any time. However, any such modification shall not affect the terms of any online bidding events already completed or in process. Any modification is effective upon either posting notice of such modification on eBridge's website or upon notice by mail. Your continued use of the Solution following notice of any modification to this Agreement shall be conclusively deemed an acceptance of all such modifications.
- 21. Non-Circumvention.** You agree you will not, directly or indirectly, take any action which circumvents or attempts to circumvent the intent or purpose of this Agreement. Further, you agree that once you electronically viewed or received a specific request for quotations from a buyer, you will not, directly or indirectly, enter into any agreement related to your quotations for this specific event with such buyer outside the Solution to include paper bids or verbal negotiation which would result in your failure to pay to eBridge the fee(s) set out in Section 11 hereof. You agree to maintain confidentiality between the buyer, you, your representatives, your company and its agents and suppliers and eBridge regarding the submission of quotations and subsequent pricing before and during the auction event.
- 22. Governing Law.** This Agreement and the rights of the parties to this Agreement shall be governed by and interpreted in accordance with the laws of the state in which the Buyer resides, without regard to or application of its conflict of laws principles.
- 23. Partial Enforceability.** If any provision of this Agreement, or the application of any provision to any person, entity or circumstance shall be held invalid, illegal or unenforceable, then the remainder of this Agreement, or the application of that provision to persons, entities or circumstances other than those with respect to which it is held invalid, illegal or unenforceable, shall not be affected thereby.
- 24. Entire Agreement.** This Agreement represents the entire agreement of the parties hereto with respect to the subject matter hereof and supersedes all prior or contemporaneous written or oral agreements, negotiations, correspondence, undertakings and communications between such parties representing such subject matter.
- 25. No Consequential Damages.** Except as prohibited by law, each party hereto waives any right it may have to claim or recover any special, exemplary, punitive or consequential (including business interruption), or any damages other than, or in addition to, actual damages.
- 26. Headings.** The headings in this Agreement have been included solely for ease of reference and shall not be considered in the interpretation or construction of this Agreement.

Crystal Lake School District 47
Crystal Lake, Illinois

ADVERTISEMENT FOR BID

Crystal Lake School District 47 will receive sealed proposals for:

2016 Snow Removal Bid
ATTN: David Schuh, Director of Operations

A MANDATORY Pre-Bid Conference is scheduled on Tuesday September 6, 2016 at 8:00 AM CDT to review the scope of work under consideration for this project. Failure to attend the Pre-Bid meeting on time and in its entirety shall disqualify anyone from bidding the project. The exact location and time of the pre-bid conference is included in the plans. Only plan holders shall participate in this pre-conference meeting.

Response deadline indicating contractor's intent to participate in the online event is Wednesday, September 21, 2016 at 11:00 AM CDT. PRICING SHOULD NOT BE PROVIDED AT THIS TIME. REQUIRED DOCUMENTATION PER THE BID SPECIFICATIONS IS TO BE SUBMITTED BY THIS TIME FOR THIS PUBLIC OPENING IN ORDER TO QUALIFY TO PARTICIPATE IN THIS BID. NO ELECTRONIC NOR FAXED COPIES WILL BE ACCEPTED.

The contractor shall be required to comply with all provisions of the acts of the General Assembly of the State of Illinois related to Prevailing Wage Rates, Discrimination, and Preference of Illinois Workmen **as applicable**.

PRICING WILL BE TAKEN EXCLUSIVELY ONLINE AT A LATER DATE
PENDING QUALIFICATION TO PARTICIPATE IN LIVE EVENT.

Obtain Bidding Documents **after 8:00 AM CDT on Monday August 29, 2016** at:

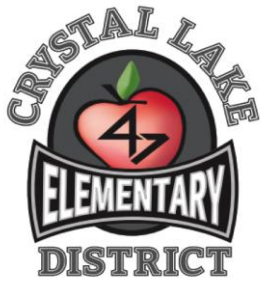
Crystal Lake School District C.O.R.E Center
300 Commerce Drive
Crystal Lake, IL
60014

No plan deposit required. One copy limit per bidder.

Or by contacting

Meredyth Moore, Assistant Operations Coordinator, eBridge LLC at:
meredyth.moore@ebridgeglobal.com

Cut-off date for picking-up plans is Monday, September 5, 2016 at 12:00 PM (noon) CDT.



Crystal Lake Elementary District 47

300 Commerce Dr., Crystal Lake, IL 60014 (815) 788-5000

www.d47.org [f/D47schools](https://www.facebook.com/D47schools) [@crystallakesd47](https://twitter.com/crystallakesd47)

October 31, 2016

Mr. Joe Langton
Langton Group
4510 Dean Street
Woodstock, IL 60098

Dear Mr. Langton:

The Board of Education approved at its meeting on October 17, 2016, to award the 2016-19 Snow Removal Bid to Langton Group per the bid specifications in an amount provided on the attached bid tab for a three year period effective November 1, 2016 through April 15, 2019.

Sincerely,

Dave Schuh, CPMM
Director of Operations

Attachment



Event Summary Report

As Needed Services

Started: 9/29/2016 3:00 PM

Ended: 9/29/2016 3:01 PM

Additional Bus Lane ONLY Cleanup, On-Call as Needed, as per Specifications

COVENTRY, 820 Darlington Lane, Additional Bus Lane Only, On-Call as Needed, as per Specifications

	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$95.00	\$95.00	1
	2	KCG Management	\$150.00	\$150.00	1



Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	36.67 %
High-Low Spread % Total:	36.67 %
Extension Count:	0

GLACIER RIDGE, 1120 Village Road, Additional Bus Lane Only, On-Call as Needed, as per Specifications

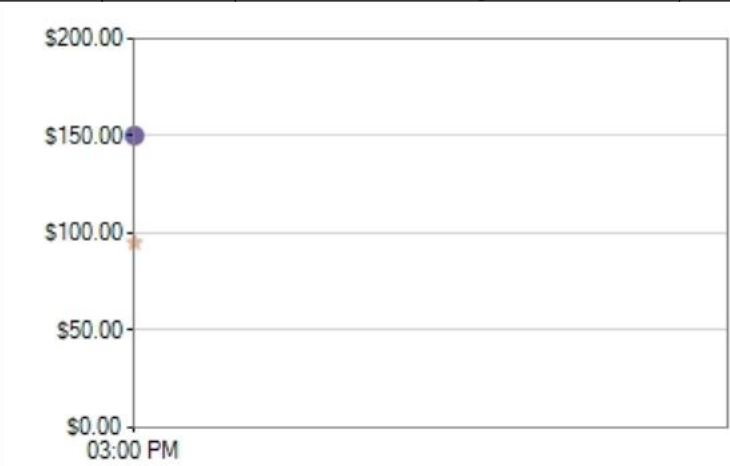
	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$95.00	\$95.00	1
	2	KCG Management	\$150.00	\$150.00	1



Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	36.67 %
High-Low Spread % Total:	36.67 %
Extension Count:	0

HANNAH BEARDSLEY, 515 E. Crystal Lake Avenue, Additional Bus Lane Only, On-Call as Needed, as per Specifications

	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$95.00	\$95.00	1
	2	KCG Management	\$150.00	\$150.00	1



Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	36.67 %
High-Low Spread % Total:	36.67 %
Extension Count:	0

INDIAN PRAIRIE, 651 W. Village, Additional Bus Lane Only, On-Call as Needed, as per Specifications

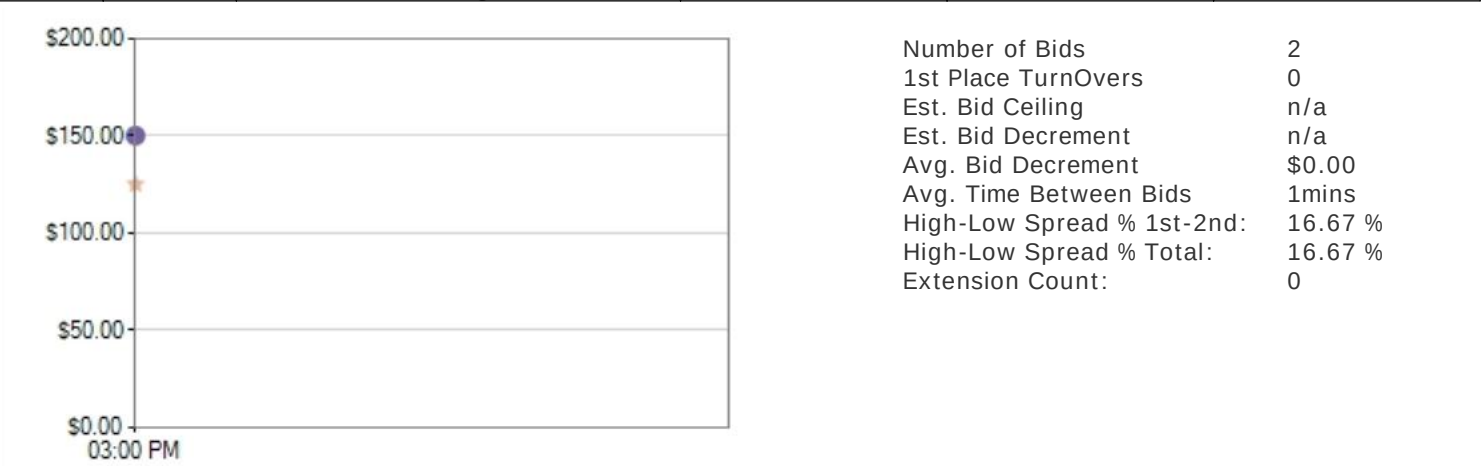
	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$95.00	\$95.00	1
	2	KCG Management	\$150.00	\$150.00	1



Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	36.67 %
High-Low Spread % Total:	36.67 %
Extension Count:	0

NORTH ELEMENTARY, 500 Woodstock and RICHARD BERNOTAS MIDDLE SCHOOL, 170 N. Oak, Additional
 Bus Lane Only, On-Call as Needed, as per Specifications

	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$125.00	\$125.00	1
	2	KCG Management	\$150.00	\$150.00	1



WEST, 100 Briarwood, Additional Bus Lane Only, On-Call as Needed, as per Specifications

	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$95.00	\$95.00	1
	2	KCG Management	\$150.00	\$150.00	1



Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	36.67 %
High-Low Spread % Total:	36.67 %
Extension Count:	0

WOODS CREEK, 1100 W. Alexandra Blvd, Additional Bus Lane Only, On-Call as Needed, as per Specifications

	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$95.00	\$95.00	1
	2	KCG Management	\$150.00	\$150.00	1

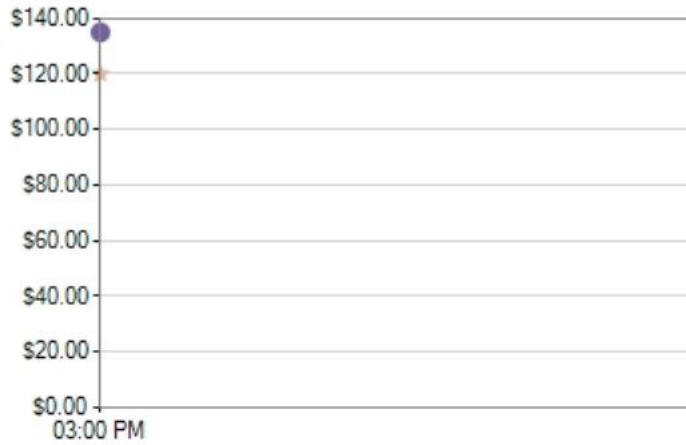


Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	36.67 %
High-Low Spread % Total:	36.67 %
Extension Count:	0

Snow Relocation, All Locations, as per Specifications

Bobcat, Price per Hour, For All Locations, as per Specifications

	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$120.00	\$120.00	1
	2	KCG Management	\$135.00	\$135.00	1



Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	11.11 %
High-Low Spread % Total:	11.11 %
Extension Count:	0

Front End Loader, Price per Hour, For All Locations, as per Specifications

	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	KCG Management	\$195.00	\$195.00	1
	2	Langton Snow Solutions Inc, DBA Langton Group	\$200.00	\$200.00	1



Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	2.50 %
High-Low Spread % Total:	2.50 %
Extension Count:	0

Dump Truck, For Snow Transportation, Price per Hour, For All Locations, as per Specifications

	Rank	Bidder	Initial Bid	Final Bid	# of Bids
	1	Langton Snow Solutions Inc, DBA Langton Group	\$115.00	\$115.00	1
	2	KCG Management	\$135.00	\$135.00	1



Number of Bids	2
1st Place TurnOvers	0
Est. Bid Ceiling	n/a
Est. Bid Decrement	n/a
Avg. Bid Decrement	\$0.00
Avg. Time Between Bids	1mins
High-Low Spread % 1st-2nd:	14.81 %
High-Low Spread % Total:	14.81 %
Extension Count:	0



Final Bid Submission Report

Snow Removal Services 2016

Started: 9/30/2016 10:00 AM

Ended: 9/30/2016 12:02 PM

Crystal Lake School District 47 Snow Removal Services

COVENTRY, 820 Darlington Lane, Total Cost per Push, as per Specifications

Rank	Company	Value	Date/Time
1	KCG Management	\$197.50	9/30/2016 11:44:19 AM
2	Langton Snow Solutions Inc, DBA Langton Group	\$205.50	9/30/2016 11:30:08 AM

GLACIER RIDGE, 1120 Village Road, Total Cost per Push, as per Specifications

Rank	Company	Value	Date/Time
1	Langton Snow Solutions Inc, DBA Langton Group	\$240.75	9/30/2016 11:58:26 AM
2	KCG Management	\$250.00	9/30/2016 11:51:26 AM

HANNAH BEARDSLEY, 515 E. Crystal Lake Ave, Total Cost per Push, as per Specifications

Rank	Company	Value	Date/Time
1	Langton Snow Solutions Inc, DBA Langton Group	\$148.75	9/30/2016 11:59:29 AM
2	KCG Management	\$150.00	9/30/2016 11:19:36 AM

INDIAN PRAIRIE, 651 W. Village, Total Cost per Push, as per Specifications

Rank	Company	Value	Date/Time
1	KCG Management	\$170.00	9/30/2016 11:44:34 AM
2	Langton Snow Solutions Inc, DBA Langton Group	\$171.00	9/30/2016 11:45:21 AM

NORTH ELEMENTARY, 500 Woodstock, and RICHARD BERNOTAS MIDDLE SCHOOL, 170 N. Oak, Total Cost per Push, as per Specifications

Rank	Company	Value	Date/Time
1	Langton Snow Solutions Inc, DBA Langton Group	\$375.50	9/30/2016 11:40:39 AM
2	KCG Management	\$380.00	9/30/2016 11:51:36 AM

WEST, 100 Briarwood, Total Cost per Push, as per Specifications

Rank	Company	Value	Date/Time
1	KCG Management	\$135.00	9/30/2016 11:09:13 AM
2	Langton Snow Solutions Inc, DBA Langton Group	\$135.25	9/30/2016 11:44:54 AM

WOODS CREEK, 1100 W. Alexandria Blvd, Total Cost per Push, as per Specifications

Rank	Company	Value	Date/Time
1	Langton Snow Solutions Inc, DBA Langton Group	\$166.50	9/30/2016 11:58:51 AM
2	KCG Management	\$175.00	9/30/2016 11:49:49 AM

Overall Total Based on Estimated Quantities

Rank	Company	Value	Date/Time
1	Langton Snow Solutions Inc, DBA Langton Group	\$1,443.25	9/30/2016 11:59:29 AM
2	KCG Management	\$1,457.50	9/30/2016 11:51:36 AM

COPY

Snow Removal Bid
Crystal Lake School District 47

Intent to Participate Required Documentation
Due September 21, 2016 by 11:00 a.m. for public opening
(Refer to bid specs for specific requirements)

- ☒ Documentation supporting years of existence and operation
- ☒ Project Manager qualifications documentation / resume
- ☒ Project references documentation
- ☒ Insurance rating documentation **(Workmen's Comp Experience Modification Rate (EMR))**
- ☒ Letter from President regarding 1) absence of bankruptcy filings 2) sound fiscal management and resources 3) absence of terminated contracts 4) absence of bid bond claims.
- ☒ **\$10,000.00 Bid Bond or Certified Bank Check submitted**
- ☒ Attach a list of vehicles and equipment that your company owns and will have available for snow removal required per this bid for the School District 47 locations.

Does your company offer services to relocate snow piles or haul them away? yes

What is the street address of the permanent location from which equipment will be dispatched to perform snow removal services AND what is the distance from this location to the farthest school you are bidding on (as determined by Google Maps)?

Street Address 4510 Dean st Woodstock IL 60098 Miles 9.4 miles

Please assure ALL documentation is provided for bid to be considered.

COMPANY NAME: Langton Group

ADDRESS: 4510 Dean st Woodstock IL 60098

PHONE NUMBER: 815 338 2630

Langton group @ atf.net e-mail

Joseph N. Langton
Please PRINT name

[Signature]
AUTHORIZED SIGNATURE

DATE 9-19-16

COPY



ELECTRONIC BID EVENT SUBMISSION FORM

Must be completed and emailed to meredyth.moore@ebridgeglobal.com

Crystal Lake School District 47 will accept bids for Snow Removal Services using an Electronic Sealed Bidding Process on Friday, September 30, 2016 at 10:00AM CT in accordance with the specifications and procedures available either with eBridge or Crystal Lake School District 47. This Electronic Sealed Bidding Event has a preliminary end date and time of Friday, September 30, 2016 at 10:15AM CT plus any possible extensions.

The undersigned bidder hereby proposes and agrees to furnish Crystal Lake School District 47 with Snow Removal Services in accordance with the Specifications. The bidder also agrees to participate in an Electronic Sealed Bidding Event to determine final pricing.

Your response to this opportunity is due as requested by the buyer no later than Wednesday, September 21, 2016 by 11:00AM CT. Specification submittals must indicate any and all exceptions to the specifications, as well as any option packages or prepayment discounts. **DO NOT SUBMIT BID PRICING WITH YOUR SPECIFICATIONS PACKAGE.**

The supplier understands that this proposal is submitted subject to the following: Bids will be evaluated based on each supplier's final pricing submitted during the Electronic Sealed Bidding Event, and the Specification Responses provided. Preference will be given to low suppliers; however, the Buyer reserves the right to accept bids on the basis of total evaluated bid or to accept portions of any bid. The Specifications and Information for Suppliers form the conditions of the Contract for this proposal.

The awarded supplier is obligated to pay a transaction fee to eBridge pursuant to the Terms & Conditions accepted upon placement of initial bid. The fee will be based on the final total purchase price assessed as three (3) percent of the awarded price. The transaction fee is assessed on the final selling price.

AWARD OF CONTRACT: REJECTION OF BIDS – The Buyer reserves the right to (i) reject any, any part of, or all bids or proposals to fulfill The Buyer's requirements, (ii) waive informalities and technicalities, (iii) negotiate directly with any party submitting a bid or proposal, or (iv) accept that bid or proposal which The Buyer deems to be in its best interest, whether or not it is the lowest dollar proposal. The Supplier to whom the award is made will be notified at the earliest possible date.

THIS SPECIFICATION RESPONSE IS HEREBY RESPECTFULLY SUBMITTED BY:

Langton Group	9-19-16
COMPANY NAME	DATE
Joe Langton	President
CONTACT PERSON	TITLE
847 980 1269	815 338 2634
PHONE NUMBER	FAX
4510 Dean St	Woodstock IL 60098
BILLING ADDRESS	CITY ST ZIP
Langtongroup@aatt.net	SIGNATURE
EMAIL ADDRESS	

Must be completed and emailed to meredyth.moore@ebridgeglobal.com



Full Service Landscape and Construction

815-338-2630

COPY

Langton snow solutions was developed in 1999 and was a snow only company until 2005. In 2005 Langton Snow Solutions incorporated as a Type S corporation in Illinois. We developed our DBA known as Langton Group at that time because we branched out and started doing landscaping services also. We operate under that same name today.

Respectfully,

Joe Langton

President Langton Group



Full Service Landscape and Construction

815-338-2630

COPY

This cover letter is being supplied to confirm that I (Joe Langton) understand all the terms and conditions in the RFP and will comply with all of the provisions. Langton Group would be prepared to start service immediately upon execution of the referenced contract. We look forward to working with you to handle all of your snow and ice services in the present and future.

We pride ourself's on communication. I will be listing several points of contact for District 47 to use.

Joe Langton (President) (847) 980-1269 Email Snowplowjoe@comcast.net

John Langton (Vice President) (847) 612 5279 Langtongroup@att.net

Tony Schanna (Lead Dispatcher) (815) 209 4638 tschanna@outlook.com

Tanner Lindell (General Manager) (815) 980 9931 lindell23@gmail.com

I have been in the snow removal business since 1999. I started as a sub-contractor for another company in the Chicago market. I quickly learned I wanted to be a prime contractor, not a sub. As a sub I just plowed snow. I didn't have the ability to actually communicate to the end user, and often times was disappointed when there was nothing I could do myself to correct service issues or poor contract wording that lead to issues. In 2005 I partnered with my brother John and we formed Langton Snow Solutions Inc. I am so proud of the growth that our company has seen, all the while never compromising customer service. Last year we continued our growth trend, and once again ended up in the top 100 contractors in the nation according to Snow Magazine!

We are a self-performing contractor. Our use of sub-contractors is very limited and is not planned for your location. This sets us apart from most of our competition. Our snow fighters are Langton Group employees. This allows us to manage them as employees. We self-perform locations such as yours to keep operational control from the first flake to the last! We have a fleet of trucks and equipment that has gps tracking on them. This makes billing easy and helps us dispatch our fleets. Our customers also can receive a real time look of what is happening on their lots by logging in to our Fleetmatics system with a customized login id. Our employees also time in and out of accounts using a system called Chronotech. This system logs all hours worked on your site for accurate book keeping, dispatching, and billing any additional services needed. It also really helps by providing an electronic record for any possible slip and fall issues. Insurance companies love these systems and you will too!

Qualifications & reference sheet

COPY

Since Langton Groups date of incorporation, we have put together an impressive and diverse portfolio of customers. We have worked directly for customers such as Lowes, Walmart, Costco, and Schneider National Trucking, a long list of property management companies, and several school districts and municipalities. This has been accomplished by understanding to our customer's different operational needs, and if needed adapting to those additional needs in stride during the snow season. We pride our self's in customer retention. We believe in relationships. In a relationship you truly have the time needed to learn the more intricate service needs that are often looked over in today's black and white world of contract language.

Here are some references to contact to hear what others think of us:

Costco Wholesale LITH, Mike Ackley 847 960 9909

Woodstock School District, Ken Roiland, 815 354 0307

Catalent Pharma Solutions, Woodstock Il, Gary LeMair 815 206 1110

Sam's Club Crystal Lake Il, Greg Whistler 815 477 9876

I hope this letter and references seem adequate to you, but if you have any concerns please reach out to me so I can address them further.

Sincerely,

September 20, 2016

Langton Snow Solutions Inc.
dba Langton Group
4510 Dean St.
Woodstock IL 60098

To Whom It May Concern,

Please accept this letter to verify the experience modification rating for Langton Group:

09/15/16 .80

If you should require any additional information, please feel free to contact me directly.

Thank you,



Ed Collazo
Agent



COPY

Langton Snow Solutions inc. dba Langton Group has never filed for bankruptcy, nor have either of its two owners.

Respectfully,

Joe Langton

President Langton Group

COPY



Full Service Landscape and Construction

815-338-2630

Langton Snow Solutions inc. dba Langton Group has sound fiscal management. We operate billings out of a quick books program, we process our payroll with ADP payroll services, and we log our payroll hours using an electronic collection tool through the use of dialing in to Chronitech.

Respectfully,

Joe Langton

President Langton Group

COPY



Full Service Landscape and Construction

815-338-2630

Langton Snow Solutions inc. dba Langton Group has never had a mid-season terminated contract due to nonperformance.

Respectfully,

Joe Langton

President Langton Group

COPY



Full Service Landscape and Construction

815-338-2630

Langton Snow Solutions inc. dba Langton Group has never had a bid bond claim.

Respectfully,

Joe Langton

President Langton Group

COPY

September 20, 2016

LANGTON SNOW SOLUTIONS
4510 DEAN ST
WOODSTOCK, IL 60098-7503

Dear **LANGTON SNOW SOLUTIONS**,

We are pleased to present you with this Bid Bond.

Our agency has reviewed your current bid bond need based on the information you have provided to us for this job proposal. If the job is awarded to your company, and final bonds are required, the premium based on the estimated bid amount would be **\$275.00**. This premium was developed using the estimated job cost and rates from Auto-Owners Insurance Company, a company we trust and who has earned our confidence.

Carefully review our information summary to make sure your bond is correct.

Auto-Owners Insurance Group has the financial strength to be ranked among the leaders in the industry for financial security. Their A++ (Superior) rating by A.M. Best Company places them among the top four percent of all companies within the insurance industry. Their financial strength is your security should a loss occur.

Please contact our agency for all your bond and insurance needs. We are here to answer any questions regarding this bond or any other items you may wish to discuss.

Thank you for looking to CRH INSURANCE AGENCY LLC for help with your bond needs. We look forward to being of assistance to you.

Sincerely,

EDDIE COLLAZO
CRH INSURANCE AGENCY LLC

COPY

DATE AND ATTACH TO ORIGINAL BOND
AUTO-OWNERS INSURANCE COMPANY
LANSING, MICHIGAN
POWER OF ATTORNEY

NO. BD145274

KNOW ALL MEN BY THESE PRESENTS: That the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN, a Michigan Corporation, having its principal office at Lansing, County of Eaton, State of Michigan, adopted the following Resolution by the directors of the Company on January 27, 1971, to wit:

"RESOLVED, That the President or any Vice President or Secretary or Assistant Secretary of the Company shall have the power and authority to appoint Attorneys-in-fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity, and other writings obligatory in the nature thereof. Signatures of officers and seal of Company imprinted on such powers of attorney by facsimile shall have same force and effect as if manually affixed. Said officers may at any time remove and revoke the authority of any such appointee."

Does hereby constitute and appoint Paul D. Oppenlander

its true and lawful attorney(s)-in-fact, to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and the execution of such instrument(s) shall be as binding upon the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office.

IN WITNESS WHEREOF, the AUTO-OWNERS INSURANCE COMPANY AT LANSING, MICHIGAN, has caused this to be signed by its authorized officer this 1st day of August, 2016.

Denise Williams

Denise Williams

Senior Vice President

STATE OF MICHIGAN } ss.
COUNTY OF EATON }

On this 1st day of August, 2016, before me personally came Denise Williams, to me known, who being duly sworn, did depose and say that they are Denise Williams, Senior Vice President of AUTO-OWNERS INSURANCE COMPANY, the corporation described in and which executed the above instrument, that they know the seal of said corporation, that the seal affixed to said instrument is such Corporate Seal, and that they received said instrument on behalf of the corporation by authority of their office pursuant to a Resolution of the Board of Directors of said corporation.

My commission expires March 10, 2022.

Susan E. Theisen

Susan E. Theisen

Notary Public



STATE OF MICHIGAN } ss.
COUNTY OF EATON }

I, the undersigned Senior Vice President, Secretary and General Counsel of AUTO-OWNERS INSURANCE COMPANY, do hereby certify that the authority to issue a power of attorney as outlined in the above board of directors resolution remains in full force and effect as written and has not been revoked and the resolution as set forth is now in force.

Signed and sealed at Lansing, Michigan. Dated this 20th day of September, 2016.



William F. Woodbury

William F. Woodbury, Senior Vice President, Secretary and General Counsel



COPY

Agency Code: 04-0457-00
Agency Name: CRH INSURANCE AGE
Agent's Name: EDDIE COLLAZO
Agency Fax #: (630) 208-8497
Policy #: BD145274

Does agency have A-O Power of Attorney?
☒ Yes ☐ No

APPLICATION FOR CONTRACT BOND (One-Time Bonds Only)

- ☒ Quick Contract Bond (up to \$350,000)
☐ School Bus Drivers (Up to \$350,000)

CONTRACTOR DATA

Type of Business: ☒ Corporation ☐ Individual ☐ Joint Venture ☐ LLC ☐ Partnership

Company Name LANGTON SNOW SOLUTIONS D/B/A LANGTON GROUP

Company Address 4510 DEAN ST

City WOODSTOCK State ILLINOIS Zip 60098-7503 Phone (815) 338-2630

FEIN 203713220 State of Incorporation ILLINOIS

Email Address: _____ Website Address: _____

Type of Work LANDSCAPING Normal Geographic Area Of Operation _____

Years of Experience in This Type of Work 9 Largest Job Completed in the Last 5 Years \$ 1,200,000.00

Work in Progress \$ 300,000.00 If the Applicant has a Tailored Protection Policy give Policy # None

Is this contractor currently set up for contract bonds with Auto-Owners? No

Has your company ever been bonded for bid, performance, or payment bonds? ☒ Yes ☐ No

If yes, by what surety company? _____

Reason for changing surety company _____

Have you been declined for bid, performance, or payment bonds in the past five years? ☐ Yes ☒ No

If yes, please explain: _____

BOND INFORMATION

DOES THE OBLIGEE (OWNER) REQUIRE THEIR OWN BOND FORM? ☐ Yes ☒ No IF SO, PLEASE ENCLOSE A COPY.

Bid Bond:

Bid Date: 09/20/2016 Amount of Bid: \$10,000.00 % of Bid: 10

Obligee (Owner): COMMUNITY CONSOLIDATED SCHOOL DISTRICT 47

Obligee (Owner) Address: 300 COMMERCE DR City: CRYSTAL LAKE State: IL Zip: 60014-3503

Phone: _____ Fax: _____

Job Description: SCHOOL DISTRICT 47

Physical Address of Job: _____

Liquidated Damages (LDs): \$ _____

Start Date: 10/01/2016

Completion Date: 02/28/2017

Subcontracted Amount: 0.00%

Maintenance Period: 02/28/2018

Performance and Payment Bond:

Contract Price: \$ _____

Contract Date: _____

Obligee (Owner): _____

Obligee (Owner) Address: _____ City: _____ State: _____ Zip: _____

Job Description: _____

Physical Address of Job: _____

Liquidated Damages (LDs): \$ _____

Phone: _____

Fax: _____

Start Date: _____

Completion Date: _____

Percentage of work subcontracted: _____

Maintenance Period: _____

In which state is the job to be performed? _____

COPYHas your company previously operated in the state? YesFor which sector will this job be performed? ☐ Federal☐ Private, including completion bonds☒ Other public, including state, county or municipality and subdivision bondsNext two lowest bidders (if a negotiated job, check box) ☐ Negotiated

1. _____ \$ _____

2. _____ \$ _____

School Bus Bond:

(If the contract is over \$250,000 please submit a copy of the contract along with the financials.)

Amount: \$ _____ Term: _____ month _____ day _____ year to _____ month _____ day _____ year

Obligee: _____ Route #: _____

INDEMNITORS(Provide the information below on all owners and officers; use additional sheet if necessary)

Name: JOE LANGTON

Address: 4510 DEAN ST

City/State/Zip: WOODSTOCK, IL 60098-7503

SS#: 336-80-9491 Marital Status: Single

% of Business Ownership: 50.00% Title: President

Spouse Name: _____

SS#: _____

Phone: (815) 338-2630

Email Address: _____

Name: JOHN LANGTON

Address: 4510 DEAN ST

City/State/Zip: WOODSTOCK, IL 60098-7503

SS#: 336-80-8894 Marital Status: Single

% of Business Ownership: 50.00% Title: Vice President

Spouse Name: _____

SS#: _____

Phone: (815) 338-2630

Email Address: _____

Name: _____

Address: _____

City/State/Zip: _____

SS#: _____ Marital Status: _____

% of Business Ownership: _____ Title: _____

Spouse Name: _____

SS#: _____

Phone: _____

Email Address: _____

Name: _____

Address: _____

City/State/Zip: _____

SS#: _____ Marital Status: _____

% of Business Ownership: _____ Title: _____

Spouse Name: _____

SS#: _____

Phone: _____

Email Address: _____

Name: _____

Address: _____

City/State/Zip: _____

SS#: _____ Marital Status: _____

% of Business Ownership: _____ Title: _____

Spouse Name: _____

SS#: _____

Phone: _____

Email Address: _____

Name: _____

Address: _____

City/State/Zip: _____

SS#: _____ Marital Status: _____

% of Business Ownership: _____ Title: _____

Spouse Name: _____

SS#: _____

Phone: _____

Email Address: _____

General Comments: _____

Asset

5

3

1981	FORD
1986	FORD LN8000
1988	WELLS CARGO TRAILER
1990	GMC C7H042
1992	FORD F350
1992	GMC C7H042
1994	FORD L8000
1995	FORD TANDEM
1995	INTERSTATE Trailer
1996	INTL 6X4 "4000 SERIES 100.8 BBC
1999	GMC
2000	INTERNATIONAL 4700
2000	GMC/CHEVY C SERIES 4X2 CONVENTIONAL CHS & CRE
2000	ISUZU 4X2 68 BBC STEEL TILT (LCF) CHS & CA
2000	GMC/CHEVY C7500 4X2 107 BBC CONV. CHS-CAB W/A
2000	INTERNATIONAL
2000	STERLING 6X4 8500 SERIES 111 BBC CONV SBA CHS
2000	STERLING 6X4 8500 SERIES 111 BBC CONV SBA CHS
2000	FREIGHTLINER 4X2 106 BBC CONV SBA CHS-CAB W/A
2000	FORD CAB CHASS
2002	IMPERIAL TRAILER
2003	FORD F350 SERIES 4X4 CHS & CAB CONVENTIONAL
2003	GMC/CHEVY C4500 SERIES 4X2 107 BBC CONV
2003	FORD F450 SERIES 4X2 CHS & SUPERCAB CONVENTIONAL
2004	FORD F450 SERIES 4X2 CHS & SUPERCAB CONVENTIONAL
2004	FORD F750 SERIES 4X2 110 BBC CHS & CAB CO
2005	LOAD ALL TRAILER
2006	FORD F350 SERIES 4X4 CHS & CAB CONVENTIONAL
2007	LOADMAX TRAILER
2007	UNITED TRAILER
2007	UNITED TRAILER
2007	FORD F350
2008	FORD F450 4X2 CHS & SUPERCAB CONVENTIONAL
2008	FORD F250
2009	FORD F250
2010	FORD F350
2010	FORD F250
2011	FORD F350
2011	FORD F350
2011	FORD RANGER
2011	FORD RANGER
2012	BIG TEX TRAILER
2012	BIG TEX TRAILER
2012	WELLS CARGO TRAILER
2012	LOOK TRAILER
2012	LOOK TRAILER
2012	LOOK TRAILER
2012	FORD F550 LARIAT 4X4 CHASSIS & SUPERCAB S
2014	FORD F250
2014	FORD F350
2014	FORD F350
2015	FORD F250
2015	FORD F450 4X4 CHASSIS & CAB SUPER DUTY
2016	FORD F250
2016	ATLAS TRAILER 8X18"

MI 45-B
MI 85-A
MI 175
Ford A-62
Dresser
Ford A-64
Clark
John Deer 544
Clark (2)
CAT 950
MI Smoke
CAT 416 Backhoe
Dresser 530

Kubota
540
Gehl 5640
Gehl 5640
Gehl 6640
Gehl 6640
Gehl CTL-70
Gehl R-220
Gehl R-220
Gehl R-220
Gehl R-220
Gehl R-220
Gehl R-260
Case Skid Steer
Gehl R-190

COPY

(26) 8'-10' Small Tuck Plows
(10) 11'-12' Large CDL Truck Plows
(15) 14'-20' Front-End Loader Pushers
(10) 8'-12' Skid Steer Pushers

(28) Salt Spreaders
(6) Liquid Prewet Systems

Gator
Finn BB-302 Bark Blower

Kubota
Bunton
Dixon
(2) Great Dane
(4) Torro 2012
(2) Torro 2015
(4) Torro Walk-Behind
Propane Gravelly 72"
Propane Gravelly 60"
Propane Gravelly 52"
Propane Gravelly 48"
(15) Weed Wackers
(15) Blowers
(6) Bush Trimmers
(6) Chain Saws

Misc. Office Equip.