

# **Community Consolidated School District 15**

580 North 1st Bank Drive

Palatine, Illinois 60067

## **REQUEST FOR BID EMERGENCY TRANSPORTATION SERVICES FOR UNASSIGNED SCHOOL BUS ROUTES**

**BID #24-003**

**NOVEMBER 21, 2023**



**BID #24-003 EMERGENCY TRANSPORTATION SERVICES FOR UNASSIGNED SCHOOL BUS ROUTES**  
**November 21, 2023**

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## ADVERTISEMENT FOR BIDS

### BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

#### BID #24-003 EMERGENCY TRANSPORTATION SERVICES FOR UNASSIGNED SCHOOL BUS ROUTES

The Board of Education of Community Consolidated School District 15, Cook County, Illinois (the “**Board of Education**”, the “**Board**” or the “**School District**”), will receive bids for transportation services on a short-term emergency basis to fulfill routes that are not currently filled by School District employees. An award, if made, will be in accordance with the Request for Bids. All bids must be submitted no later than 10:00 a.m. CST on December 1, 2023, at which time they will be opened and read aloud at 580 N. 1st Bank Dr, Palatine, IL 60067. Interested persons may also attend the bid opening via video conference. Viewing instructions will be posted at [www.ccsd15.net/bids](http://www.ccsd15.net/bids) on Tuesday, November 21, 2023. Bid documents will be posted on the District website at [www.ccsd15.net/bids](http://www.ccsd15.net/bids) on Tuesday, November 21, 2023, and can be downloaded.

Bids will be held without right of withdrawal until sixty (60) days after the bid opening. Results of the Board’s decision will be posted on the District website, [www.ccsd15.net/bids](http://www.ccsd15.net/bids), on or about Thursday, December 14, 2023.

Bid documents shall be submitted in sealed envelopes with the outermost envelope clearly marked Sealed Bid for Bid #24-003 Emergency Transportation Services For Unassigned School Bus Routes for Community Consolidated School District 15.

**Bid documents received in envelopes not clearly labeled as such will be rejected if accidentally opened before the specified bid opening time or if not received by the specified bid opening time due to improper labeling.**

PROPOSAL FOR: BID #24-003 EMERGENCY TRANSPORTATION SERVICES FOR UNASSIGNED SCHOOL BUS ROUTES

ADDRESSED TO: Board of Education  
Community Consolidated School District 15  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois, 60067  
Attn: KATHY SAUERLAND, Accounting Assistant  
Due: FRIDAY, DECEMBER 1, 2023, at 10:00 A.M. CST

### QUESTIONS

Questions regarding this Bid must be submitted by e-mail only to Tom Bramley, Director of Transportation, at [bramleyt@ccsd15.net](mailto:bramleyt@ccsd15.net) and Kathy Sauerland, Accounting Assistant, at [sauerlak@ccsd15.net](mailto:sauerlak@ccsd15.net). No questions will be addressed after 10:00 a.m. local time on Thursday, November 30, 2023.

The Board reserves the right to reject any or all bids received whenever such rejection is in the interest of the School District and reserves the right to waive any irregularities. The Board also reserves the right to reject the bid of a Bidder who has previously failed to meet the terms of this or similar contracts or fails to demonstrate the ability to meet the terms of the contract.

## INSTRUCTIONS TO BIDDERS

The Board is seeking bids for supplementary transportation services on a short-term emergency basis to fulfill routes that are not currently filled by School District employees.

1. The Board shall consider various criteria in awarding the contract, including, but not limited to the following:
  - a. **Mandatory Requirement:** Bidder must have a minimum of four (4) years' experience in the State of Illinois operating buses and transporting school children enrolled in grades K through 8, which can be demonstrated to the satisfaction of the School District.
  - b. Evidence of financial responsibility and financial capability to perform the contract.
  - c. Evidence of management experience and reliability in bus operations and transportation of school children.
2. Each bid shall be accompanied by:
  - a. Relevant documentation of the bidder's safety record and IDOT's most immediate report of accidents. Written evidence of the bidder's safety record.
  - b. The corporate or individual history of the bidder.
  - c. A summary by narrative, brochure, chart or other means showing the bidder's qualifications, which may give the bidder the ability to satisfy all bid requirements.
  - d. A current balance sheet and income statement prepared and certified by a Certified Public Accountant for the prior three years. The balance sheet and income statement must include applicable parent and sister corporations.
  - e. A listing of all contracts the bidder and bidder's parent and sister corporations have defaulted on within the past seven years. Default means any material breach of contract. List all defaults, including those that did not cause the contract to be terminated.
  - f. A listing of all contracts the bidder has entered into with school districts in the past four years, including the size of the contract, the number of buses, number of drivers, and the name and telephone numbers of the school district personnel responsible for the contract.
  - g. A listing of any litigation filed by or against the bidder and bidder's parent and sister corporations in the past five years including the name and case number, court jurisdiction and summary of the case.
  - h. A listing of all current school transportation contracts with a name and phone number of the primary contact for the educational institution served along with at least four references from Illinois Public Schools.
  - i. All bids are to be submitted per the attached forms. Any explanation of the statement that the bidder wishes to make must be placed in the same envelope with the proposal but shall be written separately and independently of the proposal proper and attached hereto. Unless the bidder dictates, it is understood that the bidder has bid in strict accordance with the specification requirements.
  - j. Each bid must be accompanied by a copy of the bidder's current drug and alcohol testing procedures that must be in strict compliance with State and Federal regulations.

3. All figures given for passenger, routes, or lengths of routes are based on estimates from our present operation. Routes are subject to change at the sole discretion of the District and such changes shall not affect the contract price.
4. The Board sets the arrival and dismissal times and the District reserves the right to change both start and end times at the sole discretion of the District. The bidder's pricing cannot change if the District changes its bell times.

## **BID CONDITIONS**

### **1. DEFINITIONS**

- 1.1 "BOARD", "DISTRICT" or "SCHOOL DISTRICT": The Board of Education of Community Consolidated School District 15, Cook County, Illinois.
- 1.2 "BID DOCUMENTS" include:
1. Advertisement for Bids
  2. Instructions to Bidders
  3. Bid Conditions
  4. Bid Specifications
  5. Bid Submission Form
  6. Building Locations
  7. Contract
  8. References
  9. Contractor Questionnaire
  10. Addenda, if any
- 1.3 "SELLER" or "CONTRACTOR": The successful bidder.

### **2. FORM OF BID**

- 2.1 **Bid Submission:** The Bid Submission Form and the executed Contract must be submitted to the Administrative Office at 580 N. 1st Bank Dr, Palatine, IL 60067, no later than 10:00 a.m. CST on Friday, December 1, 2023, at which time they will be opened and read aloud at 580 N. 1st Bank Dr, Palatine, IL 60067. The bid must be submitted in a sealed envelope addressed to:
- Board of Education  
Community Consolidated School District 15  
580 North 1<sup>st</sup> Bank Drive  
Palatine, Illinois, 60067  
Attn: KATHY SAUERLAND, Accounting Assistant**
- The bid response must be labeled "Sealed Bid for Bid #24-003 Emergency Transportation Services For Unassigned School Bus Routes for Community Consolidated School District 15." The name, address, and phone number and a contact must be listed on the outside of the bid. The sealed bid must be submitted on the forms provided.
- 2.2 **Alternate Bids:** Alternate bids shall not be considered unless requested by the Board. An alternate bid shall not become a part of the Contract unless approved by the Board in writing upon the award of the bid.
- 2.3 **Price:** Your bid price must be a per day charge as outlined in the Bid Submission Form.
- 2.4 **Qualification:** The bidder shall submit with its bid all information requested in the Instructions to Bidders.
- 2.5 **Contract:** The bidder shall submit a fully executed Contract with its bid on the form contained in the Bid Documents.

### **3. WITHDRAWAL, CANCELLATION, OR MODIFICATION OF BID**

- 3.1 Withdrawal, Cancellation, or Modification of Bids: A bidder may withdraw a bid at any time prior to the time specified in the Bid Documents as the closing time for the receipt of bids. Any modification to a bid may be made only by substitution of another bid. Bids will be held without right of withdrawal until sixty (60) days after the bid opening. A successful bidder may not withdraw, cancel or modify a bid after having been notified that said bid has been accepted by the Board.
- 3.2 Late Bids: Bids received after the time specified in the Bid Documents will not be considered.

### **4. BIDDER REPRESENTATIONS**

- 4.1 Complete Understanding: Each bidder warrants and represents that he or she has read and understands the Bid Documents.
- 4.2 Specifications: Each bidder warrants and represents that the bid is based on the specifications and terms and conditions contained in the Bid Documents.
- 4.3 Authorized Representative: Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the bid.
- 4.4 Bid Rigging and Bid Rotating: As required by the *Criminal Code*, 720 ILCS § 5/33E-11, by executing this Contract, the Contractor certifies that it is not barred from contracting with any unit of State or Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The Contractor agrees that if this certification is false, the Board may declare the Contract void. The Contractor further certifies that it will provide a drug free workplace as required by the Illinois *Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* If applicable, the Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 §§ ILCS 105/1 *et seq.*, regardless of whether the Contractor is a retailer maintaining a place of business within this State” as defined in Section 2 of the Use Tax Act.

### **5. AWARD**

- 5.1 Award of Bids: Bids will be awarded by first considering the Bidder most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in the Bid Documents regarding quality of service, and then price. The Board may award the contract to one bidder or multiple bidders.
- 5.2 Bid Reservation: The Board reserves the right to reject any or all bids received whenever such rejection is in the best interest of the Board and reserves the right to waive any irregularities. The Board also reserves the right to reject the bid of a Bidder who has previously failed to meet the terms of this or similar contracts or fails to demonstrate the ability to meet the terms of the Contract.
- 5.3 Interpretation of Bid Documents: If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit questions by email only to Tom Bramley at [bramleyt@ccsd15.net](mailto:bramleyt@ccsd15.net) and Kathy Sauerland at [sauerlak@ccsd15.net](mailto:sauerlak@ccsd15.net) no later than 10 a.m. CST on Thursday, November 30, 2023. The person submitting the request will be

responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by Kathy Sauerland, Accounting Assistant. A copy of such addendum will be emailed to each person receiving a set of such Bid Documents by email and will be posted on the District website at [ccsd15.net/bids](http://ccsd15.net/bids). Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding. The submission of a bid by a Bidder will be construed as an indication that the Bidder is fully informed as to the extent and character of the service required and can offer the services satisfactorily in strict accordance with the specifications.

- 5.4 **No Modifications:** Bidders must submit bids in strict accordance with the specification requirements. **BIDDERS MAY NOT SUBMIT CONDITIONAL BIDS OR MODIFICATIONS TO THE BID DOCUMENTS WITH THEIR BIDS. BIDS THAT ARE SUBMITTED WHICH DO NOT STRICTLY COMPLY WITH THE TERMS AND CONDITIONS OF THE BID DOCUMENTS SHALL BE CONSIDERED NON-RESPONSIVE BIDS AND REJECTED. MODIFICATIONS TO THE BID DOCUMENTS, IF ANY, SHALL BE DONE VIA AN ADDENDUM ISSUED BY THE BOARD. BIDDERS ARE NOT TO SUBMIT MODIFICATIONS TO THE BID DOCUMENTS WITH THEIR BID.** Once the bids are opened, they may not be modified in any way without the written approval of the School District.
- 5.5 **School District Ability to Investigate:** The School District will make such investigation as necessary to determine the ability of the Bidder to fulfill bid requirements. Representatives from the School District reserve the right to inspect the company's facilities and other transportation operations under its management prior to any award of the Contract.
- 5.6 **Independent Contractor:** The Contract is for furnishing emergency transportation services for unassigned bus routes. In performing the Contract, the Contractor is an independent contractor and is not an officer, member, agent or employee of the School District.
- 5.7 **Compliance with all Laws:** The Contract shall be governed and construed in accordance with the laws of the State of Illinois notwithstanding its choice of law provisions. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

The Contractor shall comply with all applicable laws, regulations, rules and policies promulgated by the Federal, State, County, Municipal and/or other government unit or regulatory body, including the School District, now in effect or which may be in effect during the performance of the Contract. Included within the scope of the laws, regulations and rules referred to in this Paragraph, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Interstate Commerce Commission regulations, Workers' Compensation Laws, the *Social Security Act*, *Occupational Safety and Health Act*, the *Consumer Product and Safety Act*, the *Illinois School Code* and the *Illinois Motor Vehicle Code*. Contractor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment of all personnel employed by the Contractor.

Bus drivers must be in compliance with all Federal and State laws, rules, regulations, and statutes applicable to the performance of student transportation services, including, but not limited to, the *Illinois School Code* and the *Illinois Vehicle Code*, and all policies, rules and regulations of the School District, the State Board of Education, the Illinois Department of Transportation and, the State of Illinois Standards for School Buses, the Intermediate Service Center's office and the local municipalities in which the buses will be operated.



Additionally, the Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices including the *Illinois Human Rights Act*. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice. The Contractor further agrees that this Paragraph will be incorporated by the Contractor in all contracts entered into with suppliers of materials and services, subcontractors and labor organizations, furnishing skilled, unskilled, or craft union skilled labor that may perform any such labor or service in connection with the Contract.

Further, by submitting a bid, the Contractor certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Section 2-105A (4) of the *Illinois Human Rights Act*, 775 ILCS 5/2-105A (4), and, in case the Contractor has twenty-five (25) or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the *Illinois Drug-Free Workplace Act*, 30 ILCS 580/3.

Contractor shall comply with all laws pertaining to student records and student confidentiality, including the *Illinois School Student Records Act* and the *Federal Family Educational Rights and Privacy Act*. All personally identifiable information and data relating to the School District's students shall at all times be treated as confidential by Contractor and will not be copied, used or disclosed by Contractor for any purpose. The Contractor shall, as soon as possible, make the School District aware of any data breaches and assist the School District with necessary notifications and reimburse the School District for any costs incurred by the School District. Upon the expiration or termination of this Agreement, Contractor agrees to promptly return to the School District any and all school student records and personally identifiable information in Contractor's possession.

- 5.8 **Record Keeping**: The Contractor shall keep complete and accurate records of the reports which the Contractor prepares for the School District pursuant to the Contract. The Contractor shall maintain such records as the School District may need to verify mileage, including records indicating the number of runs for vehicles used for purposes other than the Contract, the Contractor's reporting responsibilities, and the Contractor's claim for fees. The Contractor shall provide access to such records upon a request by the School District. In addition, the Contractor shall provide monthly to the School District detailed invoices.

The School District shall have the right to audit the records and examine the reporting records. If an audit discloses a discrepancy of more than five percent (5%) of the amount charged for the period at issue, the Contractor shall pay to the School District all reasonable costs connected with the audit; including, but not limited to, wages of its staff and accountants' fees and attorneys' fees. The Contractor shall fully cooperate with all personnel authorized by the School District to conduct any audit.

The Contractor shall retain such records for a period of three (3) years plus the current year, from the date of receipt of final payment under the Contract, for inspection and audit by representatives of the School District. If any audit findings have not been resolved, the records shall be retained beyond the three (3) year period and as long as required for the resolution of the issues raised by the audit.

## 6. MISCELLANEOUS

- 6.1 Taxes: The Board is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price.
- 6.2 Waivers: The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights under the Bid Documents unless specifically set forth in writing.
- 6.3 Default: If any bidder fails to fulfill any or all terms and conditions of the Bid Documents, said bidder shall be declared to be in default, shall forfeit the Bid Deposit, and shall be subject to any and all other remedies available to the Board.
- 6.4 Assignment: The bidder shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.
- 6.5 Insurance: The Contractor shall carry, pay for, and keep in force, with insurance companies licensed to do business in Illinois and rated "A" or better for financial strength rating by AM Best, the minimum level of coverages provided below; provided, however, that such amounts are only minimums, and the required minimum amounts shall in no way limit any damages against the Contractor or serve to reduce access to insurance coverages above such minimums. Contractor shall name the School District, its individual Board members, employees and agents as additional insureds on a primary and noncontributory basis on all insurance required hereunder, with the sole exception being Worker's Compensation insurance. Contractual liability shall be provided under the Commercial General Liability policy to include the indemnification provisions set forth below. A certificate of insurance shall be provided to the School District evidencing the coverage below and must include a requirement of a thirty (30) day cancellation notice. In such case of termination of insurance coverages, the Contractor will provide evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the termination of the original policy. A waiver of subrogation must be included in favor of all additional insureds noted above. Also, an alternate employer endorsement naming the School District must be included on the Worker's Compensation insurance policy. The Contractor shall provide copies of all required insurance policies and endorsements thereto to the School District upon request.

(i) Workers' Compensation

Coverage A: Statutory Limit

Coverage B: \$1,000,000/\$1,000,000/\$1,000,000

(ii) Commercial General Liability on an Occurrence Basis, which shall also include coverage for sexual misconduct

\$2,000,000 General Aggregate

\$2,000,000 Products - Comp/Op Agg

\$1,000,000 Personal & Adv Injury for any one person injured in any one accident

\$5,000,000 Personal & Adv Injury for any two or more people injured by reason of the vehicle in any one accident

\$1,000,000 Each Occurrence

\$10,000 Medical Payments (any one person)

- 6.6 Indemnification: The bidder shall indemnify and hold harmless the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns ("Indemnitees"), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims") brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the bidder; and (2) any breach by the bidder of the Bid Documents.
- 6.7 Criminal Background Checks. The Contractor represents and warrants that none of its employees or employees of any of its subcontractors performing work under the Contract are prohibited by law from being present on school and/or public property. In accordance with 105 ILCS 5/10-21.9, Contractor shall ensure that each individual performing services hereunder who will have direct, daily contact with students has authorized a criminal background investigation through the Board (or, in the discretion of the Board, through the Regional Office of Education) and a DCFS Child Abuse Registry background investigation, which investigations shall be commenced (and, at the District's option, completed) prior to the individual commencing services. Such background investigations shall be performed at Contractor's expense. Contractor acknowledges that the provision of services under this Agreement is contingent upon the Board deeming acceptable the results of such criminal background investigation, the DCFS Child Abuse Registry check, a Statewide Sex Offender Database check, and a Statewide Murderer and Violent Offender Against Youth Database check, as well as such other licensure documentation and information provided to the Board. The Board will provide to the individual a copy of the background check results. The Board will notify the Contractor if the Board determines that any individual is not eligible to perform the services. Due to restrictions on disclosure of background check information, the District may not specify to Contractor the reasons for a determination of ineligibility of an individual.
- 6.8 Presence of Child Sex Offenders or Disruptive Persons On Board Property. The Contractor acknowledges that, pursuant to the *Illinois Criminal Code* (720 ILCS § 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Board. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. The Contractor shall ensure that its employees and employees of subcontractors are notified of this law and that said employees are directed to notify the Contractor if they have been convicted of a sex offense restricting their presence on school property. The Contractor will then provide appropriate and immediate notification to the Board. The Board reserves the right to request the removal from the project of any person, including, but not limited to, employees of any subcontractors, who engage in conduct in violation of the law or the Board's policies or conduct otherwise disruptive to the educational process or detrimental to students in the area. The costs related to such removal and substitution of personnel shall be borne solely by the Contractor or subcontractor.
- 6.9 Physical Fitness to Perform Job Duties: All employees of the Contractor or subcontractors for whom a criminal history records check is required must also provide the Board with evidence of physical fitness to perform the duties assigned and freedom from communicable disease, if the employee will have direct, daily contact with students. The Board reserves the right to require additional health examinations of the employees of the Contractor or subcontractors, and subject said employees to additional health screenings, including screening for tuberculosis, as required by the rules adopted by the Department of Public Health, or by order of a local public health official.

6.10 Freedom of Information Act Compliance: The Board is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"), and any and all information submitted by the Contractor to the Board may be subject to disclosure to third parties in accordance with FOIA. If the Contractor requests that the Board withhold any submitted information as trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the Contractor must notify the Board of such request at the time such information is submitted to the Board, along with a statement that disclosure of such information will cause competitive harm to the Contractor, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the Contractor at the time of submission to the Board will be presumed to be open to public inspection. The Contractor may be required to substantiate the basis for its claims at a later time. Notwithstanding timely notice received from the Contractor in accordance with Section 7(1)(g), the Board reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request. The Contractor waives any rights it may have, or claim to have, to challenge, protest, enjoin or otherwise assert a claim relating to, connected with or arising from any FOIA request. As a potential provider of a governmental function on behalf of the Board, the Contractor agrees to cooperate with the Board, without additional charge, in responding to any FOIA request, including by timely providing any documents requested by the Board that directly relate to the governmental function that the Contractor has been engaged to perform on behalf of the Board.

6.11 Employment History Reviews: For all applicants seeking to perform services for Contractor on assignment to the District, Contractor shall complete an employment history check for sexual misconduct. Contractor agrees to comply with 105 ILCS 5/22-94 and ensure and certify the following:

- (1) Contractor has no knowledge or information pertaining to the applicant that would disqualify the applicant from employment;
- (2) the applicant swears or affirms that the applicant is not disqualified from employment;
- (3) the applicant completes and provides the template employment history form to be developed by the Illinois State Board of Education regarding the applicant; and
- (4) any other applicable requirements set forth by the statute.

Further, Contractor will not assign an individual to perform services if Contractor has knowledge of any instance in which the individual to be performing service 1) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; 2) has ever been discharged, asked to resign from, resigned from, or otherwise been separated from any employment, removed from a substitute list, been disciplined by an employer or had an employment contract not renewed, due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded or unsubstantiated; or 3) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated. Prior to assigning an individual to perform services, Contractor will notify the District if any of the above-referenced incidents apply.

6.12 Additional Provisions

- a. The successful Bidder shall enter into a contract with the School District, which contract shall be in the form of the agreement included with these Bid Documents, which contract will incorporate the terms of these bid specifications and conditions. **Bidders shall not**

**submit bids with any revisions to the contract or the bid documents. Bids submitted with conditions or modifications shall be rejected as non-conforming.**

- b. Payments on any invoice shall not prevent the School District from making a claim for adjustment on any item found not to have been in accordance with the provisions of the Contract.
- c. The validity or unenforceability of any provision of the Contract shall not affect the validity or enforceability of any other provision of the Contract.

## **BID SPECIFICATIONS**

### **1. PERSONNEL**

This bid is for drivers only. The District will provide all buses and equipment necessary for the performance of services hereunder.

Transportation vehicles shall not be operated by anyone other than a person holding the required license issued to him by the State of Illinois, and holding a school bus driver's permit issued to him by the Illinois Secretary of State. Every driver shall follow the normal and usual instructions and requirements of the State Board of Education and the District, and shall at all times comply with the motor vehicle laws of the State and all cities, villages, or other municipalities in which such vehicles may be operated and shall present such reports to aid the District that the District may request.

It is recognized that, for the protection of the students, drivers and all other persons coming in contact with the students must be of stable personality and of highest moral character. Therefore, such employees will consent to a criminal background check, a Department of Child and Family Services ("DCFS") background check, and drug and alcohol tests consistent with School Board Policy and State law. The responsibility for hiring and discharging personnel in respect to all of the foregoing shall rest entirely upon the Contractor, and the Contractor must agree that it shall enter into no agreement or arrangement with any employee, person, group or organization which will in any way interfere with the Contractor's ability to comply with these requirements. The Contractor shall furnish to the District the following information relative to each driver that will be used in the implementation of the Contract and be responsible for keeping current such information:

1. Name - first, middle and last;
2. Valid License details and school bus driver permit number for drivers of school buses.
3. Results of drug and alcohol tests on an employee obtained by Contractor after issuance of that employee's school bus driver permit.

The District shall have the right to unilaterally require the dismissal of any driver from performing services under this Contract (but the Contractor will have the sole discretion to dismiss any such employee from employment with the Contractor).

Drivers and alternate drivers engaged by the Contractor to perform services under this Contract shall be familiar with and comply with all rules, regulations and orders made or issued by the Illinois Department of Transportation, the State Board of Education, by the Regional Superintendent of Schools/Intermediate Service Center, or the Board (or any public body having applicable jurisdiction) relative to the operation or condition of transportation vehicles and relating to the transportation of the students. All such rules, regulations or orders, as the same may from time to time be amended, are hereby made a part of this Contract and incorporated herein by reference as though the same were fully set forth herein.

The Contractor shall not permit the use of liquor, drugs, weapons, or smoking material in vehicles used to provide services under this Contract, nor shall it permit any vehicle to be operated by a driver who is under the influence of liquor or narcotic drugs or any drug that would adversely affect the operation of the vehicle. The Contractor agrees to provide for such drug and alcohol testing of its employees as required by law.

The transportation of students is an unusual and specified function. The students are to be transported to and from school regularly, promptly, safely and without interruption or incident, and the interests of the students in such transportation take precedence over the interests of either the Contractor or its drivers. It shall be a primary obligation of the Contractor to operate its affairs so that the District will be assured of its continuous and reliable service. It is essential that for the protection of the students, drivers, and all



other persons coming in contact with the students, must be of stable personality and of highest moral character. The District places upon the Contractor full responsibility of assuring such qualities in personnel. The Contractor will not allow any person to drive a school bus whose moral character is not of the highest level, or whose conduct might in any way expose any student to any impropriety of word or conduct whatsoever, nor shall Contractor allow any person to drive a school bus who is not at the time in a condition of mental and emotional stability.

Contractor shall furnish and all Contractor's employees shall be required to wear and display photo identification at all times they are providing transportation services to the District.

Contractor employee absenteeism can significantly and adversely affect the pupil transportation needs of the District. Contractor must maintain a pool of trained and qualified substitutes with the required background checks who are available at short notice to ensure that the pupil transportation needs of the District are fully met in the event of illness or injury. The Contractor shall at its expense keep on its payroll a sufficient number of substitute employees to meet daily requirements. Substitute drivers shall not be assigned permanent routes and will be used to cover bus schedules when a driver is absent. The Contractor must also keep records of absenteeism. This data must be provided to the District upon request.

## 2. MANAGEMENT TEAM

At the time of execution of this Contract by the Board, the Contractor shall provide the name, cell phone number, and address of its manager assigned to the District who shall have complete authority with respect to all matters relating to the performance of this Contract. This shall include matters relating to personnel and the changes and substitutions thereof, adhering to and changes in schedules and the responsibility for the keeping of records required under the terms of the Contract. The Contractor shall not change the manager without notice to the Board.

The Contractor shall assist the District in completing all reports as may from time to time be required by the Board of Education, the State Board of Education, or the Regional Superintendent of Cook County/Intermediate Service Center. All rules, regulations, or orders heretofore or hereafter made or issued by the State Board of Education, the Regional Superintendent of Schools of Cook County/Intermediate Service Center, Secretary of State, or Illinois Department of Transportation are hereby made a part of this Agreement as fully as though the same were herein set forth.

## 3. SAFETY PROGRAM

The Contractor shall plan and administer a safety program in conformance with State laws and regulations. The Contractor agrees that designated District personnel may, from time to time, ride a bus or otherwise observe the general operation of the bus service.

The safety program shall include, but not be limited to regularly scheduled safety meetings for Contractor's personnel. A driver supervisor shall ride with every driver at least once each semester for the purpose of observing his handling of students and his driving practices with respect to safety, mechanical operation, and conformance with applicable laws, rules, and regulations, including adherence to published time schedules.

## 4. SCHEDULE

Contractor will deliver all passengers to such points on the school grounds or other designated destinations, as the District may, from time to time, designate, and shall remove all students from the grounds for return to their homes or other designated destinations in accordance with the transportation schedules.

The Contractor shall not permit more passengers to occupy buses than there are seats available and while the vehicle is in motion shall not permit any passengers to stand or squat in such vehicles, nor permit the overcrowding of such vehicles in any manner whatsoever.

Decisions regarding the regulations of routes, pick-up and drop-off areas, the placement of stops, and times of arrival and dismissals are to be made by the District.

All buses shall be scheduled to arrive at the School no less than 5 minutes and no more than 15 minutes prior to the first scheduled class. All buses will have properly working clocks installed, which are to be made visible to the driver. Each clock's time shall be synchronized with the time of the District's schools.

The Contractor shall be required to transport the students of the District on the bus routes awarded to the Contractor and on the schedule assigned by the District.

No driver shall leave a bus stop (student loading area) prior to the scheduled time for departure. This provision shall have no application in the event of an emergency due to an act of God, adverse weather conditions, and such other causes, as in the discretion of the Superintendent or designee, shall excuse compliance therewith.

The Contractor shall notify the District whenever, in the opinion of the Contractor, the physical road or adverse weather conditions are too hazardous for the operation of the buses. The decision as to whether or not the buses shall be dispatched under such existing conditions and the route to be taken shall be made by the District in its sole discretion.

Minimum and maximum seating capacity of buses will be determined by the District as enrollment dictates.

No unauthorized person shall be allowed in any vehicle while engaged in transporting students, however, the District reserves the right to have an authorized District employee ride on any bus, on any contracted route, without prior notice to the Contractor.

The bus driver shall not deviate from the normal pickup route or from the normal route time schedule except for reasons beyond his control; such deviations shall be reported to the Contractor who, in turn, shall promptly report the same to the District's Director of Transportation or his designee.

The Contractor will strictly adhere to the starting time and the operating schedule for each route as determined by the Board so that reliable and regular service will be furnished to the passengers at all points along the routes.

The Contractor is responsible for maintaining a daily, detailed log of arrival and departure times in an "Excel" spreadsheet. The daily log's format will be prescribed by the Director of Transportation or designee. The log must be submitted via email to the District weekly on the Monday following the week.

## 5. DISCIPLINE REPORTS

When a passenger causes an undesirable situation on any bus, the driver shall report the passenger's name and a description of the situation to his supervisor, who shall, no later than the following day, turn in a report to the District.

Each School shall designate a location on its campus to which a driver may go whenever a problem occurs which demands immediate attention by the School. Drivers should proceed to this location with flashing lights turned on and await the arrival of a District official.



6. ROUTES

At its sole discretion, the District may split this contract and the transportation routes discussed herein among more than one Contractor. All Contractors and the District expressly acknowledge, however, that, at the District's sole discretion, the routes handled by a Contractor may be changed at any time while this contract remains in effect, for any reason, including the District's assessment of the Contractor's performance of the contract.

The Contractor shall take accurate ridership counts by individual bus stops, upon the request of the District. The schedule for taking ridership counts will be set by the District but will in no case exceed once per week. The District will provide lists of enrolled students in route order/alpha order to the Contractor as the Contractor requests.

The Contractor will promptly report to the appropriate school the arrival of any bus that arrives 5 minutes or less before the scheduled arrival time.

No change in place of pick-up or drop-off for any student shall be effected without notice to and approval from the District.

The District is seeking up to eight (8) drivers to cover unassigned school bus routes, consistent with the District's collective bargaining agreements. The District will assign the routes at a later date. The District anticipates that the drivers will work no more than seven (7) hours per day to complete the routes.

7. COMPENSATION

An invoice shall be submitted to the District on a monthly basis after services are performed. The District shall, if possible, reimburse the Contractor for claims the day after the next available School Board meeting. The Board meets monthly to consider bills payable. The District reserves the right to request detailed student transportation records to support the Contractor's invoice, which could include a daily reconciliation of actual routes driven versus the daily route schedule.

8. DURATION

The Contract shall be effective for three (3) months beginning Friday, December 15, 2023 and ending Friday, March 15, 2024.

9. PUPIL SAFETY AND DISCIPLINE

- A. The discipline on any transportation vehicle rests with the driver and it shall be his/her responsibility to maintain said discipline.
- B. Final authority on disciplinary problems shall rest with the District.
- C. Drivers are expected to follow all instructions, rules, and regulations for proper discipline and safe operation of buses as outlined by the Illinois School Bus Driver Instructional Program, Trainee Guide.
- D. While transporting students, drivers shall not leave the vehicle unattended, except as required by emergency situations.
- E. Corporal punishment may never be used by a bus driver or other employee of the Contractor.
- F. In the event that any student refuses to conform to bus regulations or causes an undesirable situation, the driver shall ask the student to display his identification card, and the driver shall report the situation in conformance with Paragraph 5.
- G. The Contractor and its drivers shall be responsible for the supervision of student passenger loading and unloading.

10. ACCIDENTS

Should an accident ever occur while the Contractor is providing transportation services, the Contractor will immediately notify the District giving all information known at the time. The District reserves the right to inspect any vehicle involved in any accident to determine if it is safe to be used in transporting students.

The Contractor shall submit a written report to the School District within twenty-four hours of the accident or incident. Accident reports shall make clear and provide at a minimum the following:

- A. Whether students were involved in the accident;
- B. Whether any injury occurred;
- C. The bus driver, location, involvement of equipment, and nature and extent of any property damage; and
- D. The Contractor's assessment of chargeability of the accident.

The Contractor shall provide to the District any accident reports obtained from the Illinois State Police or from any other law enforcement agency as soon after the accident as they become available. The Contractor shall use the appropriate Illinois Secretary of State, Department of Transportation and State Board of Education report form(s) as mandated by the State of Illinois.

11. POSTPONEMENT OR CANCELLATION OF BUS ROUTES

In the event of snow or other inclement weather which creates hazardous driving conditions, District 15's Superintendent or designated representative will determine whether the buses can be operated safely. The Superintendent or designated representative shall then decide whether to alter, postpone or cancel bus routes or schedules. Contractor shall receive no compensation for routes not serviced as a result of inclement weather. Contractor shall not receive additional compensation for operation during early dismissals. The District reserves the right to change route times as determined by the Superintendent or designated representative.

12. NON-SOLICITATION OF CONTRACTOR EMPLOYEES

The District will not hire or solicit for employment any contractor employees during the duration of the contract or for one month following termination of the contract.

**BID #24-003****UNASSIGNED SCHOOL BUS ROUTES**

November 21, 2023

**BID SUBMISSION FORM**

Contracts may be awarded to more than one Contractor as determined by the Board. If a bidder has capacity to provide some, but not all, of the drivers requested, the Board still invites such bidder to submit a bid on the number of drivers it is able to provide that meet its capacity.

Number of drivers that the bidder can provide (up to 8): \_\_\_\_\_

Daily Rate per driver: \_\_\_\_\_

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from bidding on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois Criminal Code of 2012 (720 ILCS §§ 5/33E-3, 33E-4), or as a result of a violation of any other law, rule, ordinance or regulation. The undersigned further certifies that he or she has read and understands the Bid Documents and that his or her bid is in compliance therewith.

COMPANY NAME			
SIGNATURE OF BIDDER	PRINT NAME	TITLE	
EMAIL ADDRESS			
ADDRESS OF COMPANY	(CITY)	(STATE)	(ZIP CODE)
PHONE NUMBER		DATE OF BID RESPONSE	



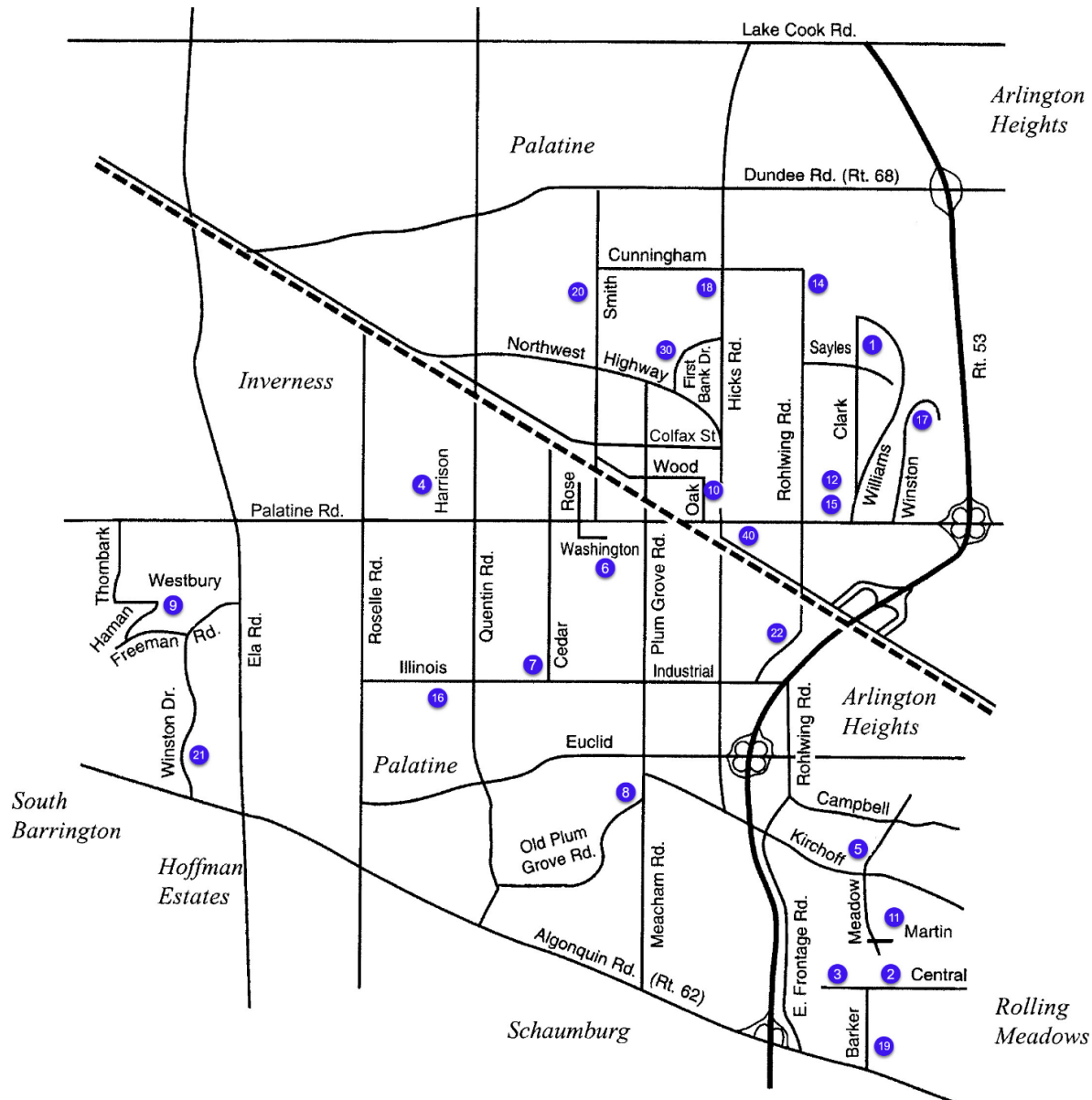
## COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15 BUILDING LOCATIONS

- |  |   |   |
|--|---|---|
| <p><b>1 Jane Addams School</b><br/>1020 E. Sayles Drive<br/>Palatine, IL 60074-7274<br/>Phone: 847-963-5000<br/>Fax: 847-963-5006<br/><a href="http://www.ccsd15.net/JA">www.ccsd15.net/JA</a></p> <p><b>2 John G. Conyers Learning Academy</b><br/>2800 Central Road<br/>Rolling Meadows, IL 60008-2535<br/>Phone: 847-963-3400<br/>Fax: 847-963-3406<br/><a href="http://www.ccsd15.net/CLA">www.ccsd15.net/CLA</a></p> <p><b>3 Central Road School</b><br/>3800 Central Road<br/>Rolling Meadows, IL 60008-2554<br/>Phone: 847-963-5100<br/>Fax: 847-963-5106<br/><a href="http://www.ccsd15.net/CR">www.ccsd15.net/CR</a></p> <p><b>4 Marion Jordan School</b><br/>100 N. Harrison Avenue<br/>Palatine, IL 60067-0913<br/>Phone: 847-963-5500<br/>Fax: 847-963-5506<br/><a href="http://www.ccsd15.net/MJ">www.ccsd15.net/MJ</a></p> <p><b>5 Kimball Hill School</b><br/>2905 Meadow Drive<br/>Rolling Meadows, IL 60008-1801<br/>Phone: 847-963-5200<br/>Fax: 847-963-5206<br/><a href="http://www.ccsd15.net/KH">www.ccsd15.net/KH</a></p> <p><b>6 Stuart R. Paddock School</b><br/>225 W. Washington Street<br/>Palatine, IL 60067-6147<br/>Phone: 847-963-5800<br/>Fax: 847-963-5806<br/><a href="http://www.ccsd15.net/SRP">www.ccsd15.net/SRP</a></p> <p><b>7 Pleasant Hill School</b><br/>434 W. Illinois Avenue<br/>Palatine, IL 60067-6745<br/>Phone: 847-963-5900<br/>Fax: 847-963-5906<br/><a href="http://www.ccsd15.net/PH">www.ccsd15.net/PH</a></p> <p><b>8 Plum Grove Junior High School</b><br/>2600 Plum Grove Road<br/>Rolling Meadows, IL 60008-2042<br/>Phone: 847-963-7600<br/>Fax: 847-963-7606<br/><a href="http://www.ccsd15.net/PG">www.ccsd15.net/PG</a></p> <p><b>9 Frank C. Whiteley School</b><br/>4335 Haman Avenue<br/>Hoffman Estates, IL 60192-1306<br/>Phone: 847-963-7200<br/>Fax: 847-963-7206<br/><a href="http://www.ccsd15.net/FCW">www.ccsd15.net/FCW</a></p> | <p><b>10 Gray M. Sanborn School</b><br/>101 N. Oak Street<br/>Palatine, IL 60067-5246<br/>Phone: 847-963-7000<br/>Fax: 847-963-7006<br/><a href="http://www.ccsd15.net/GMS">www.ccsd15.net/GMS</a></p> <p><b>11 Carl Sandburg Junior High School</b><br/>2600 Martin Lane<br/>Rolling Meadows, IL 60008-2722<br/>Phone: 847-963-7800<br/>Fax: 847-963-7806<br/><a href="http://www.ccsd15.net/CS">www.ccsd15.net/CS</a></p> <p><b>12 Winston Campus Junior High</b><br/>120 N. Babcock Drive<br/>Palatine, IL 60074-5599<br/>Phone: 847-963-7400<br/>Fax: 847-963-7508<br/><a href="http://www.ccsd15.net/WCJH">www.ccsd15.net/WCJH</a></p> <p><b>14 Virginia Lake School</b><br/>925 N. Glenn Drive<br/>Palatine, IL 60074-7189<br/>Phone: 847-963-7100<br/>Fax: 847-963-7106<br/><a href="http://www.ccsd15.net/VL">www.ccsd15.net/VL</a></p> <p><b>15 Winston Campus Elementary</b><br/>900 E. Palatine Road<br/>Palatine, IL 60074-5552<br/>Phone: 847-963-7500<br/>Fax: 847-963-7406<br/><a href="http://www.ccsd15.net/WCE">www.ccsd15.net/WCE</a></p> <p><b>16 Hunting Ridge School</b><br/>1105 W. Illinois Avenue<br/>Palatine, IL 60067-6628<br/>Phone: 847-963-5300<br/>Fax: 847-963-5306<br/><a href="http://www.ccsd15.net/HR">www.ccsd15.net/HR</a></p> <p><b>17 Lake Louise School</b><br/>500 N. Jonathan Drive<br/>Palatine, IL 60074-4114<br/>Phone: 847-963-5600<br/>Fax: 847-963-5606<br/><a href="http://www.ccsd15.net/LL">www.ccsd15.net/LL</a></p> <p><b>18 Lincoln School</b><br/>1021 N. Ridgewood Lane<br/>Palatine, IL 60067-3448<br/>Phone: 847-963-5700<br/>Fax: 847-963-5706<br/><a href="http://www.ccsd15.net/LS">www.ccsd15.net/LS</a></p> <p><b>19 Willow Bend School</b><br/>4700 Barker Avenue<br/>Rolling Meadows, IL 60008-3202<br/>Phone: 847-963-7300<br/>Fax: 847-963-7306<br/><a href="http://www.ccsd15.net/WB">www.ccsd15.net/WB</a></p> | <p><b>20 Walter R. Sundling Junior High School</b><br/>1100 N. Smith Street<br/>Palatine, IL 60067-2606<br/>Phone: 847-963-3700<br/>Fax: 847-963-3706<br/><a href="http://www.ccsd15.net/WRS">www.ccsd15.net/WRS</a></p> <p><b>21 Thomas Jefferson School</b><br/>3805 Winston Drive<br/>Hoffman Estates, IL 60192-1851<br/>Phone: 847-963-5400<br/>Fax: 847-963-5406<br/><a href="http://www.ccsd15.net/TJ">www.ccsd15.net/TJ</a></p> <p><b>22 Maintenance/Warehouse Facility</b><br/>1001 Rohlwing Road<br/>Rolling Meadows, IL 60008-1029<br/>Phone: 847-963-3950<br/>Fax: 847-963-3995</p> <p><b>30 Joseph M. Kiszka<br/>Educational Service Center</b><br/>580 North 1st Bank Drive<br/>Palatine, IL 60067-8110<br/>Phone: 847-963-3000<br/>Fax: 847-963-3200 (Superintendent)<br/>Fax: 847-963-3119 (Teaching &amp; Learning)<br/>Fax: 847-963-3145 (Student Services)<br/>Fax: 847-963-3164 (Business)<br/>Fax: 847-963-3162 (Human Resources)</p> <p><b>20 School Nutrition Services</b><br/>1100 N. Smith Street<br/>Palatine, IL 60067-2606<br/>Phone: 847-963-3928<br/>Fax: 847-963-3925</p> <p><b>20 Transportation</b><br/>1100 N. Smith Street<br/>Palatine, IL 60067-2606<br/>Phone: 847-963-3900<br/>Fax: 847-963-3906, 3907</p> <p><b>40 Technology</b><br/>530 E. Northwest Highway<br/>Palatine, IL 60074-4846<br/>Phone: 847-963-3230<br/>Fax: 847-963-3235</p> |
|--|---|---|

Building Locations 22-23.indd 09/2022



## COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15 BUILDING LOCATIONS



- |                                    |                                     |  |
|------------------------------------|-------------------------------------|--|
| 1 Jane Addams School               | 10 Gray M. Sanborn School           | 20 Walter R. Sundling Junior High School |
| 2 John G. Conyers Learning Academy | 11 Carl Sandburg Junior High School | School Nutrition Services                |
| 3 Central Road School              | 12 Winston Campus Junior High       | Transportation                           |
| 4 Marion Jordan School             | 14 Virginia Lake School             | 21 Thomas Jefferson School               |
| 5 Kimball Hill School              | 15 Winston Campus Elementary        | 22 Maintenance/Warehouse Facility        |
| 6 Stuart R. Paddock School         | 16 Hunting Ridge School             | 30 Joseph M. Kiszka                      |
| 7 Pleasant Hill School             | 17 Lake Louise School               | Educational Service Center               |
| 8 Plum Grove Junior High School    | 18 Lincoln School                   | 40 Technology                            |
| 9 Frank C. Whiteley School         | 19 Willow Bend School               |  |

Building Locations 22-23.indd 09/2022

## **CONTRACT**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the Board of Education of Community Consolidated School District 15, Cook County, Illinois (“District”), and \_\_\_\_\_ (“Bidder”) (collectively referred hereto as “the Parties”).

**WHEREAS**, District has requested public bids for transportation services (“Services”);

**WHEREAS**, Bidder has submitted a bid for provision of the Services; and

**WHEREAS**, District desires to enter into this Agreement with Bidder to provide the Work in accordance with the Bid Documents.

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Duration of Contract. This Agreement shall be effective as of Friday, December 15, 2023, for a period of three (3) months until Friday, March 15, 2024.
2. Contract Documents. The documents comprising the entirety of this Agreement are the Bid Documents as defined in the Bid Conditions, Bidder’s bid, and this Agreement.
3. Document Supremacy. In the event any term or provision of this Agreement conflicts with a term or provision of the Bid Documents, the term or provision of this Agreement shall prevail.
4. Compensation. The Bidder shall provide all services as awarded by the District and shall be compensated according to the terms of the Contract Documents. Payments are approved by the Board each month provided that the service has been properly provided and accepted. In accordance with Board approval, monthly invoices will be paid in accordance with the Illinois *Local Government Prompt Payment Act*. Format of the detailed billing statement must be agreed to by the School District.
5. Termination. The District may terminate this Agreement at any time by providing written notice to the Bidder, without cause. The District shall pay Bidder for all services provided in accordance with the Contract through the date of termination and shall have no liability whatsoever thereafter to Bidder.
6. Complete Understanding. This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.
7. Amendments. No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by both Parties.

**IN WITNESS WHEREOF**, the Parties have signed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2023.

BOARD OF EDUCATION OF  
COMMUNITY CONSOLIDATED SCHOOL  
DISTRICT 15

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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

ATTEST:

ATTEST:

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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

BID #24-003  
EMERGENCY TRANSPORTATION SERVICES UNASSIGNED SCHOOL BUS ROUTES  
NOVEMBER 21, 2023  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**REFERENCES**

**COMPANY NAME:** \_\_\_\_\_

**PROVIDE A LIST OF FIVE REFERENCES, PREFERABLY SCHOOL DISTRICTS, FOR WORK OF SIMILAR SCOPE WITHIN THE LAST THREE (3) YEARS.**

**School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**School District Name or Business Name** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_



BID #24-003  
EMERGENCY TRANSPORTATION SERVICES UNASSIGNED SCHOOL BUS ROUTES  
NOVEMBER 21, 2023  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15

**CONTRACTOR QUESTIONNAIRE**

Pursuant to 105 ILCS 5/10-17 all school districts in the State of Illinois are required to annually report the number and value of contracts awarded to minority owned businesses, woman owned businesses, and businesses owned by persons with disabilities as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; veteran owned businesses, and locally owned businesses for contracts over \$25,000. In order to comply with this requirement, contractors must complete the following questionnaire and return it with their bid responses.

Guidance issued by the Illinois State Board of Education requires that we inquire whether your company is certified as a minority, woman, disabled person, or veteran owned business by a certifying agency (e.g., Chicago Transit Authority – Cook County – Illinois Department of Transportation – Metropolitan Transit Authority Metropolitan Water Reclamation District – U.S. Small Business Administration – State of Illinois) or that it would be eligible for certification if an application were made. The Guidance includes the definitions set forth below.

**Definition of Ownership:** “Minority owned business, woman owned business, business owned by a person with a disability, and veteran owned business” means a business concern which is at least 51% owned by one or more minority persons, women, persons with a disability, or veterans; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, women, persons with a disability, or veterans, and the management and daily business operations of which are controlled by one or more of the minority, women, persons with a disability, or veterans who own it. (30 ILCS 575/2)

**Is Your Company a Minority Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

“Minority person” shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands); or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

**Is Your Company a Woman Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

“Woman” shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2). Your business must also be at least 51% unconditionally and directly owned by women who are U.S. citizens. The woman or women must manage daily operations, make long-term decisions and hold the highest officer positions available. They must also work at the business full-time during normal working hours, although there is no minimum amount of time for the business to be considered operational.

**Is Your Company a Business Owned By Persons with Disabilities? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

**Is Your Company a Veteran Owned Business? YES \_\_\_\_\_ NO \_\_\_\_\_**

"Veteran owned" means a business that is at least 51% owned by a veteran or veterans who are U.S. citizens and who control and operate the business

**Is Your Company a Locally Owned Business YES \_\_\_\_\_ NO \_\_\_\_\_ as it relates to this School District?**

For purposes of this questionnaire, "Locally Owned" means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

**Does your Company hold a certificate as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/? YES \_\_\_\_\_ NO \_\_\_\_\_**

**If you are self-certifying, does your company qualify as a small business under federal Small Business Administration standards? YES \_\_\_\_\_ NO \_\_\_\_\_**

---

COMPANY NAME

---

SIGNATURE OF BIDDER

PRINT NAME

TITLE

---

EMAIL ADDRESS

---

ADDRESS OF COMPANY

(CITY)

(STATE)

(ZIP CODE)

---

PHONE NUMBER

DATE OF BID RESPONSE