

Community Consolidated School District 15

580 North 1st Bank Drive

Palatine, Illinois 60067

**REQUEST FOR BID
GASOLINE & DIESEL FUEL**

BID #23-007

FEBRUARY 3, 2023



BID #23-007
NOTICE TO BIDDERS
GASOLINE & DIESEL FUEL
FEBRUARY 3, 2023

The Board of Education of Community Consolidated School District 15, 580 North 1st Bank Drive, Palatine, Illinois 60067, will receive bids for GASOLINE & DIESEL FUEL in accordance with the contract documents and specifications as filed with the Purchasing Coordinator in the Business Office.

Contract documents are on file and may be examined any time after FEBRUARY 3, 2023.

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

Bid Due Date: TUESDAY, FEBRUARY 21, 2023 AT 12:00 P.M. CST

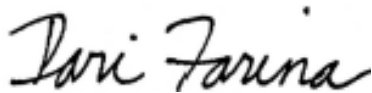
Bid Delivery Address: **Board of Education
Community Consolidated School District 15
580 North 1st Bank Drive
Palatine, Illinois 60067
Attn: TARI FARINA, Purchasing Coordinator**

No bids may be withdrawn for a period of 60 days after the Bid opening date.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

Bids will be held without right of withdrawal until Wednesday, March 8, 2023, at 7:00 p.m. when it is anticipated the Board will be acting on the Bid. Results of the Board's decision will be posted on the District website at www.ccsd15.net/bids on Thursday, March 9, 2023.

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

By authorization of the Board of Education:



Tari Farina
Purchasing Coordinator

INSTRUCTIONS TO BIDDERS

Proposals:

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

All bids must be submitted on forms of proposal marked Exhibits "A", "B", "C", "D", and "E" of Bid #23-007 GASOLINE & DIESEL FUEL, furnished by the Board of Education of Community Consolidated School District 15 ("Board"). **Proposals submitted on other forms will be rejected.**

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

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

Bid documents shall be submitted in sealed envelopes with the outermost envelope clearly marked BID #23-007 GASOLINE & DIESEL FUEL: TARI FARINA. **Bid documents received in envelopes not clearly labeled as such will be rejected if accidentally opened before the specified bid opening time or if not received by the specified bid opening time due to improper labeling.**

PROPOSAL FOR: BID #23-007 GASOLINE & DIESEL FUEL

ADDRESSED TO: Board of Education
Community Consolidated School District 15
580 North 1st Bank Drive
Palatine, Illinois, 60067
Attn: TARI FARINA, Purchasing Coordinator
Due: TUESDAY, FEBRUARY 21, 2023, at 12:00 P.M. CST

Bid Deposit:

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

Examination of Specifications:

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

Time for Receiving Bids:

Bids (and samples, if any) must be delivered no later than TUESDAY, FEBRUARY 21, 2023, at 12:00 P.M. CST at the Joseph M. Kiszka Educational Service Center, 580 North 1st Bank Drive, Palatine, Illinois 60067. Bids will be publicly opened and read aloud at the above stated time and place. Interested persons may also attend the bid opening via video conference. Viewing instructions will be posted at www.ccsd15.net/bids on Friday, February 17, 2023.

Award of Contract:

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

We are providing one copy of Exhibits "A", "B", "C", "D", and "E" for BID #23-007 GASOLINE & DIESEL FUEL. **Please return Exhibits "A" through "E" as your bid in a sealed envelope labeled BID #23-007 GASOLINE & DIESEL FUEL and retain a copy for your records.**

SPECIFICATIONS FOR
GASOLINE & DIESEL FUEL
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15
PALATINE, ILLINOIS

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

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

ISSUED: FEBRUARY 3, 2023

GENERAL CONDITIONS

Bids must be received no later than Tuesday, February 21, 2023, at 12:00 p.m. CST. Bids received by the Board shall be publicly opened on Tuesday, February 21, 2023, at 12:00 p.m. CST and the contents read aloud. Interested persons may also attend the bid opening via video conference. Viewing instructions will be posted at www.ccsd15.net/bids on Friday, February 17, 2023. Bids will be held, without right of withdrawal, until Wednesday, March 8, 2023, at 7:00 p.m. when it is anticipated the Board will be acting on the bid.

1. The Bid Documents consist of (a) the Notice to Bidders, (b) the Instructions to Bidders, (c) these General Conditions of the Contract, and other documents listed in the Contract and Modifications issued after the execution of the Contract. A modification is a written amendment to the Contract signed by both parties.
2. Where conflicts exist within or between parts of the Contract Documents and applicable standards, codes and ordinances, or simply within the Contract Documents, the more stringent, or higher quality or greater quantity requirements shall apply.
3. The Board cannot assume responsibility for **delayed postal deliveries** and **does not** recognize postmarks as representing the fact that a bid has been "received" by the Board before the specified deadline.
4. All bidders shall familiarize themselves with the details of the conditions relevant to the work or services to be provided.
5. **The Board reserves the right to split the bid based on the best quotation.** The Contract will be awarded to the lowest responsible bidder, as determined by the Board in its sole judgment, considering conformity with specifications, terms of delivery, quality and serviceability, and such other factors as the Board deems necessary and appropriate in the best interest of the Board. The Board reserves the right to reject any and all bids or any part thereof, and to waive immaterial technicalities in the bidding. Board decisions are final in all instances and are not subject to review.
6. **No minimum order requirements may be made by a Bidder.**
7. Certification must be made that the contract/vendor is not barred from bidding on the Contract as a result of a conviction for either bid-rigging or bid rotating under Article 33 E of the *Criminal Code of 1961*. Certification is to be made by signature of person(s) legally authorized to perform such function in the appropriate place in Exhibit "B" GASOLINE & DIESEL FUEL of the bid documents.

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

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

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

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

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

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

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

42. The Board will attempt to make payments for items ordered within thirty (30) days of delivery. Invoices must be submitted in a timely manner, and if received by the 25th day of the month, will be processed and paid at the next regularly scheduled Board of Education meeting (normally held on the second Wednesday of each month.) Notwithstanding anything herein to the contrary, however, all payments made to the Contractor shall be governed by the Illinois *Local Government Prompt Payment Act* (50 ILCS 505/1 *et seq.*).
43. All employees of the vendor/contractor must undergo a criminal background investigation within 60 days prior to the start of the contract at the vendor's expense and available upon request. Section 10-21.9 of *The School Code* (105 ILCS 5/10-21.9) provides that:
- After January 1, 1990, the provisions of this section (criminal background investigations) shall apply to all employees of persons or firms holding contracts with any school district including, but not limited to, food service workers, school bus drivers and other transportation employees, who have direct, daily
 - Additionally, the contractor must also agree not to send to any school building or on any school property any employee who is a known child sex offender.
 - Requires each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - Reimbursement will be made to the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a vendor/contractor who will have direct, daily contact with a student(s).

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

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

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

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

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

- Bodily injury and property damage combined per occurrence - \$1,000,000.
- Bodily injury and property damage combined aggregated \$3,000,000.

- c. Excess liability - Each occurrence in the amount of the limit of their policy.
- d. Excess liability - Aggregate in the amount of the limit of their policy.
- e. Evidence of workers' comp in the amount required by statute.
- f. General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate.

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



CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

It is understood and agreed that the following shall be additional insured on a primary non-contributory basis: CCSD 15 including all elected and appointed officials, all employees and volunteers, and all board members. Waiver of subrogation applies in favor of CCSD 15.

CERTIFICATE HOLDER

CANCELLATION

Community Consolidated School District 15
 Attn: Tari Farina
 580 N First Bank Drive
 Palatine IL 60067

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Your Insurance Agent

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ACORD 25 (2009/09)

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45. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Ill Drug Free Workplace Act, 30 ILCS 580. All contractors must comply with the notification mandates and other requirements in the Ill Drug Free Workplace Act. "Contractor" is defined in the Ill Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of \$5,000 or more."
46. Each contractor with the District must comply with 105 ILCS5/24-5 and agree:
- a. Concerning each new employee who will have direct, daily contact with one or more student(s), to provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease
 - b. To require any new or existing employee who has and will have direct, daily contact with one or student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill Department of Public Health rules or order of a local health official.

EXHIBIT "A"
BID #23-007
GASOLINE & DIESEL FUEL
FEBRUARY 3, 2023
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

SCOPE OF WORK

With an enrollment of approximately 12,300 students and a staff of 2,000 employees, Community Consolidated School District 15 (CCSD15) is one of the largest elementary school district in Illinois. CCSD15 has twenty (20) school buildings and three (3) administrative support buildings. CCSD15 is soliciting bids for unleaded gasoline and low Sulphur diesel fuel for use at the District's Transportation Department.

CONTRACT TERM

Each supplier will be bidding on a three-year contract to provide unleaded gasoline and low Sulphur diesel fuel to CCSD15. Year 1 of the contract will commence on July 1, 2023, with Years 2 and 3 immediately following:

- **Year 1:** July 1, 2023 – June 30, 2024
- **Year 2:** July 1, 2024 – June 30, 2025
- **Year 3:** July 1, 2025 – June 30, 2026

SPECIFICATIONS

Space has been provided on the Bid Computation Sheet to record the low rack published price for the Chicago area in the OPIS (or equivalent documentation) **on Wednesday, February 15, 2023**. Please be certain the low rack price is recorded prior to submitting a Bid and include a copy of the OPIS sheet with the Bid documentation.

Once the contract has been awarded, if the Bid price increases or decreases throughout the year, the pricing fluctuations **must** relate to the stated wholesale price as quoted by OPIS (or equivalent documentation). The District will pay for fluctuations as requested by the price page of the OPIS publication, and the supplier's mark-up will remain firm throughout the duration of the contract.

DELIVERIES

All deliveries are to be made to the District's Transportation Department located at the following address:

Walter R. Sundling Junior High
Transportation Department
1100 N. Smith Street
Palatine, IL 60067-02606

Delivery hours are as follows, with a 5:00 a.m. preference to avoid interfering with school bus traffic during the school year:

Summer:	(June – August) Monday through Thursday:	5:30 a.m. – 3:00 p.m.
School Year:	(September – May) Monday through Friday:	5:00 a.m. – 6:00 a.m. 1st window 10:00 a.m. – 2:00 p.m. 2 nd window

ITEM #1 – UNLEADED GASOLINE

CCSD15 used approximately 14,000 gallons of unleaded gasoline during the 2021–2022 school year. The quantities specified in this Bid are estimates only, based off prior year's usage, and may vary during upcoming fiscal years. The supplier's unleaded gasoline Bid pricing should be based on the following specifications:

1. 87 Octane RFG Ethanol (10%) Unleaded Gasoline.
2. All gasoline must meet current ASTM D4814 standards.
3. All ethanol must meet current ASTM D4806 standards.
4. A minimum order requirement of 300 gallons will be in place.
5. The District has one (1) 1,000-gallon above-ground tank of storage capacity.
6. The above-ground gasoline tank delivery can be made by a smaller truck or a full-sized tanker.
7. List mark-up cost supplier charge per gallon for unleaded gasoline.
8. List all transportation charges to the District's Transportation facility.
9. List all State, County and Federal taxes the District must pay.
10. The taxes the District is responsible for **must** be itemized on all invoice copies.
11. Supplier **must** notify the District, in writing, of any increase in transportation charges.
12. The supplier **must** have the ability to make deliveries within twenty-four (24) hours after an order has been placed.

ITEM #2 – ULTRA LOW SULPHUR DIESEL FUEL

CCSD15 used approximately 220,000 gallons of Diesel Fuel during the 2021–2022 school year. The quantities specified in this Bid are estimates only based off prior year's usage and may vary during upcoming fiscal years. The supplier's diesel fuel Bid pricing should be based on the following specifications:

1. No. 2 Premium Ultra Low Sulphur Diesel Fuel **must** meet all federal and state standards in place at the time of delivery. Must use the OPIS low rack price for premium.
2. The fuel must have a premium additive package that contains injector related lubricity additives that are to be added at the fuel terminal prior to delivery. The supplier must provide information about additives in their bid response, including the additive brand, what the additive is designed for, and the features/functions of the additive.
3. Diesel fuel **must** have a minimum lubricity limit of 3,100 grams (measured ASTM D6078 SLBOCLE test).
4. The diesel fuel **must** have a minimum Cetane Rating of 47.
5. Additive package for No. 2 Premium ULSD **must** contain no alcohol or solvent based additives.

6. Cold flow characteristics:
 - March 1st – September 15th: minus ten (-10) degrees Fahrenheit
 - September 16th – December 1st: minus twenty (-20) degrees Fahrenheit
 - December 2nd – February 28th: minus thirty-five (-35) degrees Fahrenheit
7. Supplier accepts liability to meet cold weather flow characteristics.
8. A minimum order requirement of 7,000 gallons will be in place.
9. District 15 has one (1) 12,000-gallon tank and one (1) 8,000-gallon tank of underground storage capacity. All diesel deliveries will be split between the two tanks with no additional charge.
10. Supplier **must** list markup costs charged per gallon for No. 2 Premium ULS Diesel Fuel.
11. List all transportation charges to the District's Transportation facility.
12. List all State, County, and Federal taxes the District must pay.
13. The taxes the District is responsible for must be itemized on all invoices.
14. Supplier **must** notify the District, in writing, of any increase in transportation charges.
15. Supplier **must** have the ability to make deliveries within twenty-four (24) hours after an order has been placed.
16. The District has the ability to order a fuel blend or #2 and #1 during the cold months. The supplier must state how the fuel is blended and when (at terminal or delivery). If fuel is blended at delivery, the #1 must be put in the tank first and the #2 second to ensure proper mixture.
17. The District has the right to occasionally test the fuel to confirm correct receipt of product.

Questions

Any questions regarding this bid must be submitted via email to both Tari Farina, Purchasing Coordinator, at farinat@ccsd15.net and John Peterson, Shop Foreman, at petersoj@ccsd15.net. The deadline for questions is Friday, February 17, 2023 at 12:00 p.m. CST. No questions will be addressed after that date and time.

EXHIBIT "B"
BID #23-007
GASOLINE & DIESEL FUEL
FEBRUARY 3, 2023
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

BID COMPUTATION SHEET

ITEM #1 – UNLEADED GASOLINE

Low Rack Price Per Gallon:

(Price as of February 15, 2023)

\$ _____

Mark-up Price per Gallon

\$ _____ (required)

Transportation Charge

\$ _____

Motor Fuel Tax

\$ _____ (required)

L.U.S.T. Fund

\$ _____ (required)

IL. Environmental Impact Fee

\$ _____ (required)

Federal Oil Spill Liability Tax

\$ _____

Cook County Tax

\$ _____ (required)

Federal L.U.S.T. Tax

\$ _____

Environmental and Compliance

\$ _____

TOTAL PER GALLON (WITH TAX)

\$ _____ (required)

ITEM #2 – ULTRA LOW SULPHUR DIESEL FUEL

Premium Low Rack Price Per Gallon:

(Price as of February 15, 2023)

\$ _____

Mark-up Price per Gallon

\$ _____ (required)

Transportation Charge

\$ _____

Motor Fuel Tax

\$ _____ (required)

L.U.S.T. Fund

\$ _____ (required)

IL. Environmental Impact Fee

\$ _____ (required)

Federal Oil Spill Liability Tax

\$ _____

Cook County Tax

\$ _____ (required)

Federal L.U.S.T. Tax

\$ _____

Environmental and Compliance

\$ _____

TOTAL PER GALLON (WITH TAX)

\$ _____ (required)

Company Name: _____ **Name of Bidder:** _____

COMPANY NAME

SIGNATURE OF BIDDER

PRINT NAME

TITLE

EMAIL ADDRESS

ADDRESS OF COMPANY

(CITY)

(STATE)

(ZIP CODE)

PHONE NUMBER

DATE OF BID RESPONSE

EXHIBIT "C"
BID #23-007
GASOLINE & DIESEL FUEL
FEBRUARY 3, 2023
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

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

COMPANY NAME

SIGNATURE OF BIDDER

PRINT NAME

TITLE

EMAIL ADDRESS

ADDRESS OF COMPANY

(CITY)

(STATE)

(ZIP CODE)

PHONE NUMBER

DATE OF BID RESPONSE

EXHIBIT "D"
BID #23-007
GASOLINE & DIESEL FUEL
FEBRUARY 3, 2023
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

REFERENCES

COMPANY NAME: _____

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

1.School District Name or Business Name _____

Address _____

Contact Person _____ Phone Number _____

E-mail Address _____

2.School District Name or Business Name _____

Address _____

Contact Person _____ Phone Number _____

E-mail Address _____

3.School District Name or Business Name _____

Address _____

Contact Person _____ Phone Number _____

E-mail Address _____

4.School District Name or Business Name _____

Address _____

Contact Person _____ Phone Number _____

E-mail Address _____

5.School District Name or Business Name _____

Address _____

Contact Person _____ Phone Number _____

E-mail Address _____

EXHIBIT "E"
BID #23-007
GASOLINE & DIESEL FUEL
FEBRUARY 3, 2023
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

CONTRACTOR QUESTIONNAIRE

Pursuant to 105 ILCS 5/10-17 all school districts in the State of Illinois are required to annually report the number and value of contracts awarded to minority owned businesses, woman owned businesses, and businesses owned by persons with disabilities as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; veteran owned businesses, and locally owned businesses for contracts over \$25,000. In order to comply with this requirement, contractors must complete the following questionnaire and return it with their bid responses.

Guidance issued by the Illinois State Board of Education requires that we inquire whether your company is certified as a minority, woman, disabled person, or veteran 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, woman owned business, business owned by a person with a disability, and veteran owned business" means a business concern which is at least 51% owned by one or more minority persons, women, persons with a disability, or veterans; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, women, persons with a disability, or veterans, and the management and daily business operations of which are controlled by one or more of the minority, women, persons with a disability, or veterans 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 Woman Owned Business? YES _____ NO _____

"Woman" 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). Your business must also be at least 51% unconditionally and directly owned by women who are U.S. citizens. The woman or women must manage daily operations, make long-term decisions and hold the highest officer positions available. They must also work at the business full-time during normal working hours, although there is no minimum amount of time for the business to be considered operational.

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).

Is Your Company a Veteran Owned Business? YES _____ NO _____

"Veteran owned" means a business that is at least 51% owned by a veteran or veterans who are U.S. citizens and who control and operate the business

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.

COMPANY NAME

SIGNATURE OF BIDDER

PRINT NAME

TITLE

EMAIL ADDRESS

ADDRESS OF COMPANY

(CITY)

(STATE)

(ZIP CODE)

PHONE NUMBER

DATE OF BID RESPONSE