

**Request for Bid Q01133
Furnish All Necessary Supplies, Labor & Equipment for
Professional Janitorial Services for the Facilities Department at Harper College
Addendum #1
November 8, 2023**

All changes to the Request for Bid (RFB) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their bid submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of any addenda may cause the bid to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following questions received:

1. Can the 10% bid deposit be from a business check?
Response: No, bid deposit needs to be a bid bond, cashier's check or a certified check.
2. Is the subcontractor page (Pg. 32) required since we are not subcontracting any of that work?
Response: It can be left blank if no subcontractors are going to be utilized. Note: There is a 30% BEP participation goal established for this contract. All BEP forms need to be completed and returned with your bid submission.
3. Is the cleaning staff required to be present in the building during the entire (8) hours indicated in the contract?
Response: The manhours worked will be up to the Contractor ensuring that the facility meets the daily standard of cleaning.
4. The bid deposit is 10% of the annual cost for both facilities. Is that correct?
Response: Bid security in the form of a bid bond in an amount equal to 10 percent (10%) of the aggregate of the Base Bid amount and all Alternate Bid amounts shall be submitted with the bid for the first year.
5. What is the current monthly cost for both facilities?
Response: Please refer to the attached current contract.
6. Who is the current vendor and for how long?
Response: Please refer to the attached current contract.
7. What are the current vendor's daily, weekly, and monthly rates?
Response: Please refer to the attached current contract.
8. What crew size is the current vendor using at Harper College Learning & Career Center?
Response: The College will not provide that information at this time.
9. What crew size is the current vendor using at Harper College Professional Center?
Response: The College will not provide that information at this time.
10. Can you please breakdown and provide the exact square footage for carpet vs tile at each facility?

Response: Please refer to the attached document with square footage on each room. The highlighted rooms are the hard surface areas and note the total square footage at the top of page for each location. Please refer to pg. 16 of the request for bid document for the total square footage of each location.

11. Do you accept certified bank check or a cashiers check in lieu of a bid bond?

Response: Yes

12. Are we bidding this as if we were going to be cleaning the Harper College Learning Center & Career Center 5 days a week or 2 days a week?

Response: Base bid for Learning & Career Center is for 5 days a week. Base bid for Harper Professional Center is for 2 days a week. Please be sure to include rates under Option 1 and Alternative Bid for both locations. Please note the College reserves the right to increase the number of days at the Harper Professional Center should our requirements change. You will be compensated for the increase based on the daily rates provided on the bid form.

13. Can you please clarify what percentage of BEP participation is required? The statement below has conflicting information.
Contract Goal to be Achieved by Vendor: This solicitation includes a specific BEP participation goal of 30% of the total dollar amount awarded to MBEs and FBEs, with at least 50% of the total dollar amount awarded to FBEs.

Response: Although this is not a requirement there is a 30 percent aspirational goal on the contract. It is preferred that 30% goal is achieved equally by MBE and FBE vendors. However, the College will accept any combination of participation you are able to achieve.

14. Could Harper College please provide a square footage breakdown of tile vs carpet for each of the two buildings of service? If possible, could the College also provide the quantity of chairs and furniture to be shampooed annually?

Response: Please refer to the attached document with square footage on each room. The highlighted rooms are the hard surface areas and note the total square footage at the top of page for each location.

Sincerely,

Nathan Chung
Purchasing Specialist
Purchasing@harpercollege.edu.

Harper College Professional Center

Indicates
 Tile Total Tile
 Surface 1813 sq ft

| BUILDING | FLOOR | ROOM# | SQFT | USAGE |
|----------|-------|-------|------|------------------|
| HPC | 1 | 101 | 723 | Corridor |
| HPC | 1 | 102 | 914 | Classroom |
| HPC | 1 | 103 | 1183 | Office |
| HPC | 1 | 104 | 169 | Office |
| HPC | 1 | 105 | 130 | Office |
| HPC | 1 | 106 | 161 | Office Service |
| HPC | 1 | 107 | 60 | Public Restroom |
| HPC | 1 | 108 | 35 | Public Restroom |
| HPC | 1 | 109 | 102 | Central Computer |
| HPC | 1 | 110 | 263 | Conference Room |
| HPC | 1 | 111 | 199 | Public Restroom |
| HPC | 1 | 112 | 195 | Public Restroom |
| HPC | 1 | 113 | 43 | Custodial Closet |
| HPC | 1 | 114 | 236 | Corridor |
| HPC | 1 | 115 | 216 | Corridor |
| HPC | 1 | 116 | 274 | Office |
| HPC | 1 | 117 | 759 | Classroom |
| HPC | 1 | 118 | 773 | Classroom |
| HPC | 1 | 119 | 776 | Classroom |
| HPC | 1 | 120 | 773 | Classroom |
| HPC | 1 | 121 | 815 | Classroom |
| HPC | 1 | 122 | 818 | Classroom |
| HPC | 1 | 123 | 779 | Classroom |
| HPC | 1 | 124 | 779 | Classroom |
| HPC | 1 | 125 | 202 | Public Restroom |
| HPC | 1 | 126 | 201 | Public Restroom |
| HPC | 1 | 127 | 496 | Unit Storage |
| HPC | 1 | 128 | 917 | Corridor |
| HPC | 1 | 129 | 1370 | Corridor |
| HPC | 1 | 130 | 970 | Corridor |
| HPC | 1 | 131 | 468 | Corridor |
| HPC | 1 | 132 | 166 | Corridor |
| HPC | 1 | 133 | 142 | Corridor |
| HPC | 1 | 134 | 284 | Corridor |
| HPC | 1 | 135 | 383 | Lounge |
| HPC | 1 | 136 | 434 | Corridor |
| HPC | 1 | 137 | 814 | Classroom |
| HPC | 1 | 138 | 940 | Classroom |
| HPC | 1 | 139 | 939 | Classroom |
| HPC | 1 | 141 | 187 | Unit Storage |
| HPC | 1 | 150 | 458 | Public Waiting |
| HPC | 1 | 151 | 162 | Office |

| | | | | |
|-----|---|-----|-----|------------------|
| HPC | 1 | 152 | 118 | Office |
| HPC | 1 | 153 | 153 | Office |
| HPC | 1 | 154 | 441 | Classroom |
| HPC | 1 | 155 | 161 | Office |
| HPC | 1 | 157 | 172 | Corridor |
| HPC | 1 | 158 | 80 | Office |
| HPC | 1 | 159 | 103 | Office Service |
| HPC | 1 | 160 | 81 | Office |
| HPC | 1 | 162 | 82 | Central Computer |
| HPC | 1 | 164 | 153 | Corridor |
| HPC | 1 | 165 | 509 | Study Room |
| HPC | 1 | 166 | 330 | Corridor |
| HPC | 1 | 167 | 856 | Corridor |
| HPC | 1 | 168 | 290 | Corridor |
| HPC | 1 | 169 | 83 | Mechanical Space |
| HPC | 1 | 170 | 0 | Condo |
| HPC | 1 | 171 | 0 | Condo |
| HPC | 1 | 172 | 0 | Condo |
| HPC | 1 | 173 | 0 | Condo |
| HPC | 1 | 174 | 0 | Condo |
| HPC | 1 | 175 | 0 | Condo |
| HPC | 1 | 176 | 0 | Condo |
| HPC | 1 | 177 | 0 | Condo |
| HPC | 1 | 178 | 0 | Condo |
| HPC | 1 | 179 | 0 | Condo |
| HPC | 1 | 180 | 0 | Condo |
| HPC | 1 | 182 | 239 | Corridor |
| HPC | 1 | 198 | 253 | Leased |
| HPC | 1 | 201 | 439 | Corridor |
| HPC | 1 | 212 | 333 | Office |
| HPC | 1 | 213 | 194 | Conference Room |
| HPC | 1 | 214 | 82 | Office |
| HPC | 1 | 215 | 84 | Office |
| HPC | 1 | 216 | 84 | Office |
| HPC | 1 | 217 | 83 | Office |
| HPC | 1 | 218 | 118 | Public Restroom |
| HPC | 1 | 219 | 114 | Public Restroom |
| HPC | 1 | 220 | 48 | Unit Storage |
| HPC | 1 | 221 | 616 | Class Laboratory |
| HPC | 1 | 222 | 599 | Class Laboratory |
| HPC | 1 | 223 | 654 | Class Laboratory |
| HPC | 1 | 224 | 654 | Class Laboratory |
| HPC | 1 | 230 | 0 | Condo |
| HPC | 1 | 231 | 0 | Condo |
| HPC | 1 | 232 | 0 | Condo |
| HPC | 1 | 233 | 0 | Condo |
| HPC | 1 | 234 | 0 | Condo |

| | | | | |
|-----|---|-----|-----|-----------------|
| HPC | 1 | 235 | 0 | Condo |
| HPC | 1 | 236 | 0 | Condo |
| HPC | 1 | 237 | 0 | Condo |
| HPC | 1 | 238 | 0 | Condo |
| HPC | 1 | 239 | 0 | Condo |
| HPC | 1 | 240 | 0 | Condo |
| HPC | 1 | 241 | 0 | Condo |
| HPC | 1 | 245 | 64 | Corridor |
| HPC | 1 | 246 | 252 | Office |
| HPC | 1 | 247 | 560 | Office Service |
| HPC | 1 | 248 | 134 | Office |
| HPC | 1 | 249 | 268 | Office |
| HPC | 1 | 255 | 40 | Shell Space |
| HPC | 1 | 256 | 339 | Shell Space |
| HPC | 1 | 258 | 69 | Shell Space |
| HPC | 1 | 260 | 112 | Shell Space |
| HPC | 1 | 262 | 138 | Shell Space |
| HPC | 1 | 263 | 159 | Shell Space |
| HPC | 1 | 265 | 96 | Public Waiting |
| HPC | 1 | 266 | 143 | Public Waiting |
| HPC | 1 | 267 | 522 | Meeting Room |
| HPC | 1 | 268 | 146 | Conference Room |
| HPC | 1 | 269 | 160 | Office |
| HPC | 1 | 270 | 138 | Office |
| HPC | 1 | 271 | 137 | Office |
| HPC | 1 | 272 | 127 | Office |
| HPC | 1 | 273 | 71 | Office |
| HPC | 1 | 274 | 71 | Office |
| HPC | 1 | 275 | 84 | Corridor |
| HPC | 1 | 276 | 267 | Classroom |
| HPC | 1 | 277 | 864 | Classroom |
| HPC | 1 | 280 | 29 | Shell Space |
| HPC | 1 | 281 | 209 | Shell Space |
| HPC | 1 | 282 | 115 | Shell Space |
| HPC | 1 | 283 | 139 | Shell Space |
| HPC | 1 | 284 | 177 | Shell Space |
| HPC | 1 | 285 | 49 | Shell Space |
| HPC | 1 | 286 | 92 | Shell Space |
| HPC | 1 | 287 | 24 | Shell Space |
| HPC | 1 | 288 | 117 | Shell Space |
| HPC | 1 | 289 | 152 | Shell Space |
| HPC | 1 | 290 | 134 | Shell Space |
| HPC | 1 | 300 | 42 | Shell Space |
| HPC | 1 | 301 | 230 | Shell Space |
| HPC | 1 | 302 | 85 | Shell Space |
| HPC | 1 | 303 | 145 | Shell Space |
| HPC | 1 | 304 | 116 | Shell Space |

| | | | | |
|-----|---|------|-----|------------------|
| HPC | 1 | 305 | 155 | Shell Space |
| HPC | 1 | 306 | 81 | Shell Space |
| HPC | 1 | 307 | 29 | Shell Space |
| HPC | 1 | 308 | 17 | Shell Space |
| HPC | 1 | 309 | 194 | Shell Space |
| HPC | 1 | 310 | 46 | Shell Space |
| HPC | 1 | 311 | 65 | Shell Space |
| HPC | 1 | 312 | 56 | Shell Space |
| HPC | 1 | 313 | 174 | Shell Space |
| HPC | 1 | 314 | 137 | Shell Space |
| HPC | 1 | 315 | 52 | Shell Space |
| HPC | 1 | 316 | 305 | Shell Space |
| HPC | 1 | 317 | 101 | Shell Space |
| HPC | 1 | 318 | 129 | Shell Space |
| HPC | 1 | 319 | 46 | Shell Space |
| HPC | 1 | 320 | 46 | Shell Space |
| HPC | 1 | 321 | 46 | Shell Space |
| HPC | 1 | 322 | 545 | Shell Space |
| HPC | 1 | 150A | 45 | Public Restroom |
| HPC | 1 | 157A | 40 | Unit Storage |
| HPC | 1 | 164A | 39 | Unit Storage |
| HPC | 1 | 165A | 43 | Public Restroom |
| HPC | 1 | 166A | 62 | Mechanical Space |
| HPC | 1 | 169A | 258 | Corridor |
| HPC | 1 | 171A | 0 | Condo |
| HPC | 1 | 171B | 0 | Condo |
| HPC | 1 | 175A | 0 | Condo |
| HPC | 1 | 175B | 0 | Condo |
| HPC | 1 | 178A | 0 | Condo |
| HPC | 1 | 180A | 0 | Condo |
| HPC | 1 | 180B | 0 | Condo |
| HPC | 1 | 180C | 0 | Condo |
| HPC | 1 | 180D | 0 | Condo |
| HPC | 1 | 180E | 0 | Condo |
| HPC | 1 | 180F | 0 | Condo |
| HPC | 1 | 200A | 28 | Leased |
| HPC | 1 | 233A | 0 | Condo |
| HPC | 1 | 247A | 27 | Unit Storage |
| HPC | 1 | 263A | 22 | Shell Space |
| HPC | 1 | 267A | 95 | Office |
| HPC | 1 | 275A | 45 | Public Restroom |
| HPC | 1 | 275B | 46 | Public Restroom |
| HPC | 1 | 276A | 34 | Mechanical Space |
| HPC | 1 | 276B | 92 | Unit Storage |
| HPC | 1 | 289A | 26 | Shell Space |
| HPC | 1 | 302A | 16 | Shell Space |
| HPC | 1 | 317A | 52 | Shell Space |

Harper College Learning & Career Center

| | 1st floor | 2nd floor | TOTAL |
|------------|-------------|-------------|-----------|
| Indicates | Total | Total | TILE 9824 |
| Tile Floor | 5,788 sq ft | 4,036 sq ft | sq ft |

| BUILDING | FLOOR | ROOM # | SQFT | USAGE |
|----------|-------|--------|------|-----------------------|
| LCC | 1 | 100 | 1000 | Lounge |
| LCC | 1 | 100A | 141 | Classroom Service |
| LCC | 1 | 100B | 26 | Food Facility Service |
| LCC | 1 | 101 | 195 | Office |
| LCC | 1 | 101A | 54 | Unit Storage |
| LCC | 1 | 101B | 139 | Office |
| LCC | 1 | 101C | 171 | Office |
| LCC | 1 | 101D | 122 | Office |
| LCC | 1 | 101E | 121 | Office |
| LCC | 1 | 102 | 162 | Classroom Service |
| LCC | 1 | 103 | 26 | Public Restroom |
| LCC | 1 | 104 | 1023 | Classroom |
| LCC | 1 | 105 | 26 | Public Restroom |
| LCC | 1 | 106 | 526 | Corridor |
| LCC | 1 | 107 | 390 | Office |
| LCC | 1 | 107A | 146 | Office |
| LCC | 1 | 107B | 24 | Public Restroom |
| LCC | 1 | 107C | 173 | Office |
| LCC | 1 | 110 | 339 | Stairwell |
| LCC | 1 | 112 | 45 | Mechanical Space |
| LCC | 1 | 113 | 170 | Central Computer |
| LCC | 1 | 114 | 784 | Classroom |
| LCC | 1 | 115 | 300 | Office Service |
| LCC | 1 | 115A | 148 | Lounge |
| LCC | 1 | 115B | 118 | Office |
| LCC | 1 | 115C | 118 | Office |
| LCC | 1 | 116 | 785 | Classroom |
| LCC | 1 | 118 | 785 | Classroom |
| LCC | 1 | 119 | 24 | Custodial Closet |
| LCC | 1 | 120 | 805 | Mechanical Space |
| LCC | 1 | 121 | 791 | Physical Education |
| LCC | 1 | 122 | 262 | Stairwell |
| LCC | 1 | 123 | 1158 | Classroom |
| LCC | 1 | 123A | 284 | Unit Storage |
| LCC | 1 | 123B | 51 | Public Restroom |
| LCC | 1 | 124 | 346 | Public Restroom |
| LCC | 1 | 126 | 507 | Unit Storage |
| LCC | 1 | 127 | 213 | Office |
| LCC | 1 | 127A | 119 | Office |
| LCC | 1 | 127B | 120 | Office |
| LCC | 1 | 127C | 164 | Office |
| LCC | 1 | 127D | 189 | Office |
| LCC | 1 | 128 | 341 | Public Restroom |
| LCC | 1 | 130 | 262 | Stairwell |

1/3 Tile 386 sq ft

| | | | | |
|-----|---|------|------|-------------------|
| LCC | 1 | 131 | 660 | Office |
| LCC | 1 | 131A | 106 | Office |
| LCC | 1 | 131B | 107 | Office |
| LCC | 1 | 131C | 262 | Office Service |
| LCC | 1 | 131D | 228 | Office Service |
| LCC | 1 | 131E | 97 | Office |
| LCC | 1 | 131F | 99 | Office |
| LCC | 1 | 132 | 784 | Classroom |
| LCC | 1 | 134 | 784 | Classroom |
| LCC | 1 | 135 | 831 | Classroom |
| LCC | 1 | 136 | 784 | Classroom |
| LCC | 1 | 138 | 784 | Classroom |
| LCC | 1 | 139 | 384 | Office |
| LCC | 1 | 139A | 207 | Conference Room |
| LCC | 1 | 139B | 111 | Office |
| LCC | 1 | 139C | 111 | Office |
| LCC | 1 | 140 | 784 | Classroom |
| LCC | 1 | 142 | 685 | Lobby |
| LCC | 1 | 142A | 95 | Corridor |
| LCC | 1 | 144 | 208 | Office |
| LCC | 1 | 146 | 94 | Unit Storage |
| LCC | 1 | 148 | 440 | Stairwell |
| LCC | 1 | 150 | 62 | Elevator |
| LCC | 1 | 199W | 680 | Corridor |
| LCC | 1 | 199X | 1281 | Corridor |
| LCC | 1 | 199Y | 718 | Corridor |
| LCC | 1 | 199Z | 1468 | Corridor |
| LCC | 2 | 200 | 790 | Classroom |
| LCC | 2 | 201 | 853 | Classroom |
| LCC | 2 | 202 | 785 | Classroom |
| LCC | 2 | 203 | 299 | Public Restroom |
| LCC | 2 | 204 | 786 | Classroom |
| LCC | 2 | 205 | 239 | Public Restroom |
| LCC | 2 | 206 | 513 | Stairwell |
| LCC | 2 | 207 | 848 | Classroom |
| LCC | 2 | 208 | 285 | Corridor |
| LCC | 2 | 208A | 47 | Unit Storage |
| LCC | 2 | 209 | 380 | Unit Storage |
| LCC | 2 | 210 | 785 | Classroom |
| LCC | 2 | 211C | 240 | Classroom Service |
| LCC | 2 | 211D | 161 | Classroom Service |
| LCC | 2 | 211E | 925 | Classroom |
| LCC | 2 | 211F | 966 | Mechanical Space |
| LCC | 2 | 212 | 787 | Classroom |
| LCC | 2 | 213 | 80 | Custodial Closet |
| LCC | 2 | 214 | 788 | Classroom |
| LCC | 2 | 215 | 67 | Custodial Closet |
| LCC | 2 | 216 | 781 | Classroom |
| LCC | 2 | 218 | 431 | Stairwell |

| | | | | |
|-----|---|------|------|--------------|
| LCC | 2 | 230 | 431 | Stairwell |
| LCC | 2 | 232 | 784 | Classroom |
| LCC | 2 | 234 | 784 | Classroom |
| LCC | 2 | 235 | 1479 | Classroom |
| LCC | 2 | 235A | 161 | Unit Storage |
| LCC | 2 | 236 | 784 | Classroom |
| LCC | 2 | 237 | 237 | Office |
| LCC | 2 | 238 | 784 | Classroom |
| LCC | 2 | 240 | 785 | Classroom |
| LCC | 2 | 242 | 785 | Office |
| LCC | 2 | 244 | 196 | Office |
| LCC | 2 | 246 | 176 | Stairwell |
| LCC | 2 | 248 | 288 | Unit Storage |
| LCC | 2 | 250 | 62 | Elevator |
| LCC | 2 | 299X | 1275 | Corridor |
| LCC | 2 | 299Y | 824 | Corridor |
| LCC | 2 | 299Z | 1448 | Corridor |

Request for Bid
Furnish All Necessary Supplies, Labor & Equipment for
Professional Janitorial Services for the Facilities Department at Harper College
Specification & Contract Document Number: Q01056

- Bid Opening:** 11:00 a.m. Central Time on September 14, 2021
- To access WebEx bid opening via phone dial 312-535-8110 and use access code 146 443 4853. To join online go to:
<https://harpercollege.webex.com/harpercollege/j.php?MTID=m6f157a701337d95ff69f16e06f15ff96>
- Non-Mandatory Pre-Bid Meeting:** September 2, 2021 at 10:00 a.m., Central Time
Harper Professional Center (HPC), Room 138
650 E. Higgins Road, Schaumburg, Illinois
Followed by a site visit to the Learning & Career Center (LCC)
1375 S. Wolf Road, Prospect Heights, Illinois
- Deadline for any questions Regarding this project:** September 3, 2021 at 12:00 Noon Central Time
- Return Bids To:** Harper College
1200 W. Algonquin Road
Palatine, Illinois 60067-7398
Attn: Purchasing Department
"A" Building, Room A-217
- Upload bids electronically using the following link:
<https://www.dropbox.com/request/N3sK9B4nJ25tJLnIjvti>
- Please mark the Return Envelope:**
- Request for Bid Q01056
 - September 14, 2021
 - Professional Janitorial Services
- Bid Deposit:** 10%
- Performance Bond:** None Required

*Issued by: Mark Sobie
Purchasing Specialist*

Please return the entire document intact.

LEGAL NOTICE

Official notice is hereby given that bids will be received in the Purchasing Department of William Rainey Harper College, Building "A", Room A-217, 1200 West Algonquin Road, Palatine, Illinois 60067 until September 14, 2021 at 11:00 a.m. Central Time at which time they will be publicly opened and read aloud for:

**Furnish All Necessary Supplies, Labor & Equipment for Professional Janitorial Services
for the Facilities Department at Harper College
Specification & Contract Document Number Q01056**

Submit bids electronically using the following link: <https://www.dropbox.com/request/N3sK9B4nJ25tJLnjtvI>.

To access WebEx bid opening via phone dial 312-535-8110 and use access code 146 443 4853. To join online go to: <https://harpercollege.webex.com/harpercollege/j.php?MTID=m6f157a701337d95ff69f16e06f15ff96>.

Bidding documents are available on the Harper website at www.harpercollege.edu or by contacting the Purchasing Department at purchasing@harpercollege.edu.

A non-mandatory pre-bid meeting and site visit will be conducted on September 2, 2021 at 10:00 a.m. Central Time in Room 138 at the Harper Professional Center (HPC), 650 E. Higgins Road, Schaumburg, Illinois followed by a site visit to the Learning & Career Center (LCC) located at 1375 S. Wolf Road, Prospect Heights, Illinois. This will be the only escorted visit to both sites. The last day to submit questions is September 3, 2021 at 12:00 Noon Central Time. Questions submitted after that date may not receive a written response. Questions should be addressed to Mark Sobie at purchasing@harpercollege.edu.

Bid security in the form of a bid bond in an amount equal to 10 percent (10%) of the aggregate of the Base Bid amount and all Alternate Bid amounts shall be submitted with the bid.

No bids may be withdrawn for a period of 90 days after the submission without the consent of the Board of Trustees. Any bid submitted unsealed, unsigned, fax transmission, email or received subsequent to the afore-mentioned date and time, may be disqualified and returned to the bidder.

Bidders shall comply with Business Enterprise Program: Participation and Utilization Plan developed by Harper College. There is a 20 percent aspirational goal on the contract.

The College reserves the right to reject all bids or parts thereof, to waive any irregularities or informalities in bidding procedures and to award the contract in a manner best serving the interest of the College.

HARPER COLLEGE
Mark Sobie
Purchasing Specialist

HARPER COLLEGE
SECTION 1.0 GENERAL CONDITIONS

1.1 DEFINITIONS

The following terms when used in the contract documents shall be defined as follows:

Bidder – The legal entity to which the contract is awarded by Harper College.

College - Harper College

Owner - Harper College

Bid -The offer of the Bidder

Bidder - The individual, corporation, or partnership who submits a bid.

Contract Documents - Legal Notice, instructions, general conditions, supplemental conditions, specifications, drawings, addendum, etc.

1.2 INTENT OF THE CONTRACT DOCUMENTS

The contract documents are complimentary, and what is called for by one shall be as binding as if called by all. The intention of the contract documents is to include in the contract price the cost of all materials, equipment, bonds, transportation and all other expenses as may be necessary for the complete performance of the contract according to the contract documents.

1.3 SILENCE OF SPECIFICATIONS

The apparent silence of specifications as to any detail or apparent omission from it as detailed description concerning any point shall be interpreted as meaning that only the best commercial material or practice shall prevail and that only items of the best material or workmanship to be used.

1.4 CONTRACT QUANTITIES

- A. Specific Quantities: Where quantities are specifically stated in the contract documents, the bidder shall deliver and the College pay for only such quantities as therein stated.
- B. Requirements: Where quantities are stated in the contract documents in terms of requirements, the bidder shall deliver all such quantities as are ordered by the College within the contract period at the unit price that is proposed.
- C. Estimated Quantities: Where quantities are stated in the contract documents in terms of estimated quantities, the bidder shall supply that quantity as specified by the College within the limits of more or less than ten percent (10%) of the estimated quantity so specified, unless otherwise stated within the specification.

1.5 NO USE OF COLLEGE'S NAME

The bidder is specifically denied the right of using in any form or medium the name of the College for public advertisement unless the College has granted permission to the bidder to do so.

1.6 NEW PARTS AND MATERIALS: TITLE

Equipment and material must be of current date (latest model or supply) and meet specifications. This provision excludes the use of surplus, re-manufactured or used products, whether in part or in whole, except where specifications explicitly provide therefore. Further, the bidder warrants that it has lien free title to all equipment, supplies, or materials purchased under the terms of this contract.

**HARPER COLLEGE
SECTION 1.0 GENERAL CONDITIONS**

1.7 SUBLETTING OF CONTRACT OR CONTRACT FUNDS

It is mutually understood and agreed that the bidder shall not assign, transfer, convey, sublet, or otherwise dispose of his contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of the College and in no case shall consent relieve the bidder from his obligations, or change the terms of the contract.

1.8 HOLD HARMLESS

The bidder agrees to indemnify, save harmless, and defend Harper College, its officers, officials, employees, volunteers and agents, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses, or expenses, including court costs or attorney fees for or on account of any injury to any person, or any death at any time resulting from such injury or any damage to any property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

1.9 GUARANTIES AND WARRANTIES

All guaranties and warranties required shall be furnished by the bidder and shall be delivered to the College before the final voucher on the contract is issued.

1.10 DELIVERY AND BILLING

- A. Shipping: All materials shipped to Harper College must be shipped F.O.B. delivered designated location, Palatine, Illinois. If the delivery is made by truck, the bidder must make arrangements in advance in order that the College may schedule for receipt of the materials. The materials must then be delivered where directed. No deliveries will be accepted on Saturday, Sunday, or holidays.
- B. Packing Slips: All shipments or deliveries shall be accompanied by packing slips or delivery tickets and shall contain the following information for each item delivered:
 - 1. Purchase order number
 - 2. Name of the article and stock number
 - 3. Quantity ordered
 - 4. Quantity back-ordered
 - 5. Name of bidder
- C. Inspections: The College shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of the said items not complying with these specifications are subject to rejection at the option of the College. Any items rejected shall be removed from the premises of the College and/or replaced at the entire expense of the bidder.

- D. Invoices: Mail All Invoices to:

Harper College
Attn: Accounts Payable
1200 W. Algonquin Road
Palatine, IL 60067-7398

HARPER COLLEGE
SECTION 1.0 GENERAL CONDITIONS

1.11 TOXIC SUBSTANCES DISCLOSURES

All bidders must comply with the requirements of the Toxic Substance Disclosure to Employees Act, for any materials, supplies, and covered by said Act.

1.12 "EQUAL EMPLOYMENT OPPORTUNITY"

In the event of the bidder's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the bidder may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this contract, the bidder agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the bidder's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contract. If any such labor organization or representative fails or refuses to cooperate with the bidder in its efforts to comply with such Act and Rules and Regulations, the bidder will promptly notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.
- E. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

**HARPER COLLEGE
SECTION 1.0 GENERAL CONDITIONS**

- G. That it will include verbatim or by reference the provisions of paragraphs A through G of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such sub-bidder; and that it will also so include the provisions of paragraphs A through G in every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such sub-bidder. In the same manner as with other provisions of this contract, the bidder will be liable for compliance with applicable provisions of this clause by all its sub-bidders; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any sub-bidder fails or refuses to comply therewith. In addition, no bidder will utilize any sub-bidder declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph G of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulations for Public Contracts:

Section 2.10. The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a bidder and any person (in which the parties do not stand in the relationship of an employer and an employee):

- a. for the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, are utilized in the performance of any one or more contracts; or
- b. under which any portion of the bidder's obligation under any one or more contracts is performed, undertaken or assumed.

1.13 NON APPROPRIATIONS

The College reserves the right to terminate the whole or any part of this contract or to reject bids, in the event that sufficient funds to complete the contract are not appropriated by the College Board of Trustees.

1.14 TERMINATION FOR DEFAULT

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure by the bidder to perform any provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the College may procure, upon such terms and in a manner as the Purchasing Department may deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Department that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

1.15 TERMINATION FOR CONVENIENCE

The College may terminate this contract at any time upon a written notice to the bidder, should it be determined that these services are no longer required or if sufficient funds are not available to cover the estimated requirement. Payment for work performed prior to the effective date of termination shall be based

**HARPER COLLEGE
SECTION 1.0 GENERAL CONDITIONS**

upon an estimate of the services actually performed, and shall be mutually agreed upon by the College and the bidder. Such payment so made to the bidder shall be in full settlement for services rendered under this contract.

1.16 STATEMENT OF NON-DISCRIMINATION

- A. That in the hiring of employees for the performance of work under this contract or any subcontract, no contractor, subcontractor, or any persons acting on his behalf, shall be reason of race, creed, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.
- B. That no contractor, subcontractor, nor any person on his behalf shall, in manner, discriminate against or intimidate any employee hired for the performance of work under this contract an account of race, creed, or color.
- C. For the performance of the contract, the contractor shall agree as follows: That all contractors or subcontractors will comply with all state laws regarding discrimination. The contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment, without regard to their race, color, religion, national origin, ancestry or sex.

**HARPER COLLEGE
SECTION 2.0 INSTRUCTIONS TO BIDDERS**

The General Rules and Conditions which follow apply to all purchases and become a definite part of each formal legal notice, purchase order or contract issued by Harper College, unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves of the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk and the bidder will not secure relief on the plea of error.

2.1 DEFINITIONS:

The following definitions shall apply wherever they appear in the contract documents.

College: William Rainey Harper College

Owner: William Rainey Harper College

Bid: The offer of the Bidder

Bidder: The individual, corporation, or partnership who submits a bid.

Contract Documents: Legal Notice, General Conditions, Instructions to Bidders, Supplementary or Special Conditions or Provisions, Detailed Specifications, drawings, addendum, etc.

2.2 GENERAL

Bids shall be made in accordance with the instructions. Failure to execute bids as required may, at the discretion of the College, be cause for rejection.

2.3 FORMS

Bids should be submitted on the forms provided by the College.

2.4 BLANKS & CORRECTIONS

All blank spaces on any contract document shall be filled in with typewritten figures or printed in ink. Any erasures or corrections shall be dated and initialed.

2.5 SUBMISSIONS

All bids shall be submitted in a sealed envelope to the office of the Purchasing Department, Harper College, Building A, Room A-217, 1200 W. Algonquin Road, Palatine, Illinois, 60067, by the specified opening time of the bids. The sealed envelope shall carry the following information on the face: bidder's name, address, subject matter of the bid, date and hour designated for the opening of bids as shown in the notice. Use the following link to submit bids electronically: <https://www.dropbox.com/request/N3sK9B4nJ25tJLnIjtvi>.

Where bids are sent by mail or courier service, the bidder shall be responsible for their delivery to the Purchasing Department prior to the designated date and hour for opening. If delivery is delayed beyond the date and hour set for the opening, bids thus delayed will not be considered and will be returned unopened.

Bids transmitted by facsimile (fax) or e-mail will not be accepted.

No responsibility will be attached to the Purchasing Department or the College for the premature or non-opening of a bid not properly addressed and identified in the provided envelope, except as otherwise provided by law.

HARPER COLLEGE
SECTION 2.0 INSTRUCTIONS TO BIDDERS

2.6 EXAMINATION OF DOCUMENTS

The bidder shall, before submitting his bid, carefully examine the specifications, project scope and work tasks to be accomplished, contract documents, bid, and insurance requirements. If his bid is accepted, he shall be responsible for, and the College will make no allowance for, any errors in his bid resulting from his failure or neglect to comply with these instructions.

2.7 EXECUTION

Bid shall be signed. If the Bidder is a corporation, the bid shall bear the name of the corporation, signed by an officer authorized to bind the corporation.

2.8 WITHDRAWALS

Bids may be withdrawn previous to the time of opening bids by written request. However, no offer shall be withdrawn within the ninety (90) calendar day period after the time set for the closing. Bidders withdrawing their bid prior to the time and date set for opening bids may still submit another bid if done in accordance with these instructions.

2.9 WORDS AND FIGURES

Where amounts are given in both words and figures, the words will govern.

2.10 UNIT PRICES

When unit prices are called for, bids shall include all unit cost items and alternates shown on the bids. When an error is made in extending total prices, the unit price will govern.

2.11 TAXES

Harper College does not pay Federal Excise Tax or State of Illinois Sales Tax. A copy of the tax exemption letter is available upon written request.

2.12 NET PRICE

Bid prices shall be net, including therein transportation and handling charges, F.O.B. Harper College, and shall further include all charges of whatsoever sort of labor and materials contained in the work or materials designated in the specifications and bids.

2.13 INTERPRETATIONS

Interpretations of meaning of any item in the contract documents shall be valid only if issued in writing by the owner or owner's representative designated in the contract documents.

2.14 BID DEPOSIT

When required on the cover sheet, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check, cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to Harper College. All bids not accompanied by

HARPER COLLEGE
SECTION 2.0 INSTRUCTIONS TO BIDDERS

a bid deposit, when requested, may be rejected. Bid bonds will be accepted unless otherwise indicated in the specification. Bid deposits of the two lowest bidders will be returned after acceptance by the College of a satisfactory performance bond where such bond is required. If the bidder fails to produce the bond by the completion of the contract the bid deposit may be forfeited.

2.15 ALTERNATE EQUIPMENT OR MATERIALS

- A) Bids shall be evaluated and considered on equipment and/or material complying substantially with the contract specification. If any bidder deviates from the contract specifications or provides a substitute for any required equipment and/or materials listed in the contract specifications, the bidder shall list such deviations and/or substitutions, including technical data when applicable in a letter attached to the bid or on a form that may be provided by the College with the documents.
- B) The College reserves the right to determine whether any deviations and substitutions listed by the bidder are within the intent of the contract specifications and will reasonable meet the service requirements of College.
- C) When brand names or part numbers are indicated, it is for the purposes of establishing description or quality standards and not meant to be restrictive.

2.16 RESPONSIBILITY OF BIDDER

No contract will be awarded to any person, firm or corporation that is in whole or in part, in an unsatisfactory manner, in any contract with Harper College, or who is a defaulter as to surety or otherwise upon any obligation to Harper College.

2.17 COLLEGE'S RIGHT TO ACCEPT OR REJECT

Harper College reserves the right to accept any bids, any part of a bid, or any combination of bids, which may be deemed to be in the best interest of the College. The Harper College further reserves the right to reject any or all bids.

2.18 PROTEST PROCEDURE

Any bidder wishing to file a protest regarding the bid process may do so by giving written notice to the College Purchasing Department within seven calendar days of the closing time and date. This notice should include the title of the requirement, the closing date and the nature of the protest.

Any disputes concerning a question of fact under this bid which is not disposed of by agreement shall be decided by the College. The decision of the College for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessary to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the decision of the College.

2.19 AWARDING THE CONTRACT

The contract will be awarded to the lowest responsible and responsive bidder meeting specifications.

**HARPER COLLEGE
SECTION 2.0 INSTRUCTIONS TO BIDDERS**

2.20 CONTRACT TERM

The term of the contract shall be as stated in the specifications.

2.21 REQUIRED AFFIDAVITS - CERTIFICATION OF COMPLIANCE

The bidder is required to execute and submit with his proposal the Certification of Compliance affidavit found in the proposal section of these documents. Submission of the Certification of Compliance affidavit certifies that the bidder is in compliance with the following:

- A) The bidder certifies and affirms that the proposal was prepared independently for this project and that the pricing contains no fees or amounts other than for the legitimate execution of this work as specified, and that it includes no understanding or agreements in restraints of trade.
- B) The bidder certifies that he is not barred from bidding on this contract as a result of a conviction for violation of State of Illinois laws prohibiting bid-rigging or bid-rotating pursuant to Illinois Compiled Statutes, 720 ILCS 5/33E-1 et seq.
- C) The bidder certifies that he is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42.1-1.
- D) The bidder agrees to provide a drug free workplace in accordance with the Illinois Drug Free Workplace Act, Illinois Compiled Statutes, 30 ILCS 580/1 et seq. (This requirement applies to employers having twenty-five (25) or more employees.)
- E) The bidder certifies that he has a written Sexual Harassment Policy in place in full compliance with Illinois Compiled Statutes, 775 ILCS 5/2-105(A)(4).

William Rainey Harper College, Community College District No. 512, confirms that it is in compliance with said statute.

Failure of the bidder to complete and return the Certification of Compliance affidavit may be considered sufficient reason for rejection of the bid.

2.22 ALTERNATE AND MULTIPLE BIDS

Unless otherwise indicated in these documents, the bidder may not submit alternate or multiple bids as part of this package. The submission of more than one bid within a single package may be cause for rejection of any or all of the bids of that bidder.

2.23 CONTRACTING WITH MINORITY FIRMS AND WOMEN BUSINESS ENTERPRISE

The College has an aspirational goal of spending 20% of its budgeted expenditures with firms owned by minorities, females or persons with disabilities as required by Illinois Statute. Respondents to this request for proposals shall comply with the provisions of the Business Enterprise program, and shall submit the appropriate Utilization Plan forms and/or Demonstration of Good Faith efforts checklist with their responses. The directory of BEP certified vendors can be found at the following website (<https://cms.diversitycompliance.com/>).

HARPER COLLEGE
SECTION 3.0 SPECIAL CONDITIONS

3.1 **INSPECTION OF INSTALLATION / WORK SITE**

Prior to submission of the bid, the bidder shall inspect in detail the site/s of the proposed work and familiarize him/herself with the local conditions affecting the contract under which he will be obligated to operate in performing the work. In particular, the bidder shall review the work site in respect to adequacy of access. Any concerns by the bidder in respect to any of these items shall be brought to the attention of the College prior to the bid opening. Upon award of a contract, the contractor shall be responsible for, and the College will make no allowance for, any errors in his proposal resulting from his failure or neglect to comply with these instructions.

3.2 **BASIS OF AWARD**

Bids will be awarded on a lump sum based on the price(s) as shown on the Proposal page to the most responsive and responsible bidder. Bidders shall include all ancillary charges to complete the work in their bid. The College reserves the right to make the award of contract on the base bid price only or in combination with any option or combination of options, whichever is considered to be in the best interest of the College. The College reserves the right to waive technicalities, or to reject any and all bids when, in the opinion of the Board of Trustees, the best interest of William Rainey Harper College will be served by such action.

3.3 **METHOD OF PAYMENT**

The College will pay in accordance with the Local Government Prompt Payment Act. Invoices shall be sent to William Rainey Harper College, Attn: Accounts Payable, 1200 W. Algonquin Road, Palatine, Illinois, 60067-7398.

3.4 **EXCEPTIONS TO SPECIFICATIONS / CORRECTIONS**

Any exceptions to these specifications shall be listed and fully explained on a separate page entitled "Exceptions to Specifications", prepared by the bidder on his firm's letterhead, to be attached to and submitted with these documents at the time of the bid opening. Each exception must refer to the page number and paragraph to which it pertains. The nature of each exception shall be fully explained. Bidders are cautioned that any deviations from or exceptions to these specifications may be cause for rejection of the bid.

All prices and notations must be typed in or written in ink. Mistakes may be crossed out, and corrections typed in or written in ink adjacent and dated and initialed in ink by the person signing the proposal.

3.5 **INSURANCE REQUIREMENTS**

Upon notice of acceptance of proposal, the successful bidder shall, within ten (10) calendar days of said notice, furnish to the College a certificate of insurance evidencing coverage by the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the College, licensed to do business in the State of Illinois, and with a minimum insurance rating of A: VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing Harper College at least thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect until such time as the subject equipment has been approved and accepted by the College.

**HARPER COLLEGE
SECTION 3.0 SPECIAL CONDITIONS**

INSURANCE REQUIREMENTS (Cont'd)

Minimum Insurance Requirements:

| | | |
|-----------------------|------------------------------|-------------|
| General Liability | General Aggregate | \$2,000,000 |
| | Products-Comp/Op Agg | \$2,000,000 |
| | Personal Injury | \$1,000,000 |
| | Each Occurrence | \$1,000,000 |
| | Fire Damage (Any one fire) | \$50,000 |
| | Medical Exp (Any one person) | \$5,000 |
| Excess Liability | Each Occurrence | \$1,000,000 |
| Automobile Liability | Aggregate | \$1,000,000 |
| | Bodily injury (each acc) | \$1,000,000 |
| | Property damage (each | \$1,000,000 |
| Workers' Compensation | Statutory Limits | |
| | Each accident | \$500,000 |
| | Disease-Policy limit | \$500,000 |
| | Disease-Each employee | \$500,000 |

The Contractor shall name William Rainey Harper College and William Rainey Harper College Foundation, their governing boards, officers, employees, agents and volunteers as Additional Insureds on ISO Endorsement CG 20 26 or its equivalent for general liability. Additionally, required is a Waiver of Subrogation Clause in favor of the additional insured which applies on the general liability, automobile liability and workers' compensation.

Contractor shall cause each subcontractor employed by contractor to purchase and maintain insurance of the type specified above. When requested by the College, contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

3.6 INDEMNITY

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless Harper College, its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegal's fees and court costs), arising out of or resulting from the performance of the contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. Contractor shall similarly protect, indemnify, and hold and save harmless Harper College, its officers, officials, employees, volunteers and agents from and against any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of contractor's breach of any of its obligations under, or contractor's default of, any provision of the Contract.

HARPER COLLEGE
SECTION 3.0 SPECIAL CONDITIONS

3.7 SUPPLEMENTAL INFORMATION

When catalogues, literature or other attachments are submitted with the bidding document, this will be considered as supplemental information only. This information will not modify the requirements as stated in the bidding document in any manner whatsoever. In any area of conflict the bidding document will always prevail.

3.8 INTERPRETATIONS

During the bidding process questions should be submitted to Mark Sobie, Purchasing Specialist at <msobie@harpercollege.edu> and Contracts at purchasing@harpercollege.edu.

3.9 PRE-BID MEETING & SITE VISIT

A non-mandatory pre-bid meeting and site visit will be conducted on September 2, 2021 at 10:00 a.m. Central Time. Interested qualified firms shall assemble in Room 138 at the Harper Professional Center (HPC), 650 E. Higgins Road, Schaumburg, Illinois followed by a site visit to the Learning & Career Center (LCC), 1375 South Wolf Road, Prospect Heights, Illinois.

3.10 BACKGROUND CHECKS

The contractor agrees to conduct criminal background checks on each of its employees, as well as employees of its subcontractors, prior to sending them to the College. The College may request new background checks of any employee at any time. Such criminal background checks will be performed at Contractor's or Subcontractor's expense and at no additional cost to the College. If in the College's sole discretion objectionable information regarding any employee is discovered in the background check, such person shall not be allowed to continue working at the College. The minimum background check process shall include, but not be limited to, the following checks:

1. Social Security Number trace
2. Federal, State and County Criminal Background Checks
3. National Sex Offender Registry

3.11 CONCEALED CARRY

The contractor/supplier acknowledges that firearms are prohibited on the College's campus except as provided in Section 65 of the Firearm Concealed Carry Act, 430 ILCS 66/65. The Contractor shall inform its employees and subcontractors of this prohibition and shall strictly enforce it when on the College's campus. The supplier/contractor further agrees to consult and comply with Harper College's Board Policies regarding the possession of firearms on campus.

Harper College COVID-19

Contractor Plan v1.3 Projects

January 29, 2021

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Attachments: COVID-19 Illness/Health Assessment Daily Log (10/20/20)
COVID-19 Exposure Risk Assessment Guide

1.0 Guidelines for Managing Outside Contractors on Campus:

1.1 Introduction:

All CDC/OSHA and state/local/provincial guidelines must be followed and adhered to.

Risk mitigation/safety plans and protocols around COVID-19 specifically are required. These plans/protocols may be prepared by staff and agreed to by contractor. Attached are model plans and protocols for risk mitigation and safety during the COVID-19 pandemic.

Capital project personnel on a campus may collect plans/protocols from the contractors and will have either project managers or general maintenance staff on campus manage compliance according to the agreed upon terms. In all cases, contractors shall develop their plans and self-manage their crew.

1.2 Risk Mitigation Practices:

- All current CDC Guidelines shall be followed
 - Social Distancing- a minimum of 6 feet of physical separation
 - Face Coverings
 - Hand Washing/Hand Sanitizer
 - Regular Cleaning of high touch surfaces
- General Requirements
 - Contractor shall provide portable toilets for their crews
 - Contractor shall provide hand washing stations on site for their crews
 - Trash shall be removed daily
 - EHS shall conduct periodic inspections of the job site
 - Meetings between all parties shall be held virtually whenever possible
 - Only approved work shall be conducted on campus
 - Contractor shall post CDC/WHO health and safety posters at jobsite
- Arriving on Campus (prior to starting work)
 - Sick Workers shall not be allowed on Campus
 - Crews requiring Access keys and badges are required to check in with campus police and show valid IDs*
 - Contractor shall provide temperature and visual checks daily (10/20/20)
 - Contractor shall provide an email copy of the COVID-19 Illness/Health Assessment daily log to the Harper College Project Manager by 10:00 am each workday. Failure to provide this document or incomplete information may result in disciplinary action. First occurrence contractor being removed from Campus for a minimum of 48 hours and second occurrence contractor will be removed from the Campus and the contract may be terminated. (10/20/20)
- On campus

- Crew and staff schedules shall be staggered to limit exposure (breaks, lunch, etc.)
- Crew movement has been restricted to the areas of work only
- PPE shall be provided by the contractor and used at all time
- Job site shall be cleaned frequently with approved chemicals/disinfectants
- Elevators shall be occupied by one person at a time. (8/10/20)

2.0 COVID-19 Prevention & Protocol

2.1 Interpretation and Effect:

To minimize the risk of COVID-19, Contractors shall enact the following protocols* based on the Center of Disease Control (CDC) Risk Assessment and Management criteria. These protocols and plans are subject to any conflicting laws, rules, or regulations, which shall take precedence over these protocols and plans to the extent of any conflict. By accepting and utilizing these protocols and plans, each Contractor and subcontractor acknowledges that it remains responsible for the means, methods, techniques, and procedures used with respect to its work, and that Harper College has no responsibility or liability arising from implementation and utilization of these plans or protocols, or from the Contractor's work or its subcontractor's work. By accepting and utilizing these protocols and plans, the Contractor acknowledges that it has no entitlement to an adjustment to the contract schedule or to the contract sum based upon the implementation and/or utilization of these protocols and plans, and that it hereby releases Harper College from any such claims.

2.2 Health & Hygiene:

First and foremost, employees are to stay home if they are sick. All employees are encouraged to practice good everyday respiratory etiquette and hand hygiene as recommended by the Centers for Disease Control (CDC). This virus is disseminated in the same manner as colds and the flu and employees can help prevent the spreading of this virus by using the same preventive measures:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains greater than 60% ethanol or 70% isopropanol if soap and water are not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose when you cough or sneeze. Throw the tissue away and wash your hands.
- Clean and disinfect objects and surfaces you touch.
- Avoid close contact with people who are sick.

2.3 Face Coverings:

For all work locations and access to locations, face coverings are required.

2.4 Social Distancing:

Social Distancing of 6 feet shall be maintained whenever possible, following best practice recommendations for COVID-19 mitigation for work locations and access.

- See 4.5 Best Practice Recommendations for COVID-19 Mitigation on Jobsites

2.5 Cleaning & Disinfecting:

Follow the general recommendations for routine cleaning and disinfection on jobsites.

- See 4.4 COVID-19 General Recommendations for Routine Cleaning and Disinfecting on Jobsites

2.6 Health/Illness Assessment (before site entry):

Required screening shall be required to allow people on-site. The Contractor shall measure the employee's temperature and assess symptoms prior to them starting work and before the individual enters any building. Subcontractors are required to follow the same procedures.

- See 4.1 COVID-19 Exposure Risk Assessment Guide

(*) Modify jobsite protocol that is under more stringent local, state or federal Public Health Orders.

3.0 COVID-19 Exposure/Potential Exposure Protocol

Observed Illness (observed by others, info comes out of questioning an individual)

Communicated Illness (individual notifies us)

3.1 General Illness: Individuals with signs of an illness

- Health Assessment conducted (using COVID-19 Illness/Health Assessment) by contractor
- Contractor shall report any potential COVID-19 Illness to College's Project Manager immediately
- If affirmative, employee shall be sent home and asked to contact a doctor
- Contractor shall follow up on employee's status as appropriate
- Employee shall provide a doctor's release prior to return
- Contractor shall report any confirmed COVID-19 Illness to the College's Project Manager Immediately upon verification

3.2 Recognized Exposure defined as prolonged exposure to an:

- Individual who is ill, laboratory confirmed to have COVID-19
- Individual who is ill, symptoms clinically compatible to COVID-19
- Individual in contact with someone laboratory confirmed to have COVID-19
- Individual in contact with someone ill, symptoms clinically compatible to COVID-19

3.3 Employees with recognized exposure shall take the following steps as appropriate:

- Contractor shall assess level of contact (per CDC definition). If:
 - Recognized Exposure: impacted employees shall be notified, sent home for 14 days, asked to self-monitor, contact medical provider, and avoid contact with high risk/vulnerable individuals
 - Unrecognized Possible Exposure: Contractor to continue general practices and continue to monitor for symptoms, follow appropriate social distancing and prevention guidelines
- Contractor shall follow up on affected worker's status as appropriate
- Contractor shall report assessments to the College's Project Manager
- College's Project Manager will determine jobsite actions:
 - Temporary partial/full closure (final determination made by Executive Vice President of Administrative Services and Executive Director of Facilities)
- Contractor shall provide notification to Owner, Subcontractors, Vendors, and other Partners, notification shall include:
 - Jobsite status
 - Date ill worker was last on site
 - Locations/areas used by worker
 - Confirmation of notification of others per CDC close contact definition

- Confirmation that affected areas have been cleaned per CDC recommendations (based on Safe Jobsite Checklist)
- Contractor to send notification to affected workers or others outlining actions taken and/or requirements to return

4.0 Resources and Forms

4.1 COVID-19 Exposure Risk Assessment Guide

4.1.1 If You Are:

- Recognized Exposure:
 - A household member
 - An intimate partner
 - An individual providing care in a household without using recommended CDC infection control precautions
 - An individual who has had close contact for a prolonged period of time
 - Travel from a country with widespread ongoing transmission, which as of 3/27/20, includes all countries
 - Travel on cruise ship or river boat

And Have Had Exposure to:

- A person with symptomatic COVID-19 (either laboratory-confirmed or a clinically compatible illness) during the period from 48 hours before symptoms onset and until they meet current criteria from the CDC for discontinuing home isolation as defined below:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - At least 7 days have passed since symptoms first appeared

These Actions Apply:

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, or shortness of breath
 - Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure)
- Follow CDC guidance if symptoms develop

4.1.2 If You Are:

- Unrecognized Possible Exposure:
 - All U.S. residents, other than those with a known risk exposure

And Have Had Exposure to:

- Possible unrecognized COVID-19 exposures in U.S. communities

These Actions Apply:

- Be alert for symptoms
 - Watch for fever, cough, or shortness of breath
 - Take temperature if symptoms develop
- Practice social distancing

- Maintain 6 feet of distance from others
 - Stay out of crowded places
- Follow CDC guidance if symptoms develop

4.2 COVID-19 Illness/Health Assessment

Use the Following Questions when Pre-Screening Workers for Entry to the Jobsite Each Day

1. Are you experiencing any symptoms such as fever, cough, or shortness of breath?

Yes No
Comments:

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?

Yes No
Comments:

3. Have you been in close contact with anyone who may have COVID-19 but is yet to be confirmed?

Yes No
Comments:

4. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?

Yes No
Comments:

5. Have you traveled internationally in the last 14 days?

Yes No
Comments:

6. Have you traveled outside your home state in the last 14 days?

Yes No
Comments:

By answering YES to any of the above questions, the worker will be asked to complete a "secondary screening" where potential Risk Exposure will be determined based on the affirmative answer. All necessary precautions will be taken to protect the worker and others on the jobsite. Any worker who is not eligible to enter the site will be asked to work with their supervisor and their company to implement appropriate protocols for managing the situation.

4.3 COVID-19 Safe Jobsite Checklist

Always incorporate proper hygiene protocols on your job. As part of your regular cleaning and disinfection of your jobsite, use this checklist to focus on the following areas as applicable:

- Handrails in stairways and walkways
- Gang box handles
- Entry gates
- Doors
- Handles
- Interior and exterior doorknobs
- Locks
- Lunch areas
- Conference rooms
- Tables/chairs (including backs and arms)
- Call boxes for elevators/personnel hoists
- Light switches
- Plan tables
- Shared hand/power tools, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas

In addition to the above preventative cleaning and disinfecting measures, in the event of a suspected or laboratory-confirmed case of COVID-19 on the project, please follow these guidelines as established by the CDC to clean and disinfect your jobsite:

- Temporarily close off areas used by the ill individual
- Use appropriate PPE – disposable gloves and gown
- Wait as long as practical before cleaning and disinfecting to minimize potential for exposure to respiratory droplets
- Open outside doors and windows to increase air circulation in the area
- Clean and disinfect all areas used by the ill individual, focusing on frequently touched surfaces

Remember to make sure to maintain social distancing of 6' whenever possible

4.4 COVID-19 General Recommendations for Routine Cleaning and Disinfecting on Jobsites

The health and safety of everyone on our projects is number one priority. As we continue to responsibly manage the evolving COVID-19 situation, we encourage all team members to support and assist in routine cleaning of frequently touched surfaces on our jobsites with household cleaners and EPA-registered disinfectants that are appropriate for the surface. Remember to always follow label instructions and the Safety Data Sheet (SDS) for proper handling and personal protection while using the selected chemicals. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. Remember, Never Mix Chemicals!

Definitions:

- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Regularly Clean and Disinfect High-Touch Surfaces Such as:

- Gang box handles
- Entry gates, doors, handles, interior and exterior doorknobs, locks
- Lunch areas, conference rooms and other tables/chairs (including backs and arms)
- Light switches
- Plan tables
- Shared hand/power tools, cords, battery charging stations, etc.
- Restrooms – including handles, seats, locks, hand-wash stations, and soap dispensers
- Other shared/common areas

How to Clean and Disinfect Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, use only products that are listed on EPA's List N: Disinfectants for Use Against SARS-CoV-2. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, contact time, etc.)

Your help in preventing the spread of illness is critical. Contact your supervisor if you have any questions or concerns.

4.5 Best Practice Recommendations for COVID-19 Mitigation on Jobsites

General Recommendations for all Locations

- Designate a COVID-19 Supervisor per jobsite responsible for monitoring and enforcing Plan
- Establish a regular cleaning schedule for work location
- Discourage workers from sharing tools and equipment
- Re-evaluate work processes to eliminate multiple people working within 6 feet of one another
- Eliminate unnecessary person-to-person contact in the workplace
- During in-person meetings, ensure that all participants remain separated by at least 6 feet, including when entering and exiting meeting space

Training

- Ensure all Employees have been trained and are familiar with the Plan.
- Provide training on Prevention Protocols including:
 - Sanitation, hand washing and proper hygiene
 - Social Distancing requirements and compliance expectations
 - The various administrative controls and tools being used
 - Signs and symptoms to be aware of and how to report signs of illness
 - If You Are Sick – Stay at Home Policy
 - Stop Work Authority

Social Distancing on the Jobsite

- Coordinate deliveries to ensure workers on site are not exposed to delivery personnel
- Where possible, require delivery drivers to remain in their vehicles
- Eliminate all unessential visitors to jobsite
- Adjust jobsite entrance to ensure six feet minimum between those exiting and entering
- Reduce the size of work crews where possible
- Stagger start/stop times to decrease number of workers arriving and departing at same time
- Minimize interaction between work crews
- Eliminate or minimize worker exposure to public or non-work areas
- Install physical barriers where possible to limit worker exposure to non-work areas
- Identify designated break and lunch areas
- Ensure workers take break and lunch periods while maintaining appropriate social distance
- Establish “one-way” traffic if necessary, in areas that cannot accommodate the recommended 6 feet between workers (for example in stairways – dedicate one stairway for travel up and the other for down)

Signage

- Increase Signage
 - At Gates and Job Office Doors – No Public Access
 - Social Distancing Signage
- Post hand washing and social distancing reminder signage on/near temporary toilet facilities
- Post COVID-19 hotline information

| IF YOU ARE: | AND HAVE HAD EXPOSURE TO: | THESE ACTIONS APPLY: |
|---|---|---|
| <p>RECOGNIZED EXPOSURE</p> <ul style="list-style-type: none"> • A household member • An intimate partner • An individual providing care in a household without using recommended CDC infection control precautions • An individual who has had close contact²⁰ for a prolonged period of time²¹ • Travel²² from a country with widespread ongoing transmission, which as of 3/27/20, includes all countries • Travel on cruise ship or river boat | <p>A person with symptomatic COVID-19 (either laboratory-confirmed or a clinically compatible illness) during the period from 48 hours before symptoms onset and until they meet current criteria from the CDC for discontinuing home isolation as defined below:</p> <ul style="list-style-type: none"> • At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath), and, • At least 7 days have passed since symptoms first appeared | <ul style="list-style-type: none"> • Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times • Self-monitor for symptoms: <ul style="list-style-type: none"> ◦ Check temperature twice a day ◦ Watch for fever²³, cough, or shortness of breath ◦ Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure) • Follow CDC guidance if symptoms develop |
| <p>UNRECOGNIZED POSSIBLE EXPOSURE</p> <ul style="list-style-type: none"> • All U.S. residents, other than those with a known risk exposure | <p>Possible unrecognized COVID-19 exposures in U.S. communities</p> | <ul style="list-style-type: none"> • Be alert for symptoms <ul style="list-style-type: none"> ◦ Watch for fever²³, cough, or shortness of breath ◦ Take temperature if symptoms develop • Practice social distancing <ul style="list-style-type: none"> ◦ Maintain 6 feet of distance from others ◦ Stay out of crowded places • Follow CDC guidance if symptoms develop |

DETAILED SPECIFICATIONS

Specifications:

This contract is subject to the terms and conditions contained in this agreement. Beginning January 1, 2022 Contractor hereby agrees to provide and perform professional cleaning services for William Rainey Harper College with respect to the tasks described in Exhibit A, "Cleaning Schedule". Contract period shall be from January 1st, 2022 through December 31st, 2022 (12 months), with an option for two additional 12-month contracts at same or lower cost. This contract contains all of the covenants and agreements between said parties with respect to the subject matter of this agreement.

- 1.1 Contractor hereby agrees to provide and perform professional cleaning services for William Rainey Harper College (College) with respect to the tasks described in Exhibit A, "Cleaning Schedule".
- 1.2 All personnel furnished by the Contractor shall be employees of the Contractor, and Contractor shall pay all salaries and expenses of, and all federal, social security taxes, federal and state unemployment taxes, and any similar payroll taxes relating to such personnel, and shall carry workmen's compensation insurance for such personnel. Contractor shall be considered for all purposes hereunder an independent contractor, and it shall not at any time directly or indirectly act as an agent, servant, or employee of the College, or make any commitments or incur any liabilities on behalf of the College without its express written consent.
- 1.3 Contractor shall provide all proper safeguards and shall assume all risks incurred in performing its services hereunder.
- 1.4 Without limiting the responsibility of the Contractor for the proper conduct of its personnel and the cleaning of the areas to be serviced hereunder, the conduct of the cleaning personnel hereunder shall be guided by rules and regulations as agreed upon from time to time between the College and the Contractor, and such additional written instructions as may be issued by the College to the Contractor from time to time through its designated agent.
- 1.5 Contractor is responsible for the direct supervision of its personnel through its designated representative, and such representative shall, in turn, be available at all reasonable times to report and confer with the designated agents of the College with respect to the services rendered.
- 1.6 Contractor agrees that the cleaning services to be provided hereunder shall be performed by qualified, careful, and efficient employees in conformity with the best practices and highest standards in the industry. Contractor further agrees that upon written request of the College, it shall remove from services here under; any of its personnel who are in the reasonable opinion of the College, guilty of improper conduct or are not qualified to perform the work assigned to them.
- 1.7 All services provided by the Contractor shall be performed during hours that do not conflict with the operation schedule of the College.
- 1.8 During the term of this contract and for ninety (90) days thereafter the Contractor shall not, directly or indirectly, hire any person hired by the College, also during the term of this agreement and for ninety (90) days thereafter the College shall not, directly or indirectly, hire any person hired by the Contractor.
- 1.9 In exchange for performance of services hereunder the College shall make payment to the Contractor for services rendered hereunder at the rate mutually agreed upon by both parties as part of this proposal. Payment shall be made on a monthly basis, with the payment within 30 days of the date of the invoice.

DETAILED SPECIFICATIONS

- 1.10 Contractor shall perform all services required hereunder, except when prevented by strike, lockout, act of God, accident, or other circumstances beyond its control. The College shall notify the Contractor of any changes in the use of the areas covered by this agreement and any additions to or changes in the furnishings or floor, wall or ceiling surfaces forming a part of the College's premises.
- 1.11 This contract may be terminated by either party by giving thirty (30) days written notice by registered mail to the other party at the address below its name. This contract contains all of the covenants and agreements between said parties with respect to the subject matter of this agreement.
- 1.12 This contract shall be based upon the Contractor providing cleaning services for five (5) days per week, Monday, Tuesday, Wednesday, Thursday, and Saturday. The Contractor shall provide a separate cost to provide cleaning services for an additional day (Friday) as an option to this contract. The College shall provide all supplies for dispensers to be filled. These supplies shall be limited to napkins, cups, soap, tissue, towels, liners and seat holders.
- 1.13 Services provided by the Contractor under this contract shall be performed at Harper College Extension sites located as follows:

Harper College Learning & Career Center
1375 S Wolf Road
Prospect Heights, Illinois 60070-1755
Approx. 49,737 sq. ft.

Harper College Professional Center
650 Higgins
Schaumburg, Illinois 60173
Approx. 41,800 sq. ft.

Cleaning services shall be performed between the hours of 10:30 p.m. and 6:30 a.m. Monday, Tuesday, Wednesday, Thursday, and Saturday.

- 1.14 Access Cards or keys will be furnished to the Contractor by designated College employees so as to allow access to the various areas to be maintained.
- 1.15 Handling of Waste: The Contractor shall ensure that their personnel shall properly dispose of waste, including recyclable goods, in accordance with the directives of the College and in receptacles provided by the College.
- 1.16 Work Crew Supervision: The Contractor shall provide a qualified Supervisor to supervise night crews engaged in work under the Contract. The Contractor's Supervisor shall meet with Harper College Operations Services a minimum of once a month at a pre-determined time.
The Supervisor shall be responsible for the instruction and training of personnel in the proper work methods and procedures. The Supervisor will schedule and coordinate all services and functions as required by the Contract and as specified in the task schedules.
- 1.17 Security: All secured areas shall be maintained in a secured condition and these areas shall be locked immediately upon completing the required work. All areas shall be secured when the Contractor has completed their daily operations.
- 1.18 Un-Authorized Personnel: Only contractor employees are allowed in the building. No family, children or other unauthorized personnel, are allowed access.

DETAILED SPECIFICATIONS

- 1.19 College Assets: Use of electronic equipment/appliances not owned by the contractor or associated employee is prohibited, i.e. phones, radio, T.V, computers.
- 1.20 The Contractor will be expected to supply a sufficient number of custodians to be able to complete all cleaning and workmanship standards as set forth in this document. At least one employee of the Contractor present must be able to speak/write in English, to communicate with College associates.
- 1.21 The Contractor will be expected to have background checks on all custodians assigned to Harper College facilities. A copy of the results will be made available to the college upon request. The College reserves the right to request replacement of employees as they deem appropriate.
- 1.22 The College shall have and shall exercise full and complete control over granting, denying, withholding or terminating clearance for Contractor's employees. Employees whom the College deems careless, discourteous or otherwise objectionable or who cannot meet standards required for security or other reasons will be prohibited from entering the building to perform work.
- 1.23 Contractor to Furnish: The Contractor shall provide, at his expense and at no additional cost to the College, equipment and janitorial supplies required to support the work activities as specified, with the exception of those items being provided by the College as itemized below. The janitorial supplies to be provided by the Contractor, and included in the price to maintain each facility, shall include: general detergent, furniture polish, stainless steel cleaner, disinfectants, carpet and rug cleaners, floor finishes, treatments and wax, window cleaner, and scouring cleanser. These products shall meet current 'Green Clean' quality and composition.

The Contractor shall make available to the College samples of the janitorial supplies they propose to use to enable the College to assess product quality. If for any reason the College objects to the use of a given janitorial product, the Contractor shall discontinue use and find a substitute that is acceptable to the College. Quality assessment shall be at the sole judgment of the College, whose decision is final.

All products supplied shall meet all applicable federal, state and local standards for product safety. **Products and containers shall be properly labeled** to meet all applicable standards and regulations regarding safety, toxicity and other standards. Material Safety Data Sheets (MSDS) shall be supplied as required for all affected products at all sites and the Contractor is responsible to keep all MSDS books current.

Warranty: All products supplied under this Contract shall carry the manufacturer's standard warranty.

1.24 College to Furnish – Consumable products for use of building occupants:

- Toilet tissue
- Roll towels
- Toilet seat covers
- Foam hand cleaner
- Feminine napkins
- Waste can liners
- Toilet/urinal sanitation blocks
- Adequate containers for refuse disposal, including recycling containers when applicable.
- A location with one (1) workstation for the Contractor's use.

DETAILED SPECIFICATIONS

While the College is providing the consumable products noted above, it is the Contractor's responsibility to ensure quantities of supplies are sufficient and available at all times for use by the buildings' occupants.

The Contractor is to work with the College to ensure the maintenance of a maximum inventory level of one (1) week of custodial supplies for emergency purposes. This supply level is to be maintained at all times.

1.25 Cleaning Standards and Workmanship

Intent: It is the intent of these specifications for the Contractor to provide a high level of service in custodial care and maintenance. The following statements indicate the general standards and workmanship to be furnished under this Contract. More detailed standards and specifications are provided later in these specifications.

Floors and Carpets: A satisfactory and acceptable floor or carpet will not have dust, streaks, marks or dirt in corners, behind doors or under furniture. All paper clips, staples, etc., shall be picked up. The use of vacuuming equipment and/or treated dust mops will be used to keep the floors clean. Waxed floors will show a "wet look" gloss and shall not be yellowed or show signs of a wax buildup. Carpets shall be cleaned on a regular basis by a College approved method. Heavy use carpet areas will be cleaned more frequently to maintain a dirt free appearance. "Wet Floor" signs shall be placed in areas cleaned for any occupied.

Wet Mopping: Satisfactory and acceptable waxing and polishing will be accomplished through the use of thin coats of evenly layered wax. Floors will be bright and clean under furniture as well as in traveled areas. Wax or polish will not be allowed to dry on wall bases, furniture legs, equipment, etc. Wax shall not be applied over dirt or other loose material.

Glass: All glass, mirror or vitreous surfaces will be free from streaks, smears and spots.

Dusting: Satisfactory and acceptable dusting will present a surface free from all dust and other loose material.

Cleaning: A satisfactory and acceptable clean surface shall be completely free of all loose and adhering dirt of other foreign material down to the original finish of the surface. A clean surface will appear both physically and visually clean, free from streaks or other residue.

Refinish: (hard or resilient floor) A satisfactory and acceptable refinished floor will be completely stripped of all wax to the original surface of the floor, resealed with a College approved product, recoated with a minimum of three (3) coats of an approved wax, each coat allowed to dry and buffed using an appropriate buffing machine.

Resurface: (hard or resilient floor) a satisfactory and acceptable resurfaced floor will be machine scrubbed to remove all surface marks, dirt and blemishes, re-waxed and speed buffed to a "wet look" gloss.

Kitchen and Lunch Rooms: Satisfactory kitchen, coffee service areas and lunch room area cleaning shall be of "restaurant" quality. All fixtures, appliances, chrome and metal work and glass shall be cleaned and polished to a shiny appearance free from streaks, dirt, grease and grime. Sinks shall be free from rings, stains and objectionable odors. Floor, walls, cabinets, tables, chairs and garbage receptacles shall be free from stains, dirt, grime, odors, grease and streaks. Appliances shall be cleaned and sanitized to remain free from objectionable odors. Ovens, microwaves, cook tops, and ranges shall be clean and free from "cooked on" food. Kitchens shall meet all applicable village Health Department standards.

DETAILED SPECIFICATIONS

Vacuuming: A satisfactory and acceptable vacuumed surface will be free of all dust, dirt, and loose foreign material, including corners, crevices and other hard to reach areas.

Rest Rooms: A satisfactory and acceptable rest room cleaning shall be of "hospital" quality. All porcelain fixtures, chrome and metal work, and glass shall be cleaned and polished to a shiny appearance free from streaks, dirt or grime. Bowls, urinals, and sinks shall be free from water stains, rings and biological stains. Floors, walls and partitions shall be clean and free from stains, dirt, grime or streaks. Fixtures shall be sanitized with a College approved disinfectant. Rest rooms shall be free of objectionable odors. Signs shall be placed for any occupied building when facilities are out of service or any hazardous condition is present.

EXHIBIT A
"Cleaning Schedule"

I. FREQUENCY OF SERVICES: DAILY SERVICES

A. EXTENT OF SERVICES: REGULAR SERVICES

1. REGULAR SERVICES: CLASSROOMS, PRIVATE OFFICES, LOBBY, LOUNGE

- a. Empty wastebaskets
- b. Empty recycling bins into appropriate recycle dumpster
- c. Dust all furniture including desks, chairs, and tables (local areas)
- d. Dust all exposed filing cabinets, bookcases, and shelves (local areas)
- e. Dust all telephones
- f. Clean and sanitize all drinking fountains
- g. Spot clean desk tops (local areas)
- h. Clean entire interior glass in partitions and doors
- i. Spot clean reception lobby glass including front doors and any other partition of glass door
- j. Spot clean walls
- k. Dust mop resilient and hard floors & vacuum carpeted areas in their entirety – use proper hose attachments to clean corners and hard to reach areas.
- l. Clean all white boards and marker trays
- m. Top edges of space partitions dusted
- n. Doorway jams dusted
- o. Remove marks and graffiti from table edges.

2. REGULAR SERVICES: WASHROOMS/KITCHENS/LUNCHROOMS

- a. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins, microwaves, stove tops and cooking appliances.
- b. Clean all glass and mirrors
- c. Empty and sanitize interior or sanitary containers
- d. Empty all containers and disposals, insert liners as required, spot clean and sanitize container
- e. Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners, seat holders, cups, etc. (supplies shall be furnished by the College)
- f. Sweep, damp mop, and sanitize hard floor
- g. Dust paper towel fixtures
- h. Clean water fountains

3. REGULAR SERVICES: EATING AREAS

- a. Damp clean and sanitize table tops, seats, and back of chairs
- b. Damp clean pedestals or legs
- c. Empty and damp clean ash trays
- d. Clean, polish and refill napkin holders
- e. Clean and sanitize drinking fountain
- f. Empty all containers and disposals. Wash and sanitize exterior and interior of all containers
- g. Clean entire interior glass in partitions and doors
- h. Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass
- i. Wipe spotting on walls around vending machines

4. REGULAR SERVICES: EXTERIOR GROUNDS

- a. Outside cleanup including policing of grounds including pick-up of litter and cigarette butts. Emptying trash containers and clean-up of ash urns.
- b. Sweep exterior entry way of debris

EXHIBIT A
"Cleaning Schedule"

5. REGULAR SERVICES: COPY ROOM

- a. Dust top of copy machine
- b. Dust and wipe tables and spot clean
- c. Dust top of refrigerator

B. EXTENT OF SERVICES: GENERAL SERVICES

1. REGULAR SERVICES: GENERAL

- a. Notify building contact of any irregularities (i.e., defective plumbing, unlocking doors, lights left on, inventory requirements, etc.)
- b. Turn off all lights except those to be left on, close windows and lock all doors, report evacuation of building to security organization

II. FREQUENCY OF SERVICES: WEEKLY SERVICES

A. EXTENT OF SERVICES: REGULAR SERVICES

1. REGULAR SERVICES: GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE, VESTIBULE

- a. Low dust all horizontal surfaces to hand height (36") including sills, moldings, ledges, shelves, frames, ducts, radiators, etc.
- b. Remove dust & cobwebs from ceiling areas
- c. Spot clean all upholstered furniture.
- d. Vacuum entire vestibule/entryway area. Use proper hose attachment to clean hard to reach areas.
- e. Buff Vinyl Composition Tile
- f. Clean and sanitize all telephones
- g. Spot clean spills and stains on carpeted and resilient floors
- h. Spot clean furniture

2. REGULAR SERVICES: WASHROOMS

- a. Spot clean all walls, doors and partitions
- b. Low dust all horizontal surfaces (below 36") including sills, moldings, ledges, shelves, frames, ducts and heating outlets

3. REGULAR SERVICES: EATING AREAS

- a. Low dust (below 36") and high dust (above 70") all horizontal surfaces
- b. Spot clean all upholstered furniture
- c. Dust tops of vending machines

EXHIBIT A
"Cleaning Schedule"

III. FREQUENCY OF SERVICES: MONTHLY

A. EXTENT OF SERVICES: REGULAR SERVICES

1. REGULAR SERVICES: GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE, VESTIBULE

- a. High dust above hand height all horizontal surfaces, including shelves, ledges and moldings
- b. Dust Venetian blinds
- c. Remove walk-off matting and vacuum entire floor area.
- d. Vacuum furniture

2. REGULAR SERVICES: WASHROOMS

- a. High dust above hand height all horizontal surfaces including shelves and moldings
- b. Cleaning of entire stall partitions.

IV. FREQUENCY OF SERVICES: QUARTERLY

A. EXTENT OF SERVICES: REGULAR SERVICES

1. REGULAR SERVICES: GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE, VESTIBULE

- a. Customer service visit
- b. Ceiling vent cap dusted
- c. Wet wipe base boards
- d. Machine scrubbed and refinish vinyl composition tile

V. FREQUENCY OF SERVICES: BI-ANNUAL (TWICE PER YEAR)

A. EXTENT OF SERVICES: REGULAR SERVICES

1. REGULAR SERVICES: GENERAL, LOBBY, LOUNGE

- a. Shampoo lobby and hallways carpeted areas, time to be determined by College

2. REGULAR SERVICES: GENERAL

- a. Formal customer review

VI. FREQUENCY OF SERVICES: YEARLY

A. EXTENT OF SERVICES: REGULAR SERVICES

1. REGULAR SERVICES: GENERAL, CLASSROOMS, PRIVATE OFFICES

- a. Shampoo classrooms and private offices carpeted areas, time to be determined by College.
- b. Shampoo classroom chairs and office furniture, time to be determined by College
- c. Topcoat vinyl composition tile

Alternate Bid

The academic schedule for Harper College Spring, Summer and Fall 2022 semesters is unknown. The College is seeking an alternate bid to perform only the specific tasks listed below on a weekly basis, in lieu of the regular five-day services, during times when the College's services are suspended. The contractor will be given 15-30 days' notice if/when the college will hold full on-site classes and regular custodial services will resume.

Weekly

- Thoroughly clean all washrooms, kitchens, and lunchrooms (see daily cleaning item #2 **REGULAR SERVICES: WASHROOMS/KITCHENS/LUNCHROOMS**)
- Flush all toilets and urinals
- Turn on all water faucets for a minimum of 2 minutes to flush pipes
- Pour water down all floor drains in washrooms, kitchens, lunchrooms, labs, and custodial closet slop sinks
- Pour water into the drain of all water fountains
- Inspect all offices, classrooms, labs for the following (not limited to):
 - Water leakage
 - Electrical issues
 - Door closer and Lenel problems
 - Trash/recycle

**HARPER COLLEGE
BID PROPOSAL FORM**

Undersigned proposes in accordance with the terms, conditions and specifications of this Contract Document of which this Proposal is a part, to furnish labor, equipment and supplies required for Q01056 Professional Janitorial Services for Harper College at the prices set forth below:

Increases to the monthly fee can be requested at annual contract renewal and must be approved by the College. This will be the only consideration for increases in the contract. Increases in addition to the Year 1 and Year 2 renewal rates stated below should not exceed the % increase in CPI-U (use October 2021 to calculate the % change) or 2% in any given year, whichever is less.

HARPER PROFESSIONAL CENTER: 650 E. HIGGINS, SCHAUMBURG, IL

BASE BID: Five day Cleaning Service (Monday, Tuesday, Wednesday, Thursday & Saturday)

| | | | |
|---------------------|----------------------|----------------------|---------------------|
| Daily Rate | \$ <u>90.00</u> /DAY | Total monthly charge | \$ <u>1,950</u> /MO |
| Year 1 Renewal Rate | \$ <u>93.00</u> /DAY | | \$ <u>2,010</u> /MO |
| Year 2 Renewal Rate | \$ <u>96.00</u> /DAY | | \$ <u>2,080</u> /MO |

OPTION 1: Additional Day Cleaning (Friday)

| | | | |
|------------|----------------------|----------------------|---------------------|
| Daily Rate | \$ <u>85.00</u> /DAY | Total monthly charge | \$ <u>2,355</u> /MO |
|------------|----------------------|----------------------|---------------------|

ALTERNATE BID: Once-per-week cleaning service, performing only the basic weekly tasks listed in the Alternate bid section

| | | | |
|-------------|-----------------------|----------------------|-------------------|
| Weekly Rate | \$ <u>90.00</u> /WEEK | Total monthly charge | \$ <u>405</u> /MO |
|-------------|-----------------------|----------------------|-------------------|

LEARNING & CAREER CENTER: 1375 S. WOLF ROAD, PROSPECT HEIGHTS, IL

BASE BID: Five day Cleaning Service (Monday, Tuesday, Wednesday, Thursday & Saturday)

| | | | |
|---------------------|-----------------------|-----------------------|---------------------|
| Daily Rate | \$ <u>96.00</u> /DAY | Total monthly charge: | \$ <u>2,080</u> /MO |
| Year 1 Renewal Rate | \$ <u>99.00</u> /DAY | | \$ <u>2,140</u> /MO |
| Year 2 Renewal Rate | \$ <u>102.00</u> /DAY | | \$ <u>2,203</u> /MO |

OPTION 1: Additional Day Cleaning (Friday)

| | | | |
|------------|-------------------|----------------------|---------------------|
| Daily Rate | \$ <u>96.00</u> / | Total monthly charge | \$ <u>2,512</u> /MO |
|------------|-------------------|----------------------|---------------------|

ALTERNATE BID: Once-per-week cleaning service, performing only the basic weekly tasks listed in the Alternate bid section

| | | | |
|-------------|-----------------------|----------------------|-------------------|
| Weekly Rate | \$ <u>96.00</u> /WEEK | Total monthly charge | \$ <u>432</u> /MO |
|-------------|-----------------------|----------------------|-------------------|

PROPOSAL (Cont'd)

The undersigned hereby acknowledges having received a full set of the Specifications and Contract Documents and Addenda Nos. 1 (None unless indicated)

The undersigned hereby acknowledges having familiarized ourselves with all site conditions and services affecting the work and with the proposed Contract Documents, hereby propose to perform everything required to be performed and to provide all of the labor, materials, necessary equipment, all utilities and transportation and services necessary to perform and complete in a workmanlike manner all work required to complete the proposed work indicated in the bidding documents for the amount specified as the base bid above.

TO BE EXECUTED BY A SOLE PROPRIETOR

Signature of Proprietor: _____

Doing Business As: _____

Business Address: _____

TO BE EXECUTED BY A PARTNERSHIP

Partnership Name: _____

Business Address: _____

Signatures and
Addresses of all
Members of the
Partnership:

1) _____

2) _____

3) _____

4) _____

TO BE EXECUTED BY A CORPORATION

Corporate Name: Perfect Cleaning Service Corp

Address: 6538 N. Milwaukee Ave

Chicago, IL 60631

CONT'D

PROPOSAL (Cont'd)

State of Incorporation: ILLINOIS

Signed by: Krawczyk, President

Attest: _____, Secretary

Names of Officers of the Corporation:

President: KRZYSZTOF KRAWCZYK

Vice-President: _____

Secretary: _____

Treasurer: _____

Corporate Seal

Person to Contact Regarding this Bid KRZYSZTOF KRAWCZYK

Phone 773-558-0028

Email chris@perfectcleaningservice.com

State of Illinois

County of Lake

Sign (or subscribed or attested) before me on Sept. 13 2021

by Margaret Esp

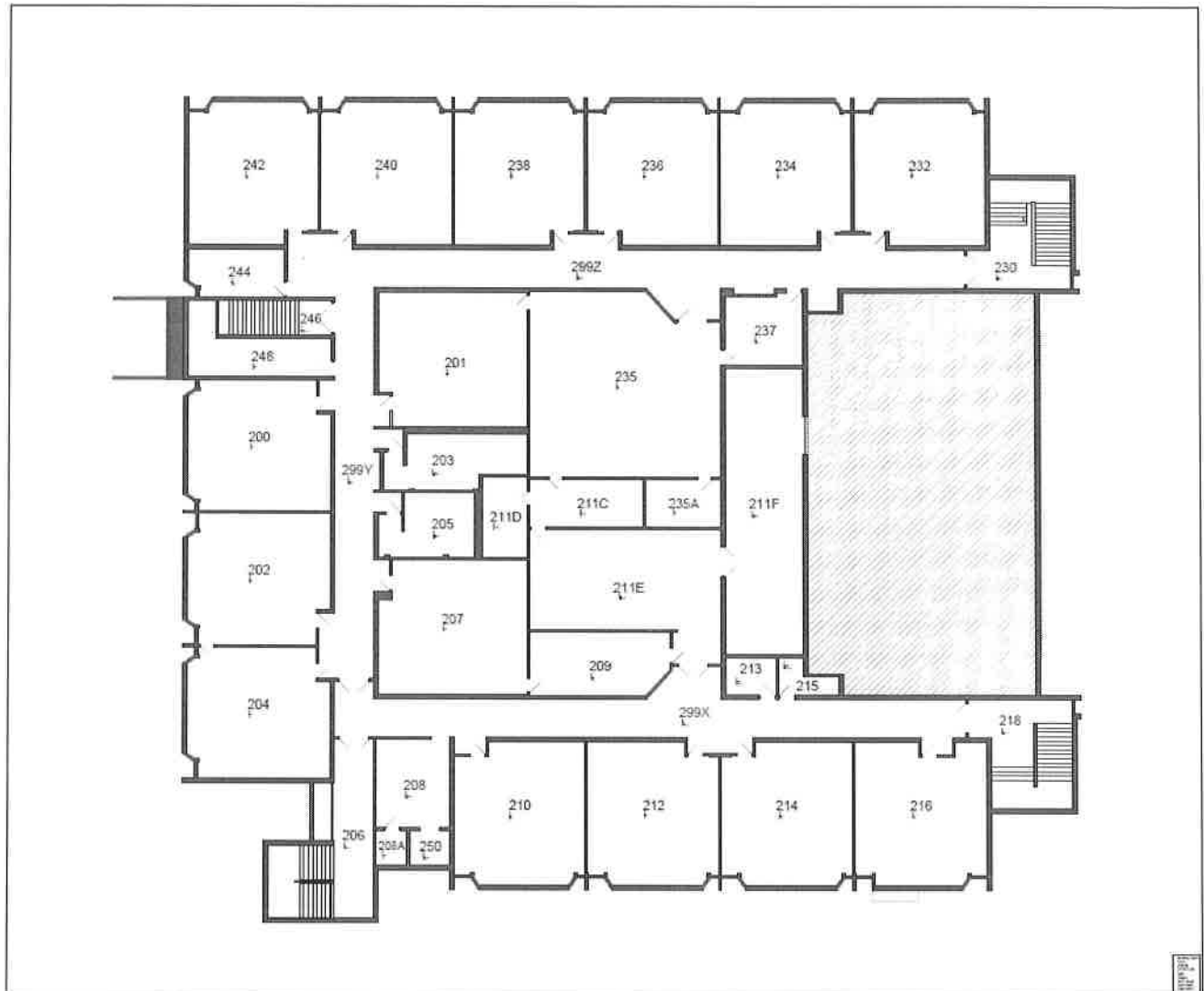
Margaret
Signature of Notary Public



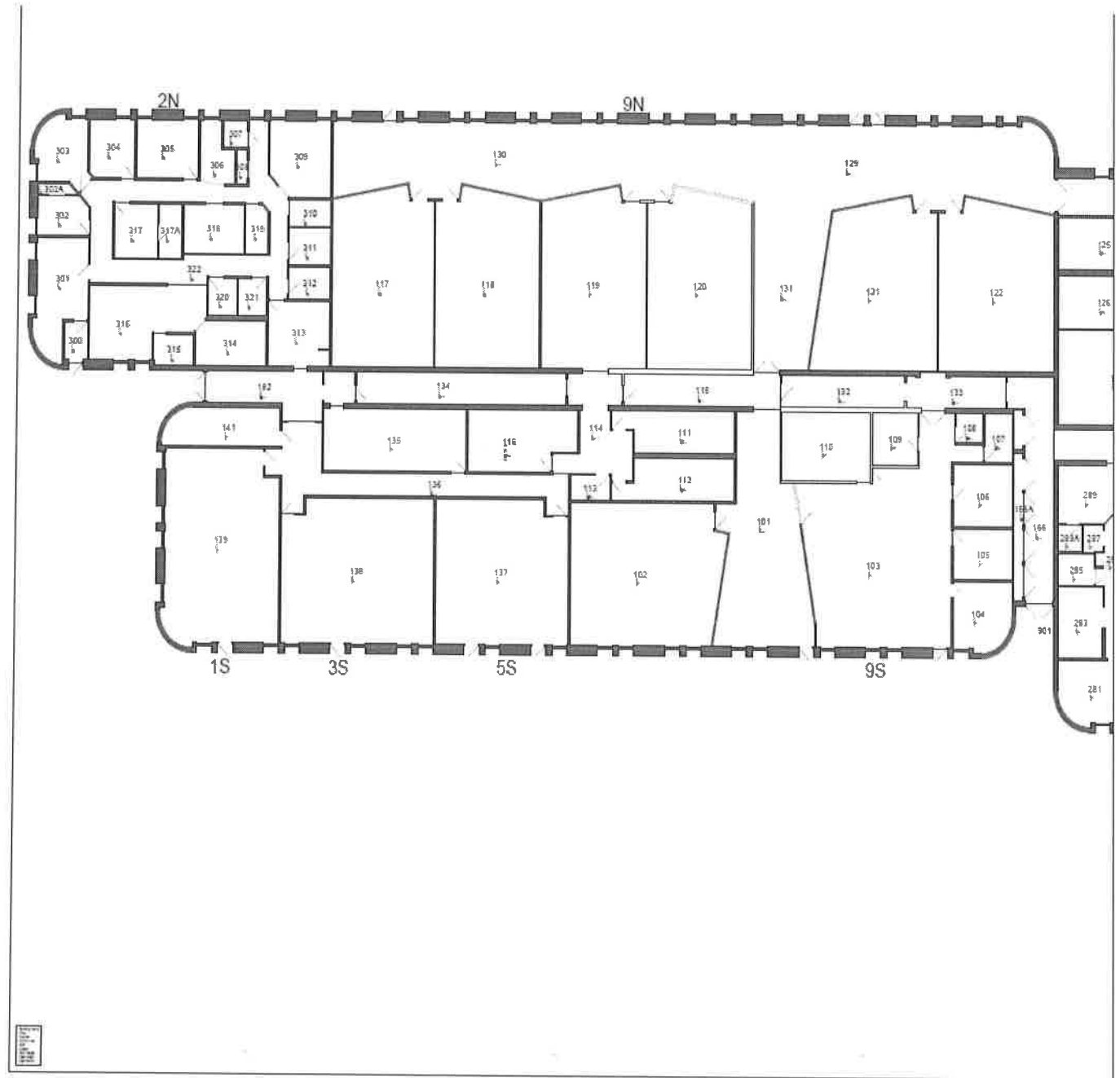
LCC FLOOR PLAN - 1ST FLOOR



LCC FLOOR PLAN - 2nd FLOOR



HPC FLOOR PLAN - 1st & 3rd FLOOR



HPC FLOOR PLAN 1st &- 2nd FLOOR



HARPER COLLEGE
BID FORMS

LIST OF REFERENCES

This list is required to consist of projects of similar size and complexity. The list of projects should be located as similar to this project as possible.

| | |
|-------------------------|--|
| Name of Project (Owner) | <u>STREAMWOOD PARK DISTRICT</u> |
| Location | <u>550 S. PARK PLACE STREAMWOOD, IL</u> |
| Total Contract Cost | <u>70,000</u> |
| Date Completed | <u>04-30-2021</u> |
| Contact Person (Owner) | <u>MARK BELL</u> |
| Telephone (Owner) | <u>(630)-327-5868</u> |
| <hr/> | |
| Name of Project (Owner) | <u>BUTLER SCHOOL DISTRICT #53 (2 schools)</u> |
| Location | <u>2801 YORK RD. OAK BROOK, IL</u> |
| Total Contract Cost | <u>86,400</u> |
| Date Completed | <u>UNDER CONTRACT</u> |
| Contact Person (Owner) | <u>BOB JAKUBI</u> |
| Telephone (Owner) | <u>(630) 936-0855</u> |
| <hr/> | |
| Name of Project (Owner) | <u>OAK BROOK VILLAGE & POLICE DEPARTMENT</u> |
| Location | <u>1200 OAK BROOK RD, OAK BROOK, IL</u> |
| Total Contract Cost | <u>110,000</u> |
| Date Completed | <u>UNDER CONTRACT</u> |
| Contact Person (Owner) | <u>DOUG HORBA</u> |
| Telephone (Owner) | <u>(630)-993-4721</u> |
| <hr/> | |
| Name of Project (Owner) | <u>ELMHURST PARK DISTRICT</u> |
| Location | <u>186 S. WEST ST., ELMHURST IL 60126</u> |
| Total Contract Cost | <u>100,000</u> |
| Date Completed | <u>MARCH, 2020</u> |
| Contact Person (Owner) | <u>GREG UTASKI</u> |
| Telephone (Owner) | <u>(630) 833 5064</u> |

HARPER COLLEGE
BID FORMS

SUBCONTRACTORS

Please state below the name, address and portion of work to be performed by any subcontractors including their work to be performed.

- | | | | |
|----|--|---|--|
| 1. | <u>B & W COMMERCIAL</u> <small>Name of Firm</small> | <u>723 WHITE HALL CT.</u> <small>Address</small> | <u>15%</u> <small>Portion of Work</small> |
| | <u>CLEANING, INC.</u> | <u>SCHAUMBURG, IL 60194</u> | |
| 2. | _____ | _____ | _____ |
| | <small>Name of Firm</small> | <small>Address</small> | <small>Portion of Work</small> |
| 3. | _____ | _____ | _____ |
| | <small>Name of Firm</small> | <small>Address</small> | <small>Portion of Work</small> |
| 4. | _____ | _____ | _____ |
| | <small>Name of Firm</small> | <small>Address</small> | <small>Portion of Work</small> |

HARPER COLLEGE
BID FORMS

ACCEPTANCE OF PROPOSAL

When the foregoing bid items as identified in the bid have been approved by the Harper College Board of Trustees, a copy of this executed document and/or a purchase order embodying this document language by reference will be forwarded to the successful bidder(s). If there is an omission in statement between the purchase order and the Harper College bidding document, the bidding document will prevail.

Approved by the Board of Trustees on _____

(Board of Trustees approval required for Contracts of \$25,000 or more)

Total Amount of Contract:

\$ 48,360.00 / year

Purchasing Department
William Rainey Harper College
1200 W. Algonquin Road
Palatine, Illinois 60067

HARPER COLLEGE
BID FORMS

DISQUALIFICATION OF CERTAIN BIDDERS

PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or bid rotating, or attempting to rig or rotate bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Antitrust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

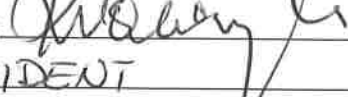
HARPER COLLEGE
BID FORMS

CERTIFICATION OF COMPLIANCE

The undersigned, being first duly sworn on oath, deposes and states that he has the authority to make this certification on behalf of the bidder,

PERFECT CLEANING SERVICE CORP
(Name of Company)

- (A) That in connection with this procurement,
- (1) the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
 - (2) the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder prior to opening directly or indirectly to any other bidder or to any competitor; and
 - (3) no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
- (B) The undersigned further states,
- (1) he is the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein and that he has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
 - (2) (a) he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein but that he has been authorized to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and
(b) that he has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.
- (C) The undersigned certifies that, pursuant to Illinois Compiled Statutes, 720 ILCS 5/33E-1 et seq., the bidder is not barred from bidding on this contract as a result of a conviction for violation of State of Illinois laws prohibiting bid-rigging or bid-rotating.
- (D) The undersigned certifies that, pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42.1-1, the bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue.
- (E) The undersigned certifies that the bidder agrees to provide a drug free workplace in accordance with the Illinois Drug Free Workplace Act, Illinois Compiled Statutes, 30 ILCS 580/1 et seq.
- (F) The undersigned certifies that the bidder has a written Sexual Harassment Policy in place in full compliance with Illinois Compiled Statutes, 775 ILCS 5/2-105(A)(4).
- (G) It is expressly understood that the foregoing statements, representations, and promises are made as a condition to the right of the bidder to receive payment under any award made hereunder.

Authorized Signature: 
Title: PRESIDENT

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.

HARPER COLLEGE
BID FORMS

TAX COMPLIANCE AFFIDAVIT

KRZYSZTOF KRAWCZYK, being first duly sworn,

deposes and says: that he is OFFICER
(Partner, Officer, Owner, Etc.)

of PERFECT CLEANING SERVICE CORP.
(Consultant)

The individual or entity making the foregoing Proposals or bid certifies that he is not barred from contracting with Harper College because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting such taxes, in accordance with the procedures established by the appropriate revenue act, The individual or entity making the Proposals or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, may have other serious legal consequences.

KRZYSZTOF KRAWCZYK *Krawczyk*
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 13th day of September, 2021
me

SEAL



Margaret Esp

Failure to complete and return this form may be considered sufficient reason for rejection of the bid.

HARPER COLLEGE
BID FORMS


BIDDER'S CERTIFICATION

BID PROPOSAL

PERFECT CLEANING SERVICE, as part of its bid on a contract for
(Name of Bidder)

PROFESSIONAL JANITOR SERVICE to HARPER COLLEGE
(General Description of Item(s) bid on) (Name of Governmental Body)

hereby certifies that said bidder is not barred from bidding on the aforementioned contract as a result of a violation of either Section 33E or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

By: 
Authorized Agent of Bidder

Subscribed and sworn
before me this 18th
day of September, 2021


(Notary Public)




Failure to complete and return this form may be considered sufficient reason for rejection of the bid.

HARPER COLLEGE
BID FORMS

CONFLICT OF INTEREST FORM

PERFECT CLEANING SERVICE CORP. hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the proposer, its owners and employees, and any official or employee of William Rainey Harper College.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Proposer has not disclosed any actual or potential conflict of interest, William Rainey Harper College may disqualify the proposal.

KRZYSZTOF KRAWCZYK 
(Name of Proposer if the Proposer is an Individual)
(Name of Partner if the Proposer is a Partnership)
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this 18th day of September, 2021

Notary Public 



Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.

**STATE OF ILLINOIS
BUSINESS ENTERPRISE PROGRAM
MINORITIES, FEMALES, PERSONS WITH DISABILITY
PARTICIPATION AND UTILIZATION PLAN**

The Business Enterprise for Minorities, Females and Persons with Disabilities Act (BEP) establishes a goal for community colleges contracting with businesses that have been certified as owned and controlled by persons who are minorities (MBE), female (FBE/ also referred to as WBE), or persons with disabilities (DBE) (collectively, BEP certified vendor(s)). 30 ILCS 575

Contract Goal to be Achieved by Vendor: This solicitation includes a specific BEP participation goal of 20% of the total dollar amount awarded to MBEs and FBEs, with at least 50% of the total dollar amount awarded to FBEs.

The BEP participation goal is applicable to all bids or offers. In addition to the award criteria established for this solicitation, the College will award this contract to a Vendor that meets the goal or demonstrates good faith efforts to meet the goal. This goal is applicable to change orders and allowances within the scope of work provided by the BEP certified vendors. If Vendor is an MBE and FBE certified vendor, the entire goal is met and no subcontracting with a BEP certified vendors is required; however, **Vendor must submit a Utilization Plan indicating that the goal will be met by self-performance.**

Following are guidelines for Vendor's completion of the Utilization Plan. The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; or (2) made good faith efforts towards meeting the goal.

At the time of bid or offer, Vendor, or Vendor's proposed Subcontractor, must be certified with the Illinois Department of Central Management Services as a BEP certified vendor.

Failure to complete a Utilization Plan or provide Good Faith Effort documentation shall render the bid or offer non-responsive; and subject to rejection and/or disqualification in the College's sole discretion.

1. If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Joint Venture Agreement specifying the terms and conditions of the relationship between the parties and their relationship and responsibilities to the contract. The Joint Venture Agreement must clearly evidence that the BEP certified vendor will be responsible for a clearly defined portion of the work and that its responsibilities, risks, profits and contributions of capital, and personnel are proportionate to its ownership percentage. It must include specific details related to the parties' contributions of capital, personnel, and equipment and share of the costs of insurance and other items; the scopes to be performed by the BEP certified vendor under its supervision; and the commitment of management, supervisory personnel, and operative personnel employed by the BEP certified vendor to be dedicated to the performance of the contract. Established Joint Venture Agreements will only be credited toward BEP goal achievements for specific work performed by the BEP certified vendor. **Each party to the Joint Venture Agreement must execute the bid or offer prior to submission of the bid or offer to the College.**
2. An agreement between a vendor and a BEP certified vendor in which a BEP certified vendor promises not to provide subcontracting or pricing quotations to other vendors is prohibited. The College may request additional information to demonstrate compliance. Vendor agrees to cooperate promptly with the College in submitting to interviews, allowing entry to places of business, providing further documentation, and to soliciting the cooperation of a proposed BEP certified vendor. Failure to cooperate by Vendor and BEP certified vendor may render the bidder or offeror non-responsive or not responsible. **The contract will not be awarded to Vendor unless Vendor's Utilization Plan is approved by the College.**

3. **BEP Certified Vendor Locator References:** Vendor may consult CMS' BEP Vendor Directory at www.sell2.illinois.gov/cms/business, as well as the directories of other certifying agencies, but firms **must be certified with CMS as BEP certified vendors at the time of bid or offer.**
4. **Vendor Assurance:** Vendor shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure by Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the College deems appropriate. This assurance must be included in each subcontract that Vendor signs with a subcontractor or supplier.
5. **Calculating BEP Certified Vendor Participation:** The Utilization Plan documents work anticipated to be performed, or goods/equipment provided by all BEP certified vendors and paid for upon satisfactory completion/delivery. Only the value of payments made for the work actually performed by BEP certified vendors, by subcontractors or suppliers to such vendors, is counted toward the contract goal. Applicable guidelines for counting payments attributable to contract goals are summarized below:
 - 5.1 The value of the work actually performed or goods/equipment provided by the BEP certified vendor shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the BEP certified vendor, including supplies purchased or equipment leased by the BEP certified vendor shall be counted, except supplies purchased and equipment rented from the Prime Vendor submitting this bid or offer.
 - 5.2 A vendor shall count the portion of the total dollar value of the BEP contract equal to the distinct, clearly defined portion of the work of the contract that the BEP certified vendor performs toward the goal. A vendor shall also count the dollar value of work subcontracted to other BEP certified vendor. Work performed by the non- BEP certified party shall not be counted toward the goal. **Work that a BEP certified vendor subcontracts to a non-BEP certified vendor will not count towards the goal.**
 - 5.3 A Vendor shall count toward the goal 100% of its expenditures for materials and supplies required under the contract and obtained from a BEP certified vendor manufacturer, BEP certified regular dealer, or BEP certified supplier. A Vendor shall count toward the goal the following expenditures to BEP certified vendors that are not manufacturers, regular dealers, or suppliers:
 - 5.3.1 The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the contract, provided that the fee or commission is determined by College to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - 5.3.2 The fees charged for delivery of materials and supplies required by the contract (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer or a supplier of the materials and supplies being procured, provided that the fee is determined by the College to be reasonable and not excessive as compared with fees customarily allowed for similar services. The BEP certified vendor's trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on the contract, and must itself own and operate at least one fully licensed, insured and operational truck used on the contract.
 - 5.3.3 The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, provided that the fee or commission is determined by

the College to be reasonable and not excessive as compared with fees customarily allowed for similar services.

- 5.4 BEP certified vendors who are performing on contract as second tier subcontractors may be counted in meeting the established BEP goal for this contract as long as the Prime Vendor can provide documentation indicating the utilization of these vendors.
 - 5.5 A Vendor shall count towards the goal only expenditures to firms that perform a commercially useful function in the work of the contract.
 - 5.5.1 A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. The BEP certified vendor must also be responsible, with respect to materials or supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials or supplies, and installing the materials (where applicable) and paying for the material or supplies. To determine whether a firm is performing a commercially useful function, the College shall evaluate the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the credit claimed for its performance of the work, industry practices, and other relevant factors.
 - 5.5.2 A BEP certified vendor does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction or contract through which funds are passed through in order to obtain BEP certified vendor participation. In determining whether a BEP certified vendor is such an extra participant, the College shall examine similar transactions, particularly those in which BEP certified vendors do not participate, and industry practices.
 - 5.6 A Vendor shall not count towards the goal expenditures that are not direct, necessary and related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.
6. **Good Faith Effort Procedures:** Vendor must submit Utilization Plans, subcontract documents, and/or Letters of Intent that meet or exceed the published goal. If Vendor cannot meet the stated goal, Vendor must document and explain within the Utilization Plan the good faith efforts it undertook to meet the goal. Utilization Plans are due at the time of and must be enclosed and sealed with the bid or offer submission. Copies of subcontract documents and/or Letters of Intent shall be due upon request.
 7. **Contract Compliance:** Compliance with this section is an essential part of the contract. The following administrative procedures and remedies govern Vendor's compliance with the contractual obligations established by the Utilization Plan. After approval of the Plan and award of the contract, the Utilization Plan becomes part of the contract. If Vendor did not succeed in obtaining BEP certified vendor participation to achieve the goal and the Utilization Plan was approved and contract awarded based upon a determination of good faith, the total dollar value of BEP certified vendor work calculated in the approved Utilization Plan as a percentage of the awarded contract value shall become the contract goal.
 - 7.1. The Utilization Plan may not be amended after contract execution without the College's prior written approval.
 - 7.2. Vendor may not make changes to its contractual BEP certified vendor commitments or substitute BEP certified vendors without the prior written approval of the College.

Unauthorized changes or substitutions, including performing the work designated for a BEP certified vendor with Vendor's own forces, shall be a violation of the utilization plan and a breach of the contract, and shall be cause to terminate the contract, and/or seek other contract remedies or sanctions.

- 7.3. If it becomes necessary to substitute a BEP certified vendor or otherwise change the Utilization Plan, Vendor must notify the College in writing of the request to substitute a BEP certified vendor or otherwise change the Utilization Plan. The request must state specific reasons for the substitution or change. The College shall notify the Council or its delegate of the request to substitute a BEP certified vendor or change the Utilization Plan. The College reserves the right to approve or deny a request for substitution or other change in the Utilization Plan.
- 7.4. Where Vendor has established the basis for the substitution to the College's satisfaction, it must make good faith efforts to meet the contract goal by substituting a BEP certified vendor. Documentation of a replacement BEP certified vendor, or of good faith efforts to replace the BEP certified vendor, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, Vendor may substitute with a non-BEP certified vendor or Vendor may perform the work.
- 7.5. If a Vendor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Utilization Plan, Vendor must obtain the approval of the College to modify the Utilization Plan and must make good faith efforts to ensure that BEP certified vendors have a fair opportunity to submit a bid or offer on the new scope of work.
- 7.6. A new BEP certified vendor agreement must be executed and submitted to the College within five business days of Vendor's receipt of the College's approval for the substitution or other change.
- 7.7. Vendor shall maintain a record of all relevant data with respect to the utilization of BEP certified vendors, including but without limitation, payroll records, invoices, canceled checks and books of account for a period of at least three years after the completion of the contract. Full access to these records shall be granted by Vendor upon 48 hours written demand by the College to any duly authorized representative thereof, or to any municipal, state or federal authorities. The College shall have the right to obtain from Vendor any additional data reasonably related or necessary to verify any representations by Vendor. After the performance of the final item of work or delivery of material by the BEP certified vendor and final payment to the BEP certified vendor by Vendor, but not later than 30 calendar days after such payment, Vendor shall submit a statement confirming the final payment and the total payments made to the BEP certified vendor under the contract.
- 7.8. The College will periodically review Vendor's compliance with these provisions and the terms of its contract. Without limitation, Vendor's failure to comply with these provisions or its contractual commitments as contained in the Utilization Plan, failure to cooperate in providing information regarding its compliance with these provisions or its Utilization Plan, or provision of false or misleading information or statements concerning compliance, certification status or eligibility of the BEP certified vendor, good faith efforts or any other material fact or representation shall constitute a material breach of this contract and entitle the College to declare a default, terminate the contract, or exercise those remedies provided for in the contract or at law or in equity.
- 7.9. The College reserves the right to withhold payment to Vendor to enforce these provisions and Vendor's contractual commitments. Final payment shall not be made pursuant to the contract until Vendor submits sufficient documentation demonstrating compliance with its Utilization Plan.

UTILIZATION PLAN

The Utilization Plan and Letter of Intent must be sealed and submitted with bid.

(Vendor) submits the following Utilization Plan as part of our bid or offer in accordance with the requirements of the BEP Program Status and Participation section of the solicitation for Professional Vendor Services, Illinois

Reference Number 001056. We understand that all subcontractors must be certified with the CMS BEP Program at the time of submission of all bids and offers. We understand that compliance with this section is an essential part of this contract and that the Utilization Plan will become a part of the contract, if awarded.

Vendor submits the following statement:

- Vendor is a BEP certified firm and plans to fully meet the goal through self-performance.
[X] Vendor has identified BEP certified subcontractor(s) to fully meet the established goal and submits the attached executed Letter(s) of Intent; or
Vendor has made good faith efforts towards meeting the entire goal as indicated on the attached Utilization Plan, or a portion of the goal, and hereby requests a waiver (complete checklist below).

Vendor's person responsible for compliance with this BEP goal:

Name: KRZYSZTOF KRAWCZYK

Title: PRESIDENT

Telephone: 973 558-0028

Email: chris@perfectcleaningservicecorp.com

Signature of authorized representative of bidder: X

Name: KRZYSZTOF KRAWCZYK

Title: PRESIDENT

Signature: X [Handwritten Signature]

Telephone: 973-558-0028

Email: chris@perfectcleaningservicecorp.com

Notary:

State of Illinois
County of Lake
Sign (or subscribed or attested) before me on Sept 13 2021

by Margaret Esp

[Handwritten Signature]
Signature of Notary Public



BEP Utilization Plan

The following firms will be utilized to meet the goals of the BEP Program

| <u>Name of Firm</u> | <u>Contract Value</u> | <u>Type of Firm MBE/WBE</u> | <u>Description of Work</u> | <u>% of Total Bid</u> |
|-----------------------------------|-----------------------|---------------------------------|----------------------------|---------------------------|
| Bd W Commercial cleaning, Inc. | 48,360.00/ Year | WBE | janitor service | 15% |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | | | |

Enter the dollar value of the total bid amount including the sum of the all alternates and allowances:

Bid Package # Q01056 Total Bid Amount \$ 48,360.00/YEAR

DEMONSTRATION OF GOOD FAITH EFFORTS TO ACHIEVE GOAL AND REQUEST FOR WAIVER

If the BEP participation goal was not achieved, the vendor must provide documented evidence of good faith efforts to achieve the goal.

Below is a checklist of actions that will be used to evaluate a Vendor's Demonstration of Good Faith Efforts and Request for Waiver. **Please check the actions which you completed.** If any other efforts were made to obtain BEP participation in addition to the items listed below, attach a detailed description of such efforts. The College reserves the right to review and audit the results of the vendor's efforts as described below.

- Utilize the Sell2Illinois website: www2.illinois.gov/cms/business to identify BEP certified vendors within the respective commodity/service codes denoted above and at a minimum email all listed vendors and solicit quotes from all vendors who express an interest via follow-up emails or telephone calls.
- Solicit through all reasonable and available means (e.g., attendance at a vendor conference, advertising and/or written notices) the interest of BEP certified vendors that have the capability to perform the work of the contract. Vendor must solicit this interest within sufficient time to allow the BEP certified vendors to respond to the solicitation. Vendor must determine with certainty if the BEP certified vendors are interested by taking appropriate steps to follow up initial solicitations and encourage them to submit a bid or proposal. Vendor must provide interested BEP certified vendors with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding promptly to the solicitation.
- Select portions of the work to be performed by BEP certified vendors in order to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate BEP certified vendor participation, even when Vendor might otherwise prefer to perform these work items with its own forces.
- Make a portion of the work available to BEP certified vendors and selecting those portions of the work or material needs consistent with their availability, so as to facilitate BEP certified vendor participation.
- Negotiate in good faith with interested BEP certified vendors. Evidence of such negotiation must include the names, addresses, email addresses, and telephone numbers of BEP certified vendors that were considered and an explanation as to why an agreement could not be reached.
- Thoroughly investigate the capabilities of BEP certified vendors and not reject them as unqualified without sound reasons.
- Make efforts to assist interested BEP certified vendors in obtaining lines of credit or insurance as required by the College.
- Make efforts to assist interested BEP certified vendors in obtaining necessary equipment, supplies, materials, or related assistance or services.



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
5/4/2021

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

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

| | | | |
|---|--|--------------------------------------|--------------|
| PRODUCER JACK KRZOSEK INSURANCE AGENCY INC 3840 N Harlem Ave Chicago, IL 60634 | CONTACT NAME: PHONE (A/C, No, Ext): (773) 625-2222 | FAX (A/C, No): (773) 625-5756 | |
| | E-MAIL ADDRESS: krzosek@farmersagent.com | | |
| INSURED PERFECT CLEANING SERVICE CORP 6538 N MILWAUKEE AVE CHICAGO, IL 60631 773-774-7800 773-558-0028 KRIS | INSURER(S) AFFORDING COVERAGE | | NAIC# |
| | INSURER A: FARMERS INSURANCE | | 21679 |
| | INSURER B: | | 21079 |
| | INSURER C: | | |
| | INSURER D: | | |
| | INSURER E: | | |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|-------------------------------------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: | | | 606228086 | 04/11/21 | 04/11/22 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANYAUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | 606735766 | 03/18/21 | 03/18/22 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | 606228097 | 04/11/21 | 04/11/22 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N <input type="checkbox"/> N/A | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | CONTENTS TOOLS AND EQUIPMENT | | | | | | \$ 29,000 \$ 10,000 |

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

Village of Schaumburg is listed as the additional insured. Endorsement is attached.

CERTIFICATE HOLDER

CANCELLATION

CBM Solutions
 28 Bloomfield Avenue Suite 301
 Pine Brook, NJ 07058

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

AUTHORIZED REPRESENTATIVE

Arkadiusz J. Krzosek