



J. STERLING MORTON HIGH SCHOOL DISTRICT 201

5801 W. Cermak Rd, Cicero, Illinois 60804

PH: 708-780-2870

May 28th, 2026

Dear Vendor:

The Board of Education of J Sterling Morton High School District 201 is soliciting sealed bids for custodial supplies for the 2026- 2027 school year. The purpose of this transmittal is to invite you to bid on the project and provide you with the necessary instructions, specifications and reply to forms.

Included are the "Project Specifications and Bid Reply Sheets", three "Affidavit/Certification Sheets" and a "Vendor Information Sheet". Each should be completed in detail, signed, and returned in a sealed envelope **clearly** marked, **"Sealed Bid – Custodial Supplies"**.

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

Bids are due on or before TUESDAY JUNE 9TH, 2026 at 10:00 a.m. CST and will be opened and publicly read at that time or shortly thereafter in the Business Office, 5801 W. Cermak Rd., Cicero, Illinois 60804.

If you have any questions regarding this bid, please contact me at 708-780-2870.

Sincerely,

Nick Valderas
Business Manager

Attachments: General Conditions & Instructions to
Bidders Affidavit and Certification
Certificate of Compliance
Bid Reply Sheet
Vendor Information Sheet

Invitation to Bid For: Custodial Supplies

GENERAL CONDITIONS & INSTRUCTIONS TO BIDDER

I. GENERAL

- A. Bid shall be submitted in an envelope plainly marked with the title of the bid, and date and time of opening.
- B. Sealed and delivered to the Business Office on or before the time scheduled for the opening.
- C. Your bid shall be made on this form.
- D. Unsigned or late bids will not be considered.
- E. J. Sterling Morton High School District 201 is not subject to Federal Excise Tax or Illinois Retailer Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation and delivery to the school building as designated on the bid.
- G. Correspondence shall be addressed to the Business Office.
- H. Bids are available for inspection in the Business Office by appointment after award of orders.
- I. Oral, telephone, telegraphic or facsimile transmitted bids will not be accepted.

II. ERRORS AND OMISSIONS

All proposals shall be submitted on the forms provided 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 the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, (s)he shall advise the Director of Business Services who will issue the necessary clarification to all prospective bidders by means of addendum.

III. FIRM BID

All bids will be considered to be firm for a period of one-year (365) days from the date established for the bid opening.

IV. WITHDRAWAL OF BIDS

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

V. 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 service or supplies similar to that included in this 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.

VI. MODIFICATION

These documents shall constitute the entire agreement between the parties upon award of the contract. No change in, addition, or waiver of terms, conditions, and specifications shall be binding on the Board of Education unless approved in writing by the Board. Any change, addition, or amendment of the terms shall be tendered in the bid envelope with an explanation of the proposed change.

VII. 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 that bid which is considered to be in the best interest of the district. Any such decision shall be considered final.

VIII. COMPLIANCE WITH LEGISLATION

- A. It shall be mandatory upon the contractor(s) to whom the contract is awarded and upon any subcontractor thereof to pay, where applicable, to all laborers, workmen and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor.
- B. It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act (Chapter 68, 1-101, et seq., Ill. Rev. Stat.) and further that (s)he will comply with all provisions of the Illinois Human Rights Act including, but not limited to, rules and regulation of the Illinois Human Rights Act.
- C. It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act. Every party to a public contract and every eligible bidder must have a

written sexual harassment policy that shall include, 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. The contractor's internal complaint process including penalties;
5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission; and
7. Protection against retaliation as provided by Section 6-101 of the Human Rights Act. The contractor must provide a copy of such written policy to the Department of Human Rights upon request.

IX. SIGNATURE CONSTITUTES ACCEPTANCE

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

X. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid. The work shall be performed and/or materials supplied in accordance with the specifications as indicated in the Bid Specifications.

XI. 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, sex, color, or national origin. Such action shall include by 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 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 furnish all information and reports required by Executive order No. 11246 of September 24, 1965, and by 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.

- D. In the event of the contractor's non-compliance 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.
- E. The contractor shall include the provisions of paragraph A through D in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to 204 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 agency 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.

XII. COMPLETION DELIVERY TIME

Delivery must be made as specified on the dates indicated in the Bid Specifications. All prices must be quoted F.O.B. destination. Shipments shall become property of consignee after delivery and acceptance.

XIII. EVALUATION & AWARD OF BID

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 specifications.

The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.

XIV. ASBESTOS MATERIALS

Any materials used in this project shall be asbestos free and shall not contain "asbestos containing building materials" as defined by Federal Regulations A.H.E.R.A., EPA, and Illinois Department of Public Health.

XV. INSURANCE REQUIREMENTS

All insurance coverage shall be provided by Illinois insurance companies' policyholder ratings no lower than "A" and financial ratings not lower than "V" in the Best's Insurance Guide's latest edition in effect as of the date of the contract. The insurance carrier must give the School District thirty (30) day notice of cancellation. J. Sterling Morton High School, District No, 201 must be named as additional insured.

XVI. DELIVERY POINT

Delivery point shall be made to the following address when specific locations are not indicated in the bid specification section of this document:

Morton High School Warehouse
5319 West 25th Street
Cicero, Il 60804

XVII. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not you are bidding all items must be entered in the appropriate section of the Bid Form before signing and submitting your bid.

XVIII. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, action suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason or any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss or use thereof:
- C. Caused in whole or part by any act, error or omissions by the contractor or any sub-contractor or anyone directly or indirectly employed by any to them regardless of whether or not it is caused by a part to be indemnified hereunder.
- D. Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

- E. Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

XIX. DEFECTIVE WORKMANSHIP

The Contractor agrees to protect the District against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transport or delivery.

XX. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the bidder's risk of untimely receipt by the school district. **Bids submitted by facsimile or via e-mail will not be considered.**

XXI. DRUG FREE WORKPLACE

The Illinois Drug Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.311) applies to this contract and it is necessary to comply with the provisions of the "Act" if the contractor is a corporation, partnership, or other entity (including a sole proprietorship), which has 25 or more employees. By submission of a bid to be considered for award and by execution of the contract in an amount of \$5,000 or more, the contractor certifies that it will provide a drug free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the contractor's workplace; specifying the actions that will be taken against employees for violations of such prohibition; and notifying the employee, that, as a condition of employment on such contract the employer shall abide by the terms of the statement, and notifying the employer of any criminal drug stature conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- B. Establishing a drug free awareness program to inform employees about the dangers of drug abuse in the workplace; the contractor's policy of maintaining a drug free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations.
- C. Providing a copy of the statement required by subparagraph (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.
- D. Notifying the Department within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of the conviction of an employee for a violation of any criminal drug statute occurring in the workplace.

- E. Imposing or requiring, within thirty (30) days after receiving notice from an employee of a conviction or actual notice of such a conviction, an appropriate personnel action, up to and including termination, or the satisfactory participation in a drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.
- F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- G. Making a good faith effort to continue to maintain a drug free workplace.

XXII. NON-COLLUSION AFFIDAVIT

STATE OF ILLINOIS

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) **SS.**

)

COOK COUNTY

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

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

Bidder or Agent

For _____
Firm or Corporation

Subscribed and sworn to before me this _____ day of _____, 2026

My Commission Expires: _____

Signature of Notary Public: _____

XXIII. CERTIFICATION

The bidder hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signature

VENDOR'S CERTIFICATIONS
Illinois Drug-Free Workplace Act

BUSINESS NAME: _____ DATE: _____, 2026

BUSINESS ADDRESS: _____

TELEPHONE: _____ FAX: _____

ILLINOIS DRUG-FREE WORKPLACE ACT

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

_____ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313).

_____ Having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313) that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certify that the bidder is not eligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

BY:

(Signature)

(Typed or Printed Name of Signer)

(Typed or Printed Title of Signer)

ATTEST:

(If a corporation)

(Typed or Printed Name of Signer)

(Typed or Printed Title of Signer)

Date

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

_____(Contractor), does hereby certify pursuant to P.A. 87-1257, the Illinois Human Rights Act, that (he, she, it) has adopted a written sexual harassment policy that includes at the minimum the following information: (I) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human rights Act.

By: _____

Its: _____

Date: _____

CUSTODIAL SUPPLIES BID

I. INVITATION TO BID:

The Board of Education of J. Sterling Morton High School District 201, Cicero, Illinois seeks bids from potential suppliers for Custodial Supplies.

Sealed proposals for the items described herein will be received at the District Office of J. Sterling Morton High School District 201, Attention: Mr. Nick Valderas, Business Manager 5801 W. Cermak Rd. Cicero, Illinois 60804 until 10:00 a.m. CST on TUESDAY JUNE 9TH, 2026. Bid opening will be shortly after.

II. FURTHER INFORMATION:

Further information may be obtained from J. Sterling Morton High School District 201 Office. Please call (708) 780-2870.

III. REJECTION OF BIDS:

The School Board reserves the right to reject any and all proposals and waive all irregularities. (See General Conditions Section VII and XIII)

IV. BID AWARD:

It is anticipated that the J. Sterling Morton High School District 201 Board of Education will award the bid at the next regular Board Meeting.

V. BID SPECIFICATIONS:

Each bidder must meet the bid specifications as described on the **attached one specification sheet (Reply Sheet)**.

Prices must include all shipping or delivery charges for delivery of goods to all of Morton High School Campuses.

Vendors must supply samples and manufacturing letters where requested for the bid to be considered a legal bid. All samples and letters must be here at the time of the bid opening.

VENDOR INFORMATION SHEET

Vendor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Return Bid in Sealed Envelope Marked: Custodial Supplies

Addressed to: Nick Valderas
Business Manager
J. Sterling Morton High School
5801 W. Cermak Rd
Cicero, Il 60804

All Bids Due: 10:00 a.m. CST – TUESDAY June 9TH, 2026

Submittal Check List

Remember to submit the following items with your bid.

- ☐ Page 9 Non-Collusion Affidavit signed and notarized.
- ☐ Page 10 Certification signed.
- ☐ Page 11 Vendor's Certifications for Illinois Drug Free Workplace Act signed by representative and Attest.
- ☐ Page 12 Certificate of Compliance with Illinois Human Rights Act
- ☐ Page 14 Vendor Information Sheet
- ☐ Bid Reply Sheet completed