



**Invitation to Bid for
Athletic Trainer Services
School Years 2025-26, 2026-27, 2027-2028
Bid # 25-02**

Bid Opening: February 21, 2025 at 9 A.M.



Community High School District 94

326 Joliet Street • West Chicago, Illinois 60185

630-876-6200

www.d94.org

Dr. Kurt Johansen, Superintendent

Board of Education

Bob Brown, *President* • Lynn Casey-Maher, *Vice President* • Rich Nagel, *Secretary*

• Katherine Doremus, • Penny Munoz, • Gary Saake, • Jovany Zuniga

February 7, 2025

Dear Vendor:

The Board of Education of Community High School District 94 (the "District") is soliciting sealed bids for Athletic Trainer Services for the school years **2025-26, 2026-27, and 2027-2028**. The purpose of this transmittal is to invite you to submit a bid and provide you with the necessary instructions, specifications and reply forms.

Included are the "General Conditions & Instructions", six (6) "Affidavit/Certification Sheets", "Project Specifications", Vendor Questionnaire, a "Vendor Information Sheet" and bid Reply Sheets. Where required, each should be completed in detail, signed, notarized, and returned in a sealed envelope **clearly** marked, "**SEALED BID – ATHLETIC TRAINER SERVICES BID # 25-02 - Attention: Dan Oberg**".

The Board reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interests of this school district.

Bids are due on or before Friday, February 21, 2025 at 9:00 A.M. CST and will be opened and publicly read at that time. Bids should be sent to the Administration Offices of Community High School District 94, located at West Chicago Community High School, 326 Joliet Street, West Chicago, IL 60185, Entrance B on the West side of the building. Unsigned, late, incomplete, or non-conforming bids will not be considered. Bids submitted by any different means or in any different form shall not be considered.

If you have any questions regarding this bid, please contact me at (630) 876-6220.

Sincerely,

Dan Oberg

Director of Business Services
Community High School District 94

Attachments: General Conditions & Instructions
 Affidavit and Certification Sheets (6)
 Specifications and Bid Reply Sheets
 Vendor Questionnaire
 Vendor Information Sheet

GENERAL CONDITIONS AND INSTRUCTIONS

1. General

- A. The bid shall be submitted in a sealed envelope properly marked with the company name.
- B. The bid must be delivered to the specified address on or before the time specified. Submitting parties are strongly recommended to contact the District and confirm when its offices will be open to accept the delivery of bids.
- C. Your bid must be on our Bid Form.
- D. Unsigned, late, incomplete or non-conforming bids will not be considered. Bids submitted by any different means or in any different form shall not be considered.
- E. Community High School District 94 is not subject to Federal Excise Tax or Illinois Retailers Occupation Tax.
- F. If applicable, prices quoted shall include all charges for packing, transportation, and delivery to the school building or District Office as designated on the bid.
- G. Correspondence shall be addressed to the Director of Business Services.
- H. Bids are available for inspection in the Business Office after award of the contract.
- I. The party awarded a contract pursuant to this bid shall comply with all applicable laws governing issuance of contracts in the State of Illinois, including but not limited to the rules and regulations of the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et. seq.*, as amended, as well as local regulations and laws. Each submitting part shall be required to comply with all applicable provisions of the "Wages of Employees on Public Works Act" (Prevailing Wage Act, 820 ILCS 130/1 *et. seq.* (1993)), as amended.

If during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, the Board of Education ("Board") will notify the contractor of the change in the prevailing rate of hourly wages. The contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by the contractor to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum. The contractor shall protect, defend, indemnify, and hold the

Board harmless for any claims or demands made as a result of the contractor's failure to comply with this paragraph.

- J. Bid price to remain firm as specified elsewhere in this bid document.
- K. Each bid must be accompanied by a Certificate of Eligibility, certifying that the submitting party is not barred from bidding on public contracts due to a conviction for the violation of 720 ILCS 5/33E-3 (bid rigging) or 720 ILCS 5/33-E4 (bid rotating) of the *Illinois Criminal Code of 2012*, as amended, or a conviction or admission of guilt which is a matter of record for bribing or attempting to bribe an officer of the State of Illinois. The certificate of eligibility form is included within the bid documents.
- L. Each bid from a vendor with 25 or more employees must be accompanied by a Certificate of Compliance with the *Illinois Drug-Free Workplace Act* 30 ILCS 580/1 *et. seq.*, as amended, certifying that the submitting party shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the submitting party is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act*. Each bid from an individual must be accompanied by a Certificate of Compliance with the *Illinois Drug-Free Workplace Act* certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act*. The certificates of compliance with the *Illinois Drug-Free Workplace Act* forms are included within the bid documents.
- M. Each bid must be accompanied by a certificate regarding a sexual harassment policy certifying that the submitting party has a written sexual harassment policy that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et. seq.*, as amended, and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; and, states that anyone filing a complaint will be protected against retaliation. The certificate regarding the sexual harassment policy form is included within the bid documents.
- N. Each bid must be accompanied by a certificate regarding criminal background investigations. The Contractor will not assign an employee or agent who is a child sex offender as defined in the Child Sex Offender Community Notification Law and Child Murderer and Violent Offender against Youth Communication Notification Law. The certificate regarding the Criminal Background Investigations form is included within the bid documents.

- O. No bid will be considered responsive, complete and in conformance with bid specifications unless accompanied by all of the certificates specified in 1.K. through 1.O. above, as applicable, and all such certificates are properly completed and signed. The contract awarded shall be subject to suspension of payments and termination, or both, if it is determined that the submitting party has made a false certification, or that the submitting party has violated any of such certifications.
- P. The party awarded a contract pursuant to this bid is referred to in these instructions, specifications, and materials as the "Contractor." The Contractor must maintain the following Insurance requirements:
1. During the term of this Agreement, the Contractor, at its sole cost and expense, and for the benefit of the District, shall carry and maintain the following insurance:
 - a. Comprehensive General Liability and property damage insurance, insuring against all liability of Contractor related to this Agreement, with a minimum Commercial General Liability of \$1,000,000 per occurrence, Damage to Rented Premises \$1,000,000 each occurrence, Med Exp Any one person \$5,000, Personal and Adv Injury \$1,000,000, General Aggregate \$3,000,000, Products – Completed Operations Aggregate \$3,000,000
 - b. Automobile liability Insurance with a combined single limit of \$1,000,000;
 - c. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Contractor's respective employees;
 - d. Sexual abuse and molestation insurance with a combined single limit of \$1,000,000.
 - e. Umbrella liability insurance with a combined single limit of \$10,000,000) per occurrence and \$10,000,000 general aggregate.
 2. All insurers shall be licensed by the State of Illinois and rated A+ VII or better by A.M. Best or comparable rating service.
 3. The comprehensive general liability, sexual abuse and molestation, and property damage insurance policy shall name the District, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the District.
 4. Contractor shall provide the District with certificates of insurance and/or copies of policies reasonably acceptable to the District evidencing the

existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The District should be named as “additional Insured on a primary and non-contributory basis”. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days’ prior written notice to the District by certified mail, return receipt requested.

5. The Contractor shall indemnify, hold harmless and defend the District, members of the Board of Education, officers, employees, student teachers, volunteers, and Agents against all suits, actions, legal proceedings, claims and demands and against all damages, losses, costs, expenses and attorney’s fees in any matter caused by arising from, incidental to, connected with or growing out of the performance of this contract. All insurance policies described herein shall insure this Hold Harmless Agreement. However, Contractor’s obligation hereunder shall not be limited by the amount of any such insurance.

2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. **The special attention of parties submitting bids is directed to the policy that no claim for relief because of errors or omissions in bidding will be considered and parties submitting bids will be held strictly to the bids as submitted.** All submitting parties must satisfy themselves as to the intent of these specifications. Should a submitting party find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meaning, the submitting party shall advise the Director of Business Services who will issue the necessary clarifications to all prospective parties by means of addenda. Submission of a bid shall constitute an acknowledgement and admission by the party responding to this bid that it is fully informed as to its contents, any amendments or revisions to the bid, all conditions hereof, as well as the nature, extent and character of services required.

3. WITHDRAWAL OF BIDS

All bids shall be deemed final, conclusive and irrevocable, for at least 60 days after the date of the bid opening. bids may be withdrawn in person, or by letter, facsimile transmission, and electronic mail or similar means, provided that the withdrawal is actually received by the party to whom bids are to be submitted prior to the time for the opening of bids. No bid shall be withdrawn after the scheduled closing time for the submission of bids without the consent of the Board.

4. INVESTIGATION OF SUBMITTING PARTIES

- A. The Business Office will make such an investigation as is necessary to determine the ability of the submitting party to fulfill bid requirements. The submitting party shall furnish such information as may be requested and shall be prepared to show that completed installations of equipment, types of services, or supplies are substantially similar to that included in the bid.
- B. The Board of Education reserves the right to reject any bid if it is determined that the submitting party is not properly qualified to carry out the obligations of the contract.

5. RESERVATION OF RIGHTS BY THE DISTRICT

The Board of Education reserves the right to reject any or all bids, to waive irregularities, and to accept the bid which in, its sole and absolute discretion is considered to be in the best interests of the District. Any such decision shall be considered final.

6. EXCEPTIONS

Any exceptions to these conditions or deviations from written specifications must be in writing and attached to the bid form.

7. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

8. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, (whether or not Federal funds are involved) the party to whom the bid is awarded ("Contractor") agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, or other protected status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, national origin, or other protected status. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available

to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, or other protected status.

C. In the event of the Contractor's non-compliance with the nondiscrimination clauses of this Contract or with any applicable nondiscrimination laws, rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part.

9. EVALUATIONS

The Board of Education reserves the right to reject any and all bids, to waive any and all informalities, defects, technicalities or irregularities, and to award each item to different parties or all items to a single party unless otherwise noted in the bid, and to determine whether in the opinion of the Board of Education: (1) a substitution has been made and (2) a submitting party is not a responsible party and should be disregarded. The Board of Education reserves the right to award any base bid and alternate bid(s) to different parties. The Board of Education reserves the right to accept that bid which in its sole and absolute opinion is in the best interest of the District. It is the intent of the Board of Education to award a contract to the lowest responsible, responsive party meeting specifications which are in the best interest of the District as determined solely by the Board of Education. While the financial responsibility of the Contractor is a significant concern, the Board of Education is equally concerned with the proven ability of the Contractor to satisfactorily perform its contract so that the services covered by the bid will be provided in accordance with the bid and contract documents. The Contracts will be awarded by first considering the submitting party most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in the bid and contract documents regarding quality of service, and then price.

10. Property Damage

In the event the District's property is destroyed or damaged as a result of Contractor's work under the Contract, Contractor shall, at Contractor's sole cost, restore the property.

SPECIFICATIONS AND REQUIREMENTS
TO PROVIDE ATHLETIC TRAINER SERVICES FOR
COMMUNITY HIGH SCHOOL DISTRICT 94

1. Duration of Agreement: The services to be provided herein shall be for three (3) years beginning **July 1, 2025** through **June 30, 2028**. Automatic renewals will not be honored.
2. Certification/License: The Contractor will provide its Certified and Licensed Athletic Trainer/s who shall be duly licensed by the State of Illinois and assigned by it to render services as agreed by the Contractor and the District.
3. Job Description: The Licensed/Certified Athletic Trainer will be on campus on a daily basis for the duration of the school year, which includes Fall, Winter, and Spring sports, and any post-season competition. Additional coverage may be arranged by mutual agreement with the Athletic Director and/or the Athletic Trainer.

A. Responsibilities

The Licensed /Certified Athletic Trainer shall provide and be responsible for, but not limited to:

- a. Assist in the coordination of the sports medicine program at the District.
- b. Advise the school on supplies and training equipment needed for the sports medicine program.
- c. Have water available for both teams needed for the sports medicine program, or as needed per conference agreements.
- d. Assist the school faculty and athletic training staff in the design and implementation of a student sports medicine program, if feasible.
- e. Assist the school faculty and athletic coaching staff in the design and implementation of a continuing education program for the school's athletic coaching staff.
- f. Provide conditioning and flexibility training suggestions to the school's coaching staff under the direction of a licensed physician to be provided through the school.
- g. Assist in monitoring athletic injuries and assistance in developing an injury prevention training program under the direction of a licensed physician to be provided through the school.

- h. Coordinate and provide injury follow-up and evaluation to assist the treating physicians.
- i. Attendance at the School's practices, games, and other functions as set forth in Section B, coverage, unless the school has scheduled two or more events at the same time. In such instances, Athletic Trainer, in conjunction with the school's Athletic Director, shall determine which athletic events are to be covered. The parties acknowledge that Coverage may be modified by mutual written consent of parties as needed.
- j. Provide Pro-bono services to families with limited financial resources or insurance challenges of at least \$5,000 per year.
- k. Participate in the Concussion Oversight Committee, as directed by the Athletic Director

B. Coverage

The Licensed /Certified Athletic Trainer shall provide coverage for the following events:

- a. Fall coverage for all levels at all home contests for the following sports:
 - 1. Boys Football
 - 2. Boys Soccer
 - 3. Boys and Girls Cross Country
 - 4. Girls Swimming and Diving
 - 5. Girls Tennis
 - 6. Girls Volleyball
 - 7. Girls Flag Football
 - 8. IHSA tournament hosted by School.
- b. Winter coverage for all levels at all home contests for the following sports:
 - 1. Boys Swimming and Diving
 - 2. Boys and Girls Wrestling
 - 3. Boys and Girls Basketball
 - 4. Cheer and Dance
 - 5. IHSA tournament hosted by School.
- c. Spring coverage for all levels at all home contests for the following sports:
 - 1. Boys Baseball
 - 2. Boys Tennis
 - 3. Boys Volleyball
 - 4. Boys and Girls Track and Field
 - 5. Girls Badminton
 - 6. Girls Soccer
 - 7. Girls Softball

- 8. IHSA tournament hosted by School.
- d. Limited summer coverage during the months of June and July will be determined based upon mutual agreement between District and Contractor.
- e. Traveling coverage will only be for lower level and Varsity football games unless mutually agreed upon between District and Contractor.

C. Compensation and Attendance:

The Contractor will be required to provide the needed personnel to complete the school staffing. The Contractor will provide Certified Athletic Trainer(s) coverage for the school terms of **July 1, 2025** through **June 30, 2028**. All of the expenses of Contractor for the athletic trainer are included at no additional charge.

In the event that the school requires an athletic trainer to cover other School sporting events not indicated in Section B Coverage, Contractor and the District will attempt to mutually agree on the coverage of the event and the additional fee for such coverage.

The Contractor will only cover school sanctioned events or practices. All events or practices covered are to be mutually agreed upon by the Contractor and the District.

WCCHS will be provided at most thirty (30) hours per week of athletic training at no additional cost to the District.

District may terminate with cause with thirty (30) days prior written notice and without cause with sixty (60) days prior written notice at any time throughout the contract period without penalty to the District.

D. Staffing Hours for Trainers

We are requesting 2 full time staff for approximately 35 hours per week during the school year, one of which is preferred to speak Spanish. Actual work hours will be scheduled by season with the Athletic Director.

COMPANY QUALIFICATIONS

The successful bidder shall produce evidence of its ability to perform the contract and provide the service required. The successful bidder must supply the following information related to the qualifications on the forms provided by the District, or in the case where no form is supplied by the District, on separate sheets of paper with the information title and company name. If no information is required, the successful bidder agrees to comply with the requirement below.

1. General background of the company, years in business, corporate officers and resumes of key personnel that would be assigned to the District project both in the field and at the office.
2. Contractor's Personnel Rules.
3. Please provide three (3) references on the last three contracts for Athletic Trainer Service. See References on Page 23.
4. Contractor's Training Program.
5. No subcontractors will be acceptable. The successful vendor must directly employ personnel.
6. All Athletic Trainer Services personnel must have a state license, a copy of which will be given to the District for its records.
7. In-house training of the staff to be performed by contractor's staff.
8. All Contract personnel must wear, at all times: (1) the approved uniform, (2) the approved identification badge. No Contract personnel will be permitted to enter or remain on District property unless both conditions are met.
9. The Contractor shall provide the District with a list of all supervisory personnel including the telephone numbers where each person may be reached at all times (pager/cellular phone numbers where applicable).
10. The Contractor is responsible for the conduct of its personnel. The Contractor must provide written policies and procedures with its Bid regarding unlawful conduct by its personnel. The Contractor shall fully cooperate with the District and with any Law Enforcement authorities in the investigation of suspected unlawful activities. In the event that personnel employed by the Contractor are found to have committed unlawful activities, the Contractor shall be responsible to the District for restitution which will include, but not necessarily limited to, all

actual losses, damages, costs of investigation, and costs of prosecution.

11. The Contractor shall notify the District immediately of conditions, which will limit hours or decrease the daily work crews, such as illness or injury. In addition, the Contractor shall notify the District in advance of any condition or situation, which will affect the performance of the work under this contract. In either case, the Contractor shall submit a plan, in writing, of how the affected work is to be rescheduled.
12. In the event of a strike, act of God, or other event resulting in the closing of the building(s), no payment(s) shall be made for that period of time when Athletic Trainer Services monitoring services are not required/ performed.
13. Absenteeism is a significant factor that adversely affects the quality of the Athletic Trainer Services received by the District. Each Bidder is to submit and the successful Contractor is to maintain effective Recruitment and Retention plans. Adequate Staffing Levels are to be maintained by the contractor. The contractor is to maintain a pool of Trained/Qualified substitutes, available at short notice, to ensure that the District is adequately staffed in the event of illness or injury.
14. The District reserves the right to audit payroll records and/or time cards. In addition, the contractor must track actual working hours and make this data available to the District upon request. Contractor must advise their methods for staff labor hour reporting system.
15. The District reserves the right to request that the Contractor remove any employee from the District Contract for unsatisfactory performance, appearance, behavior or attitude. The District reserves the right to approve or disapprove the hiring and/or assignment of any staff.
16. The Contractor and its employees and agents shall strictly comply with all Federal, State and Municipal codes and regulations, and shall comply with all applicable local, county, State and federal laws, regulations and rules including without limitation those regulating the issuance of contracts, and employment. The Contractor and its employees shall abide by all Board of Education policies and District regulations. Additionally, the Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices, including the Illinois Human Rights Act. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice. In addition, the Contractor shall comply with all laws related to student records, including, without limitation the Illinois School Students Record Act, 105 ILCS 10/1 et seq.

17. The Contractor acknowledges that, as an independent contractor of the District, records in the possession of the Contractor related to the Athletic Trainer Services Bid, contract and services may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq. The Contractor shall immediately provide the District with any such records requested by the District in order to timely respond to any FOIA request received by the District. The District will review all such records to determine whether FOIA exemptions apply before disclosing the records. If the Contractor refuses to provide a record that is the subject of a FOIA request to the District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the District in any way, the Contractor shall reimburse the District for all costs, including attorneys' fees, incurred by the District related to the FOIA request and records at issue.
18. All District buildings and grounds are considered to be no smoking areas. It is the policy of the District to establish and maintain an Alcohol & Drug-Free Workplace. The Contractor shall have in-place an effective Substance Abuse Policy (Drug and Alcohol), which conforms to District policies and all applicable Federal, State, and Local rules and regulations.
19. The contractor must hold a current state license.

COMMUNITY HIGH SCHOOL DISTRICT 94

BID REPLY SHEET FOR ATHLETIC TRAINER SERVICES

	Annual Rate	**Hourly Rate
Year 1 (2025-2026)		
Year 2 (2026-2027)		
Year 3 (2027-2028)		
Total three (3) year cost		
Mutually Agreed Upon extension per trainer for 2028-2029		
Mutually Agreed Upon extension per trainer for 2029-2030		
Total five (5) year cost		

**** Corresponding hourly rate (for comparison purposes only) – Bid is expected to be awarded based on Annual Rate.**

Date: _____

Company Name _____

Company Address: _____

Contact Name: _____

Telephone Number: _____

Email _____

Address:

Signature: _____

After having read the Bid for Athletic Trainer Services, and understanding the same, I hereby submit the following in accordance with said Bid conditions and Specifications. Please note that unsigned Bids will not be accepted.

Bid Reply

Bid Award

The bid will be awarded, if at all, to the Contractor that the Board of Education determines, at its sole discretion, will serve the best interests of the District. The Board will use the criteria listed below, which criteria will not be exhaustive. If the contract is awarded, it will be awarded to the Lowest Responsible Bidder. This Bid does not necessarily contemplate an award based solely on price. In determining the Lowest Responsible Bidder, the following criteria, without limitation, will be considered by the Board, as applicable:

- Completeness and accuracy of responses to all bid document requests and a qualitative analysis of the responses.
- Price
- The District's assessment of the contractor's ability to responsibly fulfill the District's needs, including, but not limited to, evaluation of the following:
- References and customer feedback obtained by District 94 for current and previous clients (serviced within the last two years). Feedback from primary and/or secondary public schools is preferred. Longevity of the contract in the Athletic Trainer Services industry for primary and/or secondary public schools. Financial soundness and stability.
- Comprehensiveness and thoroughness of customer contract procedures, training program, understanding and approach and transition plan.

Annual Contract Price Adjustment

1. Bidders shall provide the cost for a three -year contract term period on the bid form for this contract.
2. Subsequent year contract cost shall be established from the bid price indicated for year three. Adjustment will be effective each July 1st.
3. Rates for extension years shall be adjusted at a rate mutually agreed to by District and Contractor.
4. Should the Contractor or the District find the adjustment unacceptable, the contract will not be renewed.

NON-COLLUSION AFFIDAVIT

State of Illinois)
) SS
DuPage County)

The undersigned vendor or agent, being duly sworn, on oath that (s)he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price proposed by anyone at such letting, nor to prevent any person from bidding nor to induce bid and without any agreement, understanding or combination with any other person in reference to such bidding.

(S)He further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Bidder or Agent

For _____
Firm or Corporation

Subscribed and sworn to before me this _____ day of _____, 2025

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATE OF NON-DISCRIMINATION

The undersigned Vendor certifies that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color sex, national origin, ancestry, age, marital status, or physical or mental handicap. Such action shall include, but not limited to, the following; employment, upgrading, demotion or transfer; recruitment of recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Vendor further certifies that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination.

The Vendor further certifies that it shall, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

VENDOR:

By: _____

Its Duly Authorized Representative

Date: _____

Subscribed and sworn to before me this _____ day of _____, 2025

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATE OF ELIGIBILITY

720 ILCS 5/33E-11 requires that all vendors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for rigging or bid rotation.

The following certification must be signed and submitted with the vendor's bid. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE SUBMITTING PARTY.

_____, as part of its bid certifies that said vendor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

By: _____
Authorized Agent

Date: _____

Subscribed and sworn to before me this _____ day of _____, 2025

My Commission Expires: _____

NOTARY PUBLIC

ILLINOIS DRUG-FREE WORKPLACE ACT CERTIFICATION

Business Name: _____ Date: _____, 2025

Business Address: _____

Telephone: _____ Fax: _____

The undersigned contractor hereby certifies (check the one that applies):

_____ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3).

_____ Having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the submitting party shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certify that the submitting party is not eligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

BY:

(Signature)

(Typed or Printed Name of Signer)

(Typed or Printed Title of Signer)

ATTEST:

(If a corporation)

(Typed or Printed Name of Signer)

(Typed or Printed Title of Signer)

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

_____, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act, (775 ILCS 5/2-105) that (he, she, it) has adopted a written sexual harassment policy that includes at the minimum the following information: (I) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation.

By: _____
Authorized Agent

Date: _____

Subscribed and sworn to before me this _____ day of _____, 2025

My Commission Expires: _____

NOTARY PUBLIC

**CERTIFICATION REGARDING
CRIMINAL BACKGROUND INVESTIGATIONS**

Contractor agrees that it shall not employ any person who has or may have direct, daily contract with the pupils of any school in the District, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications a written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses therein. Contractor further agrees to submit with said authorization, payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

_____ Date: _____

Name of Contractor

By: _____

(Signature) (Position with Company)

Subscribed and sworn to before me this _____ day of _____, 2025

My Commission Expires: _____

NOTARY PUBLIC

REFERENCES:

Each vendor must provide references on at least three (3) contracts for Athletic Trainer Services held during the past three (3) years with school districts of comparable size; include name of contract holder, name of contact person and phone number, approximate number of students, and a brief description of the services provided.

1. Name _____
School District _____
Address _____
City, State, Zip _____
Phone/Fax _____
Email _____
Number of Years _____
Brief description of services _____

2. Name _____
School District _____
Address _____
City, State, Zip _____
Phone/Fax _____
Email _____
Number of Years _____
Brief description of services _____

3. Name _____
School District _____
Address _____
City, State, Zip _____
Phone/Fax _____
Email _____
Number of Years _____
Brief description of services _____

VENDOR QUESTIONNAIRE

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

Is Your Company a Locally Owned Business YES _____ NO _____ as it relates to this School District? For purposes of this questionnaire, “Locally Owned” means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

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

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

Is Your Company a Minority Owned Business? YES _____ NO _____ “Minority person” shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands); or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

Is Your Company a Female Owned Business? YES _____ NO _____ “Female” shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2)

Athletic Trainer Services

Is Your Company a Business Owned by Persons with Disabilities? YES _____ NO _____
"Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

COMPANY NAME _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

ADDRESS OF COMPANY _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS _____

DATE _____

Athletic Trainer Services Questionnaire

1. General background of the company.

2. Number of years in business. _____

3. Identify those in your company who would be responsible for our account and their credentials. Please include resumes.

4. How many certified athletic trainers does your company employ? _____

5. How many physical therapists? _____

6. How many registered dietitians? _____

7. How many massage therapists? _____

8. How many certified strength and conditioning experts? _____

9. Do you have the ability to offer “free” services to those families that do not have insurance or limited financial resources? (see General Conditions on page 9) _____

10. Do you have a cooperative agreement with an orthopedic physician’s group? _____

11. If yes, please name such groups and how long you have worked with them.

12. Indicate why you or your company should be selected: _____

13. Are there any specifications listed in this bid that you are unable to provide? Yes ☐
No ☐

If yes, please explain.

VENDOR INFORMATION SHEET

Vendor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Return Bid in Sealed Envelope Marked:

Athletic Trainer Services Bid # 25-02

Addressed to: Mr. Dan Oberg, Director of Business Services
Community High School District 94
326 Joliet Street
West Chicago, Illinois 60185

All Bids Due: 9:00 A.M. CST – February 25, 2025

Submittal Checklist

Remember to submit the following items with your bid.

- Page 15 Bid Reply Sheet
- Page 17 Non-Collusion Affidavit signed and notarized
- Page 18 Certificate of Non-Discrimination
- Page 19 Certification of Eligibility signed
- Page 20 Illinois Drug Free Workplace Act Certification signed by representative and Attest
- Page 21 Certificate of Compliance with Illinois Human Rights Act
- Page 22 Certification of Criminal Background Investigations
- Page 23 References
- Pages 24-25 Vendor Questionnaire
- Page 26 Athletic Trainer Services Questionnaire
- Page 27 Vendor Information Sheet completed
- Page 28 Courtesy No Bid Response Questionnaire

COURTESY *NO BID* RESPONSE QUESTIONNAIRE

If you are not submitting a price on this bid, District 94 would like your input as to why you are not bidding. Please indicate your reason and return by Bid Due Date to:

Community High School District 94
326 JOLIET STREET
West Chicago, IL
60185

Please mark the outside of the envelope “No Bid”. Thank you.

☐ Previous commitments, too busy.

☐ Too small a job/order.

☐ Too large a job/order.

☐ Our firm is not suited for this type of work.

☐ Do not like to submit bids.

☐ Could not schedule site examinations.

☐ Do not want to be bonded for this job.

☐ Other _____

Firm Name: _____

By _____ Title _____

Address _____

City, State, & Zip Code _____