



## **Invitation to Bid for Custodial Cleaning Services**

**Invitation to Bid issued by:**

**Hawthorn School District #73  
841 W End Court  
Vernon Hills, IL 60061**

**Jennifer Akin  
Assistant Superintendent of Finance & Business Operations  
847-990-4221**

**Invitation to Bid Public Notice & Release Date: January 20, 2026**

**Bid Submission: March 6, 2026 by 12 p.m. CST.**

**Bids must be submitted by 12 p.m. CST on March 6, 2026 to Hawthorn School District #73 District Office located at 841 West End Court, Vernon Hills IL 60061, to the attention of Ms. Jennifer Akin, Assistant Superintendent of Finance & Business Operations.**

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## SCHEDULE OF EVENTS

| Event Type                                                                                                                                            | Event Date | Event Time |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| Bid Release Date (Public Notice)                                                                                                                      | 1/20/2026  |            |
| Deadline for Prebid Meeting/Facility Tour questions (any questions submitted by this time will be answered and provided in writing at the site visit) | 1/27/2026  | 12:00 PM   |
| Prebid Meeting/Facility Tour @ District Office, 841 W. End Court, Vernon Hills IL 60061                                                               | 1/28/2026  | 4:00 PM    |
| Deadline for submission of Final Questions<br>No questions will be accepted after this date/time.                                                     | 1/30/2026  | 12:00 PM   |
| Answers to Questions or Addendum Provided                                                                                                             | 2/13/2026  | 5:00 PM    |
| Deadline for Submission of Bids -<br>Delivered Attn: Jennifer Akin, Hawthorn School District #73, 841 West End Court, Vernon Hills IL 60061           | 3/6/2026   | 12:00 PM   |
| Bid Opening                                                                                                                                           | 3/6/2026   | 12:01 PM   |
| Bid Evaluation Completed                                                                                                                              | 3/19/2026  |            |
| Board Presentation (Discussion of bid opening results)                                                                                                | 4/16/2026  |            |
| Approval of Winning Bid (Board Meeting)                                                                                                               | 5/21/2026  |            |
| Notice of Intent to Award Sent to Selected Vendor                                                                                                     | 5/22/2026  |            |
| Contract Signing                                                                                                                                      | 5/29/2026  |            |
| Anticipated Start Date of Selected Vendor                                                                                                             | 7/1/2026   |            |

Hawthorn School District #73 will use its best efforts to adhere to the Schedule of Events. However, Hawthorn School District #73 reserves the right to amend the schedule, as it deems necessary, and will post a notice of said amendment using the addenda or amendment process described in the instructions below.



**Hawthorn School District 73**  
**841 West End Court • Vernon Hills, Illinois 60061**  
**Phone (847) 990-4223 • Fax (847) 367-3290**

**GENERAL SPECIFICATIONS AND INSTRUCTIONS FOR ALL BIDS**

**1. NOTICE OF BID**

Notice is hereby given that bids for a three year contract for Custodial Cleaning Services will be opened and read in the Business Office of the District Administration Offices, located at 841 West End Court in Vernon Hills, Illinois 60061 on March 6, 2026 at 12:01 p.m.

The initial contract period will begin July 1, 2026 and shall be for a term of three fiscal years. The parties may agree to subsequent one-year renewals as provided herein. Terms shall be contingent upon the district retaining the right to terminate the contract pursuant to the agreement.

**2. QUESTIONS FOR PREBID MEETING & FACILITY TOUR**

Submit, in writing, questions regarding the bids by 12 pm CST on 1/27/2026 to Jennifer Akin via [bids@hawthorn73.org](mailto:bids@hawthorn73.org). Hawthorn School District #73 will acknowledge receipt of questions no later than 4pm CST on 1/27/2026.

Questions from the floor at the Prebid Meeting & Facility Tour must also be presented in writing and emailed to Jennifer Akin at [bids@hawthorn73.org](mailto:bids@hawthorn73.org) by noon on 1/30/2026. These questions may or may not be answered at the Prebid Meeting & Facility Tour depending on the availability of the answer.

**3. PREBID MEETING & FACILITY TOUR**

All prospective contractors are required to attend a Prebid Meeting & Facility Tour, which will be held at the Hawthorn School District Office, located at 841 West End Court, Vernon Hills, Illinois 60061 on Wednesday, January 28, 2026 at 4 pm. If, as a result of the Prebid Meeting & Facility Tour, it is necessary to modify these instructions or the specifications, an addendum shall be issued and made available to all parties attending the Prebid Meeting & Facility Tour by February 13, 2026 at 5:00 p.m. Oral explanations will not be binding. Vendors may visit the project sites during a set time immediately following the Prebid Meeting & Facility Tour. All Vendors must attend the Prebid Meeting & Facility Tour to be allowed to submit a bid.

It shall be the responsibility of the Vendor to carefully examine the project site(s) during a scheduled time following the Prebid Meeting & Facility Tour. Each Vendor shall



inform himself of existing conditions, contract documents and any limitations of the project sites. The Vendor shall rely entirely upon his own judgment-in making his bid and include in his bid all sums sufficient for him to provide all work required by the contract documents.

After opening of Bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting this bid, each Vendor shall be held to represent that he had made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for his completion of the work. See **Exhibit D School Listings/Staff Sizing** (Name, Size, Enrollment, Staff Requirement).

#### **4. CONTRACT**

The term of this contract is from July 1, 2026 through June 30, 2029. One contract will be issued on a district-wide basis to include the eight locations as stipulated. The District shall have the right to renew the contract for up to four (4) additional one (1) year terms. If the District renews the contract, for subsequent years, rates shall be determined as follows: The annual cost to provide services and the special request rates shall be increased annually in accordance with the percent increases for the preceding twelve (12) months pursuant to the consumer price index (CPI) for Urban Consumers for December issued by the Bureau of Labor Statistics of the United States Department of Labor but in no event shall such cost exceed 5% of the prior year's cost or less than 2%.

The District shall have the right to terminate the contract at any time for convenience by providing a thirty (30) day written notice of termination.

#### **5. NO BID**

If you are unable to provide a bid, please state so on the last page of this document titled, Courtesy "No Bid" response questionnaire.

#### **6. BID SUBMISSION DATE**

- a. The sealed Bids (and flash drive) shall be delivered to the District Offices, located at 841 West End Court, Vernon Hills, IL 60061 to the attention of Jennifer Akin any time prior to, but not later than March 6, 2026 at 12:00 p.m. No bid received after said designated time will be considered. The Vendor assumes the risk of any delay in handling or delivery of mail and any delays due to traffic, trains or other reasons. No bid by facsimile will be considered. Bids should be submitted in a sealed envelope, marked in the lower left-hand corner "BID: Custodial Cleaning Service" and received by the Business Office located In the District office, at 841 West End Court, Vernon Hills, IL. 60061, on or before 12:00 p.m. on Thursday, March 6, 2026. The sealed Bid must be submitted on the forms provided and each space properly completed.

No claim for relief because of errors and omissions in the Bid will be considered, and Vendors will be held strictly to bids as submitted. The Vendor's signature on the Bid Form (Exhibit E) must be an actual signature. A stamped or typed signature may disqualify the bid. Vendor's signature is construed as acceptance of and willingness to comply with all provisions of these specifications and accompanying bid documents.

- b. Two paper copies of submitted bids must be valid for a minimum period of 90 days after the date set for bid opening. Please also submit a flash drive with the bid documents.
- c. The Hawthorn School District 73 reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any bid should it be deemed to be in the best interest of the School District to do so. The contract will be awarded, if at all, to the lowest responsible and responsive bidder, meaning the selected vendor must meet all specifications (responsive) and be capable of fulfilling the contract (responsible) as determined by the Board of Education. In determining the same, the actual dollar cost of the bid as submitted by each Vendor may not be the sole criterion.
- d. The Board of Education may consider the following criteria in awarding the contract:
  - References
  - The longevity of the contractor in the contract cleaning and custodial industry for public schools
  - Longevity and turnover factors regarding administrative and executive personnel with the contractor as well as employee turnover rate
  - Financial soundness and stability
  - Benefit packages to staff, including holiday and sick pay
  - Comprehensiveness and thoroughness of customer contact procedures, training program operations diagrams, and other enclosures required by the bid specification materials
  - Price
- e. A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing the issuance of contracts in the State of Illinois, including the Rules and Regulations of the Illinois Fair Employment Practices Act, Illinois Human Rights Act as well as applicable local regulations and laws.



## **7. FIELD SURVEY FACILITIES**

It shall be the responsibility of the Vendor to field survey all facilities prior to submitting a bid. Before submitting a bid for work on the project, each Vendor shall carefully examine the project site and the contract documents, fully inform himself of existing conditions, if applicable, and limitations of the project sites, rely entirely upon his own judgment in making his bid, and include in his bid all sums sufficient for him to provide all work required by the contract documents.

After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work which would have been apparent by examination of the documents and sites. By submitting his bid, each Vendor shall be held to represent that he had made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for his completion of the work. A Vendor may visit the project sites during a set time immediately following the pre-bid meeting. See Exhibit D School Listings/Staff Sizing (Name, Size, Enrollment, Staff Requirement).

## **8. SUBMISSION FORM**

Each bid (**Exhibit E**) must be submitted on the bid form provided with these specifications and must be contained in a sealed envelope which shall be endorsed on the outside thereof with the following information:

- a. Bid for Custodial Cleaning Services
- b. Name and address of Vendor

## **9. INSURANCE REQUIREMENTS (Exhibit C)**

Enclose a copy of insurance certificate per the requirements in Exhibit C.

## **10. CUSTOMER CONTACT PROCEDURES**

Enclose a copy of the procedure that will be used for weekly customer contact, and monthly Home Office Formal Customer Reviews.

## **11. BID SECURITY BOND REQUIREMENTS**

The bid shall be accompanied by cashier's check, certified check or a satisfactory bid bond in an amount equal to ten percent (10%) of the first year's bid amount unless otherwise specified. The bid deposit guarantees that if the contract is awarded, the Vendor will execute the contract and furnish the services specified. The bid deposit may be retained as liquidated damages in case Vendor fails to meet these guarantees. Compliance with the provisions herewith will be determined in all cases by the District and their determination will be final.

Any bid submitted without being accompanied by any of the foregoing, when required, may be rejected. Any bid accompanied by a bid deposit not properly executed in the opinion of the District may be rejected. Certified checks or bid bonds of all



unsuccessful Vendors will be returned promptly after the awarding of the bid to the successful contractor. The certified check or bid bond of the successful Vendor shall be returned after proper execution of said contract, and the furnishing of the required insurance certificates.

## **12. TRAINING PROGRAMS**

Enclose a copy of the training policies and manuals that will be utilized for all production employees, on-the-job supervisors and managers assigned to the Hawthorn School District 73 buildings.

## **13. BACKGROUND CHECKS**

The Selected vendor shall require all candidates to schedule an appointment at the Hawthorn School District #73 District Office for fingerprinting and criminal background check per *The School Code of Illinois*, 105 ILCS 5/10-21.9. Hawthorn School District #73 will receive the results and provide a copy to the vendor. Furthermore, the Selected vendor is not permitted to employ on the premises of the Hawthorn School District #73 any employee who has been convicted of an offense as described in 105 ILCS 5/21-23a.

The vendor will certify that it has performed employment history reviews as required by 105 ILCS 5/22-94 for its employees that will have direct contact with children or students either at the time of the initial hiring of the employee or prior to the assignment of an existing employee to perform work at Hawthorn School District 73 buildings or property. The vendor shall maintain records documenting employment history reviews for all employees and, upon request, shall provide Hawthorn School District access to the records pertaining to that employee.

Prior to assigning an employee to perform work for Hawthorn School District 73 involving direct contact with children or students, the vendor shall inform the district of any instance known to the vendor in which the employee:

- A. Has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.
- B. Has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment; been removed from a substitute list; been disciplined by an employer; or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or
- C. Has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual

misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.

The Selected vendor is also required to comply with Faith's Law and records must be made available upon request to Hawthorn School District #73.

For each employee, at its own expense, the Selected vendor shall perform checks of the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.), and the Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75–105), at least once for every five years the employee remains employed by the vendor. All results must be provided to the SFA.

#### **14. PRINCIPAL BANKS**

Name(s) of principal banks with bank officers names as references in **Exhibit E**.

#### **15. ANNUAL AUDIT**

A Vendor may be requested to submit the most recent annual audit including Income Statement and Balance Sheet or Schedule C from the most recent U.S. Income Tax Return after the bid opening.

#### **16. HOLD HARMLESS AND INDEMNIFICATION**

The contractor shall assume all liability for, and shall protect, defend, indemnify, reimburse and hold harmless, Board, their officers, employees, volunteers, servants and agents, from and against all claims, actions, suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature Including reasonable legal fees incurred by owner arising out of the contractor performance or lack of performance of its obligations under this agreement.

#### **17. INSURANCE**

The contractor shall keep in force, at all times during the performance of this contract insurance as required herein. Contractor shall not commence work under the contract until all the required insurance has been obtained, approved and until Board has been furnished with certificates of insurance in duplicate stating that such policies will not be cancelled, transferred, or terminated prior to their stated expiration date, except upon thirty (30) days prior written notice to the Board. All policies will list as additional insured's, the District and its Board of Education, both individually and collectively, employees and volunteers of the District. The Certificate shall affirmatively state that the coverage therein shall not be cancelled until thirty days written notice has been given to the District. All insurance shall be in form and substance and issued by companies satisfactory to the Board and shall be of the following kinds and with at least the



following limits of coverage unless otherwise stated in the Project Bid Specifications (Exhibit C).

A. Worker's Compensation Insurance:

Shall provide the following minimum limits:

- Coverage A- Illinois Statutory Limits
- Coverage B - Employer's Liability \$500,000 Limit

B. Comprehensive Automobile Insurance:

Shall provide \$1,000,000 combined single limit for bodily injury and property damage and shall include coverage for all owned, non-owned and hired automobiles.

C. Comprehensive General Liability Including Contractual liability Insurance:

Coverage shall include covering the liability of the contractor under the "Hold Harmless and Indemnification" provisions above, and shall provide the following minimum limits:

Bodily Injury Property Damage  
\$1,000,000 each occurrence  
\$2,000,000 in the aggregate

D. Umbrella Liability Insurance:

Shall provide an umbrella policy for a minimum of \$10,000,000 for bodily injury and property damage. This umbrella policy would be in excess of the limits of the primary policy outlined above.

Employee Group Health Insurance:

The contractor is required to offer a standard set of benefits to all of its employees consistent with current practices. A complete and detailed description of the Contractor's employee benefits and costs including insurance coverage, deductibles, co-payments, employee contributions, etc. must be included with the bid. Failure to do so will result in disqualification.

- i. District #73 requests to have this contract provide an optional medical coverage benefit package for all full-time employees provided in this contract.
- ii. As part of the bid package, the contractor must provide the specifics of the medical insurance package to be provided to the staff including annual cost.



**18. PERSONAL LIABILITY OF PUBLIC OFFICIALS**

In carrying out any of the provisions of this contract or In exercising any power or authority granted to him thereby, there shall be no personal liability upon the Board or Board's authorized employees.

**19. EQUAL EMPLOYMENT OPPORTUNITY**

It shall be mandatory that the contractor will be in compliance with the Equal Employment Opportunity requirement of the Illinois Fair Employment Commission and School Board Resolution adopted 1986. (See below.) In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared not responsible and therefore ineligible and the contract may be cancelled 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.

The Illinois Fair Employment Practices Commission has adopted rules and regulations requiring the inclusion of the following in all of our contracts and purchase orders, and the same are hereby incorporated.

**20. FAIR EMPLOYMENT PRACTICES**

During the performance of this contract, the contractor agrees to comply with the following rules and regulations of the Illinois Fair Employment Practices Commission.

20.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; 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.

20.2. 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 Commission's Rules and Regulations for Public Contracts) or minorities and women in the area(s) 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.

20.3. 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, national origin or ancestry.

20.4. That it will send to each labor organization or representative or 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 the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from their sources when necessary to fulfill its obligations there under.

20.5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

20.6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

20.7. That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10(b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6, and 7 in every supply Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further It will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor falls or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be not responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

## **21. INTERPRETATION OF CONTRACT DOCUMENTS**

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the specifications or other contract documents, he may submit to Ms. Jennifer Akin, the Assistant Superintendent of Finance and Business Operations a written request for an interpretation thereof via email to [bids@hawthorn73.org](mailto:bids@hawthorn73.org). The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by an addendum duly issued by the Assistant Superintendent of Finance and Business Operations. A copy of such addendum will be mailed or delivered to each person receiving a set of such contract documents and to such other prospective Vendors as shall have requested that they be



furnished with a copy of each addendum. Failure on the part of the prospective Vendor to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his bid. Vendors shall acknowledge receipt of each addendum issued in the space provided on the Bid Form. Oral explanations will not be binding.

## **22. ORGANIZATIONAL CHART**

Enclose information regarding company history and an organizational chart of key personnel.

## **23. REFERENCES**

- a. Enclose a listing of all education accounts that you have serviced in the past five years. Hawthorn School District 73 is particularly interested in those accounts which the company no longer services. You may not exclude any previous or present accounts from disclosure.
- b. Enclose a listing of all governmental agencies in the Vernon Hills area that have been served in the past five years.



## **EXHIBIT A - SPECIFICATIONS**

### **SECTION I - MANNER OF PERFORMING WORK AND GENERAL DEFINITIONS**

All work to be performed hereunder shall be done in a prompt, regular, workmanlike, hygienic and safe manner so as to result in a clean, safe, healthful and attractive school environment that complies with the Life Safety Code Circular Series A- 156 and A-157 of the State of Illinois and the reasonable requirements of the District's administration.

The following job classifications will be utilized at seven (7) Schools, see Exhibit D School Listings/Staff Sizing (Name, Size, Enrollment, Staff Requirements).

#### **GENERAL HOUSEKEEPING PERSONNEL**

- A. DAY CUSTODIANS.** Personnel to perform all of the housekeeping functions, as well as the reoccurring duties listed under Section IV of Specifications, Monday through Friday between the hours of 6:00 a.m. and 3:30 p.m.
- B. NIGHT CUSTODIANS.** Personnel to perform all of the housekeeping functions, both heavy cleaning as well as reoccurring duties listed under Section III of Specifications, Monday through Friday between the hours at 2:00 p.m. and 11:30 p.m.
- C. GENERAL NOTE.** All times are based on normal daily activities, however, work outside these time frames may be required depending on situations and events.

#### **FLOOR WORK**

Personnel responsible for all floor maintenance include waxing, buffing, scrubbing, and stripping of resilient and hard surfaces throughout each school.

#### **DIRECT SUPERVISION AND COMMUNICATION**

Person(s) to be responsible for the training, supervision and implementation of all cleaning programs at their respective. assigned school(s) must be able to communicate with all workers and district staff. Supervision employees include the manager and all lead positions. The manager and lead positions must be able to communicate (written and verbal) in English. Manager and lead position employees must also be able to effectively communicate in the language, if different, spoken by the contractor's night custodians assigned to their areas.

### **SHIFT CHANGE TRANSITION**

At the beginning of each shift, the lead or manager must meet with the day person to receive communications about specific building duties that need attention for each shift.

### **PROJECT WORK**

Personnel who perform summer, winter and spring break cleaning, are to follow the specifications listed under Section V of Exhibit A, Monday through Friday between the hours of 6:00 a.m. and 11:00 p.m.

### **OTHER JOB CLASSIFICATIONS**

Hawthorn School District #73 will not limit work classifications, etc. to those listed above. The contractor may suggest other job classifications to best serve the school district and should feel free to make those recommendations. The District reserves the right to refuse.

## **SECTION II - SCHOOL YEAR**

### **SCHOOL YEAR**

Copies of the 2026-2027 general and school calendar will be released when completed by the District Office. The calendars are representative of a normal school attendance year. Should the school district calendar alter the performance of this contract, the parties will meet to discuss the impact and any necessary changes to these specifications or the then adopted agreement.

### **STAFFING**

The staffing for all contract services shall be at least the minimum staffing level that is shown later in this document.

### **SUMMER BREAK WORK**

Summer project work will run from the last school attendance day until the first day of attendance in the following school year.

### **WINTER BREAK WORK**

Winter project work will run during the winter break as specified in the school year calendar.



### SECTION III -JANITORIAL CLEANING SPECIFICATIONS

#### **CLEANING SERVICES ARE TO BE PERFORMED DURING THE PERIODS INDICATED IN THE FOLLOWING AREAS:**

##### **A. DAILY (Classrooms, Offices, Stairwells, Hallways, and Gyms)**

1. Empty wastebaskets and recycling containers and return to the room from which it was taken.
2. Transport to and deposit into compactor all waste materials such as cans, bottles, trays, waste paper and other materials when specifically directed. Transport to and deposit into container recyclable material.
3. Dust and mop all hard surface floors.
4. Clean and sanitize drinking fountains.
5. Spot clean desktops In office areas.
6. Clean counter tops.
7. Spot clean reception lobby glass, including front doors.
8. Damp wipe all chalkboards and marker boards and clean trays.
9. Spot clean all internal glass in partitions, doors and windows.
10. Spot clean walls, heating units and lockers as needed.
11. Clean sinks in all laboratories.
12. Spot clean student desktops and remove graffiti.
13. Empty and clean pencil sharpeners; also, clean wall area around sharpeners as needed.
14. Dust tops of hallway lockers.
15. Remove dust and cobwebs from ceiling areas.
16. Spot clean all display cases.
17. Clean all entry doors, glass, both sides.
18. Replace any burnt out lamps and light bulbs.
19. Vacuum all carpets and mats.
20. Shovel snow at entrances.
21. Pick up trash around buildings.
22. Lock up and secure buildings.
23. Activate building alarms.
24. Move furniture.
25. Set up and break down chairs, tables, etc. for any approved functions.
26. Wet Mop Floors.

##### **B. MONTHLY**

High dust above 7-foot height all horizontal surfaces - including shelves, moldings, ledges, AV screens, light fixtures.

##### **C. SEMI-ANNUALLY**

1. Clean all desktops - office area.
2. Dust window blinds.
3. Wash down all furniture.

**D. WASHROOMS, LOCKER ROOMS & COACHES' LOCKER ROOMS (BOYS & GIRLS)**

**1. DAILY**

- a. Clean, sanitize and polish all vitreous fixtures - including toilet bowls, urinals and hand basins.
- b. Clean and polish all chrome fittings.
- c. Clean and sanitize toilet seats.
- d. Clean and polish all glass and mirrors.
- e. Empty all containers and disposal, insert liner as required.
- f. Spot clean and sanitize the exterior of all containers.
- g. Empty and sanitize the interior of the sanitary container.
- h. Spot clean metal partitions.
- i. Remove spots, stains, and splashes from wall areas; remove graffiti.
- j. Remove fingerprints from doors, frames, light switches, handles, etc.
- k. Refill all dispensers to normal limits: tissue, towels, liners, and sanitary napkins. Supplies to be furnished by owners.
- l. Strip and remove all soil and soap scum in shower areas.
- m. Clean and sanitize all floor and wall areas.
- n. Dust top of lockers.
- o. Wipe clean and flush toilet bowls and urinals with "Bowl cleaner" or equal.

**2. MONTHLY**

- a. High dust above 7-foot height all horizontal surfaces, including shelves, ledges and moldings.
- b. Wash all door kick-plates.

**F. EATING AREAS- STUDENT AND FACULTY CAFETERIAS AND LOUNGES**

**1. DAILY**

- a. Clean and sanitize drinking fountains.
- b. Empty, clean and sanitize all garbage cans.
- c. Spot clean interior glass in partitions, doors and all other interior windows.
- d. Damp wipe all tabletops and seats.
- e. Spot clean walls.
- f. Low dust all horizontal surfaces to 7-foot height, including sills, moldings, ledges, frames, ducts, heating outlets, etc.
- g. Scrub all floor surface areas.

**2. WEEKLY**

High dust above 7-foot height all horizontal surfaces - including shelves, ledges and molding.

### **3. YEARLY DURING SUMMER**

- a. Deep scrub and refinish all floor surface areas (strip and refinish summer only).
- b. Wash down all walls.
- c. Wash down all furniture.

## **G. KITCHEN AREAS**

### **1. DAILY**

- a. Empty all garbage cans.
- b. Scrub and sanitize floors; heavy mopping necessary.

### **2. YEARLY**

Wash all walls, ceilings and ceiling grills.

## **H. FLOORS - RESILLIENT, CERAMIC, AND QUARRY TILE**

### **1. DAILY**

- a. Dust mop or sweep the entire building, including gymnasium.
- b. Damp mop classroom spillage.
- c. Scrub hallways.
- d. Sanitize the locker room.
- e. Sweep and wet mop stairwells and landings.
- f. Sweep and damp mop all entryway vestibules.
- g. Spray buff hallway floors as needed.

## **I. FLOORS - CONCRETE**

### **1. DAILY**

- a. Sweep
- b. Wet mop spillage.

### **2. YEARLY**

Scrub and seal with cover sealer.



## **J. FLOOR-CARPETING AND ENTRY-WAY RUNNERS**

### **1. DAILY**

- a. Vacuum entire carpeted areas.
- b. Inspect for spots and stains. Remove if possible.
- c. Vacuum all entryway runners daily and shake out excess dirt.
- d. Hang up and dry out all wet runners

## **K. FURNITURE - FABRIC OR PLASTIC**

### **1. DAILY**

Inspect for spots and stains. Remove.

### **2. YEARLY**

Brush or damp wipe clean.

## **L. GENERAL**

### **1. DAILY**

- a. Turn off all lights except those, which must be left on for cleaning in each specific area.
- b. Close and lock all windows.
- c. Lock all doors.
- d. Communication with the school principal, day custodian or designated representative.

### **B. WEEKLY**

Review contract performance; contact visits between Contractor's Building Supervisor and Owner's Building Principal or his designate.

### **C. MONTHLY**

Formal review of contract performance between Contractor's Branch Operations or Staff Manager and Owner's authorized School District #73 designate. The owner shall reserve the right at any or all of these meetings to obtain verification of man hours expended for any given period during the contractual agreement\or to have written monthly verification of the same to accompany monthly billings.

## **SPECIAL REQUEST**

Due to the vast number of activities in the various schools, and the actual physical size of each, the District reserves the right to make special requests for (1) cleaning

large areas in a short period of time or (2) cleaning a specifically designated area within the building. If such a special request is made, it should be understood that work will be on an extra-cost basis and treated totally separate from the terms of this contract. Said requests, if any, shall be in written form and originate from the office of the Superintendent or his designee. Contractor's billing for the same shall be a separate invoice showing the number of man hours and the cost per hour. In Exhibit E, please supply the cost per hour to be billed to the District should such a special request be made.

#### **ADDITIONAL BUILDING COVERAGE**

From time to time the school district will schedule events during times, which are not covered in this contract. These events occur on school non-attendance days. A rate for a worker is being requested.

## SECTION IV - DAY CUSTODIAN DUTIES

### **1. DAILY**

- a. Open building in preparation for conducting business.
- b. Spot-check on second shift custodian's work.
- c. Crossing Guard Duties as requested:
  - i. Punctuality to post and staying duration of post times.
  - ii. Direct or escort pedestrians across streets, stopping traffic as necessary.
  - iii. Follow all safety rules.
  - iv. Use caution and scan for potential hazards to avoid.
  - v. Communicate traffic and crossing rules and other information to students and adults.
  - vi. No use of electronic devices, headphones or any other distractions unless for emergency contact.
- d. Maintain function ability of building:
  - i. proper environment for conducting business,
  - ii. proper functioning of all equipment,
  - iii. safety principles are being adhered to.
- e. Provide services to principals and building staff:
  - i. Delivery and pick up of building interoffice mail when needed,
  - ii. Supply building related information,
  - iii. Communication to night custodial staff,
  - iv. Moving, storage and repair of furniture.
- f. Maintain Inventory of consumable:
  - i. toilet paper,
  - ii. hand soap, etc.,
  - iii. Miscellaneous.
- g. Clean and service assigned area:
  - i. Kitchen,
  - ii. Dining Room,
  - iii. Adjacent washrooms to dining rooms,
  - iv. Electrical, storage and maintenance rooms.
- h. Cleaning procedures:
  - i. Sweeping floors,
  - ii. Wet mopping floors where needed with disinfectant solution,
  - iii. Removing trash,
  - iv. Cleaning glass and mirrors,
  - v. Dusting and spot cleaning walls and ledges,
  - vi. Clean and sanitize washroom fixtures,
  - vii. Replace consumables in dispensers.
- i. Periodic or Seasonal Duties:
  - i. Shoveling snow from entrances and fire exits,
  - ii. Assist in receiving dock operations,



- iii. Painting, interior and exterior,
- iv. Assist maintenance staff and evening custodian when needed,
- v. Training of team members,
- vi. Providing services for community organizations,
- vii. Assist in summer cleaning operations.
- j. Complete assigned work orders (both buildings and grounds).
- k. Perform all other duties as assigned by the Facilities Manager or his assistant, Assistant Superintendent of Finance and Business Operations, Building Principals and Superintendent of Schools.

## SECTION V - PROJECT WORK

### **A. SUMMER PROJECT CLEANING**

1. Strip, seal and wax all tile floors. Articulate three-year cycle schedule.
2. Shampoo all carpeting. Soil extraction will occur during summer project work and bonnet cleaning or shampoo will occur as needed.
3. Clean all baseboards.
4. Wash all chalk rails, chalkboards and marker boards.
5. Wash all ledges and windowsills.
6. Clean the ceramic tile in the shower rooms where applicable.
7. Sanitize and deodorize the washrooms completely.
8. Clean all windows inside and out.
9. Wash all lockers inside and out.
10. Wash all desktops and chairs.
11. Spot clean walls where dirt or marks appear.
12. Cleaning of light fixtures and light bulb replacement to be determined by priority list issued by the school.

### **B. WINTER PROJECT CLEANING**

1. Deep clean and/or strip and wax cafeteria floors.
2. Clean walls, partitions, and floors in all washrooms and locker rooms.
3. Wash all chalk rails and boards in classrooms.
4. Clean all desktops - office areas.
5. Dust window blinds in office areas.
6. Wash down all furniture office areas.
7. Graffiti removal on desks, washrooms, and lockers as needed.
8. Shampoo or soil extracts all carpet surfaces.

### **C. SPRING PROJECT CLEANING**

1. Clean walls, partitions, and floors in all washrooms and locker rooms.
2. Wash all chalk rails and boards in classrooms.
3. Graffiti removal on desks, washrooms, and lockers where needed.
4. Shampoo or soil extract carpet surfaces where necessary.

## EXHIBIT B - OTHER SPECIFIC REQUIREMENTS

Contractor shall ensure the recruitment, supervision and training of sufficient able personnel to carry out contractor's obligation hereunder. If a contractor has no training policies or manuals, he shall submit a written statement to that effect. The parties recognize that work force stability is essential to perform promptly and adequately contractor's obligations hereunder and that the contractor is responsible for minimizing employee turnover to the extent possible to affect that end.

The Selected vendor shall require all candidates to schedule an appointment at the Hawthorn School District #73 District Office for fingerprinting and criminal background check per *The School Code of Illinois*, 105 ILCS 5/10-21.9. Hawthorn School District #73 will receive the results and provide a copy to the vendor. Furthermore, the Selected vendor is not permitted to employ on the premises of the Hawthorn School District #73 any employee who has been convicted of an offense as described in 105 ILCS 5/21-23a.

For each of the Vendor's employees, the Vendor shall perform periodic checks of the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law (730 ILCS § 152/101et seq.), and the Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS § 154/75-105). All results must be provided to the District.

School District shall reserve the right to require successful contractor to remove from any site any employee of the contractor who shall be deemed incompetent or detrimental to the best interest of Hawthorn School District #73. Due to the fact that cleaning service employees may be performing their duties while students, parents, or activity groups are in the building(s), it is absolutely mandatory that contractor employees be of high moral character and properly attired at all times. It is the responsibility of the contractor to provide company uniforms and photo ID's to all contractor employees and require that they be worn. It is understood that a reasonable time will be allowed for attiring new employees. All uniforms shall be alike in some manner, e.g., color, so as to make all contractor employees readily identifiable.

- A. The Selected contractor shall provide staff to manage Hawthorn School District #73's cleaning services operations and shall supervise all employees.
- B. The Selected contractor shall be responsible for supervising and training personnel. Supervision activities include employee and labor relations, personnel development, and hiring and termination.



- C. The Selected contractor shall comply with all wage and hours of employment regulations and requirements of federal, state and local law.
- D. The Selected contractor must comply with the State of Illinois Minimum Wage Law – 820 ILCS 105/1-15 and pursuant to Public Act 101-0001 during the Term of the Contract or any Renewal Term.

The Selected contractor must: (i) pay its employees no less than the hourly wage indicated on the Bid submitted, which shall not be less than the hourly minimum wage as determined by the State of Illinois (“**Minimum Wage**”) for work performed under the Contract; and (ii) require any subcontractors, sublicensees, or subtenants, to pay their employees no less than the Minimum Wage for work performed under the Contract.

The Minimum Wage must be paid to 1) All employees regularly performing work on property owned or controlled by Hawthorn School District #73 or at a Hawthorn School District #73 jobsite and 2) All employees whose regular work entails performing a service for Hawthorn School District #73 under the Contract.

The term ‘employee’ as used herein does not include persons subject to subsection 4(a)(2), subsection 4(a)(3), subsection 4(d), subsection 4(e), or Section 6 of the Illinois Minimum Wage Law, 820 ILCS 105/1 et seq., in force as of the date of the Contract or as amended. Nevertheless, the Minimum Wage is required to be paid to those workers described in subsections 4(a)(2)(A) and 4(a)(2)(B) of the Illinois Minimum Wage Law.

- E. The Selected contractor shall pay all contractor employees in accordance with the Fair Labor Standards Act and any other applicable statutes.
- F. The Selected contractor and Hawthorn School District #73 recognize that one of the most important elements of a successful cleaning services program is the staff employed to administer the cleaning services program.
- G. The Selected contractor shall instruct its employees to abide by the policies, rules, and regulations, with respect to use of Hawthorn School District #73 premises, as established by Board of Education of Hawthorn School District #73 or its administration and made available electronically to the Selected contractor.
- H. The Selected contractor shall provide Hawthorn School District #73 with a list of its personnel policies and employee handbook.
- I. The Selected contractor shall require all candidates to schedule an appointment at the Hawthorn School District #73 District Office for fingerprinting and criminal background check per *The School Code of Illinois*, 105 ILCS 5/10-21.9. Hawthorn School District #73 will receive the results and provide a copy to the contractor. Furthermore, the Selected contractor is not permitted to employ on the premises of the Hawthorn School District #73 any employee who has been convicted of an offense as described in 105 ILCS 5/21–23a.
- J. For each contractor employee, the Selected contractor shall perform annual checks of the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law (730 ILCS § 152/101 et seq.), and the Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and

Violent Offender Against Youth Community Notification Law (730 ILCS § 154/75–105). All results must be provided to Hawthorn School District #73.

The contractor is also required to perform employment history reviews in accordance with Faith's Law (105 ILCS 5/22-94) and records must be made available upon request to Hawthorn School District #73.

- K. Hawthorn School District #73 shall include a current schedule of employees, positions, assigned locations, hours of work, wages and benefits (as applicable) on Exhibit E which must be used for bid calculation purposes.
- L. **Illinois Fixed Minimum Wage Billback:** Supplemental billing related to the Illinois Mandated Fixed Minimum wage will not be allowable during any applicable Renewal Term. The Selected contractor will take full responsibility for all applicable Minimum Wage Laws and submit a bid accordingly.
- M. The Selected contractor shall maintain the same minimum level of employee positions, hours, wages, and benefits as stipulated on Exhibit E throughout the entire Contract Term, as applicable, unless a reduction in the required levels is authorized by Hawthorn School District #73. The Selected contractor shall provide Hawthorn School District #73 with written notice of any increases in employee positions, hours, wages, and benefits.
- N. In the event a reduction in employee positions, hours, wages, and/or benefits occurs, and such reduction is authorized by Hawthorn School District #73, the Selected contractor shall credit the Hawthorn School District #73's monthly bill/invoice for the exact dollar amount related to the cost of the labor reduction as indicated on Exhibit E for the remainder of the Contract Term and all subsequent Contract Terms, as applicable, including the value of any subsequent and future increases in employee wages and benefits. Such credits shall be termed a Labor Reduction Fee.
- O. The Selected contractor shall ensure that all individuals performing services on the Selected contractor's behalf in or for schools shall be free from communicable diseases, including tuberculosis, and administered a tuberculosis screening test if they have a documented positive tuberculosis screening test result or The Selected contractor shall provide staff to manage Hawthorn School District #73's cleaning services operations and to supervise all employees.
- P. Hawthorn School District #73 may, in its sole discretion, request the Selected contractor to remove any Selected contractor employee who violates health requirements or conducts himself/herself in a manner which is detrimental to the physical, mental, or moral well-being of students or staff, or otherwise violates Hawthorn School District #73 policies, procedures, and practices.
- Q. In the event of the removal or suspension of any employee, the Selected contractor shall immediately restructure its staff without disruption in service.
- R. The Selected contractor shall provide daily, on-site supervisory personnel dedicated solely to Hawthorn School District #73, for the cleaning service. Hawthorn School District #73 retains final approval authority for the Selected contractor's local management position(s).



- S. Contractor's supervisor shall make every effort to see that employees under his supervision at no time are to tamper with, remove or "borrow" the personal property of teachers or students. The same is also to apply to that property and equipment owned by the District. Should an employee of the contractor quit or be terminated, it is the responsibility of the contractor's supervisor to see that any District property, e.g. building keys, be removed from the terminated employee before he/she leaves the building on the last day of employment.
- T. Contractors shall be responsible for implementing a system for all employees to clock in and out everyday. These records should be used for billing purposes and available for inspection by the District Office as requested.
- U. At some time during the period covered by this contractual agreement, it may become necessary to add to or delete from the specifications originally agreed upon between the contractor and Hawthorn School District #73. Should such change(s) be deemed necessary and mutually agreed upon by both parties, a formal written agreement shall be drawn up which explicitly describes any deviation(s) from the original specifications. Incorporated within the agreement shall be the dollar amount adjustment for said change(s). This dollar amount adjustment will be added to or deducted from the original contract price. Such amendment to the original contract will in no way invalidate or make void the terms of the original contract.
- V. In the event a written document as outlined above becomes necessary, it shall be referred to as an amendment to the original contract and will in no way invalidate or make void the terms of the original contract. An authorized official of each party must sign two copies of said amendment. One copy will be given to each party after proper execution and then be considered a part of the original contract.
- W. In the event Contractor breaches any of the provisions of this agreement at any time following the date which services commence hereunder, the District shall provide written notice to the Contractor of the breach. In the event said alleged breach is not remedied within seven (7) days from the date of the notice to the satisfaction of the District, the District may at its discretion give written notice to the Contractor that the District is terminating the Agreement.
- X. The successful Vendor will be liable for the payment of Sales and Use Taxes on the materials, which he purchases for fulfilling this contract. It remains the responsibility of the School District to procure, inventory, dispense, and budget for all cleaning supplies.
- Y. Vendors shall have owned and operated a contract cleaning service serving public school districts for at least the last three (3) years.



**SPECIFIC REQUIREMENTS:** Qualifications should be as thorough and detailed as possible so the District may properly evaluate the Vendor's capabilities to provide the required services. Vendors are required to submit completely the following items:

1. The return of a complete **Bid Form - Exhibit E**, fully responsive as requested.
2. A minimum of five (5) public school customers for whom the company is currently providing custodial services and where production employees are on the vendor payroll. Include the date(s) when service was performed, the school name, address and the name and telephone number of the client contract administrator. At least one (1), preferably three or more, of these references must be from organizations that are of similar size and scope.
3. Evidence of experience in providing facilities management services of the size and scope as described herein; including but not limited to experience in providing quality management personnel, staff training and development programs and clean, safe and efficient facilities.
4. Information about Company organization and background including financial results for at least the past three (3) years may be required under separate cover.
5. Demonstrate the experience of the company in providing quality supportive management services, including, but not limited to, the following areas of emphasis:
  - a. Evidence of satisfactory performance and operation in other similar institutions.
  - b. Experience in providing highly trained and skilled production personnel.
  - c. Motivation programs and other educational program support systems.
  - d. Training and in-service education.
  - e. Ability to support Computerized Maintenance Management Systems, if required.
  - f. Written standards, procedures, schedules and records.
6. Present any other pertinent information, which demonstrates the vendor's capability to successfully provide these services.
7. Identify those capabilities and resources to be provided directly by the contractor's organization as compared to a specified service, provided by a subcontractor. All regular workers must be employees of the Contractor. No subcontracted workers.
8. Provide a listing of customers for whom the company is currently providing custodial, building maintenance, and ground services, and where employees are on the vendors payroll; should the district wish to expand the scope of these specifications.
9. Provide the Health and Dental Insurance packages offered to the staff.

The School District will be responsible for providing necessary cleaning supplies (**Attachment A**) which will include all items for both daily maintenance and periodic project work. The School District will order any and all supplies as needed and have them shipped and billed to the School District. It remains the responsibility of the School District to procure, inventory, dispense, and budget for all cleaning supplies.

Hawthorn School District #73 believes that the necessary equipment should be made available to perform quality cleaning service. A list (Attachment B) of equipment that we believe is the minimum needed to successfully clean the District within the time allotted is included. All necessary equipment will be provided by the District.

Contractor may be requested to submit the following evidence of company's financial ability:

1. Copies of contractor's most recent annual audit including Income Statement and Balance Sheet; if contractor is an individual proprietor or does not have an income statement or balance sheet, a copy of Contractor's Schedule C from contractor's U.S. Income Tax Return showing financial results of contractor's business may be submitted in lieu thereof. Copies of reports for state and federal taxes and Workers Compensation, unemployment, and FICA.
2. Name or names of contractor's principal banks with names of bank officers as references.

As a condition of all bids, the successful contractor shall enter into a written agreement as prepared by the Board of Education which shall incorporate these specifications including but not limited to a provision which would permit the Board of Education or Contractor to cancel this agreement upon 30 days written notice.

The successful Vendor shall submit invoices for services provided on a monthly basis, along with certified payroll documents. Payment to the contractor shall be made monthly after Board approval.

Invoices shall be submitted to:

Accounts Payable, Hawthorn School District #73 at [billing@hawthorn73.org](mailto:billing@hawthorn73.org)  
841 West End Court Vernon Hills, IL 60061

## EXHIBIT C - INSURANCE REQUIREMENTS

All Vendors to be considered will be required to meet the following specific requirements:

**1. A CERTIFICATE OF INSURANCE FROM YOUR INSURANCE CARRIER INCLUDE AS A MINIMUM THE FOLLOWING COVERAGE AND LIMITS OF LIABILITY**

|                                                                                                 | <u><b>Coverage Amount</b></u>                                |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Comprehensive Automobile Liability-<br>Bodily Injury & Property Damage<br>Combined Single Limit | \$1,000,000 Each Occurrence<br>\$2,000,000 General Aggregate |
| Comprehensive General Liability-<br>Bodily Injury & Property Damage<br>Combined Single Limit    | \$1,000,000 Each Occurrence                                  |
|                                                                                                 | <u><b>Statutory</b></u>                                      |
| Worker's Compensation - Employer's<br>Liability                                                 | \$500,000                                                    |
| Excess Liability for all Insurance Risks                                                        | \$10,000,000                                                 |

The insurance company(ies) providing the coverage indicated above must have a "Best" Insurance rating of "A" as a minimum.

All policies will list as additional insured, the Contractor, the District and its Board of Education, both individually and collectively, and all agents, representatives, volunteers and employees of the Contractor and the District. The Certificate shall affirmatively state that the coverage therein shall be primary and non-contributory and shall not be cancelled, modified, or non-renewed without at least a thirty (30) day written notice to the District.



## EXHIBIT D - SCHOOL LISTING/CONTRACTOR STAFF SIZING

| SITE                                        | SQUARE<br>FOOTAGE | ENROLLMENT | NIGHT<br>STAFF | DAY STAFF |
|---------------------------------------------|-------------------|------------|----------------|-----------|
| District Office<br>841 West End Court       | 11,775            | 31         | 0.5            | 0.0       |
| Middle School North<br>201 Hawthorn Parkway | 112,700           | 621        | 4.0            | 1.0       |
| Elementary North<br>301 Hawthorn Parkway    | 68,000            | 369        | 3.0            | 1.0       |
| Townline/Dual Elementary<br>810 Aspen Drive | 131,000           | 714        | 4.0            | 2.0       |
| Elementary South<br>430 Aspen Drive         | 72,000            | 449        | 3.0            | 0.0       |
| Middle School South<br>600 Aspen Drive      | 112,300           | 584        | 3.0            | 1.0       |
| Aspen School<br>500 Aspen Drive             | 73,000            | 314        | 2.5            | 1.0       |
| Young Learners<br>637 Aspen Drive           | 40,974            | 243        | 1.0            | 1.0       |
| Weekend Custodian                           |                   |            |                | 0.5       |
| Floater                                     |                   |            |                | 1.0       |
| Manager (in charge of all<br>staff)         |                   |            |                | 1.0       |
| Total                                       | 621,749           | 3,325      | 21             | 9.5       |

## EXHIBIT E: BID FORM

### 1. BID FORM: LABOR COST

#### REQUIRED LABOR POSITIONS AND PRICING INFORMATION:

| <b>Position<br/>Roles/Duties</b>      | <b>Notes</b>                                                                                                     | <b>Total FTE's</b> | <b>Total<br/>Annual<br/>Hours</b> | <b>Minimum<br/>Hourly Rate</b> | <b>Total<br/>Expense</b> |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------|--------------------------------|--------------------------|
| Crossing<br>Guard / Float<br>Coverage | 8 hour work day-<br>2080 hour base,<br>off 9 minor<br>holidays per<br>person                                     | 1                  | 2,008                             | \$15                           |                          |
| Day Shift<br>Custodian                | 8 hour work day-<br>2080 hour base,<br>off 9 minor<br>holidays per<br>person                                     | 7                  | 14,056                            | \$15                           |                          |
| Evening<br>Custodian                  | 8 hour work day<br>-2080 hour<br>base, off 9 minor<br>holidays, 7<br>holiday break<br>days and 3<br>spring break | 21                 | 35,028                            | \$15                           |                          |
| Custodial<br>Weekend                  | 8 hour work day<br>- 832 hour base,<br>scheduled every<br>Saturday and<br>Sunday day shift                       | 0.5                | 416                               | \$18                           |                          |
| Custodial<br>Manager                  | 8 hour work day-<br>2080 hour base,<br>off 9 minor<br>holidays per<br>person                                     | 1                  | 2,008                             | \$25                           |                          |
| <b>TOTAL<br/>LABOR<br/>COST</b>       | <b>N/A</b>                                                                                                       | <b>30.5</b>        | <b>53,516</b>                     | <b>N/A</b>                     |                          |

Note: Failure to submit a response in a manner that does not allow a clear determination of an exact amount may be considered non-responsive to the required bid elements.

## 2. BID FORM: SUPPLIES, EQUIPMENT, EMPLOYER ANNUAL EXPENSES

### SUPPLIES, EQUIPMENT & ANNUAL EMPLOYER EXPENSES

| Supplies and Equipment Annual Expenses                                                             |                                                                                                                                                                                                                               | Responsible Party    | Bid Expense |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------|
| A.                                                                                                 | Cleaning Supplies (including: mops, floor finish, specific cleaning chemicals and paper products)                                                                                                                             | School District Pays | 0           |
| B.                                                                                                 | General Cleaning Products with Dispenser (such as Pathos Sans which determines cleaning solution volume that is adequate for square footage per building) *Note: Specific products must be green cleaning protocol standards. | Vendor               |             |
| C.                                                                                                 | Equipment (vacuums, buffers, etc.)                                                                                                                                                                                            | Vendor               |             |
| D.                                                                                                 | Equipment maintenance and repair                                                                                                                                                                                              | Vendor               |             |
| <b>Subtotal</b>                                                                                    |                                                                                                                                                                                                                               |                      |             |
| Employer Annual Expenses                                                                           |                                                                                                                                                                                                                               | Responsible Party    | Bid Expense |
| A.                                                                                                 | Payroll Taxes, Workers Compensation, General liability, State & Federal Unemployment, Social Security                                                                                                                         | Vendor               |             |
| B.                                                                                                 | Vacation and Sick Pay                                                                                                                                                                                                         | Vendor               |             |
| C.                                                                                                 | Training Costs (ADA, bloodborne pathogens, asbestos training, Right to Know, immunizations)                                                                                                                                   | Vendor               |             |
| D.                                                                                                 | Employee Group Health Insurance                                                                                                                                                                                               | Vendor               |             |
| E.                                                                                                 | Other Benefits (non-mandatory) Please explain                                                                                                                                                                                 | Vendor               |             |
| F.                                                                                                 | Corporate Overhead and Administrative Fee                                                                                                                                                                                     | Vendor               |             |
| <b>Subtotal</b>                                                                                    |                                                                                                                                                                                                                               |                      |             |
| <b>TOTAL (Supplies and Equipment Annual Expenses Subtotal + Employer Annual Expenses Subtotal)</b> |                                                                                                                                                                                                                               |                      |             |

**GRAND TOTAL (LABOR, SUPPLY, EQUIPMENT & EMPLOYER EXPENSES):** \_\_\_\_\_

\*Note: The District is open and receptive to any additional cost saving measures you would like to include. Please provide details and equated savings.



### 3. BID FORM: ADDITIONAL BUILDING COVERAGE

#### A. Special Request Work

Regular Cost per hour for "special request" work \$\_\_\_\_\_

Overtime Cost per hour for "special request" work \$\_\_\_\_\_

#### B. Building Coverage Work

Regular Cost per hour for "building coverage" work \$\_\_\_\_\_

Overtime Cost per hour for "building coverage" work \$\_\_\_\_\_

### 4. BID FORM: SUPPLEMENTAL INFORMATION

A. Have any customers termed a contract early within the past 3 years? ☐ Yes ☐ No

Please explain if yes is marked:

B. Five (5) school district references for whom you are currently performing cleaning services.

|    | CUSTOMER NAME | CITY | CONTACT PERSON | PHONE NUMBER | YEARS OF SERVICE |
|----|---------------|------|----------------|--------------|------------------|
| A. |               |      |                |              |                  |
| B. |               |      |                |              |                  |
| C. |               |      |                |              |                  |
| D. |               |      |                |              |                  |
| E. |               |      |                |              |                  |

## 5. BID FORM: FINANCIAL INFORMATION

A. Dun & Bradstreet Rating \_\_\_\_\_

B. Insurance Companies "Best" Ratings

Bonding Company \_\_\_\_\_

Property/Liability Company \_\_\_\_\_

Workmen's Comp Company \_\_\_\_\_

C. Bank References: Principal Banks and Names of Bank Officers

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**6. BID FORM: SPECIFIC VENDOR AUTHORIZATION AND INFORMATION**

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PRINCIPAL OFFICER: \_\_\_\_\_

PARTNERSHIP OR CORPORATION UNDER STATE LAWS OF:

\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PERSON TO CONTACT REGARDING THIS BID:

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_



## ATTACHMENT A: OWNER FURNISHED - SUPPLIES

| <b>Supplies Furnished by Owner</b> |                                  |
|------------------------------------|----------------------------------|
| Phosphoric Bowl Cleaner            | Razor Scrapers                   |
| Bowl Cleaner                       | Toy Brooms                       |
| Soft Scour Sponges                 | Counter Brushes                  |
| Bowl Swabs                         | Dust Mop Treatment               |
| Pumice Sticks                      | Terry Toweling                   |
| Cleanser                           | Golden Dust Cloths               |
| Disinfectant                       | Graffiti Remover                 |
| Deodorant                          | Lambswool Duster                 |
| Stainless Steel Cleaner            | Rotary Carpet Cleaner            |
| Rubber Gloves                      | Gum Remover                      |
| Sponges (large yellow)             | Degreaser                        |
| All Purpose Soap                   | Floor Finish                     |
| Spray Bottles & Triggers           | Tile Sealer                      |
| Glass Cleaner                      | Wax Stripper                     |
| Dispensers                         | High Speed Buffing Pads          |
| 24 oz. Cotton Mops                 | Red Buffing Pads                 |
| 24 oz. Rayon Mops                  | Black Strip Pads                 |
| Doodle Bug Holders                 | Drum Pumps (Plastic Siphon Type) |
| Doodle Bug Pads                    | Hand Buckets                     |
| Quick Release Mop Sticks           | Stain Remover                    |
| Dust Pans                          | Extractor Shampoo                |
| Stiff Scrapers 1 1/4"              | Defoamer                         |

\*Note: Specific products must be green cleaning protocol standards.

## ATTACHMENT B: OWNER FURNISHED - EQUIPMENT

| Equipment Furnished by Owner |
|------------------------------|
| Maid Carts                   |
| Buckets and Wringers         |
| Misc. Equipment              |

## ATTACHMENT C: COURTESY 'NO BID' FORM

### DESCRIPTION: HAWTHORN 73 BID FOR CUSTODIAL SERVICES

Vendors choosing not to submit a bid are requested to complete and return only this page to [bids@Hawthorn73.org](mailto:bids@Hawthorn73.org).

Name of Vendor:

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Address:

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Contact Name & Title:

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Signature:

---

Email Address:

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Date:

---



## Contract for Custodial Services

Agreement memorialized this \_\_\_\_\_ day of \_\_\_\_\_, 2026 between:

The Board of Education and

Name: \_\_\_\_\_

Address c/o Selling Agent: \_\_\_\_\_

City/State: \_\_\_\_\_

pursuant to public notice and public bid awarded at a public board meeting held  
on \_\_\_\_\_

1. Contract Document  
The contract documents consist of this Agreement and all documents in "bid Documents" set forth bid instructions and specifications which are incorporated by reference herein.
2. The Seller shall, in accordance with the contract documents, furnish all custodial services and related documentation within the required timelines.
3. The Board of Education shall pay the Seller, for the items awarded the contract sum of \_\_\_\_\_
4. This contract cannot be assigned, or subcontracted to any other party without written authorization from the Board of Education.
- S. The seller certifies that the firm is not barred from bidding on the contract as a result of a conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1961.

Board of Education

Seller

By: \_\_\_\_\_

By: \_\_\_\_\_