

**PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209**  
8601 W. ROOSEVELT ROAD  
FOREST PARK, IL 60130  
708-338-5956

Subject: **Cosmetology Program Services**

Bid#05-2026A

March 30, 2026

Attention All Bidders:

The Board of Education of Proviso Township High Schools District 209 is accepting sealed bids for Cosmetology Program Services for the 2026-2027 and 2027-2028 school years. Specification may be obtained from the Business Office at 8601 W. ROOSEVELT ROAD OR [WWW.PTHS209.ORG](http://WWW.PTHS209.ORG). SEALED BIDS ARE DUE AT 11:00 A.M. ON THURSDAY, APRIL 16, 2026.

A pre-bid meeting is being scheduled **via Microsoft TEAMS** for Thursday, April 10, 2026 at 11:00 a.m. to answer any questions you may have. Link to the pre-bid meeting can be found at [www.pths209.org](http://www.pths209.org) > DISCOVER 209 > Business Office > Request for Bids and Proposals. Potential bidders are highly encouraged to attend.

If interested, please submit your bid no later than 11:00 a.m. on THURSDAY, April 16, 2026. Bids will be publicly opened at 2:00 p.m on THURSDAY, April 16, 2026. You will be notified as soon as a decision has been reached. Forward all bids to:

Proviso Township High Schools District 209  
8601 W. Roosevelt Road  
Forest Park, Illinois 60130  
Attention: Diamond Courts, Business Office

The Board of Education will accept only bids that are clearly marked **“Cosmetology Program Services”** on the outside of the **opaque** envelope. For additional information regarding the bid, please send e-mail me at [dcourts@pths209.org](mailto:dcourts@pths209.org).

Sincerely,  
Diamond Courts

Proviso Township Business Office

**PROVISO TOWNSHIP HIGH SCHOOLS  
8601 WEST ROOSEVELT ROAD  
FOREST PARK, IL 60130-2532  
(708) 338-5956**

Sealed bids will be accepted:

**Cosmetology Program Services**

SUBMIT YOUR BIDS TO THE ATTENTION OF:

Business Office

AT THE ABOVE ADDRESS NOT LATER THAN:

**Thursday, April 16, 2026 - 11:00 A.M.**

**YOUR BID MUST BE SUBMITTED IN A SEALED ENVELOPE CLEARLY MARKED WITH  
YOUR COMPANY NAME AND THE FOLLOWING INFORMATION**

BID NO. 05-2026A

Please complete the following:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number (including area code)

Section I: GENERAL

- A. Bid shall be submitted in an envelope properly marked with the title of bid and bid number.
- B. Seal and deliver your bid to the Business Office on or before the time scheduled for the opening.
- C. Your bid shall be made on the form provided.
- D. Unsigned or late bids will not be considered.
- E. Proviso Township High School District No. 209 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation, and delivery to the school building or District Office as designated on the bid.
- G. Correspondence shall be addressed to the Business Manager.
- H. Bids are available for inspection in the Business Office after award of orders.
- I. A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing issuance of contracts in the State of Illinois, including the rules and regulations of the *Illinois Human Rights Act*, as well as local regulations and laws. Each bidder shall be required to comply with all applicable provisions of the “Wages of Employees on Public Works Act” (Prevailing Wage Act, Ill. Stat. 48, Section 39s-1 et. seq.) and with all applicable provisions of the “Preference to citizens on Public Work Projects Act” (Ill. Rev. Stat. 48, Section 269, et. seq.). If during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, owner will notify contractor and each subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by the contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum. Contractor shall protect, defend, indemnify and hold owner harmless for any claims or demands made as a result of contractor’s failure to comply with this paragraph.
- J. Bid price to remain firm for ninety (90) days from date of bid opening.
- K. Each bid must be accompanied by a Certificate of Eligibility to Bid, certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Criminal Code of 1961 or a conviction or admission of guilt which is a matter of record for bribing or attempting to bribe an officer of the State of Illinois. The Certificate of Eligibility to Bid form is included within the bid documents. No bid will be considered responsive unless accompanied by a signed Certificate of Eligibility to Bid.

- L. Each bid from a Contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. Each bid from an individual must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The Certificates of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid will be considered responsive where applicable. The contract awarded shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made a false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.
  
- M. Each bid must be accompanied by a certificate regarding a sexual harassment policy certifying that the bidder has a written sexual harassment policy that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the Illinois Human Rights Act and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; states that anyone filing a complaint will be protected against retaliation.

**1. ERRORS AND OMISSIONS**

All proposals shall be submitted with each space properly completed. The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in 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 meaning, he shall advise the Business Manager, or the District's designee, who will issue the necessary clarifications to all prospective Bidders by means of addenda.

**2. WITHDRAWAL OF BIDS**

Bids may be withdrawn by letter, email, or in person prior to the time and date established for the opening of bids.

**3. INVESTIGATION OF BIDDERS**

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

**4. RESERVATION OF RIGHTS BY THE DISTRICT**

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

**5. EXCEPTIONS**

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

**6. SIGNATURE CONSTITUTES ACCEPTANCE**

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

**7. EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this contract (whether or not Federal funds are involved) the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.
- C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor or as otherwise provided by Law.
- G. The Contractor shall include the provisions of paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agent may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

**8. COMPLETION DELIVERY TIME**

If delivery time will exceed thirty days after receipt of a purchase order, state the delivery time by the respective item in the "Description" column.

**9. EVALUATIONS**

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the Board of Education: (1) an equal or alternate is a satisfactory substitute, (2) an early delivery date is entitled to more consideration than price, (3) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (4) a bidder is not a responsible bidder and should be disregarded, and (5) what exceptions or deviations from written specifications will be accepted

**10. PUBLIC BID OPENING**

Bidders and other interested parties are cordially invited to be present at the public bid opening to be held at the District's Business Office. Bids will be publicly opened and bid results announced. Awards, however, will not be made until after the staff has made a thorough analysis of all bids. Bid awards will be officially made at a subsequent meeting of the Board of Education.

**11. RESERVATION OF RIGHTS BY THE DISTRICT**

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

**Section II: General Specifications**

**Bid Specifications: Cosmetology Program  
Partnership Proviso Township High School District  
209 Program Year: 2026–2028**

Student Seat Request

Program	Quantity	Unit Cost	Total
Cosmetology	15	\$_____	\$_____

First-Year Student Kit (Include only for new students – paid for by District 209)

Program	Description of Kit Items Included	Quantity	Unit Cost	Total
Cosmetology	Mannequin heads, shears, clippers, curling iron, combs/brushes, apron, carry case, textbook, etc.	15	\$_____	\$_____

Additional Fees (Optional, if applicable)

Fee Type	Description	Quantity	Unit Cost	Total
Clinical Lab Fee	For hands-on training or salon use	15	\$_____	\$_____
Licensing/Testing Fee	Application for IL state licensure	15	\$_____	\$_____
Transportation/Other Fee	If applicable	15	\$_____	\$_____

Total Bid Summary

Category	Total
New Student Tuition & Kit	\$_____
Returning Student Tuition	\$_____

Additional Fees (if any) \$ \_\_\_\_\_

Total Bid Amount \$ \_\_\_\_\_

Notes:

- Vendor must be an Illinois-licensed cosmetology/barber school.
- Program must lead to licensure by the Illinois Department of Financial and Professional Regulation (IDFPR).
- Students must be able to earn required hours outlined by the district each of the four quarters in each school year.
- Program should be structured for high school scheduling (e.g., afternoon/evening, weekends, or summer sessions).
- The district is open to transporting students to the vendor's facility.
- There will be opportunities provided by Proviso Township District 209 to participate in district career fairs or host "Family Nights."
- All costs listed must be inclusive (no hidden fees).
  1. Rationale: Covers instruction required for students to complete 1,500 clock hours toward Illinois licensure.
  2. Rationale: Supports continued instruction toward completion of the program and licensure.
  3. Rationale: Covers instruction required for students to complete 1,500 clock hours toward Illinois licensure.
  4. Rationale: Supports continued instruction toward completion of the program and licensure.
  5. Rationale: Provides essential tools and supplies needed to begin hands-on training in accordance with industry and state board requirements.
  6. Rationale: Provides essential tools and supplies needed to begin hands-on training in accordance with industry and state board requirements.
  7. Rationale: Covers facility and equipment use for student clinical experience.
  8. Rationale: Covers mandatory state examination and license application costs for student certification.
  9. Rationale: Supports logistical needs for student participation, if applicable.
  10. Rationale: Includes both training and equipment needed for licensure preparation.
  11. Rationale: Supports completion of second-year training hours toward licensure.
  12. Rationale: Accounts for additional program-related costs as required.
  13. Rationale: Total investment needed to fulfill program goals

**APPENDIX A:  
COURSE STUDY**

It shall be the responsibility of the Contractor, to have available on file, a written course of study specific course details which shall describe the 1500-hour cosmetology program. Each semester the Contractor shall also provide District 209 with copies of unit tests which will be administered to the students during the 240-hour instructional phase of the program. The Contractor shall have this same course of study in writing, approved, in keeping with the Cosmetology, Esthetics, and Nail Technology Act of 1985, 22ILCS 410/1-1 et seq. District agreed number of hours of programming shall be provided as part of the course in a single school year.

The following topics shall be included in the instructional program with instruction hours as shown below:

<u>Subject</u>	<u>Hours</u>
Hairdressing	550
Hair Treatments	500
Facials	50
Sanitation	200
Related Electives	200
<b>Total Hours</b>	<b>1500</b>

During the first year of the two-year instructional program, there shall be a minimum of 240 of basic classroom instruction by qualified license cosmetology instructor. The additional 1260 hours will be in combination of specialized instruction, class demonstrations, and clinical work. The total two-year program shall provide a minimum of 1500 hours of instructional and clinical work. Students will be required to schedule complete 40 hours prior to the first day of the school year. Students will gain approximately 736 hours during the instructional year, and an additional 19 hours available by completing hours during the breaks, holidays, and some online projects. Students who fall behind will be placed on probation, and those unable to recover required hours may not continue in the program the following semester.

Throughout the two-year instructional program there shall be appropriate tests administered by the Contractor. Students must achieve an 80% grade on each test. A student not attaining at least an 80% score shall be provided additional supports and instruction and shall be required to retake the test before advancing in the unit. The district supervisor-coordinator must be informed of the students' progress in the instructional program, the schedule of test and test results.

## APPENDIX A:

### 1<sup>st</sup> Year Cosmetology Kits

*\*Brand names may change, and all substitutes and costs will be itemized and transparent.*

<b>COSMETOLOGY KIT</b>
Andis BGRV Detachable Blade Clipper
Andis T-Outliner Trimmer
Babybliss Blow Dryer
Brushes
Mirror
Black Cosmetology Bag
12 oz. Spray Bottle
Butterfly Clips , Duck bill Clips
Box each of All-purpose Combs and Rat tale combs
3 Mannequins
16 dozen tension rollers
Color set
Babybliss Flat Irons Set
Equipment Bag
Mannequins Stand
Textbooks
CIMA Online Access
Uniform
Manicure Set
Make up set with Brushes set
Shampoo Capes (Chemical and Dry)
Rubber Bands, Bobby Pins
Timer, Spray bottles
Shear and Razer Kit
Carbon Combs Set
Heat Resistance Comb Set
*brand names may change



**BID FORM**

TO: Proviso Township High Schools District 209  
8601 West Roosevelt Road  
Forest Park, IL 60130-2532  
Attn: Diamond Courts, Business  
Office

FROM: \_\_\_\_\_  
(Name of Bidder)

**Cosmetology Program Bid** \$\_\_\_\_\_

Describe any other benefits to offer:  
\_\_\_\_\_  
\_\_\_\_\_

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

\_\_\_\_\_  
Contact Name Signature

\_\_\_\_\_  
Address Email Address

\_\_\_\_\_  
City, State, Zip Code Title

\_\_\_\_\_  
Telephone Number and Fax Number Date

If NO BID is your response, please see  
COURTESY NO BID Response Questionnaire

**COURTESY NO BID RESPONSE QUESTIONNAIRE**

If you are not submitting a price on this bid, District No. 209 would like your input as to why you are not bidding. Please indicate your reason and return by Bid Due Date to:

Proviso Township High Schools  
8601 West Roosevelt Road  
Forest Park, IL 60130-2532  
Attention: Business Office  
(708) 338-5956

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

- Previous commitments, too busy
- Too small a job/order
- Too large a job/order
- Our firm not suited for this type of work
- Do not like to bid
- Could not schedule site examination
- Do not want to be bonded for this job
- Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
By Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

**CERTIFICATE OF ELIGIBILITY TO BID**

\_\_\_\_\_ (contractor/vendor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

\_\_\_\_\_  
Contractor/Vendor

By: \_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

(Individual Vendor)

**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**

\_\_\_\_\_(Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_  
Individual Vendor

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

\_\_\_\_\_  
Date

**(Vendors With 25 or More Employees)**

**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**

\_\_\_\_\_(Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_  
Vendor

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CERTIFICATE REGARDING  
SEXUAL HARASSMENT POLICY**

\_\_\_\_\_ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

\_\_\_\_\_  
Name of Contractor

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date