

## **SCHOOLS OF ILLINOIS PUBLIC COOPERATIVE (“SIPC”)**

**RFP Title:** COMPLETE GREEN CLEANING CUSTODIAL SERVICE PROGRAM

**RFP Type:** RFP SEALED

**RFP Security:** SEALED

**Issue Date:** November 19, 2020

**Close Date & Time:** December 8, 2020 – Noon

**Bid Opening Date:** December 8, 2020 – 12:15pm

**Award Date:** December 9, 2020

**Bid No.:** SIPC2021JANSAN(v2.0)

**All Bid Documents Available at:** <https://schoolsofillinois.org/published-rfps/>

Schools of Illinois Public Cooperative is a not-for-profit joint purchasing cooperative formed in accordance with Article 7, Section 10 of the Constitution of the State of Illinois, the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1, et seq.), and the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1, et seq.). More information about SIPC can be found at <https://schoolsofillinois.org/>.

The SIPC Board is seeking proposals for a Complete Green Cleaning Custodial Service Program as further described in this Request for Proposals (RFP).

All proposals MUST BE SUBMITTED on the Request for Proposals (RFP) Form and include all of its attachments and any addenda accompanying the RFP. The Proposals must be enclosed in a sealed envelope clearly marked “**SIPC2021JANSANv2.0 - COMPLETE GREEN CLEANING CUSTODIAL SERVICE PROGRAM**”, addressed, and mailed or delivered to Schools of Illinois Public Cooperative at: P.O. BOX 3951; Carbondale, Illinois 62902. Respondents are responsible for actual delivery of proposals to SIPC prior to the Close Date and Time. SIPC will not be responsible or liable for any failure of or delay in delivery. Respondents must submit three (3) complete copies (original and 2 copies) of their proposal (including the RFP document, all attachments, as well as any information responsive to the RFP and respondents developed material).

## INSTRUCTIONS TO BIDDERS

### 1. Introduction

The Schools of Illinois Public Cooperative (SIPC) seeks written proposal from qualified suppliers to establish a prime agreement (Prime Vendor Contract) for a Complete Green Cleaning Custodial Service Program for the members of SIPC who wish to participate. The proposal should be made available to any SIPC member that has entered into the SIPC Intergovernmental Agreement.

The data, specifications and administrative requirement set forth herein are intended to serve as a general guideline for each proposal. However, departure from the RFP provisions may result in rejection of the Respondent's proposal. Each supplier is expected to submit a fully detailed proposal that adequately describes the advantages and benefits which SIPC and its members would realize by acceptance of its proposal.

### 2. Submission of Proposals

All proposals MUST BE SUBMITTED on the Request for Proposals (RFP) Form and include all of its attachments and any addenda accompanying the RFP. The Proposals must be enclosed in a sealed envelope clearly marked "**SIPC2021JANSAN(v2.0)** - COMPLETE GREEN CLEANING CUSTODIAL SERVICE PROGRAM", addressed, and mailed or delivered to Schools of Illinois Public Cooperative at: P.O. BOX 3951; Carbondale, Illinois 62902. Respondents are responsible for actual delivery of proposals to SIPC prior to the Close Date and Time. SIPC will not be responsible or liable for any failure of or delay in delivery. Respondents must submit three (3) complete copies (original and 2 copies) of their proposal (including the RFP document, all attachments, as well as any information responsive to the RFP and respondents developed material).

### 3. Questions Regarding the RFP

All questions regarding this RFP must be emailed to Kay Dosier, Managing Director, Schools of Illinois Public Cooperative (SIPC) at [Info@SchoolsOfIllinois.org](mailto:Info@SchoolsOfIllinois.org) more than 7 days prior to opening date.

Any and all interpretations, corrections, revisions and amendments to the RFP shall be issued in the form of written addenda and made available to all entities that request the RFP.

### 4. Comprehensive Sustainable Green Cleaning Custodial Services

The purpose of this RFP is to establish a prime agreement (Prime Vendor Contract) for a Complete Green Cleaning Custodial Services Program by the SIPC. It is anticipated that a single award to one supplier (Prime Vendor) will be made.

5. Withdrawal of Proposal

Respondents may withdraw their proposal in writing at any time prior to the submission deadline. A Respondent which has withdrawn a proposal may resubmit a new proposal prior to the submission deadline.

6. Proposal Evaluation

It is the purpose of this RFP to obtain data as complete as possible from each Respondent to enable SIPC Board to determine which Respondent is best able to meet all of the criteria which are to be considered in the award of the contract. To this end, each Respondent shall provide as part of its proposal a complete response to any of the information requested in this RFP in order to permit an assessment of the capabilities and services that are to be furnished to SIPC and its member school districts, with particular emphasis given to the services and/or specifications indicated elsewhere in this RFP. Failure of a Respondent to supply all requested information may result in a rejection of the proposal by SIPC.

7. SIPC Rights/Obligations

SIPC reserves the right to accept or reject any or all proposals, waive irregularities in the proposal or RFP process, to accept any part of a proposal, to withhold the award, and to make no award as it deems to be in the best interest of the SIPC and its members.

Determination of compliance and responsiveness to the requirements of the RFP will be made after a thorough and careful review of the proposals. Public review of the submitted proposals will not be possible until an award has been made and the SIPC has removed any trade secret, confidential or other proprietary information, if any, from the proposals.

Among the factors SIPC may consider in awarding the contract are Respondent facilities, stocking/inventory capacity, technical experience, responsiveness, responsibility, and previous performance. Additionally, the financial standing of the Respondent, quality of the ordering system, training curriculum, management reporting, commodities proposed to be furnished, and ability to meet delivery requirements may be considered.

SIPC may make such investigations as deemed necessary to determine the ability of the Respondent to provide and perform the specified services stated in the RFP as well as its general business practices.

SIPC may conduct discussions with Respondents and negotiate price changes and rebates to SIPC.

8. Rejection or Clarification of Proposals

Should SIPC require additional information, subsequent to the proposal opening date, in order to evaluate or clarify the response, responsiveness, or capability of a Respondent to perform in accordance with the requirements of this RFP, SIPC may request supplemental information regarding financials,

references, or other pertinent topics be submitted within a specified time. If reasonably requested information is not submitted by a Respondent within the time specified, SIPC reserves the right to reject the Respondent's proposal without further consideration.

9. No Payment for Information

SIPC will not pay for any information requested herein, nor is it liable for any costs incurred by the Respondent in responding to this RFP. All proposals submitted become the property of SIPC and will not be returned to the Respondent.

10. Licensing/Registration

A Respondent submitting a proposal must be registered to do business in the State of Illinois, and licensed, as applicable, to provide the services requested.

11. Exceptions to RFP

Exceptions to the RFP by Respondents are non-preferred and highly discouraged, and may at the discretion of SIPC result in the rejection of the proposal. However, if a Respondent makes any exception to or deviation from the specifications or other requirements of the RFP, the Respondent shall clearly identify such exceptions and/or deviations in its response. Such exceptions and deviations will be considered in the evaluation of the proposals.

12. Pricing Information & Firm Offer

Respondent must furnish comprehensive pricing information as part of its proposals by completing the pricing pages contained in the Scope of Products and Services section.

All responses to the RFP submitted by Respondents shall constitute an offer from the Respondent and remain firm and irrevocable for a period of ninety (90) calendar days from the proposal due date, unless otherwise specifically set forth herein.

13. Respondent Consent

By submitting a response to the RFP, the Respondent consents to SIPC contacting and obtaining any relevant information to this RFP from the references identified by the Respondent in its proposal or other sources deemed appropriate by SIPC.

14. Authorized Dealer

Respondents must be either an authorized dealer for the products offered or be able to show evidence, if requested, of an uninterrupted source of inventory for the product categories or items listed in the RFP.

15. Respondent Information

Respondents must provide the following information:

a. Biographies - Professional biographies, including information regarding experience and qualifications, of key employees of the Respondent who may be assigned to provide any services under the agreement;

b. Distribution Capabilities - Information depicting the geographical location of distribution centers and estimated number of items stocked in each center.

c. Financial Stability – All Respondents must have adequate financial resources and be financially sound as demonstrated by submission of audited balance sheets/financial statements for each of the last three (3) fiscal years prior to submission of a response to the RFP. Additionally, the Respondent must submit a profile of the Respondent's gross revenues over the past three (3) year period with attention to market growth and customer satisfaction.

16. References

Respondents must provide references, from education facility systems, where Respondent's firm has recently provided similar services to the program outlined in this RFP. The Respondent should provide the Reference List enclosed with this RFP, including all requested information. By providing this information, the Respondent authorizes SIPC to make any necessary contact, written or oral, with the references provided to obtain additional information regarding the Respondent's experience and capability to perform. Failure by a Respondent to provide reference information as requested may cause SIPC to reject the Respondent's proposal.

17. Certifications

Respondents shall complete the following certifications, which will become a part of any contract awarded by SIPC to the successful Respondent:

1. Certificate Regarding Sexual Harassment Policy
2. Certificate of Compliance with Illinois Drug-Free Workplace Act
3. Certificate of Non-Discrimination
4. Certificate of Bidder Eligibility and Non-Collusion Affidavit
5. Certification of Submission of Proposal

18. Presentation

At SIPC's discretion, it may request Respondents to provide a presentation to SIPC in addition to the submission of its response. If needed, these events will be scheduled on a mutually agreed date and time.

19. At its option, the SIPC may take either of the following actions to form an agreement between the SIPC and the selected Respondent (“Supplier”): (1) Accept a proposal as submitted by issuing a written notice to the selected Supplier which refers to this RFP and accept the proposal received in response to it, or (2) enter into negotiations with the Supplier in an effort to reach a mutually satisfactory written agreement that will be based on this RFP, the proposal submitted by the Supplier and the associated negotiations.

20. Confidentiality

Ownership of all data, material, and documentation submitted in the response to the RFP shall belong exclusively to SIPC, and be subject to public inspection in accordance with the Illinois Freedom of Information Act. However, commercial, financial, or trade secret information of the Respondent which is confidential or privileged and included in the response to the RFP will not be disclosed if clearly marked by the Respondent as “Confidential,” and otherwise exempt from disclosure under the Freedom of Information Act.

21. Ethical Conduct

It is expected that all Respondents will adopt, both for themselves and their employees, the highest ethical standard in the industry. All Respondents must be familiar with applicable State and federal standards and/or statutes concerning ethical conduct in a business setting. It is also expected that once a contract has been awarded, Respondents not receiving an award will not undertake any actions that might interfere with or be detrimental to the contractual obligations of SIPC.

## SCOPE OF PRODUCTS & SERVICES

The successful Respondent will provide a Complete Green Cleaning Custodial Service Program consistent with Presidential Executive Order #13101, the Green Seal Cleaning Service Standard for Cleaning Services, and the Illinois Green Cleaning Schools Act, and include, but not be limited to:

1. Green Cleaning Manual - A Green Cleaning Manual will be available in both written form and web-based format that outlines the Standard Operating Procedures (SOPs), Cleaning Procedures, and Equipment Operation. The Manual will be updated not less than annually and when new laws, regulations, and rules affecting the Program are enacted

a. Standard Operating Procedures: Auditoriums, classrooms, offices, entryways, gymnasiums, hallways, lobbies, staircases, restrooms & showers, cafeterias, delivery areas, educational building exteriors, etc.

b. Cleaning Procedures: Carpet care, dusting, drinking fountain cleaning, hard scrubbing, high speed buffing, stripping & refinishing floors, wall washing & spot cleaning; glass cleaning; wet mopping, disinfecting and sanitizing, bathroom cleaning, food area cleaning, high-touch surfaces, hand washing and sanitizing systems, personal protective equipment, etc.

c. Equipment Operation: Dilution control, auto-scrubbers, extractors, floor scrubbers, floor pad guide, high speed burnishers, vacuums, electrostatic sprayers and misters, PPE, etc.

2. Comprehensive Training Program – A Comprehensive Training Program designed to ensure that all custodial employees are properly trained and will include, but not be limited to, activities that address those outlined in the Green Cleaning Manual and designed to address: economical use of chemicals, safety procedures in the use of equipment and chemicals, time management/scheduling, compliance with current laws and regulations, including OSHA and the Americans with Disabilities Act (ADA), vulnerable populations. The Comprehensive Training Program must be available on-line and through in-person instruction.

3. Management Reporting – Management Reporting that provides ongoing objective monitoring of sustainable results being achieved through Complete Green Cleaning Custodial Service Program in buildings, that will include, but not be limited to all aspects addressed in the Green Cleaning Manual and Comprehensive Training Program.

4. All consumable cleaning products, paper products, dispensers (unless the selected Respondent can utilize existing dispensers), can liners, miscellaneous consumable products and equipment deemed necessary to provide a Complete Green Cleaning Custodial Service Program.

a. In order to be consistent with the aforementioned Presidential Executive Order #13101, the Green Cleaning Services Standard for Cleaning Services, and the Illinois Green Cleaning Schools Act, bathroom cleaners, carpet cleaners, general purpose cleaners, hard floor surface cleaners, hand cleaners and paper products must be certified with at least the following four standards:

- i. Certified to Green Seal,
- ii. Certified to Environmental Choice EcoLogo,
- iii. (For Paper Product) – Compliance with the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines for Commercial and Industrial Sanitary Tissue, and
- iv. Testing – data documentation from an independent third-party laboratory verifying that the product meets the criteria of at least one of the Green Seal standards (GS-37 or GS-41 for chemicals; or GS-9 for paper) or EcoLogo standards (CCD-104, CCD-146, or CCD-148 for chemicals; or CCD-86 for paper). Laboratories that maintain accreditation meeting the standards of ISO/IEC 17025 may conduct required testing.

b. Floor finish system will be a complete product line specifically designed to provide a durable, high gloss finish with at least three (3) years between stripping using floor care procedures outlined in the Green Cleaning Manual that will be part of the on-going training process.

c. Disinfectant needs to utilize a broad-spectrum agent that will provide germicidal action, cleaning, and odor control in e concentrate. Product(s) must be safe for all washable hard surfaces and be EPA registered. Product(s) must be effective against germ positive and germ negative bacteria, fungi, and viruses including H1N1 Influenza A and B, Hepatitis B, Herpes, HIV, MRSA, Salmonella, E-Coli, Stachyboctyus, and coronaviruses.

5. Pricing

A. “Core List” Unit (Item) Prices

i. The Respondent must submit a comprehensive “Core List” of items in detail via Excel spreadsheet, including: Part Number, Manufacturer, Item Description, Unit of Measure, Unit Price. The Unit Price for each item on the “Core List” may only be changed one (1) time per year to be presented to the SIPC Board in May of each calendar year, with SIPC Board consideration to take place in June. Any price change approved by the SIPC Board will take effect in July of each calendar year.

ii. For items not on the Core List, the Respondent must provide a list of manufacturers that Respondent is an authorized distributor and provide “Life of the Contract” discounts off Respondent published (paper catalog of internet) list price. Indicate the minimum percentage (%) discount in details via Excel spreadsheet, including Item Category listing, Manufacturer, Percentage (%) Discount Off. The ability of Respondent to show evidence of breadth of access to uninterrupted source of inventory of products may be considered in the evaluation of responses received. Failure to provide information as requested will be considered in the evaluation of responses received.

B. During the Contract term and any renewal term, new “Core List” items maybe added and old items may be deleted. Any such additions and/or deletions to the “Core List” must be mutually agreed to between SIPC and the Respondent.



6. PACKAGING, F.O.B. POINT, TITLE, & SHIPPING

All packaging must comply with applicable Federal and State laws and regulations applicable to handling and transportation of goods and equipment.

All products must be labeled in accordance with any special labeling requirements imposed by Federal and State laws, regulations, or other requirements.

All discounts and/or prices offered for products and equipment must be offered on a F.O.B. Destination basis to all SIPC members with no additional charge for freight or handling except as otherwise provided in this RFP.

Title to and risk of loss and damage as to all shipments made under the contract shall remain in and be the responsibility of the Respondent until delivery and acceptance of the items by SIPC member.

All shipments must be accompanied by a packing list which at a minimum, provides: a complete item description, catalog number, quantity of each item shipped, the Purchase Order and/or release number (if applicable), the ship to address, and any individual's and/or department name given as an attention line at the time of the order placement. Packing slips and/or line item detail invoicing must be available for view by way of internet ordering site within 24 hours of delivery.

Shipments received without the appropriate packing list or labeling information may be refused and returned at the Respondent's expense.

7. REBATES TO SIPC

Information regarding all rebates for products and equipment shall be provided to SIPC, including necessary rebate forms and applications.

8. ONLINE ORDERING PROGRAM

Respondent must provide an on-line ordering program that includes multiple levels of authorization to allow only SIPC members to see product and pricing information and how such pricing compares to catalog pricing.

ADDITIONAL TERMS AND CONDITIONS OF RFP & CONTRACT

1. Contract Documents.

The Contract between the parties shall constitute the RFP, including the Instructions to Bidders, Terms and Conditions of Contract, Specifications, Scope of Products and Services, Addenda to the RFP,

Respondent Questionnaire, all documents, acknowledgements, and certifications included in the RFP, and the Respondent's proposal, including any exceptions to the RFP accepted by SIPC, and any other written amendments executed by SIPC and the Supplier.

## 2. Term of Agreement

The initial term of this agreement will be one (1) year beginning on January 1, 2021 for initial period testing ("Initial Period"), as more fully described below. At the conclusion of the Initial Period, SIPC may make a final award of the contract for a term of three (3) years. Failure to make a final award at the end of the Initial Period shall terminate the Contract. If a final award is made by SIPC, the term of the Contract shall be for a period of three (3) years. Thereafter, the Supplier may renew the contract for up to two (2) additional terms of three (3) years each, unless notice of termination has been provided by SIPC thirty (30) days prior to the end of the then current term/renewal term.

## 3. Initial Period Testing

An integral element of the evaluation and award process will be an Initial Period performance test for the Supplier initially identified to have made the offer that is in the best interests of SIPC and its member school districts. Any and all costs associated with the Supplier's participation in this Initial Period will be borne by the Supplier and not SIPC or its member school districts. The purpose of the Initial Period will be to determine if the stated capabilities offered by the Supplier can be performed in accordance with the Supplier's representations as provided in the RFP response, and to the satisfaction of SIPC, as determined in SIPC's sole discretion.

During the Initial Period, SIPC will place orders for both "Core List" and "NON-Core List" items for delivery to SIPC member buildings using a variety of ordering mechanisms (on-line, fax order, phone order). SIPC members will be billed for the items in the manner specified (regular invoice, summarized monthly billing, equalized monthly billing). The items ordered will represent actual usage requirements.

The Initial Period will be used to conduct a real-time evaluation of the Supplier's ability to provide and perform in accordance with the technical and service capabilities as represented in the Respondent's RFP response. SIPC reserves the right to reject the proposal of any Supplier who refuses to accept participation in the "initial period." If a Supplier's performance during the Initial Period does not meet the performance standards and capabilities as represented in the Supplier's RFP proposal to the satisfaction of SIPC, SIPC may terminate the contract by written notice to the Supplier and to re-evaluate the other RFP Supplier's proposals through this RFP process, including "initial period" testing, until a final award can be made.

Additionally, SIPC may terminate the contract at any time during the Initial Period with or without cause upon 30 days written notice to the Supplier.

## 4. Non-Assignability

The Supplier may not assign or otherwise transfer the agreement that results from the RFP process and award by the SIPC, unless agreed to in writing by SIPC.

5. Non-Discrimination

The Supplier shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, gender orientation or identity, age, physical or mental disabilities.

6. The Supplier will comply with all applicable state of Illinois and federal laws, regulations, rules, and orders, including but not limited to all employment related and non-discrimination laws and OSHA regulations and standards.

7. SIPC & Member District Information

The Supplier will not sell or share without permission customer information obtained from SIPC or its member school districts.

8. Insurance

Supplier shall obtain insurance policies from companies licensed to do business in the State of Illinois in the coverages and minimum policy limits set forth below:

- a. Workers' Compensation Insurance: Statutory Minimum Amounts
- b. Employer's Liability Insurance: \$500,000 each employee; \$500,000 each accident
- c. Commercial General Liability Insurance: \$1,000,000 per occurrence; \$3,000,000 aggregate

This insurance coverage shall include coverage for bodily injury and property damage, including completed operations, personal injury, coverage for contractual employees, blanket contractual and produces, and completed operations.

- d. Commercial Automobile Liability Insurance: \$1,000,000 covering Supplier's owned, non-owned, hired, leased, or borrowed vehicles, assigned to or used in the performance of the agreement.
- e. Umbrella Liability Insurance: \$1,000,000 per occurrence.

The Supplier shall provide SIPC with copies of Certificates of Insurance and policy riders evidencing such required insurance coverage, and naming SIPC, its board members, officers, employees, and members as additional insureds on a primary, non-contributory basis.

Said policies, certificates and riders shall further provide that the policies of insurance may not be altered, terminated, or cancelled without 30 days prior written notice to SIPC.

9. Indemnification

To the fullest extent permitted by law, Supplier agrees to indemnify and hold harmless the SIPC, its governing board, board members, employees, and agents, as well as any member of SIPC purchasing goods and services through the SIPC, and such member's board, board members, employees, and agents, from and against all claims or losses, including reasonable attorneys' fees, arising out of or resulting from the negligent acts or omissions of the Supplier, its contractors, suppliers, directors, officers, employees, or agents, in the provision of products or services that are the subject of this RFP and contract.

10. Taxes

SIPC and its members are exempt from all excise, state, local, and use or sales taxes for services rendered, products, equipment or parts supplied under the Agreement. Exemption certificates will be furnished upon request.

11. Termination

In the event of any default by the Supplier, SIPC may serve written notice upon the Supplier setting forth the violation(s) and requiring compliance with the Contract. Within ten (10) days after serving such notice, the Supplier must have cured the violations and undertaken satisfactory arrangements for correction and avoidance of future violations. If such violations have not been cured to the satisfaction of SIPC within ten (10) days, or by any date beyond ten (10) days that has been mutually agreed to, the Supplier will be in default and SIPC may terminate the contract by serving notice thirty (30) days prior to the effective date of termination. The Supplier shall not be relieved of any liability to SIPC or its member school districts as a result of such termination, and will be liable for any damages, whether in tort or contract, as well as for the difference in cost for obtaining acceptable replacement products and services, and the costs of any administrative expenses (including re-solicitation, re-evaluation of replacement services and products) arising from the Supplier's default.

12. Payments

All payments by SIPC or its member school districts will be made in accordance with the Illinois Local Government Prompt Payment Act after delivery of goods and services and delivery of invoices as required by the contract. Interest on any unpaid sums shall accrue in accordance with the Illinois Local Government Prompt Payment Act.

13. Rebates to be paid to SIPC by Respondent/Supplier on all purchases made by SIPC members

14. Governing Law & Venue

The contract will be construed in accordance with the laws of the State of Illinois without regard to choice of law provisions. Venue for litigation between SIPC (or its member school districts) and the Supplier shall be in the state and federal courts located in the State of Illinois.

RESPONDENT QUESTIONNAIRE

Answer all questions. Attach additional sheets if necessary for a full and complete answer. When attaching additional sheets, indicate the question number of the response.

INITIAL TESTING PERIOD

1.     \_\_\_     Respondent understands and accepts the terms of the Initial Period Specification and will participate in the Initial Period testing.
- \_\_\_     Respondent cannot or will not accept the terms of the Initial Period Specification and will not participate in the Initial Period testing.

CORE LIST PRICING

2.     \_\_\_     Respondent understands and accepts the Core List pricing/billing specification set forth in the RFP, if requested.
- \_\_\_     Respondent cannot or will not accept the Core List pricing/billing specification set forth in the RFP, if requested.

ALTERNATE (OPTIONAL) PRICING FORMAT

3.     Is Respondent willing to accept award based on twelve (12) month amortization of billing (12 equal monthly payments).
- \_\_\_     Yes, Respondent understands and accepts the alternate pricing format, if requested.
- \_\_\_     No, Respondent cannot or will not accept the alternate pricing format, if requested.

TECHONOLOGY CAPABILITIES AND SERVICES

4.     Does your firm have an on-line (web-based) ordering capability?
- \_\_\_   Yes       \_\_\_   No
5.     If YES, check below as to whether your web-based ordering system has the following capabilities:
- \_\_\_     Custom Order Pads
- \_\_\_     Custom Catalog – pdf format with options to include a table of contents, barcodes, pricing, and customized header

- Bar Code Labels – The customer can generate bin labels for print with Avery standard 5183 labels
- Order Approval Controls
- Inventory Controls
- Real-time product availability – In-stock availability quantities will be shown
- Favorites Lists – Create your own customized shopping list
- Express checkout settings – User may select their default shipping location and payment method
- Usage, Open Order Status, Purchase-Invoice History
- Order tracking – status of UPS shipments and local truck proof of delivery
- Ability to Track Activity by Cost Center
- MSDS Access

6. What version(s) of the following Internet browser does your web-based system support?

\_\_\_\_\_

7. Is access to your web-based ordering system through a public web-site or a special secure web-site?

- Public Web-Site
- Special Secured Web-Site

8. Explain how security of transactions is maintained.

\_\_\_\_\_

9. Does your firm have an on-line (web-based) training capability?

- Yes
- No

10. If Yes, check below as to whether your web-based training system has the following capabilities:

- Bloodborne Pathogen Module
- Floor Care Module

- Cleaning Disinfection Module       Carpet Care Module
- Restroom Care Module       Hazardous Substances
- Other (Attach description)

11. Does your firm have an on-line (web-based) management real-time reporting to track training of individuals enrolled in training modules?

Yes       No

12. Does your firm have an on-line (web-based) building green cleaning performance tracking capability?

Yes       No

PACKAGING

13. Packaging Requirement Acknowledgement

Our firm can and will comply with packaging specifications contained in the RFP.

Our firm cannot or will not be able to comply with packaging specifications contained in the RFP.



LIST AND DESCRIPTION OF EXCEPTIONS TO & DEVIATIONS FROM RFP

List and describe in detail any exceptions to or deviations from the instructions, terms, conditions, scope, or specifications of the RFP.

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

**BIDDER ELIGIBILITY CERTIFICATION AND NON-COLLUSION AFFIDAVIT**

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts due to bid rigging or bid rotation. The following certification must be signed and submitted with bidder's bid proposal.

FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.

\_\_\_\_\_, as part of its bid for hereby certifies that said contractor is not barred from bidding on the aforementioned Contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33 E4.

The undersigned further certifies and affirms that this bid proposal was prepared independently.

For this project and that it contains no fees or amounts other than for legitimate execution of this work as specified, and that it includes no understandings or agreements in restraint of trade.

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

By \_\_\_\_\_  
(Authorized Agent of Contractor) Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**CERTIFICATE REGARDING  
SEXUAL HARASSMENT POLICY**

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

By: \_\_\_\_\_  
Authorized Agent

Date: \_\_\_\_\_

SUBSCRIBED and SWORN to before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ NOTARY PUBLIC

**[Contractors With 25 Or More Employees]**

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

\_\_\_\_\_, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that [he, she, it] shall provide a drug-free workplace for all employees engaged in performance of the work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

By: \_\_\_\_\_  
Authorized Agent

SUBSCRIBED and SWORN to before me

This \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**CERTIFICATE OF NON-DISCRIMINATION**

The Contractor certifies that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, national origin, ancestry, age, marital status, or physical or mental handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment of recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor further certifies that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination.

The Contractor further certifies that it shall, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

CONTRACTOR:

By: \_\_\_\_\_  
Its Duly Authorized Representative

Date: \_\_\_\_\_

EDUCATION CUSTOMER REFERENCE FORM

**REFERENCE #1**

SCHOOL DISTRICT NAME: \_\_\_\_\_

SCHOOL DISTRICT #: \_\_\_\_\_

DISTRICT CONTACT NAME: \_\_\_\_\_

DISTRICT CONTACT STREET ADDRESS: \_\_\_\_\_

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

DISTRICT CONTACT PHONE: \_\_\_\_\_ DISTRICT CONTACT EMAIL: \_\_\_\_\_

**REFERENCE #2**

SCHOOL DISTRICT NAME: \_\_\_\_\_

SCHOOL DISTRICT #: \_\_\_\_\_

DISTRICT CONTACT NAME: \_\_\_\_\_

DISTRICT CONTACT STREET ADDRESS: \_\_\_\_\_

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

DISTRICT CONTACT PHONE: \_\_\_\_\_ DISTRICT CONTACT EMAIL: \_\_\_\_\_

**REFERENCE #3**

SCHOOL DISTRICT NAME: \_\_\_\_\_

SCHOOL DISTRICT #: \_\_\_\_\_

DISTRICT CONTACT NAME: \_\_\_\_\_

DISTRICT CONTACT STREET ADDRESS: \_\_\_\_\_

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

DISTRICT CONTACT PHONE: \_\_\_\_\_ DISTRICT CONTACT EMAIL: \_\_\_\_\_

CERTIFICATION OF SUBMISSION OF PROPOSAL

The undersigned hereby certifies that this proposal submitted by \_\_\_\_\_(Name of Respondent) is in compliance with the terms, conditions, requirements and specifications set forth in the Request for Proposals for Comprehensive Green Cleaning Custodial Service Program, except as specifically set forth in the enclosed LIST AND DESCRIPTION OF EXCEPTIONS TO & DEVIATIONS FROM RFP.

The undersigned further certifies that she/he is an authorized agent of the Respondent and is fully authorized to submit this proposal in accordance with its terms.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Name of Respondent)

\_\_\_\_\_ (Form of Business – e.g., corporation, partnership, etc.)

\_\_\_\_\_ (State of Incorporation or Registration)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_