



EAST AURORA
SCHOOL DISTRICT 131

Custodial Equipment and Supplies
Bid #2022-1

Bid Due: Thursday, May 12, 2022 9:30 a.m.
East Aurora School District 131
Administrative Center
310 Seminary Ave.
Aurora, IL 60505

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EAST AURORA SCHOOL DISTRICT 131

PUBLIC BID NOTICE #2022-1
CUSTODIAL EQUIPMENT AND SUPPLIES

Notice is Hereby Given that the Board of Education for Aurora East School District #131 will receive bids for Custodial Equipment and Supplies. Sealed bids will be accepted up to but not later than Thursday, May 12, 2022 9:30 a.m. in the Board Room. Bids received after that date and time will not be considered and will be returned unopened.

Bids will be opened and publicly read aloud at the 131 Administrative Center, 310 Seminary Avenue, Aurora, Illinois 60505 at Thursday, May 12, 2022 9:30 a.m. All sealed bids are to be mailed/delivered to the 131 Administrative Center, 310 Seminary Avenue, Aurora, Illinois 60505 to the attention of Rachel Wisniewski, Assistant Director of Finance. It is strongly recommended that bids are mailed U.S.P.S. (not Fed-Ex or UPS).

Prospective bidders may obtain bid documents from the district website at <https://www.d131.org/business-office/bidding/>. For information regarding this request, please contact the district via email at bids@d131.org.

All bids are to be enclosed in a sealed envelope clearly marked "Bid #2022-1 – Custodial Equipment and Supplies," and should be delivered to:

Attention:

Rachel Wisniewski
Assistant Director of Finance
East Aurora School District 131
Administrative Center
310 Seminary Ave
Aurora, IL 60505

All bids must conform to and be responsive to the bid specifications and be on the bid forms provided by the School District. The District is not responsible for errors or misinterpretations resulting from the use of incomplete bidding documents. Questions regarding the bid documents are to be submitted to the district bids@d131.org no later than Friday, May 6, 2022 9:30 a.m.

The East Aurora School District 131 Board of Education reserves the right to accept or reject any or all bids, to waive irregularities, and to make all decisions in the best interest of the School District.

EAST AURORA SCHOOL DISTRICT 131

BID INVITATION

The Board of Education for the Aurora East School District # 131 (the "School District") will receive sealed BIDs for **Custodial Equipment & Supplies** as described herein and subject to the conditions hereinafter stipulated until Thursday, May 12, 2022 9:30 a.m. at which time they will be publicly opened and read aloud at the Administrative Center, 310 Seminary Ave, Aurora, IL 60505. BIDS SENT BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED. The Board of Education does not accept or assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a proposal has been received by The School District before the deadline. Bids received after the time specified in this BID Invitation will not be considered.

Prospective bidders may obtain bid documents from the district website at <https://www.d131.org/business-office/bidding/> . For information regarding this request, please contact the district via email at bids@d131.org .

All BIDs are to be enclosed in an opaque, sealed envelope clearly marked. The name and address of the bidder must be clearly printed on the outside of the envelope. Bids must be submitted as follows:

#2022-1 Custodial Equipment and Supplies

East Aurora School District 131
Administrative Center
310 Seminary Ave
Aurora, IL 60505

The School District reserves the right to reject any or all bids in whole or in part or to accept that which is in the best interest of the School District. The award of a Contract shall be based on the amount of the bid, experience, reputation, and the financial stability of the Contractor as well as strict compliance with the format, terms and conditions of this proposal. A contract will be awarded only after a formal notice is given to a vendor as determined by the Board of Education. The Board of Education reserves the right to waive any and all formalities.

BACKGROUND

EAST AURORA SCHOOL DISTRICT 131

East Aurora School District 131 is located in Kane County, approx. 40 miles west of Chicago and serves the portions of the City of Aurora and the Village of Montgomery. The District was organized in 1898 and serves grades K-12. The District operates 2 pre-schools (child development centers), 1 STEAM (grades K-2), 12 elementary schools, 1 Magnet (grades 3-8), 3 middle schools and 2 high schools (one extension high school), and 2 affiliated schools.

District 131 has a Five-year Strategic Plan which states the following:

Our Mission: *To educate and empower all students to reach their full potential.*

Our Vision: *Our graduates will be confident and productive global citizens committed to improving their community.*

Strategic Goal #1, Equity: *East Aurora School District 131 will meet the diverse needs of all students by ensuring a safe and inclusive learning environment.*

Strategic Goal #2, Operational Excellence: *East Aurora School District 131 will align and utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability.*

Strategic Goal #3, Collaborative Leadership: *East Aurora School District 131 will engage in the continuous cycle of improvement through collaborative, student-focused, and data-driven leadership teams who will monitor and communicate at all levels.*

Strategic Goal #4, Student Achievement: *East Aurora School District 131 will ensure the academic success of all students by closing the opportunity gap.*

INFORMATION FOR BIDDERS

SECTION I

1. Notice is hereby given that sealed proposals for all material or services outlined on the attached listing for the East Aurora School District #131, Aurora, Illinois (the "School District") shall be received at the Administrative Center, 310 Seminary Avenue, Aurora, IL 60505, on or before Thursday, May 12, 2022 9:30 a.m., at which time they will be opened and read aloud. **BIDS SENT BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED.** The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the School District **before the specified deadline.** **Bids received after the time specified in the Invitation to Bid will not be considered.**

2. BID DOCUMENTS

Bidding Documents consist of Instructions to Bidders, Specifications and Bid Forms and may be obtained on or after Wednesday, April 27, 2022 9:00 a.m. on our website www.d131.org/bidding.

Bidders shall carefully examine the entire contents of Bidding Documents to become thoroughly familiar with all requirements. The submission of a Bid will constitute an inconvertible representation by the Bidder that the Bidding Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions.

A complete set of Bidding Documents shall be used in preparing Bids. The School District does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

The School District, in making copies of Bidding Documents available on the above terms, does so for the purpose of obtaining bids on the work and does not confer a license or grant for any other use.

3. SUBMISSION OF BID

Bids shall be complete and properly executed, and when required, accompanied by proper bid security. Bids shall be submitted on the Bid Form included in this packet (or an exact photocopy or facsimile thereof). All bids shall be submitted with each space properly completed. Bidders will be held strictly to the bids as submitted, including, but not limited to, all math calculations or mistakes. The submission of a proposal by a bidder will be construed as an indication that he is fully informed as to the extent and character of the materials or service required and can offer the material or services satisfactorily in compliance with the specifications. Bids containing clauses, phrases or other alterations which modify the enclosed Bid Form shall be cause for rejection. Bids shall be signed with the name typed below the signature.

Where Bidder is a corporation, Bids must be signed with the legal name of the corporation followed by name of the State of Incorporation and legal signature of an officer authorized to bind the corporation to a contract.

Submit bids in a sealed envelope. Identify the envelope with: (1) Project name, (2) the School District's name and address, (3) name of bidder, (4) type of bid, and (5) BID ENCLOSED. Bids may not be modified after submittal. Bidders may withdraw bids at any time before bid opening, but any resubmission must be received by the bid opening. No telephonic bid, facsimile or electronic bid will be accepted.

4. EXAMINATION OF SPECIFICATIONS

Each bidder shall acquaint himself with the conditions as they exist so that he may be completely familiar with the conditions pertinent to the fulfillment of the work required under this contract. Bidders shall also thoroughly examine all contract documents. The failure of any bidder to exercise his privileges of the foregoing will in no way relieve the bidder from any obligation with respect to his bid.

5. ADDENDA

Should a bidder find, during the examination of the Bidding Documents, any discrepancies, omissions, ambiguities, or conflicts in or among the Bidding Documents, or should he be in doubt as to their meaning, he shall at once bring the questions to the attention of the School District for answer and interpretation. The School District will review the questions, and where information sought is not clearly shown on the Bidding Documents or specified, the District will issue an addendum to all bidders of record in which the interpretation will be made. The School District will make no interpretations orally and only instructions in writing will be deemed valid. The School District will not be responsible for any oral instructions. **All questions must be submitted in writing before Friday, May 6, 2022 9:30 a.m., so necessary addenda can be delivered.** Questions may be submitted to bids@131.org. All bidders must supply an email address for the delivery of any Addenda. It is the responsibility of the bidders to be certain they have received the issued Addenda.

6. QUALIFICATIONS OF BIDDER

- a) The bidder shall furnish the District with three (3) references, indicating the company/entity name, address, phone number and contact person.

Bidders must have the personnel, facilities, equipment, financial resources, and time to perform the services required under this contract.

- b) The successful bidder must agree to assist the School District staff in evaluating the efficiency and effectiveness of resource allocation.
- c) The School District may take such investigations as deemed necessary to determine the ability of the bidder to perform the work.

7. DELIVERY OF MATERIALS:

- a) Purchase orders for custodial supplies sent on a monthly basis on average.
- b) All deliveries of supplies will be unloaded and delivered by the bidder's staff or freight company's staff.
- c) All orders must be acknowledged with an order confirmation within 48 business hours upon receipt of purchase order.
- d) Delivery must be made to locations specified on the purchase order within five (5) working days upon receipt of the purchase order.

8. The bidder shall furnish all materials and labor required to complete the bid specifications to owner's satisfaction. The bid proposal shall include freight and/or cartage for any delivery.

9. AWARD OF CONTRACT

It is the intent of the School District to award a contract to the lowest responsible, responsive bidder meeting specifications which is in the best interest of the School District as determined by the Board of Education. The Board of Education reserves the right to award each item/category to different bidders or all items to a single bidder. The bidder acknowledges the right of the School District to reject any and all bids and to waive informality or irregularity in any bid received. Any such decision shall be considered final. The School District further reserves the right to disregard all non-conforming, non-responsive or conditional Bids. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

While the financial responsibility of the bidder is a significant concern, the board is equally concerned with the proven ability of the bidder to satisfactorily perform its contract so that the service will be provided, or project will be completed in accordance with the proposed contract documents.

- **Trash Can Liners:** It is the intent of the East Aurora Board of Education to award to the lowest responsible bidder
- **Paper Products & Dispensers:** It is the intent of the East Aurora Board of Education to award to the lowest responsible bidder
- **Hand Soap & Dispensers:** It is the intent of the East Aurora Board of Education to award to the lowest responsible bidder
- **Feminine Products & Dispensers:** It is the intent of the East Aurora Board of Education to award to the lowest responsible bidder
- **Cleaning Supplies:** It is the intent of the East Aurora Board of Education to award to the lowest responsible bidder

10. COMMUNICATIONS

All communications, requests, questions, and so forth, shall be addressed to the district at bids@d131.org.

11. QUOTATIONS AND BIDS

The contractor/vendor certifies that the contractor is not barred from bidding on the contract as a result of conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1962.

12. EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

During the performance of this contract, the vendor agrees to the following:

a) The vendor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act. The contractor will take affirmative action to insure the applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act. Such action will 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 by the contractor setting for the provisions of the nondiscrimination clause.

Contractor hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended from time to time, and that the contractor and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act. The contractor shall maintain, and require that its subcontractors maintain, policies of equal employment, which shall prohibit discrimination against any employee or applicant for employment on any of the grounds set forth above. Contractors and all subcontractors shall comply with all requirements of the Act and of the rules of the Illinois Department of Human Rights with regard to posting information on employee's rights under the Act.

b) The contractor will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military

service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act.

c) The contractor will cause the foregoing provisions to be inserted in all Sub-contracts for any work covered by this contract so that such provisions will be binding upon each sub-contractor, provided that the foregoing provisions shall not apply to contracts or sub-contractors for standard commercial supplies or raw materials.

d) In case of conflicting provisions, the conditions contained in this document shall prevail over the standard general conditions; special conditions, if any, shall prevail over these general conditions; and drawings and specifications shall prevail over general and special conditions.

13. SEXUAL HARASSMENT POLICY:

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the contractor and each subcontractor shall adopt and maintain written sexual harassment policies 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/subcontractor's internal complaint process, including penalties;
- (5) The legal recourse, investigative and complaint process available through the Department and Commission (of Human Rights);
- (6) Directions on how to contact the Department and the Commission; and
- (7) Protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the owner or the architect on request.

14. INSURANCE

A Certificate of Insurance shall be maintained by the Contractor during the execution of the Contract and until such time as it is complete. The School District shall be issued a copy of this certificate in its name and shall also be named as "Additionally Insured" on said Certificate with the insurance being primary and any insurance maintained by the School District shall be excess. A copy of the actual endorsement showing the School District as additional primary insured is to be supplied to the School District within sixty (60) days of contract award. The total amount of insurance required is \$1,000,000 in all areas with the exception of Workers' Compensation which is to be at \$500,000 and Excess Liability Umbrella Form as shown on Certificate of Insurance which is to be in the amount of \$10,000,000. The additional insured provisions for The School District shall insure members of the Board of Education, its officers, employees and agents in all of their official capacities. Such insurance shall be deemed primary to any other collectable insurance. Any policy of insurance must contain a provision for providing a 30 day cancellation notice to The School District.

15. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the School District, its officers, employees, servants and agents, from and against all claims, actions, suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including legal fees incurred by the School District arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of 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 of use thereof:

- 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 or acts of the Contractor or its employees or agents.

16. Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to the items listed for bidding will be entertained from either party.

17. Bidders shall not include taxes in their quotations, which school districts are not subject to; namely, Retailers Occupation Tax (both State and Local), Sales Tax of any kind, Service Use Tax, and any other such applicable tax.

18. Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.

19. 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 section 33E-4 (Bid Rotating) or the Illinois Criminal Code or 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.

20. 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 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 (30 ILCS 1 et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled

substance in the performance of the contract and that the contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

21. The successful bidder must enter into the agreement in the form included in the Bid Document.

22. DEPARTMENT OF LABOR STANDARDS:

The Contractor shall comply with all applicable laws and regulations including, but not limited to U.S. Department of Labor and Illinois Department of Labor standards, Equal Employment Opportunity requirements, the "Illinois Prevailing Wage Act" (820 ILCS 130/0.01 et. seq.), the "Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 et. seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.) and the Illinois Drug Free Workplace Act (30 ILCS 580/1) as much as if bound to or repeated in the contract General Conditions.

The successful bidder, where applicable, shall comply with all mandates of the Prevailing Wage Act, including submission with all invoices and or pay requests a monthly certified payroll to the School District, accompanied by a certification that the records are true and accurate, the hourly rate paid to each worker is no less than the applicable prevailing wage and that the contractor is aware that knowingly filing a false certified payroll is a Class B misdemeanor. Also, in accordance with the Prevailing Wage Act any contractor or sub-contractor, or agent or representative thereof, doing public work who neglects to keep, or cause to be kept, an accurate record of the names, occupation and actual wages paid to each laborer, worker and mechanic employed by him, in connection with the public work, or who refuses to allow access to same at any reasonable hour to any person authorized to inspect same under this Act is guilty of a Class A misdemeanor, which has a penalty of imprisonment of up to one year.

23. CRIMINAL BACKGROUND CHECKS:

In accordance with section 10-21.9 of the Illinois School Code, the School District, in conjunction with the Illinois Department of Law Enforcement, is required to obtain a criminal background check for all employees working on school grounds who may come in contact with students. As a condition for any employee of the successful bidder performing services on any school grounds, the successful bidder must submit a list of such employees, with the information required to be submitted to the Department of Law Enforcement, and a signed consent from each such employee authorizing the investigation. Suppliers agree to execute any forms or documents required for this purpose.

25. The successful bidder shall, as contemplated by Section 10-20.40 of the Illinois School Code, certify to the School District:

(a) whether the bidder is certified by a certifying agency in the State of Illinois as (or eligible to be certified as) a minority owned business, a female owned business, or a business owned by a person or persons with disabilities as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act [30 ILCS 575/1 et.seq.]; and

(b) whether the bidder is a locally owned business.

For purposes of compliance with this section a "locally owned business" means a business concern where the management or daily business operations are located within a 10 mile radius of the Administrative Offices of District 131.

SECTION II

TERMS OF CONTRACT:

It is the intent of the Board of Education to award a contract **Monday, June 20, 2022 with the contract taking effect Thursday, July 1, 2022 continuing through Sunday, June 30, 2023** with the option to extend (1) year additional year. If all conditions are met during this period of time, this contract can be extended, if funding is available for up to one additional year by the Board of Education and the Contractor by an amendment referencing agreed upon terms. The Board of Education reserves the right to terminate the Contract for convenience upon 90 days prior written notice, in whole or in part at any time, when in the best interest of the School District without penalty recourse.

SIGNATURE ON BIDS:

All signatures on bid documents shall be that of an authorized representative of said company. All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable. Each bidder, by making his/her bid, represents that he/she has read and understands the bidding documents. Bidder must include Contractors Certification with sealed bid. Contractors Certification must be signed by Contractor and Notary Public.

BID WITHDRAWAL:

A bidder may withdraw a bid by letter, telegram, facsimile, or in person before the designated time for opening bids. A bidder shall not be permitted to withdraw a bid for any reason after the designated time for opening bids.

PRICES and PAYMENT:

Prices for any and all products and/or Services will be at the prices set out in Bid. The prices indicated on the Bid Tabulation Pages shall not be increased for the duration of this Contract.

Price increases for Year 2 and beyond cannot exceed The Consumer Price Index for Urban Consumers – ALL annual rates for December of the previous calendar year.

A price increase will be considered by the Board of Education when the Bidder can show cause substantiating the need for an increase and will be allowed only at the Board of Education's sole discretion. Prices as stated must be complete for the product/services offered and shall include all associated costs, **including delivery**.

Payment will be made only after correct presentation of claim forms or invoices as may be required and in accordance with the Illinois Local Government Prompt Payment Act [50 ILCS 505/1].

Payments of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with the contract specifications.

SECTION III

Bid Instructions

1. All locations on Attachment A will utilize the Custodial Equipment & Supplies contract.
2. The bid specifications & bid form have been separated into the following categories on the attached Excel spreadsheet:
 - Trash Can Liners
 - Paper Products & Dispensers
 - Hand Soap & Dispensers
 - Feminine Products & Dispensers
 - Cleaning Supplies:
 - Cleaning Towel Product
 - Hand Gloves
 - Floor Cleaning Products
 - Miscellaneous Cleaning & Maintenance Product

It is the intent of the School District to award a contract in each category to the lowest responsible, responsive bidder meeting specifications which is in the best interest of the School District as determined by the Board of Education.
3. Chemical Products must comply with the District 131 Standards for Green Cleaning as outlined in the District 131 Board Policy 4:150 and the Green Cleaning Schools Act 105 ILCS 140
4. Categories/Items requiring samples have been marked by an "X".

Required samples are to be delivered to:

Administrative Center
Attn: Rachel Wisniewski
310 Seminary Avenue
Aurora, IL 60505
5. Samples are due by the bid opening date of Thursday, May 12, 2022

Please submit a bid in writing by the bid due date.
6. If you need samples of the trash can liners we currently use, you may contact the Building & Grounds Assistant Director, Jesse Vargas, 310 Seminary A411 Hill Avenue, Aurora, IL. Office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.
7. Trash Can Liners, Feminine Products & Paper Products must be shipped directly to the Building & Grounds Department only.
8. Chemical Products & Hand Soap can be drop shipped to each location listed on the purchase order throughout the district. (See attachment A for facility addresses)
9. Cleaning Supplies can be drop shipped to each location listed on the purchase order throughout the district. (See attachment A for facility addresses)

SECTION IV

BIDDER'S NAME: _____

BIDDER'S ADDRESS: _____

BIDDER'S TELEPHONE NUMBER: _____

BIDDER'S FAX NUMBER: _____

BIDDER'S EMAIL ADDRESS: _____

Receipt of Addenda:

The undersigned acknowledges receipt of Addenda as listed below and represents that any additions to, modifications to, or deletions from the work specified, as called for in these Addenda, are included in the base bid and/or the alternates.

ADDENDUM NUMBER**DATE**_____

References

1.
Company Name: _____

Contact Name: _____

Phone Number: _____

Address: _____

2.
Company Name: _____

Contact Name: _____

Phone Number: _____

Address: _____

3.
Company Name: _____

Contact Name: _____

Phone Number: _____

Address: _____

SECTION IV (continued)

WE, THE UNDERSIGNED, SUBMIT THE ABOVE PRICE QUOTATIONS AS FIRM BIDS TO THE OFFICE OF THE ASSISTANT SUPERINTENDENT FOR FINANCE, EAST AURORA SCHOOL DISTRICT 131 WITH THE UNDERSTANDING THAT SAID DISTRICT BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS. QUOTATIONS SHALL INCLUDE FREIGHT OR CARTAGE FOR SUCH DELIVERY TO OUR BUILDINGS OR OTHER DESIGNATED AREAS AS SPECIFIED.

BY: _____

TITLE: _____

DATE: _____

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

Name of Bidder (Please Print): _____

Submitted by (Signature): _____

Date: _____

SECTION IV (continued)

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Name of Bidder (Please Print): _____

Submitted by (Signature): _____

Date: _____

The undersigned hereby certifies that having submitted in bid proposal to School District 131 that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87-1275.

Name of Bidder (Please Print): _____

Submitted by (Signature): _____

Date: _____

SECTION IV (continued)

The undersigned, which has 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 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.

Name of Bidder (Please Print): _____

Submitted by (Signature): _____

Date: _____

The undersigned hereby certifies he has read, understands, and agrees that acceptance by East Aurora School District 131 of the Bidder's offer by issuance of a Purchase Order will create a binding contract.

Name of Bidder (Please Print): _____

Submitted by (Signature): _____

Date: _____

ATTACHMENT A
FACILITY ADDRESSES

Child Service Center	1480 Reckinger Rd., Aurora, IL 60505
Early Childhood Center	278 Indian Trail, Aurora, IL 60505
Benavides Kindergarten Center	250 E. Indian Trail, Aurora, IL 60505
Allen Elementary School	700 S. Farnsworth Ave., Aurora, IL 60505
Bardwell Elementary School	550 S. Lincoln Ave., Aurora, IL 60505
Beaupre Elementary School	954 E. Benton St., Aurora, IL 60505
Brady Elementary School	600 Columbia St., Aurora, IL 60505
Dieterich Elementary School	1141 Jackson St., Aurora, IL 60505
Gates Elementary School	800 Seventh Ave., Aurora, IL 60505
Hermes Elementary School	1000 Jungels Ave., Aurora, IL 60505
Johnson Elementary School	1934 Liberty St., Aurora, IL 60505
Krug Elementary School	240 Melrose Ave., Aurora, IL 60505
Oak Park Elementary School	1200 Front St., Aurora, IL 60505
O'Donnell Elementary School	1640 Reckinger Rd., Aurora, IL 60505
Rollins Elementary School	950 Kane St., Aurora, IL 60505
Fred Rogers Magnet Academy	157 N. Root St., Aurora, IL 60505
Cowherd Middle School	441 N. Farnsworth Ave., Aurora, IL 60505
Simmons Middle School	1130 Sheffer Rd., Aurora, IL 60505
Waldo Middle School	56 Jackson St., Aurora, IL 60505
East Aurora High School	500 Tomcat Ln., Aurora, IL 60505
East Aurora Extension	1685 N. Farnsworth Ave., Aurora, IL 60505
Administrative Service Center	310 Seminary Ave., Aurora IL 60505
Buildings & Grounds Service Center	411 Hill Ave., Aurora, IL 60505

Bid Form: D131 Custodial Supplies

Trash Can Liner Products

BLACK OR CLEAR PLASTIC CAN LINERS as specified. Must be shipped to the Building & Grounds Department Only.

ITEM #	DESCRIPTION	Manufacturer Item Number	Unit Size	Sample	Unit/Price	Number of Feet/Roll	Case Wt.	Price per Unit or PK or Case	Estimate Yearly QTY	Total Annual Cost
1	Size: 40" x 46" Fits up to 45 Gallon, 1.5 Mil, Dry Load: 75, Wet Load: 36 - Black - 100 Bags per Case, Star-Seal Bottom. High Molecular Polyethylene (Reprocessed Products Not-Acceptable)			X					200,000 Units	
2	Size: 30" x 36" Fits up to 30 Gallon, .90 Mil, Dry Load: 56, Wet Load: 25 - Black - 100 Bags per Case, Star-Seal Bottom. High Molecular Polyethylene (Reprocessed Products Not-Acceptable)			X					200,000 Units	

Paper Products

TOILET PAPER - PAPER TOWEL AND DISPENSERS AS SPECIFIED OR EQUIVALENT

THE SUCCESSFUL BIDDER WILL BE RESPONSIBLE FOR THE REPLACEMENT AND INSTALLATION OF ALL TOILET PAPER DISPENSERS. Paper Products Must Be Shipped to the Building & Grounds Department Only.

ITEM #	DESCRIPTION	Manufacturer Item Number	Unit Size	Sample	Unit/Price	Number of Feet/Roll	Case Wt.	Price per Unit or PK or Case	Estimate Yearly QTY	Total Annual Cost
1	Jumbo Jr bath tissue (Toilet Paper), 2-ply White, 3.5" x 1000 linear ft./roll. Facial Quality, Recycled, 25% post-consumer content minimum.			X		1000 linear ft./roll.			16,000 Units	
1A	Universal Dispensers for item #1, Jumbo Jr. bath tissue, Dual roll capacity, High-impact plastic. Color: Smoke/grey, See-through Low-tissue indicator, Hinged open operation. Must be capable of accepting any mfg. tissue product. ADA compliant. Provide extra keys and parts as needed. KEY SHOULD BE COMPATIBLE WITH ROLL TOWEL DISPENSER LOCK.			X					1000 units to start then as needed	
2A	Universal Roll Towel Dispenser for item #2, Hands Free Flat Sheet Dispenser - Single sheet dispensing, touch-less. Dispenses both Air-Laid and Hardwound roll towels, High-impact plastic. Color: Smoke/grey, See-through Low-tissue indicator, Hinged open operation. Must be capable of accepting any mfg. roll towel product. ADA compliant. Provide extra keys and parts as needed. KEY SHOULD BE COMPATIBLE WITH TOILET PAPER DISPENSER LOCK.			X					300 units to start then as needed	
3	Roll towels, 8"x800 linear ft. Recycled, 25% post-consumer content minimum. Natural			X					14,400 Units	
3A	Universal Roll Towel Dispenser for item #3, Hands Free Flat Sheet Dispenser - Single sheet dispensing, touch-less. Dispenses both Air-Laid and Hardwound roll towels, High-impact plastic. Color: Smoke/grey, See-through Low-tissue indicator, Hinged open operation. Must be capable of accepting any mfg. roll towel product. ADA compliant. Provide extra keys and parts as needed. KEY SHOULD BE COMPATIBLE WITH TOILET PAPER DISPENSER LOCK.			X					300 units to start then as needed	

Bid Form: D131 Custodial Supplies

Hand Soap Products

HAND SOAP - HAND SANITIZER AND DISPENSERS AS SPECIFIED OR EQUIVALENT

SUCCESSFUL BIDDER WILL BE RESPONSIBLE FOR THE REPLACEMENT AND INSTALLATION OF ALL HAND SOAP DISPENSERS.

Hand Soap & Hand Sanitizer may be drop shipped to the location indicated on the Purchase Order

ITEM #	DESCRIPTION	Manufacturer Item Number	Unit Size	Sample	Unit/Price	Number of Feet/Roll	Case Wt.	Price per Unit or PK or Case	Estimate Yearly QTY	Total Annual Cost
1	Deb Fresh Foam Hand Soap, 1-Liter Cartridge, or equivalent			X			N/A		1200 CS	
1A	Dispenser for item #1, Deb ProLine Curve Foam Soap Dispenser, capable of accepting 1 Liter cartridges, Hand Soap Dispenser for item #1, Manual push. Provide extra keys and parts as needed. Color: Smoke/grey			X			N/A		1100 units to start then as needed	
2	Deb Instant FOAM Non-Alcohol Hand Sanitizer - 1-Liter Cartridge, Or equivalent			X			N/A		300 CS	
2A	Dispenser for item #2, Deb ProLine Curve Foam Hand Sanitizer Dispenser, capable of accepting 1 Liter cartridges, Hand Sanitizer Dispenser for item #2, Manual push. Provide extra keys and parts as needed. Color: White			X			N/A		150 units to start then as needed	
3	Deb Instant Alcohol Hand Sanitizer - 1-Liter Cartridge, Or equivalent			X			N/A		300 CS	
3A	Dispenser for item #3, Deb ProLine Curve Foam Hand Sanitizer Dispenser, capable of accepting 1 Liter cartridges, Hand Sanitizer Dispenser for item #3, Manual push. Provide extra keys and parts as needed. Color: White			X			N/A		150 units to start then as needed	

Feminine Products

FEMININE PRODUCTS & DISPENSERS AS SPECIFIED OR EQUIVALENT. Must be shipped to the Building & Grounds Department Only.

ITEM #	DESCRIPTION	Manufacturer Item Number	Unit Size	Sample	Unit/Price	Number of Feet/Roll	Case Wt.	Price per Unit or PK or Case	Estimate Yearly QTY	Total Annual Cost
1	Gards Maxi Pads (248) - Feminine Pad or equivalent			X	N/A	N/A	N/A		75,000 Units	
2	Hospital Specialty Tampons, Original, Regular Absorbency or equivalent.			X			N/A		75,000 Units	
1A & 2A	Hospesco EV2 FREE Dispenser, capable of accepting and dispensing for free Gard's Maxi Pads (248) and Hospital Specialty Tampons. Dispenser for item # 1 & 2, or equivalent. Provide extra keys and parts as needed.		N/A	N/A			N/A	N/A	10 Units	
3	Waxed Liners for single Unit Sanitary Receptacles. 500 per Case. Hospital Spec Co. KL/260 11 3/4" x 7 5/8" x 5 1/2" or equivalent			N/A					10 CS	
3A	Receptacle for item # 3. Sanitary Napkin Receptacle, Rectangular, Stainless Steel, 1gal			N/A					25 Units	

Cleaning Supplies

Cleaning Supplies may be drop shipped to the location indicated on the Purchase Order

CLEANING TOWEL ITEMS AS SPECIFIED OR EQUIVALENT

ITEM #	DESCRIPTION	Manufacturer Item Number	Unit Size	Sample	Unit/Price	Number of Feet/Roll	Case Wt.	Price per Unit or PK or Case	Estimate Yearly QTY	Total Annual Cost
1	Multi-Surface Microfiber Towel, Size: Large, 16" x 16", Color: Red		Pack of 12	N/A					1400 PKS	
2	Cotton Ribbed Terry Bar Towel - 16" x 19" 18 oz. White 100%		Pack of 12	N/A					600 PKS	
3	Cotton Automotive Shop Rags - 14" x 14" - 25 Lbs. Cases		25 Lbs. Unit	N/A					5 CS	
4	Stretch'n Dust, Light Duty Dust Cloth, Color: Light Yellow, Size: 24" x 24"		150 per case	N/A					75 CS	

Bid Form: D131 Custodial Supplies

HAND GLOVES ITEMS AS SPECIFIED OR EQUIVALENT

ITEM #	DESCRIPTION	Manufacturer Item Number	Unit Size	Sample	Unit/Price	Number of Feet/Roll	Case Wt.	Price per Unit or PK or Case	Estimate Yearly QTY	Total Annual Cost
1	Nitrile Exam Glove, [non-latex], Powder Free, Color: Blue, Size: Small		1000/1case	N/A					250 CS	
2	Nitrile Exam Glove, [non-latex], Powder Free, Color: Blue, Size: Medium		1000/1case	N/A					500 CS	
3	Nitrile Exam Glove, [non-latex], Powder Free, Color: Blue, Size: Large		1000/1case	N/A					500 CS	
4	Nitrile Exam Glove, [non-latex], Powder Free, Color: Blue, Size: X-Large		1000/1case	N/A					500 CS	
5	Latex Rubber Glove, Reusable Cleaning Gloves		2 pairs/ pack	N/A					25 PKS	
6	Utility Work Gloves, Size: Medium		2 pairs/ pack	N/A					100 PKS	
7	Utility Work Gloves, Size: Large		2 pairs/ pack	N/A					100 PKS	
8	Utility Work Gloves, Size: X-Large		2 pairs/ pack	N/A					100 PKS	

FLOOR CLEANING ITEMS AS SPECIFIED OR EQUIVALENT

ITEM #	DESCRIPTION	Manufacturer Item Number	Unit Size	Sample	Unit/Price	Number of Feet/Roll	Case Wt.	Price per Unit or PK or Case	Estimate Yearly QTY	Total Annual Cost
1	Heavy Duty Scrub Sponge, Pad, 9"x6"		3 Per Pack	N/A					100 PKS	
1A	Scrubbing Pad Size: 14" x 28" Red		5 per case	N/A					50 CS	
2	Scrubbing Pad, Size: 20", Color: Blue		5 per case	N/A					100 CS	
3	Scrubbing Pad, Size: 20", Color: Red		5 per case	N/A					100 CS	
4	Scrubbing Pad, Size: 20", Color: Green		5 per case	N/A					100 CS	
4A	Stripping Pad, Size 14" x 28" Maroon IBM		10 per case	N/A					25 CS	
5	Stripping Pad, Size: 20", Color: Black		5 per case	N/A					100 CS	
6	Polishing Buffing Pad, Size: 20", Color: White		5 per case	N/A					100 CS	
7	Polishing Buffing Pad, Size: 26", Color: White		5 per case	N/A					100 CS	
8	Hog Hair Floor Burnishing Pads, Size: 20", Color Natural		5 per case	N/A					100 CS	
9	Hog Hair Floor Burnishing Pads, Size: 26", Color Natural		5 per case	N/A					100 CS	
10	Doodlebug Hi Pro Pad 8550, 4.6"x10" Black Floor Stripper Pad		5 per case	N/A					50 CS	
11	Doodlebug Hi Pro Pad 8550, 4.6"x10" Blue Floor Scrubber Pad		5 per case	N/A					50 CS	
12	Utility Pad Holder Doodlebug Pads		20 per case	N/A					100 CS	
13	Map Bucket w/ Wringer, 28 Quart, Color: Yellow		1 UNIT	N/A					25 Units	
14	Commercial Microfiber Map 18", microfiber map pads		1 UNIT	X					300 Units	
15	Commercial Microfiber Map 20", microfiber map pads		1 UNIT	X					300 Units	
16	Commercial Micro Fiber Map 36", map pads		1 UNIT	N/A					300 Units	
17	Commercial Micro Fiber Map 60", map pads		1 UNIT	N/A					300 Units	
18	Commercial Side Gate Wet Map Handle, 54"		1 UNIT	N/A					125 Units	
19	Commercial Snap-On Fiberglass Dust Map Handle, 60"		1 UNIT	N/A					125 Units	
20	Commercial Snap-On Wire Dust Map, Frame 24"		1 UNIT	N/A					150 Units	
21	Commercial Snap-On Wire Dust Map, Frame 36"		1 UNIT	N/A					150 Units	
22	Commercial Snap-On Wire Dust Map, Frame 60"		1 UNIT	N/A					150 Units	
23	Twisted Loop Synthetic Dust Map, Color: Blue, 24"		1 UNIT	X					500 Units	
24	Twisted Loop Synthetic Dust Map, Color: Blue, 36"		1 UNIT	N/A					500 Units	
25	Twisted Loop Synthetic Dust Map, Color: Blue, 60"		1 UNIT	N/A					300 Units	
26	Wet Map Handle, Commercial Gripper, Wet Map Handle, 60", Color: Gray		1 UNIT	N/A					100 Units	
27	Quick Connect Wet/Dry Single Sided Frame, Color: Yellow, Size: 18"		1 UNIT	N/A					100 Units	

Bid Form: D131 Custodial Supplies

MISCELLANEOUS CLEANING AND MAINTENANCE ITEMS AS SPECIFIED OR EQUIVALENT										
ITEM #	DESCRIPTION	Manufacturer Item Number	Unit Size	Sample	Unit/Price	Number of Feet/Roll	Case Wt.	Price per Unit or PK or Case	Estimate Yearly QTY	Total Annual Cost
28	Finishing Wet Mop, Commercial Large Finishing Wet Mop. Blend of Rayon, Polyester & Acrylic, 24 oz., Color: White		12 per case	X					20 CS	
29	Loop End Synthetic Mop Head, 5" Headband, Large, Color: Blue		12 per case	X					120 CS	
30	12" Synthetic Angle Broom, Color: Yellow		1 UNIT	N/A					150 Units	
31	18" Lambs Wool Applicator w/ 48" Handle		1 UNIT	N/A					100 Units	
32	18" Lambs Wool Applicator Refills		1 UNIT	N/A					100 Units	
1	Housekeeping Commercial Extra Utility Cart: Generic Utility Cart		1 UNIT	N/A					15 Units	
2	Commercial Toilet Brush with Plastic Handle		1 UNIT	N/A					125 Units	
3	Toilet Seat Cover - Disposable, Half-Fold		Pack of 250	N/A					5 PKS	
4	Urinal Screen, Cherry Fragrance, Red		12 per case	N/A					200 CS	