



E.H. Mellon Administrative Center

703 South New Street
Champaign, Illinois 61820-5818

Telephone: (217) 351-3800
FAX: (217) 351-3871

May 16, 2018

BID: INTEGRATED PEST MANAGEMENT SERVICES

DUE: TUESDAY, June 5, 2018
11:00 A.M., Public Opening
E.H. Mellon Administrative Center
703 South New Street
Champaign IL 61820-5899

Dear Bidder:

The Board of Education of Champaign Community Unit School District #4 is inviting the submission of sealed bids for Integrated Pest Management Services. Specifications and bid forms are available at www.champaignschools.org. All bids must be submitted on the bid form and all prices must be typed or written in ink. Proposals shall remain open and valid and subject to acceptance for 90 days after opening.

Specifications are prepared with the intent of offering equal opportunity to all vendors. No oral interpretations will be given to any vendor as to the meaning of the specifications. Requests for clarification must be submitted in writing to the address above, faxed to the undersigned at (217) 351-3871, or emailed to johnsomi@u4sd.org. Clarification requests received less than five (5) working days (May 29, 2018) of the bid due date will not be considered. All questions and responses will be posted at: <http://www.champaignschools.org>. All proposals must be signed by an authorized official and notarized.

All bids are to be sealed and in the hand of the undersigned by the due date and time stated above, at which time bids will be publicly opened. There will be no bids accepted after said date and time. Bids must be provided on the bid form. The envelope containing your bid is to be sealed and marked in the lower left-hand corner: **"BID: INTEGRATED PEST MANAGEMENT SERVICES."** Bids will not be accepted by FAX or email. Your representative is welcome to review bid results in our Business Office.

The Board of Education reserves the right to reject any or all bids, to accept the bids, or to waive any irregularities should it deem to be in the best interest of the Champaign School District to do so. Bid will be awarded to the lowest responsible bidder meeting the specifications as determined by the Board of Education.

The schedule for payment of invoices is the second and fourth Friday of each month. The deadline for receipt of invoices to be included in either of these cycles is the Friday prior to the first and third Friday.

Sincerely,

A handwritten signature in cursive script that reads 'Michele Johnson'.

Michele Johnson
Director of Accounting Services

**CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
CHAMPAIGN, ILLINOIS**

INTEGRATED PEST MANAGEMENT SERVICES

BID SPECIFICATIONS

2018-2019

I. INTRODUCTION

Background

The Champaign Community Unit School District No. 4, Champaign County, Illinois (hereinafter referred to as "DISTRICT") is soliciting the submission of sealed bids for Integrated Pest Management Services, including all labor and supplies, for the School Year 2018-2019. There is also an option for 2019-2020 and also 2020-2021, each based upon satisfactory performance.

Fiscal year for the Champaign School District is July 1 through and including June 30. This particular contract shall become effective July 1, 2018 through June 30, 2019, with options for two additional years' service beyond the original contract period with said options being for the period July 1 through June 30. It is assumed the number of calendar days for the second and third years will contain the same number of days as are scheduled for the initial contract year.

All bids must contain an option price for two additional years' service beyond the original contract period. Said options shall be exercised by the Board of Education based on satisfactory performance of each previous year's contract.

Since the contract carries options for two additional years' service, this should permit you to state a lower price for the additional option years on the supposition that you may incur equipment expenses for performance during the initial year which would not be required for the two option periods.

Deadline for Bids

To be considered, all bids must be received by Tuesday, June 5, 2018, 11:00 a.m. Bids must be submitted to Michele Johnson, Champaign Community Unit School District No. 4, 703 South New Street, Champaign, IL 61820. Faxed and/or emailed proposals will not be accepted in response to this bid.

Bids will not be accepted after 11:00 a.m. on June 5, 2018.

Sealed bids will be opened and read at a public bid opening at 11:00 a.m. on June 5, 2018, at the School District office located at 703 South New Street, Champaign, IL.

II. SCOPE OF WORK

Minimum Specifications

1. Technicians must be familiar with Integrated Pest Management strategies and must be licensed through the Illinois Department of Public Health with the following classifications:
 - a) General Use Pesticide License
 - b) Restricted Insect-Rodent License
 - c) Restricted Bird License
2. Use of non-residual aerosols during inspection and treatment to determine if infestation present will be allowed.
3. Liquid residuals will be applied in cracks and crevices only.
4. Residual dusts will be applied in void areas only after baiting and Integrated Pest management methods have been exhausted.
5. The use of insect baits is the preferred method for treating insect infestations.
6. Solid rodent baits will be placed in tamper-proof, labeled bait stations in areas inaccessible to children.
7. Mechanical traps and/or glue boards will be utilized when baiting program is not practical and in food preparation areas.
8. Fogging is not permitted.
9. Technicians should perform minor exclusion work on site when warranted. Work should be documented and reported to the Assistant Director of Custodians.

Service Areas

All treatment services shall be performed on a monthly basis, unless otherwise noted, with services to be performed on Fridays after 3:00 p.m. or on Saturdays. The School District will make appropriate provisions for access to the buildings.

- MONTHLY SERVICE:
 - All Food Preparation Areas
 - All Restrooms
 - All Offices
 - All Boiler Rooms
 - All Gymnasiums
 - All Locker Rooms
 - All Photography and Graphics Arts Rooms
 - All Consumer Science Classrooms
 - All Special Education Rooms
 - All Teachers' Lounges (A sighting log will be placed in each faculty lounge)
- BI-WEEKLY SERVICE:
 - All Cafeterias (Five (5) secondary schools)
- ANNUALLY (3 TIMES) – APRIL, JUNE, and AUGUST:
 - All building perimeters

Pests

Treatment for the following pests shall be covered under this contract:

ROACHES:

German Cockroaches
Oriental Cockroaches
Brown Banded Cockroaches
American Cockroaches

ANTS:

Odorous house ants
Argentine ants
Honey ants
Pyramid ants
Other ground nesting species

RODENTS:

House mouse
Field mouse
Deer mouse
Norway rats
Roof rats

OCCASIONAL INVADERS:

Centipedes
Millipedes
Stinging insects nesting in or on structure

NUISANCE BIRDS:

Pigeons (cost of work to be determined with each individual job. Company must have known experience to handle this pest.)

TERMITES

Termites (predetermined pricing per linear foot for baiting or liquid applications, if termites are discovered). Company must have known experience to handle this pest.)

School Facilities

Champaign Early Childhood Ctr	809 North Neil Street	19 room baths, plus 2 gang baths
Barkstall Elementary	2201 Hallbeck Drive	13 room baths, plus 4 gang baths
Bottenfield Elementary	1801 South Prospect	28 room baths, plus 2 gang baths
Carrie Busey Elementary	304 Prairie Rose	13 room baths, plus 6 gang baths
Dr. Howard Elementary (Columbia)	1103 North Neil	4 gang baths
Garden Hills Elementary	2001 Garden Hills Drive	23 room baths, plus 2 gang baths
International Prep Academy	1605 West Kirby	19 room baths, plus 2 gang baths
Kenwood Elementary	1001 South Stratford	9 room baths, plus 8 gang baths
Robeson Elementary	2501 Southmoor Drive	17 room baths, plus 4 gang baths
South Side Elementary	712 South Pine Street	6 room baths, plus 4 gang baths
Stratton Elementary	902 North Randolph	24 room baths, plus 6 gang baths
Washington Elementary	606 East Grove Street	13 room baths, plus 4 gang baths
Westview Elementary	703 South Russell	13 room baths, plus 4 gang baths
Edison Middle	306 West Green Street	6 gang baths
Franklin Middle	817 North Harris Street	8 gang baths
Jefferson Middle	1115 South Crescent	6 gang baths
Centennial High	913 South Crescent	12 gang baths
Central High	610 West University	16 gang baths
Novak Academy	815 North Randolph	4 room baths
Grounds Maintenance Shed	915 South Crescent	
McKinley Fieldhouse	908 South New Street	4 room baths
Champaign Schools Admin Bldg	502 W Windsor	2 baths
Mellon Administrative Ctr	703 South New Street	5 baths
Family Information Center	402 North Randolph	6 room baths

Bus Garage	1301 North Hagan	2 baths
Servicenter/Maintenance	1400 North Hagan	2 baths
Pioneer Building	806 Pioneer	

Prospective bidders may contact Mr. David Lund, Director of Operations, at (217) 351-3996 to make an appointment to visit any or all of the sites to be serviced.

III. INSTRUCTIONS

Bid Instructions

Careful attention must be paid to all required items contained in this bid. Bids shall be submitted in accordance with the requirements of this bid. Please read the entire package before bidding. Failure to follow instructions in this bid could result in the disqualification of a respondent's bid.

Bid Content

The entire set of documents constitutes the bid. The respondent must include all of the information described in this bid. Bids without all of this information will be disqualified; however, DISTRICT reserves the right, in its sole discretion, to waive minor technicalities and errors, in its best interest. All bids shall be submitted in a sealed envelope with "BID: INTEGRATED PEST MANAGEMENT" description and opening date indicated on the outside of the envelope. All bids become the property of DISTRICT and will not be returned.

Your bid must be submitted on the bid form provided. The following shall be submitted with your bid proposal:

- A written letter of guarantee provisions for the pest control services.
- A copy of all licenses.
- A copy of all labels and Material Safety Data Sheets for all products to be used in the services provided.

Compliance

The proposals will be evaluated for compliance with bid instructions. Non-compliance with significant instructions will be grounds for disqualification of proposals, at DISTRICT'S discretion.

Right to Withdraw Proposal

A vendor may withdraw a bid at any time prior to the proposed opening.

Liability and Bid Delivery

DISTRICT is not responsible for any costs incurred by a vendor in the preparation or delivery of bids. The vendor shall be responsible for the actual delivery of bids during business hours to the address indicated on Page One. Any bid received after the delivery deadline will be disqualified.

Rejection or Acceptance of Bids

DISTRICT reserves the right to waive any irregularities in any proposal, to reject any or all bids, and to accept the bid which, in the judgment of DISTRICT, is deemed the most advantageous for DISTRICT. Any bid which is incomplete, conditional, obscure, or which contains irregularities of any kind may be cause for rejection of the proposal.

Clarification of Submittal

DISTRICT reserves the right to obtain clarification of any point in a vendor submittal or to obtain additional information.

IV: GENERAL CONDITIONS AND SPECIFICATIONS

Prevailing Wages

Pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.), not less than the prevailing rate of wages as determined by the Illinois Department of Labor, DISTRICT or court on review shall be paid by the vendor/contractor to all laborers, workers and mechanics performing work pursuant to the bid specifications. All vendor's/contractor's bonds shall include a provision as will guarantee the faithful performance of all obligations under the Illinois Prevailing Wage Act.

FOIA

As an independent Contractor of DISTRICT, records in the possession of the Vendor related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). The Vendor shall immediately provide DISTRICT with any such records requested by DISTRICT in order to timely respond to any FOIA request received by DISTRICT. If the Vendor refuses to provide a record that is the subject of a FOIA request to DISTRICT and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes DISTRICT in any way, the Vendor shall reimburse DISTRICT for all costs, including attorneys' fees, incurred by DISTRICT related to the FOIA request and records at issue.

Indemnity

To the fullest extent permitted by law, vendor shall indemnify, save harmless, and defend DISTRICT, its Board, Board members, employees, agents, volunteers and successors against all claims, losses, liability, costs, and expenses (including attorneys' fees) related to damages to property or person (including death) or vendor's breach of this agreement that may arise out of or in connection with vendor's performance of the agreement.

To the fullest extent permitted by law, vendor will also defend, hold harmless and indemnify DISTRICT against any damages finally awarded or amounts paid in settlement as a result of any claim or threat of claim brought by a third party against DISTRICT to the extent based on an allegation that vendor's products infringe any U.S. patent, copyright, trademark, trade secret or other proprietary right of a third party.

Insurance

The Vendor shall take all necessary precautions and exercise due caution so as not to damage the premises or properties of others. The Vendor's signature on the bid sheet certifies to DISTRICT that the Vendor has adequate insurance coverage for any vehicle that may be utilized in the delivery of products or materials on DISTRICT's property. The Vendor shall submit evidence, satisfactory to DISTRICT, that the Vendor has coverage of General Liability Insurance, Worker's Compensation Insurance, and Automobile Liability Insurance to the limits described below with companies licensed to do business in Illinois with an A.M. Best rating of A that is satisfactory to DISTRICT. The certificates of such insurance shall carry an endorsement to the effect that the Insurance Company will defend DISTRICT as a party in the event the successful vendor becomes a party to any litigation as a result of the activities of the Vendor, subcontractor, or any direct or indirect employee of same under the terms of this contract for injuries to property or person. Such policies shall name DISTRICT, its Board, Board members, employees, agents, and successors as an additional insured and provide that it is primary to, and not contributing with, any policy carried by Vendor covering the same loss with a waiver of subrogation in favor of DISTRICT.

1) WORKER'S COMPENSATION: Statutory Limits.

2) VEHICULAR: It is required that the successful Vendor present to DISTRICT, before commencing delivery under this Contract, a Certificate of Insurance covering all vehicles that may be utilized. Said insurance is to provide a \$1,000,000 combined single limit for bodily injury and property damage. All certificates shall indicate that the carrying company shall not cancel insurance coverage without giving Owner thirty (30) days written advance notification.

3) LIABILITY: It is required that the successful Vendor present to DISTRICT, before commencing delivery under this Contract, a Certificate of Insurance for which coverage is included for Vendor liability, contingent liability, contractual liability, and product liability. Bodily injury and property damage limits of \$1,000,000 occurrence and \$2,000,000 aggregate. Said Certificate shall indicate that the carrying company shall not cancel insurance coverage without giving DISTRICT thirty (30) days written advance notice.

Award of Contract

Contract(s) will be awarded where they are in the best interest of DISTRICT. Furthermore, DISTRICT reserves the right to accept or reject bids based on the best interest of the DISTRICT. Bids will be awarded to the lowest responsible bidder meeting specifications as determined by the Board of Education.

Standard Contract Conditions

- This contract shall be governed in all aspects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Illinois.
- Vendors shall comply with the Civil Rights Act of 1964, as amended, all applicable State and Federal nondiscrimination laws including but not limited to the Family and Medical Leave Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act and shall comply with the provisions of the Illinois Human Rights Act.
- Vendors shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, including any or all of it right, title or interest therein, or its power to execute such contract to any person, company or corporation, without prior written consent of DISTRICT.
- By submitting a bid the Vendor certifies that the Vendor is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.
- By submitting a bid, the Vendor, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.
- By submitting a bid, the Vendor does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that 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) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Statement of Non-Discrimination

The Illinois Human Rights Acts prohibits discrimination on the basis of: “race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.” It also prohibits sexual harassment and discrimination in employment on the basis of citizenship status. Contractor shall comply with all state, federal and local laws, rules and ordinances regarding non-discrimination.

Failure to Fulfill Contract

When any Vendor fails to provide a service or product or provides a service or product which does not conform to the specifications, DISTRICT may, at its sole discretion, annul and set aside the contract entered into with said Vendor, either in whole or in part, and make and enter into a new contract for the same services or products in such manner as seems to DISTRICT to be to its best advantage. Any failure to furnish services or products by reason of the failure of the Vendor, as stated above, shall be a liability against such Vendor and its sureties. DISTRICT reserves the right to cancel, without penalty, any services or products which the successful Vendor may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Vendor provided satisfactory proof is furnished to DISTRICT if requested.

Without Cause Termination

DISTRICT may terminate its contract with the Vendor without cause after providing the Vendor with 30 days written notice.

**CHAMPAIGN COMMUNITY SCHOOL DISTRICT #4
Champaign, Illinois**

BID FORM

INTEGRATED PEST MANAGEMENT SERVICES

_____ hereby agrees to provide Integrated Pest Management Services for Champaign Community School District #4 in accordance with specifications submitted by the Board of Education.

	2018-2019	2019-2020	2020-2021
Basic Service (per bid specifications)	_____	_____	_____
Special Service Calls (Rodent Problems, per hour, per call)	_____	_____	_____
Special Service Calls (Pigeon Control, per hour, per call)	_____	_____	_____
Termite Treatments	_____	_____	_____
TOTALS FOR EACH YEAR	_____	_____	_____

GRAND TOTAL FOR ALL THREE YEARS _____

ADDENDA ACKNOWLEDGEMENT:

The undersigned acknowledges receipt of the following addenda. If all addenda are not acknowledged, this bid will be considered irregular.

Addendum No. _____ through _____.

Place an "x" next to each that applies:

- _____ Small Business
- _____ Minority-owned Business Enterprise (MBE)
- _____ Woman-owned Business Enterprise (WBE)
- _____ None of the Above

SIGNATURE AUTHORIZATION

IF AN INDIVIDUAL:

Signature of Bidder _____

Business Address _____

Business Phone No. _____

Business Fax No. _____

IF A PARTNERSHIP:

Firm Name _____

Signed By _____

Business Address _____

Business Phone No. _____

Business Fax No. _____

IF A CORPORATION:

Corporate Name _____

Signed by _____

President

Business Address _____

Business Phone No. _____

Business Fax No. _____

Attest _____

Secretary

BID: INTEGRATED PEST MANAGEMENT SERVICES

I. AFFIRMATIVE ACTION PROGRAM

The Illinois Human Rights Acts prohibits: discrimination on the basis of: "race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations." It also prohibits sexual harassment and discrimination in employment on the basis of citizenship status.

II. STATEMENT OF NON-DISCRIMINATION

The undersigned, as part of our bid on a contract per the attached specifications, hereby certifies:

That the undersigned and all contractors or subcontractors will comply with all state and federal laws regarding nondiscrimination. Any person or firm who enters into a contract with the Board of Education of Champaign Community Unit School District No. 4 shall agree to refrain from unlawful discrimination in employment and shall undertake affirmative action when appropriate to assure equality of employment opportunity and eliminate the effects of past discrimination.

III. CONTRACTOR'S CERTIFICATION

The undersigned, as part of its bid to Champaign Community Unit School District No. 4 per attached specifications, hereby certifies that pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, that neither (he, she, it) or any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended, and that neither (he, she, it) nor any of (his, her, its) partners and officers has ever been convicted of the offense of bid-rigging under Section 33E-4 of the Illinois Criminal Code of 1961 as amended.

The undersigned hereby certifies full knowledge, understanding and compliance with Sections I, II and III above:

(Company) (Address / P O Box) (City / State / Zip)

(Signature, Authorized Agent) (Phone Number) (Date)

STATE OF _____,

COUNTY OF _____

Subscribed and sworn to before me this

_____ Day of _____, 20____.

_____, Notary Public