# Board of Education Business Meeting

Tuesday, March 11, 2025 6:00 PM
D300 Central Office - Anne B Miller Boardroom, 2550 Harnish Drive, Algonquin, IL 60102

1. **Call to Order**

1.1. Roll Call

2. **Closed Session, 6:00pm-6:30pm**

2.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 2(c)(2); 3. Litigation 2(c)(11); 4. Student disciplinary cases 2(c)(9); and 5. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c)(8).

2.2. Motion to suspend closed session

3. **Reconvene in Open Session at 6:30pm**

3.1. Roll Call

4. **Pledge of Allegiance, Neubert Elementary School**

5. **Approval of the Agenda**

6. **Recognition**

6.1. Student Recognition

6.2. Staff Recognition

7. **Public Participation: Members of the public, especially residents of District 300, are welcome to contribute during public participation. To do so, you must sign up electronically via a computer located in the Central Office lobby between 6:00-6:30pm, or the start of the open meeting; be 18 years old or older or have a parent/legal guardian present with you, give your full name and respectfully state your comments, and you are not permitted to mention the names of specific staff members or students. The Board will not respond in this forum but will thoughtfully consider your statements.**

8. **Board Announcements**

8.1. Good News

9. **Superintendent Report**

9.1. Strategic Plan Overview

9.2. Artificial Intelligence (AI)

10. **Board Discussion**

10.1. Board Committee Reports

10.1.1. Board Operations Committee

10.1.2. Superintendent Evaluation Ad Hoc Committee

10.1.3. Board Policy Ad Hoc Committee

10.1.4. Board Member Handbook Ad Hoc Committee

11. **Items for Discussion**

11.1. Board Meeting Minutes

11.2. Proposed Redacted Closed Session Minutes: Apr 2023-Aug 2023

11.3. Permission to Destroy Closed Session Recordings

11.4. Disposal Report

11.5. Treasurer's Report

11.6. Activity Bus Purchase and Lease Agreement

11.7. IHSA Athletics Membership Agreement (Renewal)

11.8. Alternative Education Service Contract (Renewal)

11.9. Custodial Uniform Contract (Extension)

11.10. Fuel & Lube Contract (Extension)

11.11. Intercom/Clock System Replacement Contract

11.12. Mats, Mops, and Towels Contract (Extension)

11.13. PE Uniform Contract (Extension)

11.14. Student Photography Contract (Extension)

11.15. Village of Hampshire Intergovernmental Agreement

11.16. Freedom of Information Act Report

12. **Consent Items**

12.1. Approval of Bills Payable

12.2. Approval of Human Resources Report

13. **Roll Call Action Items**

13.1. Approval of Early Childhood Programming Agreement

13.2. Approval of Student Discipline Case #3

13.3. Approval of Student Discipline Case #4

13.4. Approval of Superintendent Contract 2025-2030

14. **Closed Session**

14.1. Motion to go into closed session for the purpose of discussing: 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 2(c)(1); 2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 2(c)(2); 3. Litigation 2(c)(11); 4. Student disciplinary cases 2(c)(9); and 5. Security procedures, school building safety and security, and the use of personnel to respond to an actual, a threatened or a reasonably potential danger to the safety of employees, students, staff, the public or public property 2(c)(8).

14.2. Motion to adjourn closed session and return to open session

15. **Reconvene in Open Session**

15.1. Roll Call

16. **Adjournment**

# Community Unit School District 300 Monthly
# Fixed Asset Disposals
# 03/01/2025

| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 1/31/2025 | DHES | 252 Weeded Library Books | various | various | various | various | Obsolete | Recycle |
| 1/31/2025 | DCHS | Steamer | Accutemp | 208D6-300 | 14622 | 104994 | Broken | Metal Recycle |
| 2/4/2025 | HMS | Wooden table with broken top | N/A | N/A | N/A | N/A | Broken | Refuse |
| 2/4/2025 | JHS | Black metal 2 door  Cabinet | N/A | Black metal 2 door  Cabinet | N/A | 003110 | Broken | Metal Recycle |
| 2/4/2025 | JHS | Black metal 2 door  Cabinet | N/A | Black metal 2 door | N/A | N/A | Broken | Metal Recycle |
| 2/4/2025 | JHS | Beige metal 2 door  Cabinet | Tennsco | N/A | N/A | N/A | Broken | Metal Recycle |
| 2/20/2025 | JHS | 112 Weeded Library Books | Multiple | Multiple | Multiple | Multiple | Obsolete | Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFXQMBTJK78 | T79191 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFXQM08JK78 | T79190 | Broken | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFXQMTEJK78 | T79188 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGBXMNHX | T102277 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG8YMNHX | T102278 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGZRMNHX | T102279 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGDXMNHX | T102280 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGAZMNHX | T102281 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG8PMNHX | T102287 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGT7MNHX | T102288 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGWMNHX | T102289 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWH11MNHX | T102290 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGUWMNHX | T102291 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGDNMNHX | T102297 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGCYMNHX | T102298 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGCDMNHX | T102299 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG98MNHX | T102300 | Broken | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGC3MNHX | T102301 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG60MNHX | T102307 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGMJMNHX | T102308 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGDEMNHX | T102309 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG9EMNHX | T102310 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGHUMNHX | T102311 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGF4MNHX | T102317 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGFMMNHX | T102318 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG88MNHX | T102319 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG8MMNHX | T102320 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGQ1MNHX | T102321 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWEXWMNHX | T102327 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGMDMNHX | T103474 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWH2XMNHX | T103475 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG8WMNHX | T103476 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWGCXMNHX | T103477 | Obsolete | Tech Recycle |
| 2/6/2025 | JHS | Laptop | Apple | MacBook Pro | FVFCWG7VMNHX | T103478 | Obsolete | Tech Recycle |
| 2/12/2025 | JHS | Monitor | Dell | Dell 1708FPt | CN=0C552H-72872-876-1L5L-A00 | T006542 | Obsolete | Tech Recycle |

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# 03/01/2025

| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/13/2025 | JHS | Monitor | Dell | Dell 1708FPt | CN0CC2807161864CAH70 | T002654 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Barcode scanner | Follett | Follett Falcon scanner | Z6320462A | N/A | Broken | Tech Recycle |
| 2/25/2025 | WCS | USB Camera | Sabrent | N/A | N/A | T63758 | Obsolete | Tech Recycle |
| 2/25/2025 | WCS | USB Camera | Sabrent | N/A | N/A | T61461 | Obsolete | Tech Recycle |
| 2/25/2025 | WCS | USB Camera | Sabrent | N/A | N/A | T61483 | Obsolete | Tech Recycle |
| 2/25/2025 | WCS | USB Camera | Sabrent | N/A | N/A | T61557 | Obsolete | Tech Recycle |
| 2/25/2025 | WCS | USB Camera | Sabrent | N/A | N/A | T61542 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Chromebook | Asus | Asus C202S Chromebook | g4ncx00a24015h | T43578 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Chromebook | Asus | Asus C202S Chromebook | g4ncx06618160 | T47941 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Monitor | Dell | Dell E1910c 19" Wide | CN0T571R641809980Y6U | T006388 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Hotspot | TMobile | TMobile T9 Franklin Hotspot | N/A | T163007 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Hotspot | TMobile | TMobile T9 Franklin Hotspot | N/A | T163317 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Hotspot | TMobile | TMobile T9 Franklin Hotspot | N/A | T163019 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Hotspot | TMobile | TMobile T9 Franklin Hotspot | N/A | T163316 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Hotspot | TMobile | TMobile T9 Franklin Hotspot | N/A | T163319 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Hotspot | TMobile | TMobile T9 Franklin Hotspot | N/A | T163323 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Charger | Asus | Chromebook charger | N/A | T77241 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Barcode scanner | Follett | Follett 3800 scanner | N/A | N/A | Broken | Tech Recycle |
| 2/25/2025 | JHS | Projector | NEC | NEC NP UM361X projector | NP-UM361X 5900024EB | T36998 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Projector | NEC | NEC NP M353WS projector | NP-M353WS 8300038RG | T60944 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Projector | NEC | NEC NP UM361X projector | NP-UM361X 5X00589EB | T39523 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Projector | NEC | NEC NP M333XS | NP-M333XS 5Y00050RA | T39054 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | speaker | SMART | Smart speaker | N/A | N/A | Broken | Tech Recycle |
| 2/25/2025 | JHS | Hotspot | TMobile | TMobile T9 Franklin Hotspot | N/A | T163729 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Camera | Sony | Sony supershot camera | 6607708 | T22434 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Camera | Sabrent | Sabrent web cam | N/A | T61453 | Broken | Tech Recycle |
| 2/25/2025 | JHS | iPad | Apple | iPad | dmqjpnz0fb2 | T30541 | Broken | Tech Recycle |
| 2/25/2025 | JHS | iPad | Apple | iPad | dmpl76fl182 | T30580 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Switch | Cisco | Catalyst 2960-X | FOC1817S0YS | T018915 | Broken | Tech Recycle |
| 2/25/2025 | JHS | Speaker set | Creative | SBS51 | SW00510352037397 | N/A | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Speaker set | Creative | ACS41 | ASW0266653 | N/A | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | Projector | Dukane | ImagePro 8077A | 330300648300157 | T017271 | Broken | Tech Recycle |
| 2/25/2025 | JHS | speaker | SMART | Smart speaker | N/A | N/A | Broken | Tech Recycle |
| 2/25/2025 | JHS | receiver | Yamaha | Yamaha R-S202 receiver | Y387218UW | T65952 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T61478 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T63787 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T63651 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T61493 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T61423 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T61644 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T61493 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T61569 | Obsolete | Tech Recycle |

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| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/25/2025 | JHS | USB Camera | Sabrent | N/A | N/A | T61569 | Obsolete | Tech Recycle |
| 2/25/2025 | JHS | iPad | Apple | N/A | N/A | T39001 | Broken | Tech Recycle |
| 2/25/2025 | JHS | iPad | Apple | N/A | N/A | T28828 | Broken | Tech Recycle |
| 2/25/2025 | JHS | iPad | Apple | N/A | N/A | T27105 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20561 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20572 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20560 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20565 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20566 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20570 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20569 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20571 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | T20564 | Broken | Tech Recycle |
| 2/25/2025 | WCS | Spanish to English Dictionary | Franklin | DBE-1470 | N/A | N/A | Broken | Tech Recycle |
| 2/26/2025 | WCS | SMART Board | SMART | | N/A | T113969 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T006848 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T017416 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T022201 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T25397 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T015203 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T016364 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T009134 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T016376 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T006838 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T006839 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Monitor | DELL | | N/A | T015207 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Projector | EPSON | | N/A | T39140 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Projector | EPSON | | N/A | T26069 | Broken | Tech Recycle |
| 2/26/2025 | WCS | Projector | EPSON | | N/A | T65986 | Broken | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180720 | T85798 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180784 | T85780 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | N/A | T85758 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180730 | T85797 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180773 | T85773 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180763 | T85770 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180769 | T85795 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180761 | T85794 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180762 | T85796 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180739 | T85791 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | U15180733 | T85799 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Touch Screen Monitor 15 inch | N/A | U41-ZT150DR-SBL | N/A | T85776 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T006520 | Broken | Tech Recycle |

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# 03/01/2025

| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T016365 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T010987 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T009417 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T015020 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Projector | Epson | powerlite 85+ | MT5F042429L | 22446 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Projector | NEC | NP-M33XS | N/A | T39703 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Projector | NEC | NP-M323X | N/A | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T015138 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T015189 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T29061 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | 20159 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T006414 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T009450 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T015928 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | E2011HC | N/A | T25291 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | 1908FPB | N/A | T016359 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | CN-OKU789-71618-AC61 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T29037 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T006317 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T013608 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Lenovo | N/A | N/A | T012572 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Lenovo | N/A | N/A | T012573 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor | Dell | N/A | N/A | T015278 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor (no stand) | Dell | N/A | N/A | T25238 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor (no stand) | Dell | N/A | N/A | T27418 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor (no stand) | Dell | N/A | N/A | T016372 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor (no stand) | Dell | N/A | N/A | T27582 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor (no stand) | Lenovo | N/A | N/A | T012570 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor (no stand) | Lenovo | N/A | N/A | T012571 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor (no stand) | Dell | N/A | N/A | T25844 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Monitor (no stand) | Asus | N/A | N/A | T115401 | Obsolete | Tech Recycle |
| 2/26/2025 | JHS | Projector | Epson | NP-ME372W | N/A | T65479 | Obsolete | Tech Recycle |
| 2/27/2025 | JHS | Projector | Epson | Powerlite 85+ | MT5F052666l | T25201 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell |  | CN0PM3727287284632FL | T008562 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell |  | N/A | T006413 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | S11070C0001 | 111223h03 | N/A | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | S11070C0001 | 120110h04 | N/A | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | 7738001650P0A | 0d548h | T008307 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | 1708fpf | CN0PM3727287285T0WML | T008686 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | S11070C0001 | 111111h03 | T27579 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | e198fpf | CN0CN078728727CS4HKL | T017201 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | 2007fpb | MX0C95367426281Q214S | T017719 | Obsolete | Tech Recycle |

# Community Unit School District 300 Monthly
# Fixed Asset Disposals
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| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/24/2025 | HHS | Monitor | Dell | 1707fpf | CN0CJ1677287269N4RMU | T003014 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | 1704fpvt | CN0J6642716184ASAGQA | T004494 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | | N/A | T27603 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | 2009wt | CN0G433H744458CQC7HL | T26002 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Dell | 1908wfpf | CN0GP0047287285R0WWU | T008490 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | Monitor | Lenovo | s24e-20 | 1S62AEKAT2USVNA8APCK | T116642 | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | UPS | APC | BR1000G | 3B1721X13877 | N/A | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | UPS | APC | BR1000MS | 3B1828X21927 | N/A | Obsolete | Tech Recycle |
| 2/24/2025 | HHS | UPS | APC | BR1000MS | 3B1828X22193 | N/A | Obsolete | Tech Recycle |
| 2/25/2025 | HHS | Box of broken projector lamps | N/A | Misc Parts from old tech equipment | N/A | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X | 6602064RD | T54681 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X | 6100331RA | T39951 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100144RA | N/A | T39834 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100115RA | N/A | T39856 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 5X00066RA | N/A | T39306 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100107RA | N/A | T39858 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100101RA | N/A | T39874 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100106RA | N/A | T39862 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M333XS 6100445RA | N/A | T39462 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100306RA | N/A | T39921 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100329RA | N/A | T39944 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100098RA | N/A | T39869 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100312RA | N/A | T39907 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100100RA | N/A | T39873 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100295RA | N/A | T39906 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100297RA | N/A | T39931 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100300RA | N/A | T39914 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-ME331X 8800834RF | N/A | T65455 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M333XS 6100402RA | N/A | T39464 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M353WS 7300073RE | N/A | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100123RA | N/A | T39848 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100299RA | N/A | T39913 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100299RA | N/A | T39913 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | Projector | NEC | NP-M323X 6100118RA | N/A | T39864 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | touch monitor | N/A | N/A | UCZ19080792 | T116513 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | desktop | lenovo | | 1S10SUSKV200MJ0CAAXE | T101176 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | desktop | lenovo | | 1S10SUSKV200MJ0CAAWR | T101173 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | desktop | lenovo | | 1S10GSS1NG00MJ043YAK | T54098 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | desktop | apple | mac mini | c07j5121djd0 | T24293 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad docking station | 1S40AGM5G00T47 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad docking station | 1S40AGM3G012FD | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad docking station | 1S40AJM5H0M1W8 | N/A | Obsolete | Tech Recycle |

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| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/26/2025 | HHS | dock | lenovo | thinkpad docking station | 1S40AJM5H0M237 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad docking station | 1S40AJM5H0NLT7 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad docking station | 1S40AGM5G00RW6 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad docking station | 1S40AGM5G01NWA | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | usb hub | tripplite | | N/A | T103459 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | usb hub | tripplite | | N/A | T102994 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen2 | PF3WQ4G3 | T166208 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l470 | 1s20J5S1UD00PF10PMBW | T63477 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen2 | PF3WFCHA | T165981 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l450 | 1s20DSS0J600PF0A6TTB | T34640 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l490 | 1s20Q6S2NS00PF25HMDB | T101520 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l480 | 1s20LTS24V00PF1NNZZZ | T88875 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l480 | 1s20LTS24V00PF1NS3QX | T89297 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen2 | PF3WEWV4 | T165014 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l490 | 1s20Q6S2NS00PF1TLRCR | T101460 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l480 | 1s20LTS24V00PF1NNWDF | T88853 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | t490 | 25ks77 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen2 | PF3WGCM1 | T166093 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l480 | pf1ns754 | T88863 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l490 | 1S20Q6S2NS00MJ0CWSR5 | T103515 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | asus | c202s | G4NXCX00B58515E | T42817 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen1 | 1s20U2S97100PF2ZRX9E | T115258 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen2 | PF3W51N5 | T165402 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen2 | PF3WVRGC | T166064 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen2 | PF3WP0JA | T165938 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l14 gen2 | PF3WGCT8 | T165833 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l490 | PF1TL4YZ | T101597 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | laptop | lenovo | l490 | 1s20Q6S2NS00PF25JVYR | T101196 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | monitor | asus | mb169 | L5LMTF142181 | T103467 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | fax | ricoh | is800c | S3188800038 | T017533 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | tablet | apple | a1474 | dmtpchgdfk10 | T34523 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | doc cam | aver | u50 | 4010215050960 | T65839 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | doc cam | aver | u50 | 4010218050904 | T65388 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | doc cam | aver | u50 | 4010217030812 | T54947 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | doc cam | aver | u15 | 4010114110661 | T013115 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | doc cam | aver | u50 | 4010215020950 | T34459 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | doc cam | aver | cp130 | 55192 08040P | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad universal thundebolt 4 dock | 1S40B0ZDTG2CQZ | T169258 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad usb 3.0 pro dock | 8SSD20K40265UP602JLY | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad usb 3.0 pro dock | 8SSD20K40265UP602JMQ | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad usb 3.0 pro dock | 8SSD20K40265UP602JSB | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | thinkpad usb 3.0 pro dock | 8SSD20K40265UP602JJZ | N/A | Obsolete | Tech Recycle |

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| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/26/2025 | HHS | dock | lenovo | thinkpad usb 3.0 pro dock | SZLZ05BFB | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | NP-ME453X | 2300257LG | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | dock | lenovo | NP-MC372X | 0300726RE | T101810 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | chromestick | asus | | j6macx005814 | T65382 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | usb hub | triplite | | N/A | T102785 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | epson | h447a | QCGF361290L | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | printer | dell | CN0PF019732407CM2426 | GN0D991 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5212 | AVAES1252 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5212 | AVAER7577 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5212 | AVAER7021 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5212 | AVAFI6002 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5212 | AVAES0738 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5212 | AVAER0548 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5212 | AVAES0089 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5340 | FSACO3103 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5224 | AVAEA4619 | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | phone | mitel | 5330e | 1WDFW20010MH | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M333XS 6100310RA | N/A | T39899 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M333XS 6100130RA | N/A | T39449 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M333XS 5Z00121RA | N/A | T39720 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100139RA | N/A | T39840 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100111RA | N/A | T39853 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100333RA | N/A | T39930 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602038RD | N/A | T54653 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602077RD | N/A | T54657 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100315RA | N/A | T39919 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-UM361X 8Y00093RU | N/A | T65470 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100309RA | N/A | T39910 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100304RA | N/A | T39925 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6601388RD | N/A | T54338 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100136RA | N/A | T39838 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M333XS 5Z00262RA | N/A | T39769 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M333XS 6100203RA | N/A | T39503 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602073RD | N/A | T54664 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100292RA | N/A | T39911 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100305RA | N/A | T39909 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100316RA | N/A | T39929 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100291RA | N/A | T39949 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100141RA | N/A | T39839 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602052RD | N/A | T54675 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100117RA | N/A | T39835 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100308RA | N/A | T39924 | Obsolete | Tech Recycle |

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| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100311RA | N/A | T39927 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100108RA | N/A | T39857 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 5X00065RA | N/A | T39322 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100126RA | N/A | T39851 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100125RA | N/A | T39847 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100121RA | N/A | T39852 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602072RD | N/A | T54659 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100322RA | N/A | T39941 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100128RA | N/A | T39849 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100325RA | N/A | T39935 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100135RA | N/A | T39841 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100119RA | N/A | T39859 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100326RA | N/A | T39937 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100127RA | N/A | T39844 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100328RA | N/A | T39932 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100103RA | N/A | T39833 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100327RA | N/A | T39945 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602075RD | N/A | T54668 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602057RD | N/A | T54671 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6Y00076RE | N/A | N/A | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 5X00048RA | N/A | T39344 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602067RD | N/A | T54663 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602039RD | N/A | T54651 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602068RD | N/A | T54678 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602066RD | N/A | T54661 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602041RD | N/A | T54648 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602051RD | N/A | T54652 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100302RA | N/A | T39923 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100320RA | N/A | T39943 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100109RA | N/A | T39867 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100323RA | N/A | T39948 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602071RD | N/A | T54658 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602040RD | N/A | T54656 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602044RD | N/A | T54655 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602062RD | N/A | T54676 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602035RD | N/A | T54647 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602078RD | N/A | T54677 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6602043RD | N/A | T54654 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100321RA | N/A | T39939 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100290RA | N/A | T39922 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100138RA | N/A | T39837 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100110RA | N/A | T39855 | Obsolete | Tech Recycle |

# Community Unit School District 300 Monthly
# Fixed Asset Disposals
# 03/01/2025

| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100324RA | N/A | T39942 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100114RA | N/A | T39860 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100105RA | N/A | T39868 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100132RA | N/A | T39843 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100140RA | N/A | T39836 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100120RA | N/A | T39854 | Obsolete | Tech Recycle |
| 2/26/2025 | HHS | projector | NEC | NP-M323X 6100124RA | N/A | T39850 | Obsolete | Tech Recycle |
| 2/4/2025 | DCHS | Laptop | Lenovo | L480 | 1s20LTS24V00PF1513KX | T79744 | Obsolete | Tech Recycle |
| 2/4/2025 | DCHS | Laptop | Lenovo | L490 | 1s20Q6S2NS00PF25K08N | T101413 | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Dock | Lenovo | ThinkPad Basic Docking Station | 1S40AGM5G00T4W | N/A | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Keyboard | Lenovo | SK-8825 | P54Y9400 | N/A | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Keyboard | Lenovo | KU-0225 | 1S54Y94006193247E | N/A | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Power Amplifier | Pyle | PCA1 | N/A | N/A | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Power Supply | HuntKey | 54Y8941 | 8SSP50H29451H1SZ63E0307 | N/A | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Hard Drive | Seagate | ST500DM002 | 8SSH20K17921S6TK01E01L3 | N/A | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Mobile Hotspot | T-Mobile | T9 Franklin | N/A | T163725 | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Mobile Hotspot | T-Mobile | T9 Franklin | N/A | T0163694 | Obsolete | Tech Recycle |
| 2/6/2025 | DCHS | Mobile Hotspot | T-Mobile | T9 Franklin | N/A | T163728 | Obsolete | Tech Recycle |
| 2/7/2025 | DCHS | Laptop | Lenovo | L480 | 1s20LTS24V00PF1NP7HR | T89179 | Obsolete | Tech Recycle |
| 2/7/2025 | DCHS | Laptop | Lenovo | L480 | 1s20LTS24V00PF1NS3R3 | T89322 | Obsolete | Tech Recycle |
| 2/7/2025 | DCHS | Laptop | Lenovo | L480 | N/A | T79742 | Obsolete | Tech Recycle |
| 2/7/2025 | DCHS | Charging Locker | Bretford | N/A | N/A | N/A | Obsolete | Tech Recycle |
| 2/7/2025 | DCHS | Monitor | Lenovo | ThinkVision P27u-10 | 1S61B0GAR1USV300KM05 | T65796 | Obsolete | Tech Recycle |
| 2/11/2025 | DCHS | Laptop | Lenovo | L490 | 1s20Q6S2NS00PF1TLRBH | T101457 | Obsolete | Tech Recycle |
| 2/11/2025 | DCHS | Laptop | Lenovo | L490 | 1s20Q6S2NS00PF25KFSY | T101204 | Obsolete | Tech Recycle |
| 2/11/2025 | DCHS | Laptop | Lenovo | L490 | 1s20Q6S2NS00PF1TKHNB | T101433 | Obsolete | Tech Recycle |
| 2/11/2025 | DCHS | Laptop | Lenovo | L14 Gen1 | 1s20U2S4S700PF23Y7LS | T107849 | Obsolete | Tech Recycle |
| 2/12/2025 | DCHS | Laptop | Lenovo | L14 Gen 2 | PF3W5ARB | T166619 | Obsolete | Tech Recycle |
| 2/20/2025 | DCHS | Laptop | Lenovo | T490 | PF25KQYD | T89960 | Obsolete | Tech Recycle |
| 2/21/2025 | DCHS | Projector | NEC | NP-M333XS | 7200099RE | T39795 | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | 1708FPf | CN0X876H7287296102EU | T015559 | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | 1708FPb | CN0G302H7426187J1J5A | t006479 | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E2011Hc | CN02H2VM641801CH1ARL | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E2011Hc | CN02H2VM641801AP0YDM | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E2011Hc | CN02H2VM6418017R08EM | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E2011Hc | CN02H2VM6418019G32UM | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | 1909Wb | N/A | T25412 | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E2011Hc | CN02H2VM6418017L08MM | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E2011Hc | CN02H2VM641801AP079S | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E1910f | CN0T437R7287203C17FM | T25434 | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E2011Hc | CN02H2VM641801B30FKL | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Dell | E2011Hc | CN02H2VM641801AK029L | N/A | Obsolete | Tech Recycle |

# Community Unit School District 300 Monthly
# Fixed Asset Disposals
# 03/01/2025

| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/27/2025 | DCHS | Monitor | Lenovo | ThinkVision LT1952pwD | 2448MB6V9PFVV8 | t012407 | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Monitor | Lenovo | ThinkVision LT1952pwD | 2448MB6V9PFVP4 | T012406 | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Pen Tray | Smart | Pen Tray | 20-00647-21 | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Speaker | Dell | AX510 | CN0C730C716230226509 | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Tablet case | Lenovo | 4X40X59073 | N/A | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Keyboard (12) | Lenovo | SIL20-W15 | N/A | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Keyboard | Lenovo | SIL17-W51 | psd50l80031 | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Stoorage Shelving Unit | N/A | N/A | N/A | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Keyboard | Lenovo | CS13T | 11S0C02253Z1ZN9E64D015 | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Keyboard | Lenovo | CS13T | 11S0C02253Z1ZN9E64D0J7 | N/A | Obsolete | Tech Recycle |
| 2/27/2025 | DCHS | Motherboard | Lenovo | 01YR923 | 8SSB20Q23924L1HF7BX05JA | N/A | Obsolete | Tech Recycle |
| 1/31/2025 | DHES | Hotspot | T-Mobile | T9 Franklin | N/A | T163548 | Obsolete | Tech Recycle |
| 1/31/2025 | DHES | Hotspot | T-Mobile | T9 Franklin | N/A | T163577 | Obsolete | Tech Recycle |
| 1/31/2025 | DHES | Hotspot | T-Mobile | T9 Franklin | N/A | T163551 | Obsolete | Tech Recycle |
| 1/31/2025 | DHES | Hotspot | T-Mobile | T9 Franklin | N/A | T163575 | Obsolete | Tech Recycle |
| 2/4/2025 | CO | Dock | Lenovo | 40B0 | N/A | T116869 | Broken | Tech Recycle |
| 2/4/2025 | CO | Dock | Lenovo | 40AG | M5G00T5L | N/A | Broken | Tech Recycle |
| 2/4/2025 | CO | Monitor | ViewSonic | VS15055 | N/A | T018429 | Broken | Tech Recycle |
| 2/4/2025 | CO | Monitor | ViewSonic | VS15055 | N/A | T018428 | Broken | Tech Recycle |
| 2/4/2025 | CO | Monitor | ViewSonic | VS14782 | N/A | T32871 | Broken | Tech Recycle |
| 2/7/2025 | DCHS | Hotspot | T-Mobile | T9 Franklin | N/A | T163357 | Obsolete | Tech Recycle |
| 2/7/2025 | LITH | Hotspot | T-Mobile | T9 Franklin | N/A | T163776 | Obsolete | Tech Recycle |
| 2/7/2025 | LITH | Hotspot | T-Mobile | T9 Franklin | N/A | T163321 | Obsolete | Tech Recycle |
| 2/7/2025 | LITH | Hotspot | T-Mobile | T9 Franklin | N/A | T163327 | Obsolete | Tech Recycle |
| 2/7/2025 | LITH | Hotspot | T-Mobile | T9 Franklin | N/A | T163322 | Obsolete | Tech Recycle |
| 2/11/2025 | PVES | Hotspot | T-Mobile | T9 Franklin | N/A | T163779 | Obsolete | Tech Recycle |
| 2/11/2025 | PVES | Hotspot | T-Mobile | T9 Franklin | N/A | T163758 | Obsolete | Tech Recycle |
| 2/11/2025 | PVES | Hotspot | T-Mobile | T9 Franklin | N/A | T163742 | Obsolete | Tech Recycle |
| 2/11/2025 | PVES | Hotspot | T-Mobile | T9 Franklin | N/A | T163735 | Obsolete | Tech Recycle |
| 2/11/2025 | PVES | Hotspot | T-Mobile | T9 Franklin | N/A | T163749 | Obsolete | Tech Recycle |
| 2/11/2025 | DFEC | Hotspot | T-Mobile | T9 Franklin | N/A | T163027 | Obsolete | Tech Recycle |
| 2/11/2025 | DFEC | Hotspot | T-Mobile | T9 Franklin | N/A | T163015 | Obsolete | Tech Recycle |
| 2/11/2025 | DFEC | Hotspot | T-Mobile | T9 Franklin | N/A | T163352 | Obsolete | Tech Recycle |
| 2/11/2025 | DFEC | Hotspot | T-Mobile | T9 Franklin | N/A | T163053 | Obsolete | Tech Recycle |
| 2/11/2025 | DFEC | Hotspot | T-Mobile | T9 Franklin | N/A | T163030 | Obsolete | Tech Recycle |
| 2/11/2025 | ORS | Hotspot | T-Mobile | T9 Franklin | N/A | T163748 | Obsolete | Tech Recycle |
| 2/11/2025 | ORS | Hotspot | T-Mobile | T9 Franklin | N/A | T163760 | Obsolete | Tech Recycle |
| 2/11/2025 | ORS | Hotspot | T-Mobile | T9 Franklin | N/A | T163768 | Obsolete | Tech Recycle |
| 2/11/2025 | ORS | Hotspot | T-Mobile | T9 Franklin | N/A | T163746 | Obsolete | Tech Recycle |
| 2/11/2025 | ORS | Hotspot | T-Mobile | T9 Franklin | N/A | T163763 | Obsolete | Tech Recycle |
| 2/18/2025 | ALES | UPS | TrippLite | PS5936 | 9743ALCP593600060 | T017367 | Broken | Tech Recycle |
| 2/18/2025 | ALES | Detachable PDU | TrippLite | AC5933 | 9805ALCAC593300071 | N/A | Broken | Tech Recycle |

# Community Unit School District 300 Monthly
# Fixed Asset Disposals
# 03/01/2025

| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/18/2025 | LES | Switch | Cisco | WS-C3560G-48PS-S | F0C1312Z2TC | T26433 | Broken | Tech Recycle |
| 2/19/2025 | NES | Hotspot | T-Mobile | T9 Franklin | N/A | T163750 | Obsolete | Tech Recycle |
| 2/19/2025 | NES | Hotspot | T-Mobile | T9 Franklin | N/A | T163741 | Obsolete | Tech Recycle |
| 2/19/2025 | NES | Hotspot | T-Mobile | T9 Franklin | N/A | T163747 | Obsolete | Tech Recycle |
| 2/19/2025 | NES | Hotspot | T-Mobile | T9 Franklin | N/A | T163734 | Obsolete | Tech Recycle |
| 2/19/2025 | NES | Hotspot | T-Mobile | T9 Franklin | N/A | T163774 | Obsolete | Tech Recycle |
| 2/24/2025 | HMS | NVR | ExacqVision | IP04-06T-R2A | ER1638034247 | N/A | Broken | Tech Recycle |
| 2/24/2025 | HMS | Switch Core | Cisco | WS-C6505-E | SAL1222SGD7 | T26006 | Broken | Tech Recycle |
| 2/24/2025 | HMS | UPS | TrippLite | PS5936 | N/A | N/A | Broken | Tech Recycle |
| 2/24/2025 | HMS | Detachable PDU | TrippLite | AC5933 | 9722ALCAC593300099 | N/A | Broken | Tech Recycle |
| 2/24/2025 | HMS | UPS Transformer | TrippLite | N/A | 9704ALCA596100163 | N/A | Broken | Tech Recycle |
| 2/24/2025 | HMS | UPS Battery | TrippLite | BP240V10RT3U | 9733BYOBP577400260 | N/A | Broken | Tech Recycle |
| 2/24/2025 | HMS | UPS Battery | TrippLite | BP240V10RT3U | 9702AY0BP577400162 | N/A | Broken | Tech Recycle |
| 2/24/2025 | HMS | UPS Battery | TrippLite | BP240V10RT3U | 9702AY0BP577400161 | N/A | Broken | Tech Recycle |
| 2/24/2025 | HMS | UPS Battery | TrippLite | BP240V10RT3U | 9702AY0BP577400306 | N/A | Broken | Tech Recycle |
| 2/24/2025 | HMS | UPS Battery | TrippLite | BP240V10RT3U | 9733BYOBP577400260 | N/A | Broken | Tech Recycle |
| 2/24/2025 | DCHS | Switch Core | Cisco | WS-6509-E | SMG1231N1PQ | N/A | Broken | Tech Recycle |
| 2/24/2025 | DCHS | UPS | Eaton | 9PX8KPM | G210J44005 | T25876 | Broken | Tech Recycle |
| 2/24/2025 | DCHS | Misc Tech Items | Various | Misc Parts from old tech equipment | N/A | N/A | Broken | Tech Recycle |
| 2/24/2025 | HHS | Switch Core | Cisco | WS-C6506-E | SAL1616AEV6 | N/A | Broken | Tech Recycle |
| 2/24/2025 | HHS | Switch Core | Cisco | WS-C6506-E | SAL1202CY5K | N/A | Broken | Tech Recycle |
| 2/24/2025 | HHS | Switch Core | Cisco | WS-C6509-E | SMG1510N00D | N/A | Broken | Tech Recycle |
| 2/24/2025 | HHS | Switch | Cisco | WS-C3560G-48PS | FOC1204Y0C1 | T017180 | Broken | Tech Recycle |
| 2/24/2025 | HHS | Switch | Cisco | WS-C3560G-48PS | FOC1204Y0BX | N/A | Broken | Tech Recycle |
| 2/25/2025 | HHS | Switch | Cisco | WS-C3750E-48PD | CAT1119R0HR | N/A | Broken | Tech Recycle |
| 2/25/2025 | HHS | Switch | Cisco | WS-C3560G-48PS | FOC1211W2S0 | T017125 | Broken | Tech Recycle |
| 2/25/2025 | HHS | Switch | Cisco | WS-C3560G-48PS | FOC1204Y0CE | N/A | Broken | Tech Recycle |
| 2/25/2025 | HHS | Switch | Cisco | WS-C3750E-48PD | CAT1123R029 | T26312 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | lt1952 | N/A | T012576 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0PM3727287285T0UCL | T008317 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0PM3727287285T0UUL | T008259 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0GP0047287285R1CUU | T008496 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | cn0g435h72872 | T006732 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0KU7897161875RCEP6 | T003094 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0FP8167426185R03PA | T007103 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0C182J74445919EV3L | T26217 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0RY9797426185K53WL | T017046 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0PM3727287285S133S | N/A | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0FP8167426185R1G0A | T017452 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0CC2807161864IAC2Z | T004652 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0PM3727287285S2W9S | T008660 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0PM3727287285Q3N7S | T017111 | Broken | Tech Recycle |

# Community Unit School District 300 Monthly
# Fixed Asset Disposals
# 03/01/2025

| Date Submitted | Location | Type | Manufacturer / Publisher | Model/Title | Serial # | Tag | Reason for Disposal | Method of Disposal |
|---|---|---|---|---|---|---|---|---|
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | cn0c552h728728641u9la00 | T008618 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | 1708fpf | CN0PM3727287285T0V9L | T008009 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Monitor | Dell | N/A | S11070C0001 | T26519 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Laptop | Lenovo | l490 | pf25fzk9 | T101676 | Broken | Tech Recycle |
| 2/28/2025 | HHS | Laptop | Lenovo | l14 gen2 | PF3WR26V | T165884 | Broken | Tech Recycle |

*Supporting documentation available in the Purchasing Department.

Nicole Kennedy

Nicole M. Kennedy, Purchasing Manager

3/1/25

Date

Your board package includes the January 2025 Unaudited Treasurer and Financial Report. Report highlights are as follows:

**Treasurer Report**
As of January 31, 2025, the District had $ 189,342,949.14 of cash on hand. The cash balance by fund was:

| | |
|---|---|
| Operating Fund | $122,314,007.03 |
| Bond & Interest Fund | $ 3,405,760.82 |
| Site & Construction Fund | $ 63,623,181.29 |
| **Total** | **$ 189,342,949.14** |

**Financial Report Analysis-All Funds**
*Expenditures*- If the District were to spend their dollars evenly each month, costs through January should be 58% of total spending. Listed below is a summary of cash expenditures as a percentage of total spending by fund.

| Fund | % of Budget | Comment |
|---|---|---|
| Education | 50.86% | This fund is on trend. Teacher and para salaries start in late August, as the previous year's wages were accrued in June 2024. |
| Operations & Maintenance | 55.00% | This fund is on trend. The increase reflects a transfer to the Bond & Interest Fund for operating debt certificates paid in December. |
| Bond & Interest | 91.42% | The bond & interest fund is used to pay our debt payments made in December and June. |
| Transportation | 43.50% | This fund is on trend. |
| IMRF/Social Security | 48.71% | This fund is on trend. Teacher and para salaries start in late August, as the previous year's wages were accrued in June 2024. |
| Capital Projects | 42.41% | This fund is used to pay for our capital projects. |
| Tort | 99.20% | The tort fund is used to pay our insurance premiums. These premiums are paid in July. |

*Revenues*- The district has received 51.74% of its budgeted revenue compared to 53.75% prior YTD.

**Financial Reporting Analysis- Operating Funds**
*Operating Fund Revenue Summary by Source*- 52.15% compared to 52.92% prior YTD.
- Local Revenues are on-trend at 49.72%;
- State Revenues are on-trend at 54.32%;
- Federal Revenues are on-trend at 67.24% and are in line with federal grant expenditures.

*Operating Fund Expenditure Summary by Object*- 50.91% compared to 49.61% prior YTD.
- Salaries are at 50.70%;
- Benefits are at 46.54%;
- Purchase Services are at 54.77%;
- Supplies/Materials are at 63.07%;
- Capital Outlay is at 42.48%;
- Other/Tuition are at 47.18%;
- Non-capitalized equipment is at 43.34%.

**Monthly Notes**:
- Short-term interest rates have decreased slightly from 4.440% in December to 4.295%. Total interest for the year is $5,269,378.32, or 76.9% of the budget.
- The BMO 12/5/2024 Pcard statement was inadvertently omitted from the November Treasurer's Report which was presented at the January Board Operations Committee Meeting. The 1/5/2025 statement was submitted in its place by error. January's Treasurer's Report contains both the 12/5/2024 and 2/5/2025 statements.
- Financials are presented on an unaudited cash basis and do not represent the District's final financial statements.

COMMUNITY UNIT SCHOOL DISTRICT NO 300
UNAUDITED FINANCIAL REPORT NO. 7
January 31, 2025
March 11, 2025

| | ED FUND | O&M FUND | B&I FUND | TRANS FUND | IMRF FUND | S&C FUND | WORKING CASH FUND | TORT FUND | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| **CASH BALANCE December 31, 2024** | $ 42,482,790 | $ 23,164,620 | $ 1,325,358 | $ 18,606,649 | $ 7,398,775 | $ 63,246,585 | $ 43,162,799 | $ 101,081 | $ 199,488,656 |
| **CASH RECEIPTS** | $ 1,796,722 | $ 263,403 | $ 2,082,509 | $ 2,670,683 | $ 44,055 | $ 990,171 | $ 257,009 | $ 602 | $ 8,105,153 |
| **CASH DISBURSEMENTS** | $ (15,409,795) | $ (2,217,243) | $ (2,105) | $ (8,141) | $ - | $ (613,575) | $ - | $ - | $ (18,250,859) |
| **CASH BALANCE January 31, 2025** | $ 28,869,716 | $ 21,210,780 | $ 3,405,761 | $ 21,269,190 | $ 7,442,830 | $ 63,623,181 | $ 43,419,808 | $ 101,683 | $ 189,342,950 |
| **INTERFUND TRANSFERS/LOANS*** | | | | | | | | | $ - |
| **ENDING CASH BALANCE January 31, 2025** | $ 28,869,715.84 | $ 21,210,780.24 | $ 3,405,760.82 | $ 21,269,190.30 | $ 7,442,829.68 | $ 63,623,181.29 | $ 43,419,808.14 | $ 101,682.83 | $ 189,342,949.14 |
| **INVESTMENT INCOME YEAR TO DATE** | $ 5,269,378 | | | | | | | | |

## TREASURER'S REPORT FOR THE MONTH OF January 2025

| | | |
|---|---|---|
| **INVESTMENTS AT COST:** | | $ 189,342,949.14 |
| (See attached schedule for investment detail) | | |
| **MONTHLY PAYROLL:** | | |
| Educational Fund | $ 12,923,044.64 | |
| O&M Fund | $ 682,926.38 | |
| Transportation Fund | $ 64,414.95 | $ 13,670,385.97 |
| **PAYROLL RELATED EXPENDITURES:** | | |
| *(Not reflected in A/P Bill Listing)* | | |
| Educational and Transportation Funds; | | |
| Teachers, Retirement System | $ 1,225,886.20 | |
| Total Teachers, Retirement System | | $ 1,225,886.20 |
| Illinois Municipal Retirement Fund | | |
| IMRF | $ 165,292.04 | |
| FICA | $ 148,949.31 | |
| Medicare | $ 184,142.29 | |
| Total IMRF/FICA/Medicare Fund | | $ 498,383.64 |
| **Total Payroll and Related Expenditures** | | $ 15,394,655.81 |

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 7
January 31, 2025
By Fund, By Object

| **All Funds** | FY25 Budget | FY25 Actual | % of FY25 Budget |
|---|---|---|---|
| Local | 273,356,052 | 136,476,654 | 49.93% |
| State | 104,857,430 | 55,385,778 | 52.82% |
| Federal | 24,606,150 | 16,544,849 | 67.24% |
| Other Source | - | - | |
| Total Revenues | 402,819,632 | 208,407,280 | 51.74% |
| | | | |
| Salaries | 181,062,435 | 91,790,662 | 50.70% |
| Benefits | 56,681,513 | 26,380,632 | 46.54% |
| Purchased Services | 71,012,828 | 38,920,279 | 54.81% |
| Supplies/Materials | 15,744,906 | 9,930,212 | 63.07% |
| Capital Outlay | 23,191,373 | 10,019,794 | 43.20% |
| Other | 37,988,183 | 29,556,852 | 77.81% |
| Non-Capitalized Equipment | 12,660,885 | 5,486,673 | 43.34% |
| Total Expenditures | 398,342,123 | 212,085,104 | 53.24% |
| Revenues Over Disbursements | 4,477,509 | (3,677,824) | |
| Other Financing Sources/Uses | (14,493,780) | - | |
| Fund Balance Transfer | 14,493,780 | - | |
| Net Change to Fund Balance | 4,477,509 | (3,677,824) | |

| **Operating Funds** | FY25 Budget | FY25 Actual | % of FY25 Budget |
|---|---|---|---|
| Local | 243,726,119 | 121,183,478 | 49.72% |
| State | 101,405,503 | 55,085,778 | 54.32% |
| Federal | 24,606,150 | 16,544,849 | 67.24% |
| Other Sources | - | - | |
| Total Revenues | 369,737,772 | 192,814,104 | 52.15% |
| | | | |
| Salaries | 181,062,435 | 91,790,662 | 50.70% |
| Benefits | 56,681,513 | 26,380,632 | 46.54% |
| Purchased Services | 70,992,828 | 38,884,400 | 54.77% |
| Supplies/Materials | 15,744,906 | 9,930,212 | 63.07% |
| Capital Outlay | 4,618,502 | 1,962,080 | 42.48% |
| Other/Tuition | 11,722,042 | 5,530,068 | 47.18% |
| Non-Capitalized Equipment | 12,660,885 | 5,486,673 | 43.34% |
| Total Expenditures | 353,483,111 | 179,964,727 | 50.91% |
| Revenues Over Disbursements | 16,254,661 | 12,849,377 | |
| Other Financing Sources/Uses | (14,493,780) | (2,079,390) | |
| Fund Balance Transfer | - | - | |
| Net Change to Fund Balance | 1,760,881 | 10,769,987 | |

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 7
January 31, 2025
By Fund, By Object

| | FY25 | FY25 | % of FY25 |
|---|---|---|---|
| **Fund 1-Educational** | Budget | Actual | Budget |
| Local | 179,305,608 | 89,875,429 | 50.12% |
| State | 89,687,970 | 49,993,101 | 55.74% |
| Federal | 24,606,150 | 16,544,849 | 67.24% |
| Other Sources | - | - | |
| Total Revenues | 293,599,728 | 156,413,379 | 53.27% |
| | | | |
| Salaries | 171,480,736 | 86,167,728 | 50.25% |
| Benefits | 47,565,000 | 21,806,326 | 45.85% |
| Purchased Services | 42,582,407 | 23,045,916 | 54.12% |
| Supplies/Materials | 8,344,180 | 6,224,022 | 74.59% |
| Capital Outlay | 168,444 | 1,247,560 | 740.64% |
| Other/Tuition | 11,713,042 | 5,530,068 | 47.21% |
| Non-Capitalized Equipment | 11,697,361 | 5,266,060 | 45.02% |
| Total Expenditures | 293,551,170 | 149,287,680 | 50.86% |
| Revenues Over Disbursements | 48,558 | 7,125,699 | |
| Other Financing Sources/Uses | - | - | |
| Fund Balance Transfer | - | - | |
| Net Change to Fund Balance | 48,558 | 7,125,699 | |
| | | | |
| **Fund 2-Operations & Maintenance** | | | |
| Local | 39,483,741 | 19,094,357 | 48.36% |
| State | - | - | |
| Other Sources | - | - | |
| Total Revenues | 39,483,741 | 19,094,357 | 48.36% |
| | | | |
| Salaries | 8,933,120 | 5,390,165 | 60.34% |
| Benefits | 1,668,996 | 947,332 | 56.76% |
| Purchased Services | 5,976,875 | 3,380,356 | 56.56% |
| Supplies/Materials | 5,991,558 | 3,103,471 | 51.80% |
| Capital Outlay | 1,467,850 | 714,520 | 48.68% |
| Other | 9,000 | - | 0.00% |
| Non-Capitalized Equipment | 959,813 | 219,153 | 22.83% |
| Total Expenditures | 25,007,212 | 13,754,998 | 55.00% |
| Revenues Over Disbursements | 14,476,529 | 5,339,359 | |
| Other Financing Sources/Uses | (14,493,780) | (2,079,390) | |
| Net Change to Fund Balance | (17,251) | 3,259,969 | |

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 7
January 31, 2025
By Fund, By Object

| | FY25 | FY25 | % of FY25 |
|---|---|---|---|
| **Fund 3-Bond & Interest** | Budget | Actual | Budget |
| Local | 25,983,345 | 12,590,137 | 48.45% |
| Other Sources | - | - | 0.00% |
| Total Revenues | 25,983,345 | 12,590,137 | 48.45% |
| | | | |
| Purchased Services | 20,000 | 4,627 | 23.13% |
| Other | 26,266,141 | 24,026,784 | 91.47% |
| Total Expenditures | 26,286,141 | 24,031,411 | 91.42% |
| Revenues Over Disbursements | (302,796) | (11,441,274) | |
| Other Financing Sources/Uses | 2,493,780 | 2,079,390 | |
| Net Change to Fund Balance | 2,190,984 | (9,361,884) | |
| | | | |
| **Fund 4-Transportation** | | | |
| Local | 13,944,943 | 6,600,387 | 47.33% |
| State | 11,717,533 | 5,092,677 | 43.46% |
| Other Sources | - | - | |
| Total Revenues | 25,662,476 | 11,693,064 | 45.56% |
| | | | |
| Salaries | 648,579 | 232,769 | 35.89% |
| Benefits | 48,517 | 22,629 | 46.64% |
| Purchased Services | 20,019,546 | 10,063,510 | 50.27% |
| Supplies/Materials | 1,409,168 | 602,719 | 42.77% |
| Capital Outlay | 2,982,208 | - | 0.00% |
| Other | - | - | 0.00% |
| Non-Capitalized Equipment | 3,711 | 1,460 | 39.34% |
| Total Expenditures | 25,111,729 | 10,923,087 | 43.50% |
| Revenues Over Disbursements | 550,747 | 769,977 | |
| Other Financing Sources/Uses | - | - | |
| Net Change to Fund Balance | 550,747 | 769,977 | |
| | | | |
| **Fund 5-IMRF/Social Security** | | | |
| Local | 5,982,134 | 3,113,138 | 52.04% |
| Total Revenues | 5,982,134 | 3,113,138 | 52.04% |
| | | | |
| Benefits | 7,399,000 | 3,604,345 | 48.71% |
| Total Expenditures | 7,399,000 | 3,604,345 | 48.71% |
| Revenues Over Disbursements | (1,416,866) | (491,207) | |
| Other Financing Sources/Uses | - | - | |
| Net Change to Fund Balance | (1,416,866) | (491,207) | |

COMMUNITY UNIT SCHOOL DISTRICT #300
Financial Report 7
January 31, 2025
By Fund, By Object

| | FY25 | FY25 | % of FY25 |
|---|---|---|---|
| **Fund 6-Capital Projects** | Budget | Actual | Budget |
| Local | 3,646,588 | 2,703,038 | 74.13% |
| State | 3,451,927 | 300,000 | 8.69% |
| Federal | - | - | 0.00% |
| Total Revenues | 7,098,515 | 3,003,038 | 42.31% |
| | | | |
| Salaries | - | - | |
| Benefits | - | - | |
| Purchased Services | 500,000 | 31,253 | 6.25% |
| Supplies/Materials | - | - | |
| Capital Outlay | 18,572,871 | 8,057,714 | 43.38% |
| Other | - | - | |
| Total Expenditures | 19,072,871 | 8,088,966 | 42.41% |
| Revenues Over Disbursements | (11,974,356) | (5,085,928) | |
| Other Financing Sources/Uses | - | - | |
| Fund Balance Transfer | 12,000,000 | - | |
| Net Change to Fund Balance | 25,644 | (5,085,928) | |
| | | | |
| **Fund 7-Working Cash** | | | |
| Local | 2,231,669 | 1,210,747 | 54.25% |
| Total Revenues | 2,231,669 | 1,210,747 | 54.25% |
| | | | |
| Total Expenditures | - | - | 0.00% |
| Revenues Over Disbursements | 2,231,669 | 1,210,747 | |
| Other Financing Sources/Uses | - | - | |
| Net Change to Fund Balance | 2,231,669 | 1,210,747 | |
| | | | |
| **Fund 8-Tort** | | | |
| Local | 2,778,024 | 1,289,420 | 46.42% |
| Total Revenues | 2,778,024 | 1,289,420 | 46.42% |
| | | | |
| Purchase Services | 2,414,000 | 2,394,618 | 99.20% |
| Total Expenditures | 2,414,000 | 2,394,618 | 99.20% |
| Revenues Over Disbursements | 364,024 | (1,105,198) | |
| Other Financing Sources/Uses | - | - | |
| Net Change to Fund Balance | 364,024 | (1,105,198) | |

**COMMUNITY UNIT SCHOOL DISTRICT #300**

Summary of Fiscal Year Investment Activity-All Funds

| Depository or Instrument | Type | # | Bank Year | Date Purchased | Date of Maturity | Term (Days) | Rate (%) | Par/Face | Principal Invested | Earnings to Maturity | Principal Invested @ 01/31/25 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **OPERTATING FUND INVESTMENTS** | | | | | | | | | | | |
| PONCE BANK | SDA | | | | 1/31/2025 | | 4.350% | 435 | 435 | - | 435 |
| NEXBANK, SSB-ICS | SDA | | | | 1/31/2025 | | 4.350% | 667,625 | 667,625 | - | 667,625 |
| Bank of China 1285997-1 | SDA | | | | 1/31/2025 | | 4.450% | 14,832,270 | 14,832,270 | - | 14,832,270 |
| Bank of China 1285906-1 | SDA | | | | 1/31/2025 | | 4.450% | 39,922 | 39,922 | - | 39,922 |
| Congressional Bank | SDA | | | | 1/31/2025 | | 4.350% | 733,875 | 733,875 | - | 733,875 |
| US TREASURY N/B, 912797LK1 | SEC | | 365 | 7/16/2024 | 10/1/2024 | 77 | 5.180% | 5,053,000 | 4,999,076 | - | 0.00 |
| ISDLAF+ Term Series, IL | TS | | 365 | 2/2/2024 | 8/2/2024 | 182 | 5.100% | 3,086,545 | 3,010,000 | - | 0.00 |
| ISDLAF+ Term Series, IL | TS | | 365 | 4/8/2024 | 8/7/2024 | 121 | 5.320% | 5,596,999 | 5,500,000 | - | 0.00 |
| ISDLAF+ Term Series, IL | TS | | 365 | 3/21/2024 | 11/14/2024 | 238 | 5.150% | 5,167,904 | 5,000,000 | - | 0.00 |
| First Internet Bank of Indiana, IN | CD | | 365 | 5/17/2023 | 11/7/2024 | 540 | 4.509% | 247,652 | 232,100 | - | 0.00 |
| Bank Hapoalim B.M., NY | CD | | 365 | 5/17/2023 | 11/7/2024 | 540 | 4.643% | 249,859 | 233,800 | - | 0.00 |
| ServisFirst Bank, FL | CD | | 365 | 5/17/2023 | 11/7/2024 | 540 | 5.302% | 249,879 | 231,750 | - | 0.00 |
| Schertz Bank & Trust, TX | CD | | 365 | 5/17/2023 | 11/7/2024 | 540 | 4.643% | 249,859 | 233,800 | - | 0.00 |
| The First National Bank of McGregor, TX | CD | | 365 | 5/17/2023 | 11/7/2024 | 540 | 4.700% | 249,683 | 233,450 | - | 0.00 |
| TREASURY BILL, 912797LC9 | SEC | | 365 | 6/21/2024 | 11/7/2024 | 139 | 5.192% | 12,237,000 | 11,999,766 | - | 0.00 |
| First Western Bank & Tru, 33749VBQ0 | DTC | | 365 | 5/23/2023 | 11/22/2024 | 549 | 4.762% | 248,000 | 248,316 | | 0.00 |
| Morgan Stanley PVT Bank, 61768ETZ6 | DTC | | 365 | 5/24/2023 | 11/25/2024 | 551 | 5.005% | 243,000 | 243,157 | | 0.00 |
| TREASURY BILL, 912797LF2 | SEC | | 365 | 9/12/2024 | 12/5/2024 | 84 | 4.840% | 23,556,000 | 23,299,550 | - | 0.00 |
| TREASURY BILL, 912797MW4 | SEC | | 365 | 9/12/2024 | 1/7/2025 | 117 | 4.750% | 9,135,000 | 8,999,157 | - | 0.00 |
| TREASURY BILL, 912797LY1 | SEC | | 365 | 9/12/2024 | 1/16/2025 | 126 | 4.705% | 9,043,000 | 8,899,599 | - | 0.00 |
| Alliance Bank, MO | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 249,066 | 246,334 | - | 0.00 |
| American Bank and Trust Co., OK | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 249,066 | 246,334 | - | 0.00 |
| First Bank of the Lake, MO | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 249,066 | 246,334 | - | 0.00 |
| First Fed Community Bk of Bucyrus, OH | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 249,066 | 246,334 | - | 0.00 |
| First Northern Bank of Dixon, CA | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 249,066 | 246,334 | - | 0.00 |
| The First National Bank of Bellville, TX | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 249,066 | 246,334 | - | 0.00 |
| West Plains Bank and Trust Company, MO | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 249,066 | 246,334 | - | 0.00 |
| Louisiana National Bank, LA | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 153,851 | 152,164 | - | 0.00 |
| BankVista, MN | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 122,334 | 120,992 | - | 0.00 |
| Farmers and Merchants Union Bank, WI | CDR | | 365 | 10/17/2024 | 1/16/2025 | 91 | 4.448% | 2,531 | 2,503 | - | 0.00 |
| Western Alliance Bank, CA | CD | | 365 | 1/26/2024 | 1/24/2025 | 364 | 5.108% | 4,203,760 | 4,000,000 | - | 0.00 |
| Bank of Camilla, GA | CDR | | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| CS Bank, AR | CDR | | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Commercial Capital Bank, LA | CDR | | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Exchange Band and Trust Company, OK | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| First National Bank, TX | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| First Secuirty Band & Trust Company, OK | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| First State Bank, TX | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Fortress Bank, IL | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Frontier Bank, NE | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Great Plains National Bank, OK | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Great Plains State Bank, NE | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Habib American Bank, NY | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Keystone Bank, National Association, TX | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Morgantown Bank & Trust Co, Inc., KY | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Security Bank, OK | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Stearns Bank N.A., MN | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| The Tri-County Bank, NE | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| United Fidelity Bank, fsb, IN | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| Waterford Bank, N.A., OH | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 248,865 | 242,500 | - | 0.00 |
| OMB Bank, MO | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 150,937 | 147,076 | - | 0.00 |
| BankVista, MN | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 124,866 | 121,672 | - | 0.00 |
| Farmers & Merchants Bank of Colby, KS | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 61,575 | 60,000 | - | 0.00 |
| Sterling Bank, MO | CDR | 365 | 8/1/2024 | 1/30/2025 | 182 | 5.264% | 54,050 | 52,667 | - | 0.00 |
| TREASURY BILL, 912797LZ8 | SEC | 365 | 9/13/2024 | 1/30/2025 | 139 | 4.698% | 8,855,000 | 8,699,366 | - | 0.00 |
| TREASURY BILL, 912797LZ8 | SEC | 365 | 9/16/2024 | 1/30/2025 | 136 | 4.600% | 2,034,000 | 1,999,722 | - | 0.00 |
| ISDLAF+ Term Series, IL | TS | 365 | 9/16/2024 | 2/11/2025 | 148 | 4.720% | 12,229,664 | 12,000,000 | 229,663.57 | 12,000,000.00 |
| West Gate Bank, NE | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,367.02 | 243,171.80 |
| Bank of Central Florida, FL | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| Community Bank of Santa Maria, CA | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| Decatur County Bank, TN | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| First Texas National Bank | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| Nebraska Bank of Commerce, NE | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| Oakstar Bank, MO | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| River City Bank, CA | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| RiverBank, WA | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| Royal Business Bnak, CA | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| Today's Bank, AR | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 249,539 | 243,172 | 6,366.98 | 243,171.79 |
| Blue Sky Bank, OK | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 181,401 | 176,772 | 4,628.45 | 176,772.49 |
| The Bank of Herrin, IL | CDR | 365 | 8/22/2024 | 2/20/2025 | 182 | 5.251% | 152,222 | 148,338 | 3,883.94 | 148,337.81 |
| Western Alliance Bank, CA | CD | 365 | 5/22/2024 | 3/4/2025 | 286 | 5.161% | 7,491,165 | 7,200,000 | 291,165.24 | 7,200,000.00 |
| Alva State Bank & Trust Company, OK | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |
| Cattlemens Bank, OK | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |
| Ciera Bank, TX | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |
| Northern Bank & Trust Company, MA | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |
| Panhandle First Bank, OK | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Payne County Bank, OK | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |
| Summit State Bank, CA | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |
| Texas Bank and Trust Company, TX | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |
| Unico Bank, MO | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.76 | 243,172.27 |
| United Bank, VA | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 249,541 | 243,172 | 6,368.79 | 243,172.23 |
| Farmers and Merchants Union Bank, WI | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 246,968 | 240,665 | 6,303.10 | 240,665.34 |
| Meridian Bank, PA | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 156,599 | 152,602 | 3,996.70 | 152,602.13 |
| Bank of Belleville, IL | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 111,455 | 108,610 | 2,844.54 | 108,610.44 |
| Blue Sky Bank, OK | CDR | 365 | 9/12/2024 | 3/13/2025 | 182 | 5.252% | 68,138 | 66,399 | 1,739.02 | 66,399.43 |
| American Plus Bank, N.A., CA | CD | 365 | 6/20/2024 | 3/18/2025 | 271 | 5.090% | 249,848 | 240,750 | 9,098.35 | 240,750.00 |
| Customers Bank, NY | CD | 365 | 6/20/2024 | 3/18/2025 | 271 | 5.071% | 17,640,060 | 17,000,000 | 640,060.42 | 17,000,000.00 |
| NBT Bank, 628779HG8 | DTC | 365 | 6/27/2024 | 3/27/2025 | 273 | 5.170% | 239,000 | 239,310 | | 239,309.79 |
| MOUNTAINONE BANK, 62452AFW5 | DTC | 365 | 6/27/2024 | 3/27/2025 | 273 | 5.170% | 239,000 | 239,310 | | 239,309.79 |
| ALLY BANK, 02007G2M4 | DTC | 365 | 6/27/2024 | 3/27/2025 | 273 | 5.170% | 239,000 | 239,310 | | 239,309.79 |
| Bank of America NA, 06051XEY4 | DTC | 365 | 6/27/2024 | 3/27/2025 | 273 | 5.120% | 239,000 | 239,310 | | 239,309.90 |
| COGENT BANK, 19240XAU1 | DTC | 365 | 6/28/2024 | 3/28/2025 | 273 | 5.220% | 239,000 | 239,310 | | 239,309.68 |
| PRIMARY BANK, 74166JAL7 | DTC | 365 | 6/28/2024 | 3/28/2025 | 273 | 5.068% | 248,000 | 248,330 | | 248,329.98 |
| US TREASURY N/B, 91282CGU9 | SEC | 365 | 10/17/2024 | 3/31/2025 | 165 | 4.289% | 1,300,000 | 1,297,563 | | 1,297,562.50 |
| Farmers Bank & Trust, KS | CD | 365 | 10/2/2024 | 4/1/2025 | 181 | 4.180% | 249,874 | 244,800 | 5,074.27 | 244,800.00 |
| First Federal Bank & Trust, WY | CD | 365 | 10/2/2024 | 4/1/2025 | 181 | 4.203% | 249,902 | 244,800 | 5,101.58 | 244,800.00 |
| The Western State Bank, KS | CD | 365 | 10/2/2024 | 4/1/2025 | 181 | 4.168% | 249,860 | 244,800 | 5,059.70 | 244,800.00 |
| Merrick Bank, UT | CD | 365 | 10/2/2024 | 4/1/2025 | 181 | 4.164% | 249,854 | 244,800 | 5,054.24 | 244,800.00 |
| First State Bank and Trust Company, Inc., MO | CD | 365 | 10/2/2024 | 4/1/2025 | 181 | 4.293% | 249,909 | 244,700 | 5,208.71 | 244,700.00 |
| Gbank, NV | CD | 365 | 10/2/2024 | 4/1/2025 | 181 | 4.193% | 249,889 | 244,800 | 5,089.44 | 244,800.00 |
| Centier Bank, IN | CD | 365 | 10/2/2024 | 4/1/2025 | 181 | 4.180% | 249,874 | 244,800 | 5,074.27 | 244,800.00 |
| ISDLAF+ TERM SERIES, IL | TS | 365 | 9/18/2024 | 4/3/2025 | 197 | 4.350% | 511,739 | 500,000 | 11,739.04 | 500,000.00 |
| Wintrust Bank, National Association, IL | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Old Plank Trail Community Bank, National Associ | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Schaumburg Bank & Trust Company | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| CrossFirst Bank, KS | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.091% | 249,874 | 239,550 | 10,324.00 | 239,550.00 |
| Beverly Bank & Trust Company, National Associa | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Hinsdale Bank & Trust Company, National Associ | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Financial Federal Bank, TN | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.100% | 249,893 | 239,550 | 10,342.65 | 239,550.00 |
| Lake Forest Bank & Trust Company, National Ass | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Crystal Lake Bank and Trust Company, National A | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 208,810 | 200,200 | 8,609.84 | 200,200.00 |
| Town Bank, National Association, IL | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Northbrook Bank and Trust Company, National As | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Wheaton Bank & Trust, National Association, IL | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Village Bank and Trust, National Association, IL | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| St. Charles Bank & Trust Company, National Ass | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Libertyville Bank & Trust Company, National Asso | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |
| Barrington Bank & Trust Company, National Asso | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 249,852 | 239,550 | 10,302.14 | 239,550.00 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| State Bank of the Lakes, National Association, IL | CD | 365 | 6/10/2024 | 4/15/2025 | 309 | 5.080% | 215,433 | 206,550 | 8,882.93 | 206,550.00 |
| Customers Bank, NY | CD | 365 | 6/20/2024 | 4/15/2025 | 299 | 5.011% | 10,254,311 | 9,850,000 | 404,311.14 | 9,850,000.00 |
| American Bank and Trust Co., OK | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Caldwell Bank & Trust Company, LA | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Chemung Canal Trust Company, NY | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Dream First Bank, N.A., KS | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| First Bank of the Lake, MO | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| First Fed Community Bk of Bucyrus, OH | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| First Merchants Bank, IN | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| First National Bank of Omaha, NE | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Flagstar Bank, N.A., NY | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Grand Savings Bank, OK | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Investors Community Bank, MO | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Kanza Bank, KS | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Louisiana National Bank, LA | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Mabrey Bank, OK | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Passumpsic Savings Bank, VT | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Penn Communuity Bank, PA | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Peoples Bank, OH | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Signature Bank of Arkanas, AR | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| Southwest Heritage Bank, AZ | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| SpiritBank, OK | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| St. Louis Bank, MO | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| The Fahey Banking Company, OH | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| The First Bank and Trust Company, VA | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| United Roosevelt Savings Bank, NJ | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| West Alabama Bank & Trust, AL | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.45 | 246,340.69 |
| West Bank, IA | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 249,073 | 246,341 | 2,732.46 | 246,340.59 |
| D. L. Evans Bank, ID | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 234,898 | 232,321 | 2,576.95 | 232,321.30 |
| High Plains Bank, CO | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 219,522 | 217,114 | 2,408.26 | 217,113.80 |
| Merchants and Farmers Bank, AR | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 159,974 | 158,219 | 1,754.99 | 158,218.82 |
| BankVista, MN | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 122,337 | 120,995 | 1,342.10 | 120,994.96 |
| Commercial State Bank, NE | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 55,332 | 54,725 | 607.02 | 54,725.04 |
| The First National Bank of Granbury, TX | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 55,181 | 54,576 | 605.36 | 54,575.56 |
| Security State Bank, KS | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 44,988 | 44,495 | 493.54 | 44,494.81 |
| Katahdin Trust Company, ME | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 35,250 | 34,864 | 386.71 | 34,863.74 |
| Northwest Bank, ID | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 32,956 | 32,594 | 361.54 | 32,594.15 |
| Peoples National Bank N.A., IL | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 29,660 | 29,334 | 325.38 | 29,334.15 |
| First National Bank of Oklahoma, OK | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 13,551 | 13,402 | 148.66 | 13,402.37 |
| Farmers and Merchants Union Bank, WI | CD | 365 | 1/16/2025 | 4/17/2025 | 91 | 4.449% | 2,531 | 2,503 | 27.77 | 2,503.46 |
| BOM Bank, LA | CD | 365 | 8/19/2024 | 5/13/2025 | 267 | 4.821% | 249,913 | 241,400 | 8,512.79 | 241,400.00 |
| Third Coast Bank, TX | CD | 365 | 8/19/2024 | 5/13/2025 | 267 | 4.832% | 249,933 | 241,400 | 8,532.62 | 241,400.00 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| ISDLAF+ TERM SERIES, IL | TS | 365 | 9/18/2024 | 5/16/2025 | 240 | 4.250% | 12,331,151 | 12,000,000 | 331,150.69 | 12,000,000.00 |
| Cornerstone Bank, NE | CD | 365 | 5/17/2023 | 5/16/2025 | 730 | 5.060% | 249,883 | 226,500 | 23,383.07 | 226,500.00 |
| Baxter Credit Union, IL | CD | 365 | 5/17/2023 | 5/16/2025 | 730 | 4.718% | 249,888 | 228,000 | 21,887.54 | 228,000.00 |
| BAC Community Bank, CA | CD | 365 | 5/22/2024 | 5/22/2025 | 365 | 5.058% | 249,881 | 237,850 | 12,031.38 | 237,850.00 |
| T Bank, National Association, TX | CD | 365 | 5/22/2024 | 5/22/2025 | 365 | 5.108% | 249,893 | 237,750 | 12,143.38 | 237,750.00 |
| Western Alliance Bank, CA | CD | 365 | 5/22/2024 | 5/22/2025 | 365 | 5.212% | 249,879 | 237,500 | 12,378.50 | 237,500.00 |
| Wells Fargo Bank NA, 949764CT9 | DTC | 365 | 5/23/2023 | 5/23/2025 | 731 | 4.855% | 248,000 | 248,213 | | 248,212.57 |
| Customers Bank, NY | CD | 365 | 6/20/2024 | 5/27/2025 | 341 | 5.001% | 13,083,993 | 12,500,000 | 583,993.43 | 12,500,000.00 |
| US TREASURY N/B, 912828ZT0 | SEC | 365 | 10/17/2024 | 5/31/2025 | 226 | 4.250% | 2,047,000 | 1,997,424 | | 1,997,424.22 |
| WI TREASURY SEC., 912797NP8 | SEC | 365 | 12/9/2024 | 6/5/2025 | 178 | 4.210% | 4,592,000 | 4,499,614 | | 4,499,613.81 |
| Cendera Bank, National Association, TX | CD | 365 | 1/9/2025 | 6/10/2025 | 152 | 4.092% | 249,887 | 245,700 | | 245,700.00 |
| First Bank of Ohio, OH | CD | 365 | 1/9/2025 | 6/10/2025 | 152 | 4.092% | 249,887 | 245,700 | | 245,700.00 |
| US TREASURY N/B, 91282CAB7 | SEC | 365 | 7/15/2021 | 7/31/2025 | 1477 | 0.530% | 2,020,000 | 1,997,433 | | 1,997,432.81 |
| First National Bank, ME | CD | 365 | 8/19/2024 | 8/19/2025 | 365 | 4.544% | 249,859 | 239,000 | 10,859.30 | 239,000.00 |
| Preferred Bank, NY | CD | 365 | 8/19/2024 | 8/19/2025 | 365 | 4.636% | 249,871 | 238,800 | 11,071.44 | 238,800.00 |
| Western Alliance Bank, CA | CD | 365 | 12/6/2024 | 12/5/2025 | 364 | 4.282% | 1,064,912 | 1,021,300 | 43,612.25 | 1,021,300.00 |
| ServisFirst Bank, FL | CD | 365 | 12/6/2024 | 12/8/2025 | 367 | 4.393% | 249,870 | 239,300 | 10,570.05 | 239,300.00 |
| First State Bank of DeQueen, AR | CD | 365 | 12/6/2024 | 12/8/2025 | 367 | 4.345% | 249,840 | 239,400 | 10,440.14 | 239,400.00 |
| Bank Haploaim B.M., NY | CD | 365 | 12/6/2024 | 5/29/2026 | 539 | 4.160% | 249,861 | 235,400 | 14,460.91 | 235,400.00 |
| PCSB Bank, 69324MBG9 | DTC | 365 | 12/11/2024 | 6/11/2026 | 547 | 4.154% | 249,000 | 249,166 | | 249,166.14 |
| OPTUM BANK INC, 68405VCT4 | DTC | 365 | 12/11/2024 | 6/11/2026 | 547 | 4.120% | 244,000 | 244,281 | | 244,280.89 |
| UNITED REPUBLIC BK OMAHA, 909242BX6 | DTC | 365 | 12/13/2024 | 6/15/2026 | 549 | 4.111% | 249,000 | 249,323 | | 249,322.70 |
| First Pryority Bank, OK | CD | 365 | 1/9/2025 | 7/1/2025 | 173 | 4.248% | 249,901 | 235,100 | | 235,100.00 |
| First Internet Bank of Indiana, IN | CD | 365 | 1/9/2025 | 7/1/2025 | 173 | 4.003% | 249,907 | 235,900 | | 235,900.00 |
| First Capital Bank, SC | CD | 365 | 1/9/2025 | 7/1/2025 | 173 | 4.143% | 249,879 | 235,500 | | 235,500.00 |
| US TREASURY N/B, 912828Y95 | SEC | 365 | 7/15/2021 | 7/31/2026 | 1842 | 0.700% | 1,874,000 | 1,982,926 | - | 1,982,926.25 |
| PMA/ISDLAF Liquid #10254-101 | Short term trust deposit | 365 | | as needed | n/a | 4.295% | | 25,203 | - | 25,203.15 |
| PMA/ISDLAF Max #10254-101 | Short term trust deposit | 365 | | as needed | n/a | 4.344% | | 35,041,475 | - | 35,041,475.20 |
| PMA/ISDLAF LTD #10254-101 | LTD Account | 365 | 1/19/2021 | 1/31/2025 | | | | 27,475,000 | - | 27,475,000.00 |
| PMA/ISDLAF Liquid #10254-104 | Short term trust deposit | 365 | | as needed | n/a | 4.295% | | 7,634,356 | - | 7,634,356.25 |
| PMA/ISDLAF Max #10254-104 | Short term trust deposit | 365 | | as needed | n/a | 4.344% | | 89 | | 89.01 |
| **Total Operating Investments with PMA** | | | | | | | | | | 196,126,822 |
| | | | | | | | | | Outstanding Items | (7,630,487) |
| | | | | | | | | | Bond & Interest Fund Transfers | (2,559,146) |
| | | | | | | | | | Capital Fund Cash Balance | - |
| **TOTAL OPERATING FUNDS AS OF** | | | | 31-Jan-25 | | | | | | 185,937,188 |
| **TOTAL BOND AND INTEREST FUND INVESTMENTS AS OF** (see page 5 for details): | | | | 31-Jan-25 | | | | | | 3,405,761 |
| **TOTAL CAPITAL FUND INVESTMENTS AS OF** | | | | 31-Jan-25 | | | | | | |
| **TOTAL FUNDS INVESTED** (Including Bond & Interest Fund) | | | | 31-Jan-25 | | | | | | **$ 189,342,949** |

January 31, 2025

**COMMUNITY UNIT SCHOOL DISTRICT #300**

Summary of Fiscal Year Investment Activity-Bond and Interest Fund

| Depository or Instrument | Type | # | Bank Year | Date Purchased | Date of Maturity | Term (Days) | Rate (%) | Par/Face | Principal Invested | Earnings to Maturity | Principal Invested @ 01/31/25 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **BOND AND INTEREST FUND INVESTMENTS** | | | | | | | | | | | |
| NEXBANK, SSB-ICS, TX | SDA | | 365 | 1/31/2025 | | | 4.360% | 133,838 | 134,333 | - | 133,838 |
| PMA 1994 Escrow Fund; #10254-103-Liquid | Short term trust deposit | | 365 | | as needed | n/a | 4.295% | | 0 | - | 0 |
| PMA 1994 Escrow Fund; #10254-103-Max | Short term trust deposit | | 365 | | as needed | n/a | 4.344% | | 712,282 | - | 712,282 |
| **Total B&I Investments with PMA** | | | | | | | | | 846,615 | | 846,615 |
| **TOTAL BOND AND INTEREST FUNDS INVESTMENTS AS OF:** | | | | | 31-Jan-25 | | | | 846,615 | | 846,615 |

| | |
|---|---|
| Outstanding Items | |
| Operating Fund Transfers | 2,559,146 |
| Cash Balance Per General Ledger | 3,405,761 |

## BMO, Statement Period 11/06/2024 to 12/05/2024

| Posting Date | Supplier | Amount USD | Purpose |
|---|---|---|---|
| 11/22/2024 | 0009p - Parkingcom | 47.06 | Staff |
| 11/22/2024 | 1-800-Flowers.Com,inc. | 98.78 | Staff |
| 12/5/2024 | 1-800-Flowers.Com,inc. | -5.81 | Staff |
| 11/22/2024 | 2pitney Bowes Inc. | 115.5 | Staff |
| 11/25/2024 | 4te Community Unit Sch | 185.22 | Staff |
| 12/5/2024 | Adobe Adobe | 9.99 | Staff |
| 11/11/2024 | Adobe Inc. | 29.99 | Staff |
| 11/19/2024 | Ahw Hampshire | 170 | B&G |
| 11/27/2024 | Ahw Hampshire | 135.48 | B&G |
| 11/18/2024 | Aldi 40029 | 13.68 | Student |
| 11/26/2024 | Alfredos Pizza | 650 | Staff |
| 11/7/2024 | Algonquin/Lake Chamber | 205 | Staff |
| 11/8/2024 | Algonquin/Lake Chamber | 35 | Staff |
| 11/28/2024 | Amazon Mktpl Z36su8pq0 | 27.93 | Student |
| 11/18/2024 | Amazon Reta Fm5p666e3 | 1,000.00 | Staff |
| 11/25/2024 | American 0012193404233 | 261.96 | Staff |
| 11/25/2024 | Amuzgo Mexican Cuisine | 545 | Staff |
| 11/19/2024 | Anderson Lock Co | 552.4 | B&G |
| 11/25/2024 | Autozone 4431 | 64.3 | Student |
| 11/11/2024 | Avantis Ristorante Peo | 65.31 | Student |
| 12/4/2024 | Avid Center | -999 | Staff |
| 11/28/2024 | Barnes & Noble #3407 | 12.99 | Staff |
| 11/15/2024 | Batteries+bulbs #1028 | 25.3 | B&G |
| 11/20/2024 | Batteries+bulbs #1028 | 102.95 | B&G |
| 12/4/2024 | Batteries+bulbs #1028 | 66.46 | B&G |
| 11/12/2024 | Big Apple Bagels | 64.94 | Staff |
| 11/15/2024 | Big Beam Emergency Sys | 50.4 | B&G |
| 11/6/2024 | Blockj Fresh Market | 10.58 | Student |
| 11/25/2024 | Bowlero Randall Road | 662.24 | Student |
| 11/12/2024 | Box5 Media | 25 | Student |
| 11/11/2024 | Bp#2582700petro Rocqps | 47.75 | Student |
| 12/3/2024 | Broadway Licensing | 150 | Student |
| 11/21/2024 | Buona Algonquin #20 | 42.75 | Staff |
| 11/21/2024 | Buona Algonquin #20 | 111.47 | Staff |
| 11/22/2024 | Buona Algonquin #20 | 35.11 | Staff |
| 11/11/2024 | Buona Algonquin #20 P | 519.76 | Staff |
| 11/7/2024 | Burris Equipment Co | 244.63 | Staff |
| 11/22/2024 | Bzoo - Website Admissi | 78 | Student |
| 12/5/2024 | Canopy By Hilton San A | 128.25 | Staff |
| 11/8/2024 | Caseys #3834 | 236.39 | Staff |
| 11/11/2024 | Caseys #3866 | 72.75 | Staff |
| 11/18/2024 | Chick-Fil-A #04756 | 169.77 | Staff |

| | | | |
|---|---|---|---|
| 11/22/2024 | Chick-Fil-A #04756 | 128.77 | Staff |
| 11/18/2024 | Chilis Stratford Squar | 221.9 | Staff |
| 11/14/2024 | Chipotle 0999 | 638 | Staff |
| 11/21/2024 | Comcast Business | 7,500.00 | Board Approved |
| 11/14/2024 | Coopers Hawk Orland Pa | 176 | Staff |
| 11/25/2024 | Corner Bakery 0160 | 20.54 | Staff |
| 11/12/2024 | Country Inn & Suites P | 470.34 | Staff |
| 11/20/2024 | Countrydonuts | 30.95 | Staff |
| 11/21/2024 | Countrydonuts | 205.35 | Staff |
| 11/25/2024 | Countrydonuts | 28 | Staff |
| 11/21/2024 | Dd/Br #347245 Q35 | 161.91 | Staff |
| 11/12/2024 | Dd/Br #356491 | 77.96 | Staff |
| 12/2/2024 | Dd/Br #356491 | 33.98 | Staff |
| 12/4/2024 | Dnh Godaddy#344646056 | 280.8 | Staff |
| 11/13/2024 | Dollar Tree | 8 | Student |
| 11/22/2024 | Dollar Tree | 16.25 | Student |
| 12/2/2024 | Dollar Tree | 37.75 | Student |
| 12/4/2024 | Dollar Tree | 7.5 | Student |
| 12/5/2024 | Dollar Tree | 56.25 | Student |
| 12/4/2024 | Dunkin #336536 Q35 | 4.57 | Staff |
| 12/4/2024 | Dunkin #345659 Q35 | 59.97 | Staff |
| 11/15/2024 | Dunkin #353718 Q35 | 53.69 | Staff |
| 11/19/2024 | Dunkin #353718 Q35 | 209.8 | Staff |
| 11/27/2024 | Dunkin #353718 Q35 | 68.97 | Staff |
| 11/11/2024 | Dunkin #353988 Q35 | 29.98 | Staff |
| 11/25/2024 | Dunkin #353988 Q35 | 29.98 | Staff |
| 11/21/2024 | Dunkin #354563 Q35 | 26.98 | Staff |
| 11/12/2024 | Dunkin #362794 | 44.97 | Staff |
| 11/11/2024 | Ed S Rental And Sales | 241.5 | B&G |
| 11/19/2024 | Ed S Rental And Sales | 74.08 | B&G |
| 12/5/2024 | Ed S Rental And Sales | 74.08 | B&G |
| 11/18/2024 | Einstein Bros Bagels24 | 32.08 | Staff |
| 11/14/2024 | Einstein Bros-Online C | 269.3 | Staff |
| 12/3/2024 | Elgin Key & Lock Co | 155.75 | B&G |
| 11/26/2024 | Ellesons Bakery | 200.33 | Staff |
| 11/18/2024 | Embassy Suites Lombard | 165.9 | Staff |
| 11/18/2024 | Embassy Suites Lombard | 165.9 | Staff |
| 11/18/2024 | Embassy Suites Lombard | 165.9 | Staff |
| 11/18/2024 | Embassy Suites Lombard | 197.2 | Staff |
| 11/18/2024 | Embassy Suites Lombard | 197.2 | Staff |
| 11/18/2024 | Embassy Suites Lombard | 197.2 | Staff |
| 12/4/2024 | Esea Eseanetwork.Org | 2,367.00 | Staff |
| 11/15/2024 | Even Hotel Chicago Tin | 364.8 | Staff |
| 11/15/2024 | Even Hotel Chicago Tin | 364.8 | Staff |

| | | | |
|---|---|---|---|
| 11/15/2024 | Even Hotel Chicago Tin | 364.8 | Staff |
| 11/15/2024 | Even Hotel Chicago Tin | 364.8 | Staff |
| 11/15/2024 | Even Hotel Chicago Tin | 364.8 | Staff |
| 11/15/2024 | Even Hotel Chicago Tin | 364.8 | Staff |
| 11/15/2024 | Even Hotel Chicago Tin | 364.8 | Staff |
| 11/15/2024 | Even Hotel Chicago Tin | 364.8 | Staff |
| 11/13/2024 | Ezcater Lou Malnatis P | 348.86 | Staff |
| 11/15/2024 | Ezcater Panera Bread | 113.26 | Staff |
| 11/15/2024 | Ezcater Panera Bread | 296.85 | Staff |
| 12/5/2024 | Ezcater Potbelly Sandw | 122.14 | Staff |
| 11/7/2024 | Ezcater Rosatis Chicag | 133.11 | Staff |
| 11/7/2024 | Ezcater Rosatis Pizza | 167.79 | Staff |
| 11/18/2024 | Ezcater Taylor Street | 390.8 | Staff |
| 12/3/2024 | Ezcater Taylor Street | -7.5 | Staff |
| 11/8/2024 | Ezcater Which Wich | 190.2 | Staff |
| 11/15/2024 | Farm & Fleet Of Elgin | 2,706.86 | B&G |
| 11/20/2024 | Farm & Fleet Of Elgin | 2,298.89 | B&G |
| 11/7/2024 | Farm & Flt Of Woodstoc | 889.93 | B&G |
| 12/2/2024 | Farm & Flt Of Woodstoc | 542.18 | B&G |
| 11/18/2024 | Fastsigns 100801 | 82.65 | Staff |
| 11/22/2024 | Fedex31089784 | 63.7 | Staff |
| 11/12/2024 | Ferguson Ent #1123 | 61.45 | B&G |
| 11/12/2024 | Ferguson Ent #1123 | 241.23 | B&G |
| 11/13/2024 | Ferguson Ent #1123 | 173.78 | B&G |
| 11/15/2024 | Ferguson Ent #1123 | 229.93 | B&G |
| 12/3/2024 | Ferguson Ent #1123 | 12.8 | B&G |
| 12/4/2024 | Ferguson Ent #1123 | 173.04 | B&G |
| 11/18/2024 | Georgias Restaurant | 201 | Student |
| 11/12/2024 | Gfs Store #1913 | 40.46 | Student |
| 11/12/2024 | Gfs Store #1913 | 104.88 | Student |
| 11/20/2024 | Gfs Store #1913 | 19.97 | Student |
| 11/22/2024 | Gfs Store #1913 | 32.47 | Student |
| 11/22/2024 | Giordanos On Jackson | 1,771.53 | Staff |
| 12/3/2024 | Glazier Clinics | 499 | Staff |
| 11/14/2024 | Gofantix Ihsa (Illino | 32.5 | Staff |
| 11/14/2024 | Gofantix Ihsa (Illino | 32.5 | Staff |
| 11/15/2024 | Gofantix Ihsa (Illino | 32.5 | Staff |
| 11/18/2024 | Grainger | 89.82 | B&G |
| 11/20/2024 | Guitar Center #362 | 30.98 | Student |
| 11/8/2024 | Gustave A Larson Compa | 49.04 | B&G |
| 11/8/2024 | Gustave A Larson Compa | 70.99 | B&G |
| 11/11/2024 | Gustave A Larson Compa | -70.99 | B&G |
| 11/12/2024 | Gustave A Larson Compa | 128.68 | B&G |
| 11/14/2024 | Gustave A Larson Compa | 70.07 | B&G |

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| 11/14/2024 | Gustave A Larson Compa | 177.54 | B&G |
| 11/18/2024 | Gustave A Larson Compa | 24.96 | B&G |
| 11/22/2024 | Gustave A Larson Compa | 488.47 | B&G |
| 11/22/2024 | Hampshire Napa | 24.98 | Student |
| 12/2/2024 | Harman/Jbl/Akg/Inf | 399.95 | Student |
| 11/14/2024 | Hobby-Lobby #493 | 29.9 | Staff |
| 11/11/2024 | Holiday Inn Express Ea | 600.32 | Staff |
| 11/8/2024 | Homedepot.Com | 614 | B&G |
| 12/3/2024 | Https://Scribe.How/B | 33.73 | Staff |
| 11/18/2024 | Humblefax | 10 | Staff |
| 11/25/2024 | Hyatt Place Chicago | 299.34 | Staff |
| 11/14/2024 | Hyatt Reg Chicago Evnt | 8,462.29 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 338.26 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 37.85 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 38.22 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 4.58 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 5.64 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 6.09 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 36.85 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 7.09 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 34.85 | Staff |
| 11/25/2024 | Hyatt Regency Chicago | 11.12 | Staff |
| 11/26/2024 | Hyatt Regency Chicago | 1,098.76 | Staff |
| 11/26/2024 | Hyatt Regency Chicago | 34.85 | Staff |
| 12/2/2024 | Iacte | 250 | Staff |
| 12/5/2024 | Iasb | -645 | Staff |
| 12/4/2024 | Iaspa.Org | 900 | Staff |
| 11/25/2024 | Ihsbca | 503.5 | Staff |
| 11/14/2024 | J.W. Pepper | 170.3 | Student |
| 11/8/2024 | Jc Licht - 1250 - Algo | 47.87 | B&G |
| 11/25/2024 | Jc Licht - 1250 - Algo | 222 | B&G |
| 11/8/2024 | Jersey Mikes 27059 | 375 | Student |
| 11/13/2024 | Jersey Mikes Online Uc | 47.21 | Staff |
| 11/13/2024 | Jewel #3198 | 16.47 | Student |
| 11/18/2024 | Jewel #3198 | 116.91 | Student |
| 11/6/2024 | Jewel Osco 1256 | 49.44 | Student |
| 11/7/2024 | Jewel Osco 1256 | 47.86 | Student |
| 11/27/2024 | Jewel Osco 1256 | 34.47 | Student |
| 11/8/2024 | Jewel Osco 1306 | 422.49 | Student |
| 11/15/2024 | Jewel Osco 1306 | 194.97 | Student |
| 11/15/2024 | Jewel Osco 1306 | 29.04 | Student |
| 11/19/2024 | Jewel Osco 1306 | 54.18 | Student |
| 11/25/2024 | Jewel Osco 1306 | 39.96 | Student |
| 11/6/2024 | Jewel Osco 2310 | 52.46 | Student |

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| 11/21/2024 | Jewel Osco 2310 | 89.98 | Student |
| 11/22/2024 | Jewel Osco 2310 | 73.8 | Student |
| 11/25/2024 | Jewel Osco 2310 | 39.96 | Student |
| 11/25/2024 | Jewel Osco 2310 | -10.16 | Student |
| 11/25/2024 | Jewel Osco 2310 | 39.96 | Student |
| 11/25/2024 | Jewel Osco 2310 | 39.96 | Student |
| 11/25/2024 | Jewel Osco 2310 | 39.96 | Student |
| 11/25/2024 | Jewel Osco 2310 | 49.95 | Student |
| 12/5/2024 | Jewel Osco 2310 | 24.74 | Student |
| 11/11/2024 | Jewel Osco 3394 | 285.56 | Student |
| 11/18/2024 | Jewel Osco 3394 | 95.99 | Student |
| 11/20/2024 | Jewel Osco 3394 | 147.22 | Student |
| 11/25/2024 | Jewel Osco 3394 | 103.91 | Student |
| 11/25/2024 | Jewel Osco 3394 | 58.98 | Student |
| 11/28/2024 | Jewel Osco 3394 | 64.94 | Student |
| 11/6/2024 | Jewel Osco 3451 | 23.02 | Student |
| 11/6/2024 | Jewel Osco 3451 | 57.45 | Student |
| 11/11/2024 | Jewel Osco 3451 | 29.34 | Student |
| 11/13/2024 | Jewel Osco 3451 | 43.19 | Student |
| 11/15/2024 | Jewel Osco 3451 | 141.23 | Student |
| 11/18/2024 | Jewel Osco 3451 | 153.79 | Student |
| 11/21/2024 | Jewel Osco 3451 | 49.88 | Student |
| 11/15/2024 | Jewel Osco 3486 | 103.01 | Student |
| 11/19/2024 | Jewel Osco 3486 | 19.98 | Student |
| 11/12/2024 | Jimmy Johns - 0466 | 63.88 | Staff |
| 11/14/2024 | Jimmy Johns - 0466 | 63.88 | Staff |
| 11/19/2024 | Jimmy Johns - 0466 - E | 45.36 | Staff |
| 12/4/2024 | Jimmy Johns - 0500 - M | 51.66 | Staff |
| 12/5/2024 | Jimmy Johns - 836 | 55.91 | Student |
| 11/21/2024 | Jimmy Johns - 836 - Mo | 57.91 | Student |
| 12/4/2024 | Jimmy Johns - 836 - Mo | 127.18 | Student |
| 11/11/2024 | Jimmy Johns # 167 | 83.06 | Student |
| 11/6/2024 | Joann Stores #2113 | 108.35 | Student |
| 11/14/2024 | Joann Stores #2113 | 260.23 | Student |
| 12/4/2024 | Joann Stores #2113 | 120.87 | Student |
| 11/28/2024 | Joann Stores #2465 | 237.9 | Student |
| 12/4/2024 | Joann Stores #2465 | 59.96 | Student |
| 11/25/2024 | Joes Auto Parks Mill P | 17 | Staff |
| 11/11/2024 | Johnnys Steakhouse | 324 | Student |
| 11/15/2024 | Julius Ai - Data Ast | 450 | Staff |
| 11/21/2024 | Julius Ai - Data Ast | 39.21 | Staff |
| 11/21/2024 | Julius Ai - Data Ast | 49.98 | Staff |
| 12/5/2024 | Kohls #0662 | 414.76 | Student |
| 11/25/2024 | Kosta S Gyros - Algonq | 35.86 | Staff |

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|---|---|---|---|
| 11/18/2024 | Liberty Lanes | 397.44 | Student |
| 11/21/2024 | Little Caesars #1713 | 43.69 | Student |
| 11/14/2024 | Local 1 Gastropub | 24.85 | Staff |
| 11/14/2024 | Local 1 Gastropub | 22.76 | Staff |
| 11/15/2024 | Local 1 Gastropub | 52.8 | Staff |
| 11/15/2024 | Local 1 Gastropub | 71.36 | Staff |
| 11/25/2024 | Lou Malnatis Pizzeria | 392.22 | Staff |
| 11/25/2024 | Lou Malnatis Pizzeria | 5.42 | Staff |
| 11/8/2024 | Ls Central Sod Farms | -30 | Staff |
| 11/22/2024 | Lukes Beef Inc | 15.66 | Staff |
| 11/15/2024 | Marriott Madison West | 541.41 | Staff |
| 11/8/2024 | McAlisters 101345 | 99.89 | Staff |
| 11/25/2024 | McAlisters 101345 | 57.33 | Staff |
| 12/4/2024 | McDonalds F19354 | 87.53 | Student |
| 11/20/2024 | McDonalds M6195 | 69.43 | Student |
| 11/6/2024 | Meijer # 206 | 34.25 | Student |
| 11/12/2024 | Meijer # 206 | 118.56 | Student |
| 11/13/2024 | Meijer # 206 | 70.74 | Student |
| 11/14/2024 | Meijer # 206 | 19.33 | Student |
| 11/14/2024 | Meijer # 206 | 85.81 | Student |
| 11/18/2024 | Meijer # 206 | 62.45 | Student |
| 11/20/2024 | Meijer # 206 | 56.55 | Student |
| 11/26/2024 | Meijer # 206 | 31.96 | Student |
| 12/3/2024 | Meijer # 206 | 139.11 | Student |
| 12/3/2024 | Meijer # 206 | 104.46 | Student |
| 12/5/2024 | Meijer # 206 | 74.42 | Student |
| 11/8/2024 | Meijer Store #206 | 134.67 | Student |
| 11/8/2024 | Meijer Store #206 | 43.13 | Student |
| 11/11/2024 | Meijer Store #206 | 22.16 | Student |
| 11/14/2024 | Meijer Store #206 | 184.92 | Student |
| 11/15/2024 | Meijer Store #206 | 21.98 | Student |
| 11/15/2024 | Meijer Store #206 | 47.97 | Student |
| 11/18/2024 | Meijer Store #206 | 20.55 | Student |
| 11/21/2024 | Meijer Store #206 | 127.86 | Student |
| 11/25/2024 | Meijer Store #206 | 13.96 | Student |
| 12/4/2024 | Meijer Store #206 | 25.12 | Student |
| 12/5/2024 | Meijer Store #206 | 19.87 | Student |
| 11/8/2024 | Menards Carpentersvill | 15.97 | B&G |
| 11/11/2024 | Menards Carpentersvill | 10.89 | B&G |
| 11/11/2024 | Menards Carpentersvill | 21.67 | B&G |
| 11/11/2024 | Menards Carpentersvill | 24.48 | B&G |
| 11/15/2024 | Menards Carpentersvill | 83.94 | B&G |
| 11/15/2024 | Menards Carpentersvill | 81.95 | B&G |
| 11/15/2024 | Menards Carpentersvill | 859.98 | B&G |

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|---|---|---|---|
| 11/18/2024 | Menards Carpentersvill | 36.97 | B&G |
| 11/20/2024 | Menards Carpentersvill | 15.72 | B&G |
| 11/22/2024 | Menards Carpentersvill | 31.98 | B&G |
| 11/22/2024 | Menards Carpentersvill | 102.94 | B&G |
| 11/26/2024 | Menards Carpentersvill | 77.95 | B&G |
| 11/27/2024 | Menards Carpentersvill | 251.01 | B&G |
| 11/27/2024 | Menards Carpentersvill | 118.7 | B&G |
| 11/28/2024 | Menards Carpentersvill | 9.79 | B&G |
| 12/2/2024 | Menards Carpentersvill | 119.96 | B&G |
| 12/4/2024 | Menards Carpentersvill | 45.76 | B&G |
| 11/15/2024 | Menards Sycamore Il | 122.92 | B&G |
| 11/18/2024 | Menards Woodstock Il | 71.64 | B&G |
| 12/2/2024 | Michaels Stores 1266 | 39.95 | Student |
| 12/2/2024 | Michaels Stores 1383 | 27.45 | Student |
| 11/8/2024 | Michaels Stores 4802 | 14.99 | Student |
| 11/8/2024 | Michaels Stores 4802 | -64.95 | Student |
| 11/8/2024 | Michaels Stores 4802 | -155.88 | Student |
| 11/8/2024 | Michaels Stores 4802 | -233.82 | Student |
| 11/18/2024 | Michaels Stores 4802 | 55.65 | Student |
| 12/5/2024 | Michaels Stores 4802 | 101.73 | Student |
| 11/22/2024 | Michaels Stores 9176 | 19.49 | Student |
| 11/18/2024 | Mission Bbq Downers Gr | 17.12 | Staff |
| 11/6/2024 | N C T M | -5 | Staff |
| 12/3/2024 | Nametagcountry.Com | 59.5 | Staff |
| 12/4/2024 | Nametagcountry.Com | 24.2 | Staff |
| 11/25/2024 | Nandos | 26.59 | Staff |
| 11/25/2024 | Nandos | 27.72 | Staff |
| 11/25/2024 | Nandos | 24.44 | Staff |
| 11/20/2024 | Napa Parts 0025209 | 42.19 | Student |
| 11/21/2024 | National Council Of Te | 100 | Staff |
| 12/4/2024 | National School Boards | 139 | Staff |
| 11/20/2024 | National Science Teach | 70 | Staff |
| 11/11/2024 | Nike.Com | 279.09 | Student |
| 11/11/2024 | Nike.Com | 517.76 | Student |
| 11/11/2024 | Nike.Com | 310.65 | Student |
| 11/22/2024 | Nike.Com | 109.93 | Student |
| 11/7/2024 | North Kane Il | 30 | Staff |
| 11/6/2024 | Officemax/Depot 6370 | 62.16 | Staff |
| 11/11/2024 | Officemax/Depot 6370 | 57.87 | Staff |
| 11/19/2024 | Officemax/Depot 6370 | 112.47 | Staff |
| 11/20/2024 | Officemax/Depot 6370 | 77.98 | Staff |
| 11/27/2024 | Olive Garden 0021156 | 163.44 | Staff |
| 11/27/2024 | On-Target Sports Marke | 1,388.00 | B&G |
| 11/11/2024 | Openai Chatgpt Subscr | 20 | Staff |

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|---|---|---|---|
| 11/13/2024 | Openai Chatgpt Subscr | 20 | Staff |
| 11/26/2024 | Openai Chatgpt Subscr | 20 | Staff |
| 12/2/2024 | Openai Chatgpt Subscr | 20 | Staff |
| 12/2/2024 | Original Country Donut | 55 | Staff |
| 11/6/2024 | Panda Express 1299 | 12.34 | Staff |
| 11/25/2024 | Panda Express 1324 | 315.9 | Staff |
| 11/25/2024 | Panda Express 1324 | 315.9 | Staff |
| 11/14/2024 | Panera Bread #203291 O | 86.04 | Staff |
| 11/21/2024 | Panera Bread #203291 P | 40.56 | Staff |
| 12/5/2024 | Panera Bread #203291 P | 40.37 | Staff |
| 11/11/2024 | Panera Bread #204007 O | 68.45 | Staff |
| 11/22/2024 | Panera Bread #204095 K | 7.51 | Staff |
| 11/22/2024 | Panera Bread #204095 K | 70.74 | Staff |
| 11/21/2024 | Panera Bread #204095 P | 54.69 | Staff |
| 11/11/2024 | Panera Bread #204098 O | 57.46 | Staff |
| 11/18/2024 | Panera Bread #600701 P | 113.63 | Staff |
| 11/11/2024 | Panera Bread #601294 P | 94.46 | Staff |
| 11/26/2024 | Papa Saverios | 560.58 | Staff |
| 11/27/2024 | Papa Saverios | 533.35 | Staff |
| 11/19/2024 | Papa Saverios - Huntle | 202.34 | Staff |
| 11/19/2024 | Papa Saverios - Huntle | 784.66 | Staff |
| 11/20/2024 | Papa Saverios - Huntle | 445.95 | Student |
| 11/20/2024 | Papa Saverios - Huntle | 652.86 | Student |
| 11/22/2024 | Papa Saverios - Huntle | 203 | Student |
| 11/25/2024 | Papa Saverios - Huntle | 68.98 | Student |
| 11/25/2024 | Papa Saverios - Huntle | 102.17 | Student |
| 11/26/2024 | Papa Saverios - Huntle | 10 | Student |
| 11/26/2024 | Papa Saverios - Huntle | 10 | Student |
| 11/27/2024 | Papa Saverios - Huntle | 70.97 | Student |
| 11/27/2024 | Papa Saverios - Huntle | 151 | Student |
| 11/28/2024 | Paypal Aerospacein | 165 | Student |
| 11/18/2024 | Pivotal Weather-Llc | 9.99 | Staff |
| 11/19/2024 | Porter Pipe & Supply | 903.01 | B&G |
| 11/26/2024 | Porter Pipe & Supply | 137.46 | B&G |
| 11/25/2024 | Portillos Algonquin #8 | 118.14 | Staff |
| 11/8/2024 | Portillos Algonquin84o | 143.97 | Staff |
| 11/13/2024 | Portillos Algonquin84o | 1,376.95 | Staff |
| 12/5/2024 | Portillos Algonquin84o | 220.23 | Staff |
| 11/11/2024 | Portillos Hot Dogs #29 | 136.72 | Staff |
| 11/11/2024 | Portillos Hot Dogs #55 | 83.64 | Staff |
| 11/11/2024 | Portillos Hot Dogs #55 | 91.57 | Staff |
| 12/4/2024 | Potbelly #417 | 14.27 | Staff |
| 11/25/2024 | Py Lou Malnatis - Car | 23.87 | Staff |
| 11/25/2024 | Py Lou Malnatis - Car | 271.19 | Staff |

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| 11/26/2024 | Radisson Hotels | 1,065.40 | Staff |
| 11/18/2024 | Ralph Helm | 53.55 | B&G |
| 11/15/2024 | Randall Ro Randall Ro | 18.62 | Staff |
| 11/15/2024 | Randall Ro Randall Ro | 74.73 | Staff |
| 11/12/2024 | Randall Roadhouse | 59.86 | Staff |
| 11/20/2024 | Randall Roadhouse | 60.26 | Staff |
| 11/21/2024 | Randall Roadhouse | 353.67 | Staff |
| 11/25/2024 | Randall Roadhouse | 111.42 | Staff |
| 11/26/2024 | Rdl Bathandbodyworks.C | 84.79 | Staff |
| 11/26/2024 | Rdl Bathandbodyworks.C | 84.79 | Staff |
| 11/13/2024 | Riverside Pizza - Sout | 59 | Staff |
| 11/13/2024 | Robotics Education & C | 108.15 | Student |
| 11/21/2024 | Rosati Carpentersville | 326.01 | Staff |
| 11/25/2024 | Rosati Carpentersville | 320.57 | Staff |
| 11/26/2024 | Rosatis Pizza - Gilber | 284.97 | Staff |
| 11/18/2024 | Rosatis Pizza Hampshir | 256.71 | Staff |
| 11/13/2024 | Sams Club #6339 | 151.73 | Student |
| 11/15/2024 | Sams Club #6339 | 319.32 | Student |
| 11/11/2024 | Sams Club #8297 | 131.84 | Student |
| 11/27/2024 | Sams Club #8297 | 57.61 | Student |
| 12/5/2024 | Sams Club #8297 | 41.55 | Student |
| 11/11/2024 | Samsclub #6339 | 76.56 | Student |
| 11/18/2024 | Samsclub #6339 | 111.46 | Student |
| 11/20/2024 | Samsclub #6339 | 78.34 | Student |
| 11/28/2024 | Samsclub #6339 | 52.8 | Student |
| 11/28/2024 | Samsclub #6339 | 151.18 | Student |
| 11/19/2024 | Samsclub 8297 Gas | 50.87 | Staff |
| 11/14/2024 | Samsclub.Com | 363.48 | Staff |
| 11/21/2024 | Samsclub.Com | 277.73 | Staff |
| 11/22/2024 | Samsclub.Com | 414.38 | Staff |
| 11/27/2024 | Sherwin-Williams703201 | 165.6 | B&G |
| 11/18/2024 | Siteone Landscape Supp | 12.85 | B&G |
| 11/28/2024 | Siteone Landscape Supp | 94.5 | B&G |
| 12/2/2024 | Societyforhumanresourc | 264 | Staff |
| 11/21/2024 | Sp Quick Transfers | 722.25 | Student |
| 12/3/2024 | Sp Quick Transfers | 553.19 | Student |
| 11/22/2024 | Sp Wipebook Corp. | 81.98 | Staff |
| 11/14/2024 | Spi Directv Service | 0.18 | Staff |
| 11/18/2024 | Spi Directv Service | 135.48 | Staff |
| 11/19/2024 | Spi Directv Service | 6.29 | Staff |
| 11/6/2024 | Spothero 844-356-8054 | 117.17 | Staff |
| 11/7/2024 | Spothero 844-356-8054 | 101.31 | Staff |
| 11/11/2024 | Spothero 844-356-8054 | 15.82 | Staff |
| 11/19/2024 | Spothero 844-356-8054 | 185.06 | Staff |

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|---|---|---|---|
| 11/20/2024 | Spothero 844-356-8054 | 15.82 | Staff |
| 11/20/2024 | Spothero 844-356-8054 | 64.51 | Staff |
| 11/21/2024 | Spothero 844-356-8054 | 64.51 | Staff |
| 11/25/2024 | Spothero 844-356-8054 | 89.89 | Staff |
| 11/25/2024 | Spothero 844-356-8054 | 15.86 | Staff |
| 11/13/2024 | Sq Andersens Engravin | 499.5 | Student |
| 11/21/2024 | Sq Andersens Engravin | 92.5 | Student |
| 11/21/2024 | Sq Andersens Engravin | 283 | Student |
| 11/27/2024 | Sq Andersens Engravin | 503 | Student |
| 12/3/2024 | Sq Diamond Graphics | 80 | Staff |
| 11/22/2024 | Sq Guru Engineering T | 55 | Student |
| 11/15/2024 | Sq Historic Downtown | 35 | Staff |
| 12/4/2024 | Sq Javid Samsoor Nur | 32.11 | Staff |
| 11/25/2024 | Sq M S Chicago Limous | 240 | Staff |
| 12/4/2024 | Sq San Antonio Sun Ta | 37.85 | Staff |
| 12/4/2024 | Sq Trophykits.Com | 702 | Student |
| 11/7/2024 | Starbucks 55261 | 86.87 | Student |
| 11/25/2024 | Starbucks Store 25092 | 36.75 | Student |
| 11/8/2024 | Steiner Elec St Charle | 2,586.00 | B&G |
| 11/14/2024 | Steiner Elec St Charle | 393.88 | B&G |
| 12/4/2024 | Steiner Elec St Charle | 1,896.98 | B&G |
| 11/12/2024 | Subway 32803 | 440.91 | Student |
| 11/7/2024 | Sullivans Foods Mar | 105 | Student |
| 11/12/2024 | Sullivans Foods Mar | 117.86 | Student |
| 11/25/2024 | Taqueria El Tio Ramos | 536.87 | Staff |
| 11/18/2024 | Target 00010363 | 20.32 | Student |
| 11/11/2024 | Target 00011668 | 491.12 | Student |
| 11/7/2024 | Target 00018010 | 19.26 | Student |
| 11/8/2024 | Target 00018010 | 40.52 | Student |
| 11/8/2024 | Target 00018010 | 142.76 | Student |
| 11/13/2024 | Target 00018010 | 73.11 | Student |
| 11/19/2024 | Target 00018010 | 45.45 | Student |
| 11/25/2024 | Target 00018010 | 116.96 | Student |
| 11/28/2024 | Target 00018010 | 75 | Student |
| 12/2/2024 | Target 00018010 | 145.51 | Student |
| 12/2/2024 | Target 00018010 | 244.76 | Student |
| 12/2/2024 | Target 00018010 | 63.28 | Student |
| 12/5/2024 | Target 00018010 | 230.37 | Student |
| 11/11/2024 | Target 00018960 | 44.96 | Student |
| 11/25/2024 | Target.Com | 193.31 | Staff |
| 11/25/2024 | Target.Com | 194.26 | Staff |
| 11/14/2024 | Taylor St Pizza Algonq | 659.34 | Student |
| 11/11/2024 | Taylor Street Pizza Of | 364.58 | Student |
| 11/12/2024 | Taylor Street Pizza Of | 167.88 | Student |

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|---|---|---|---|
| 11/20/2024 | Taylor Street Pizza Of | 161.42 | Student |
| 11/26/2024 | Taylor Street Pizza Of | 483.47 | Student |
| 11/26/2024 | Taylor Street Pizza Of | 770.63 | Student |
| 12/3/2024 | Textmagic.Com | 20 | Staff |
| 11/20/2024 | The Center The Center | 380 | Staff |
| 11/22/2024 | The Center The Center | 35 | Staff |
| 11/22/2024 | The Center The Center | 760 | Staff |
| 11/22/2024 | The Center The Center | 380 | Staff |
| 11/25/2024 | The Center The Center | 380 | Staff |
| 11/25/2024 | The Home Depot #1904 | 41.14 | B&G |
| 11/6/2024 | The Home Depot #1940 | 37.95 | B&G |
| 11/6/2024 | The Home Depot #1940 | 33.17 | B&G |
| 11/8/2024 | The Home Depot #1940 | 139.63 | B&G |
| 11/8/2024 | The Home Depot #1940 | 102.82 | B&G |
| 11/8/2024 | The Home Depot #1940 | 88.4 | B&G |
| 11/8/2024 | The Home Depot #1940 | 37.33 | B&G |
| 11/11/2024 | The Home Depot #1940 | 181.64 | B&G |
| 11/11/2024 | The Home Depot #1940 | 206.73 | B&G |
| 11/11/2024 | The Home Depot #1940 | 49.42 | B&G |
| 11/11/2024 | The Home Depot #1940 | 33.05 | B&G |
| 11/11/2024 | The Home Depot #1940 | 53.89 | B&G |
| 11/15/2024 | The Home Depot #1940 | 158 | B&G |
| 11/15/2024 | The Home Depot #1940 | 148.81 | B&G |
| 11/15/2024 | The Home Depot #1940 | 134 | B&G |
| 11/18/2024 | The Home Depot #1940 | 208.92 | B&G |
| 11/18/2024 | The Home Depot #1940 | 53.19 | B&G |
| 11/18/2024 | The Home Depot #1940 | 173.97 | B&G |
| 11/18/2024 | The Home Depot #1940 | 30.95 | B&G |
| 11/18/2024 | The Home Depot #1940 | 62.82 | B&G |
| 11/20/2024 | The Home Depot #1940 | 16.24 | B&G |
| 11/20/2024 | The Home Depot #1940 | 14.98 | B&G |
| 11/20/2024 | The Home Depot #1940 | 297.7 | B&G |
| 11/21/2024 | The Home Depot #1940 | 55.09 | B&G |
| 11/21/2024 | The Home Depot #1940 | 180.1 | B&G |
| 11/22/2024 | The Home Depot #1940 | 16.48 | B&G |
| 11/22/2024 | The Home Depot #1940 | 122.53 | B&G |
| 11/25/2024 | The Home Depot #1940 | 95.68 | B&G |
| 11/25/2024 | The Home Depot #1940 | 182.57 | B&G |
| 11/25/2024 | The Home Depot #1940 | 1,363.78 | B&G |
| 11/25/2024 | The Home Depot #1940 | 889.66 | B&G |
| 11/27/2024 | The Home Depot #1940 | 215.87 | B&G |
| 12/4/2024 | The Home Depot #1940 | 116.56 | B&G |
| 12/5/2024 | The Home Depot #1940 | 58.18 | B&G |
| 12/5/2024 | The Home Depot #1940 | 54.66 | B&G |

| | | | |
|---|---|---|---|
| 12/5/2024 | The Home Depot #1940 | 1,689.28 | B&G |
| 12/5/2024 | The Home Depot #1940 | 1,093.86 | B&G |
| 11/6/2024 | The Home Depot #1948 | 14.98 | B&G |
| 11/11/2024 | The Home Depot #1948 | 20.94 | B&G |
| 11/11/2024 | The Home Depot #1948 | 44.94 | B&G |
| 11/11/2024 | The Home Depot #1948 | 204.33 | B&G |
| 11/11/2024 | The Home Depot #1948 | 79 | B&G |
| 11/11/2024 | The Home Depot #1948 | 71.98 | B&G |
| 11/11/2024 | The Home Depot #1948 | 100 | B&G |
| 11/11/2024 | The Home Depot #1948 | 54.97 | B&G |
| 11/11/2024 | The Home Depot #1948 | 43.31 | B&G |
| 11/13/2024 | The Home Depot #1948 | 65.33 | B&G |
| 11/13/2024 | The Home Depot #1948 | 8.65 | B&G |
| 11/13/2024 | The Home Depot #1948 | 50 | B&G |
| 11/13/2024 | The Home Depot #1948 | 79.64 | B&G |
| 11/13/2024 | The Home Depot #1948 | 279.5 | B&G |
| 11/14/2024 | The Home Depot #1948 | 38.5 | B&G |
| 11/14/2024 | The Home Depot #1948 | 19.84 | B&G |
| 11/18/2024 | The Home Depot #1948 | 104.75 | B&G |
| 11/18/2024 | The Home Depot #1948 | 87.72 | B&G |
| 11/18/2024 | The Home Depot #1948 | 180.66 | B&G |
| 11/18/2024 | The Home Depot #1948 | 31.52 | B&G |
| 11/21/2024 | The Home Depot #1948 | 46.62 | B&G |
| 11/21/2024 | The Home Depot #1948 | 18.44 | B&G |
| 11/21/2024 | The Home Depot #1948 | 39.91 | B&G |
| 11/22/2024 | The Home Depot #1948 | 61.76 | B&G |
| 11/22/2024 | The Home Depot #1948 | 231.05 | B&G |
| 11/25/2024 | The Home Depot #1948 | 69.88 | B&G |
| 11/25/2024 | The Home Depot #1948 | 153.9 | B&G |
| 11/25/2024 | The Home Depot #1948 | 194.8 | B&G |
| 11/25/2024 | The Home Depot #1948 | 198.87 | B&G |
| 11/28/2024 | The Home Depot #1948 | 267.94 | B&G |
| 11/28/2024 | The Home Depot #1948 | 10.72 | B&G |
| 12/4/2024 | The Home Depot #1948 | 43.52 | B&G |
| 12/5/2024 | The Home Depot #1948 | 246.69 | B&G |
| 12/5/2024 | The Home Depot #1948 | 142.49 | B&G |
| 11/25/2024 | The Ups Store 1704 | 15.14 | B&G |
| 11/22/2024 | The Ups Store 2361 | 15.69 | B&G |
| 11/25/2024 | The Ups Store 6063 | 15 | B&G |
| 11/18/2024 | Tjmaxx #0054 | 33.47 | Student |
| 11/21/2024 | Tmobile Postpaid Web | 4,258.60 | Board Approved |
| 11/21/2024 | Tmobile Postpaid Web | 4,970.24 | Board Approved |
| 11/27/2024 | Tobinson Hdwe | 6.8 | Staff |
| 11/18/2024 | Toms Farm Market | 219.9 | Staff |

| | | | |
|---|---|---|---|
| 11/12/2024 | Trackwrestling.Com | 26 | Student |
| 11/12/2024 | Trackwrestling.Com | 101 | Student |
| 11/19/2024 | Trackwrestling.Com | 26 | Student |
| 11/19/2024 | Trackwrestling.Com | 101 | Student |
| 11/18/2024 | Trader Joe S #684 | 51.28 | Staff |
| 11/11/2024 | Trane Supply-112420 | 55.74 | B&G |
| 11/13/2024 | Trane Supply-112420 | 36 | B&G |
| 11/13/2024 | Trane Supply-112420 | 96.35 | B&G |
| 11/18/2024 | Trane Supply-112420 | 25.06 | B&G |
| 11/18/2024 | Trane Supply-112420 | 29.75 | B&G |
| 11/18/2024 | Trane Supply-112420 | 73.39 | B&G |
| 11/20/2024 | Trane Supply-112420 | 42.6 | B&G |
| 11/25/2024 | Trane Supply-112420 | 59.92 | B&G |
| 11/11/2024 | Tst Buttered Toast | 293.03 | B&G |
| 11/25/2024 | Tst Eggys Diner - Chic | 58.63 | B&G |
| 11/13/2024 | Tst El Fuego Tacos And | 300 | B&G |
| 11/18/2024 | Tst El Fuego Tacos And | 1,200.00 | B&G |
| 11/22/2024 | Tst El Fuego Tacos And | 2,302.00 | B&G |
| 11/13/2024 | Tst Garibaldis Hoffm | 454.77 | Student |
| 11/25/2024 | Tst Garibaldis Hoffm | 259.12 | Student |
| 11/26/2024 | Tst Garibaldis Hoffm | 630.83 | Student |
| 11/22/2024 | Tst La Ilusion Restaur | 48.23 | Staff |
| 11/25/2024 | Tst Lea French Street | 11.67 | Staff |
| 11/18/2024 | Tst Oberweis Dairy - | 53.11 | Staff |
| 11/18/2024 | Tst River Street Tave | 54.5 | Staff |
| 11/25/2024 | Tst Rosebud On The Par | 27.02 | Staff |
| 11/22/2024 | Tst Sunda New Asian | 101.06 | Staff |
| 12/3/2024 | Tst Tonys Cafe - Cryst | 330 | Student |
| 11/25/2024 | Uber Trip | 23.65 | Staff |
| 11/25/2024 | Uber Trip | 25.12 | Staff |
| 11/25/2024 | Uber Trip | 30.18 | Staff |
| 11/25/2024 | Uber Trip | 30.48 | Staff |
| 11/25/2024 | Uber Trip | 22.24 | Staff |
| 12/5/2024 | Uber Trip | 65.73 | Staff |
| 11/13/2024 | United 01624354001045 | 373.4 | Staff |
| 11/13/2024 | United 01624354001056 | 373.4 | Staff |
| 11/13/2024 | United 01624354013181 | 375.55 | Staff |
| 11/13/2024 | United 01624354013192 | 375.55 | Staff |
| 12/4/2024 | United 01644536260463 | 40 | Staff |
| 11/18/2024 | Usps Po 1600960102 | 10.75 | Staff |
| 11/25/2024 | Usps Po 1600960102 | 58.4 | Staff |
| 12/5/2024 | Usps Po 1600960102 | 105 | Staff |
| 11/21/2024 | Usps Po 1618720014 | 10.99 | Staff |
| 11/8/2024 | Usps Po 1622380118 | 146 | Staff |

| | | | |
|---|---|---|---|
| 11/25/2024 | Usps Po 1622380118 | 56 | Staff |
| 12/4/2024 | Village Fresh Market | 9.52 | Student |
| 11/11/2024 | Village Pizza & Pub | 242.05 | Staff |
| 11/8/2024 | Village Pizza And Pub | 244.67 | Staff |
| 11/18/2024 | Walgreens #4042 | 9.72 | Staff |
| 11/18/2024 | Walgreens #4042 | 9.72 | Staff |
| 11/11/2024 | Walgreens #5603 | 30.15 | Staff |
| 11/18/2024 | Walgreens #5603 | 60.31 | Staff |
| 11/18/2024 | Wal-Mart #1211 | 10.94 | Student |
| 11/6/2024 | Wal-Mart #1413 | 36.74 | Student |
| 11/18/2024 | Wal-Mart #1413 | 28.63 | Student |
| 11/28/2024 | Wal-Mart #1413 | 5.44 | Student |
| 11/7/2024 | Wal-Mart #1531 | 190.03 | Student |
| 11/8/2024 | Wal-Mart #1531 | 72.34 | Student |
| 11/11/2024 | Wal-Mart #1531 | 140.92 | Student |
| 11/11/2024 | Wal-Mart #1531 | 93.5 | Student |
| 11/11/2024 | Wal-Mart #1531 | 27.61 | Student |
| 11/11/2024 | Wal-Mart #1531 | 30.18 | Student |
| 11/13/2024 | Wal-Mart #1531 | 91.18 | Student |
| 11/14/2024 | Wal-Mart #1531 | 100 | Student |
| 11/14/2024 | Wal-Mart #1531 | 200 | Student |
| 11/14/2024 | Wal-Mart #1531 | 87.92 | Student |
| 11/14/2024 | Wal-Mart #1531 | 47.29 | Student |
| 11/15/2024 | Wal-Mart #1531 | 90.64 | Student |
| 11/18/2024 | Wal-Mart #1531 | 31.4 | Student |
| 11/18/2024 | Wal-Mart #1531 | 63.85 | Student |
| 11/19/2024 | Wal-Mart #1531 | 54.48 | Student |
| 11/19/2024 | Wal-Mart #1531 | 185.51 | Student |
| 11/19/2024 | Wal-Mart #1531 | 220.48 | Student |
| 11/19/2024 | Wal-Mart #1531 | 59.84 | Student |
| 11/20/2024 | Wal-Mart #1531 | 13.27 | Student |
| 11/20/2024 | Wal-Mart #1531 | 77.77 | Student |
| 11/20/2024 | Wal-Mart #1531 | 99.05 | Student |
| 11/21/2024 | Wal-Mart #1531 | 182.21 | Student |
| 11/25/2024 | Wal-Mart #1531 | 29.2 | Student |
| 11/25/2024 | Wal-Mart #1531 | 129.06 | Student |
| 11/26/2024 | Wal-Mart #1531 | 44.44 | Student |
| 12/3/2024 | Wal-Mart #1531 | 133.99 | Student |
| 12/3/2024 | Wal-Mart #1531 | 158.71 | Student |
| 12/4/2024 | Wal-Mart #1531 | 102.32 | Student |
| 12/4/2024 | Wal-Mart #1531 | 147.14 | Student |
| 12/4/2024 | Wal-Mart #1531 | 36.28 | Student |
| 12/5/2024 | Wal-Mart #1531 | 81.47 | Student |
| 11/18/2024 | Wal-Mart #1814 | 30.86 | Student |

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|---|---|---|---|
| 11/6/2024 | Wal-Mart #3434 | 110.92 | Student |
| 12/4/2024 | Wal-Mart #3597 | 114 | Student |
| 11/8/2024 | Wal-Mart #4641 | 21.82 | Student |
| 11/14/2024 | Wal-Mart #4641 | 56.92 | Student |
| 11/18/2024 | Wal-Mart #4641 | 351.17 | Student |
| 11/20/2024 | Wal-Mart #4641 | 39.85 | Student |
| 11/21/2024 | Wal-Mart #4641 | 90.96 | Student |
| 11/21/2024 | Wal-Mart #4641 | 198.66 | Student |
| 11/25/2024 | Wal-Mart #4641 | 83.12 | Student |
| 11/8/2024 | Wal-Mart #5060 | 348.9 | Student |
| 11/8/2024 | Wal-Mart #5060 | 10.62 | Student |
| 11/11/2024 | Wal-Mart #5060 | 29.98 | Student |
| 11/11/2024 | Wal-Mart #5060 | 39.96 | Student |
| 11/11/2024 | Wal-Mart #5060 | 24.87 | Student |
| 11/12/2024 | Wal-Mart #5060 | 55.29 | Student |
| 11/14/2024 | Wal-Mart #5060 | 132.81 | Student |
| 11/14/2024 | Wal-Mart #5060 | 29.91 | Student |
| 11/15/2024 | Wal-Mart #5060 | 14.92 | Student |
| 11/15/2024 | Wal-Mart #5060 | 74.03 | Student |
| 11/15/2024 | Wal-Mart #5060 | 55.74 | Student |
| 11/19/2024 | Wal-Mart #5060 | 151.2 | Student |
| 11/25/2024 | Wal-Mart #5060 | 45 | Student |
| 11/26/2024 | Wal-Mart #5060 | 114.96 | Student |
| 11/27/2024 | Wal-Mart #5060 | 90.3 | Student |
| 12/2/2024 | Wal-Mart #5060 | 236.47 | Student |
| 12/2/2024 | Wal-Mart #5060 | 50.76 | Student |
| 12/2/2024 | Wal-Mart #5060 | 50.4 | Student |
| 12/3/2024 | Wal-Mart #5060 | 187.73 | Student |
| 12/3/2024 | Wal-Mart #5060 | -200.48 | Student |
| 12/4/2024 | Wal-Mart #5060 | 32.97 | Student |
| 12/5/2024 | Wal-Mart #5060 | 103.5 | Student |
| 12/5/2024 | Wal-Mart #5060 | 75.39 | Student |
| 11/7/2024 | Walmart.Com | 13.72 | Staff |
| 11/7/2024 | Walmart.Com | 167 | Staff |
| 11/12/2024 | Walmart.Com | 1,291.50 | Staff |
| 11/12/2024 | Walmart.Com | 46.66 | Staff |
| 11/13/2024 | Walmart.Com | 6.86 | Staff |
| 11/21/2024 | Walmart.Com | 28.98 | Staff |
| 11/25/2024 | Walmart.Com | 302.66 | Staff |
| 11/25/2024 | Walmart.Com | -22.99 | Staff |
| 11/28/2024 | Walmart.Com | 55.99 | Staff |
| 11/6/2024 | Walmart.Com 8009256278 | 28.63 | Staff |
| 11/11/2024 | Walmart.Com 8009256278 | 6.86 | Staff |
| 11/12/2024 | Walmart.Com 8009256278 | 24.94 | Staff |

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|---|---|---|---|
| 11/12/2024 | Walmart.Com 8009256278 | 6.86 | Staff |
| 11/15/2024 | Walmart.Com 8009256278 | 9.32 | Staff |
| 11/15/2024 | Walmart.Com 8009256278 | 298.31 | Staff |
| 11/18/2024 | Walmart.Com 8009256278 | 146.94 | Staff |
| 11/20/2024 | Walmart.Com 8009256278 | 176.86 | Staff |
| 11/25/2024 | Walmart.Com 8009256278 | 138.05 | Staff |
| 11/27/2024 | Walmart.Com 8009256278 | 185.97 | Staff |
| 12/3/2024 | West Side Electric Sup | 407.53 | B&G |
| 11/25/2024 | Wingstop 1391 | 200 | Staff |
| 12/2/2024 | Wm Supercenter #1404 | 206.95 | Student |
| 11/19/2024 | Wm Supercenter #1413 | 33.8 | Student |
| 12/2/2024 | Wm Supercenter #1413 | 58.22 | Student |
| 11/6/2024 | Wm Supercenter #1681 | 405.59 | Student |
| 11/21/2024 | Wm Supercenter #1814 | 89.24 | Student |
| 11/22/2024 | Wm Supercenter #3434 | 35.55 | Student |
| 11/6/2024 | Wm Supercenter #4641 | 62.72 | Student |
| 11/8/2024 | Wm Supercenter #4641 | 6.26 | Student |
| 11/12/2024 | Wm Supercenter #4641 | 258.66 | Student |
| 11/15/2024 | Wm Supercenter #4641 | 6.24 | Student |
| 11/20/2024 | Wm Supercenter #4641 | 29.21 | Student |
| 11/22/2024 | Wm Supercenter #4641 | 198.54 | Student |
| 11/25/2024 | Wm Supercenter #4641 | 8.31 | Student |
| 11/26/2024 | Wm Supercenter #4641 | 17.35 | Student |
| 12/3/2024 | Wm Supercenter #4641 | 28.62 | Student |
| 12/3/2024 | Wm Supercenter #4641 | 525.88 | Student |
| 12/4/2024 | Wm Supercenter #4641 | 15.81 | Student |
| 11/6/2024 | Wm Supercenter #5060 | 46.3 | Student |
| 11/12/2024 | Wm Supercenter #5060 | 25.2 | Student |
| 11/13/2024 | Wm Supercenter #5060 | 28.98 | Student |
| 11/15/2024 | Wm Supercenter #5060 | 14.6 | Student |
| 11/15/2024 | Wm Supercenter #5060 | 62.96 | Student |
| 11/19/2024 | Wm Supercenter #5060 | 111.52 | Student |
| 11/20/2024 | Wm Supercenter #5060 | 98.29 | Student |
| 11/21/2024 | Wm Supercenter #5060 | 46.94 | Student |
| 11/22/2024 | Wm Supercenter #5060 | 48.55 | Student |
| 11/25/2024 | Wm Supercenter #5060 | 31.34 | Student |
| 11/25/2024 | Wm Supercenter #5060 | 54.74 | Student |
| 12/3/2024 | Wm Supercenter #5060 | 200.48 | Student |
| 12/4/2024 | Wm Supercenter #5060 | 238 | Student |
| 12/5/2024 | Wm Supercenter #5060 | 21.07 | Student |
| 12/5/2024 | Wm Supercenter #5060 | 13.48 | Student |
| 12/5/2024 | Wm Supercenter #5060 | 52.02 | Student |
| 11/15/2024 | Wm Supercenter #5352 | 101.74 | Student |
| 11/25/2024 | Wpy Subs & Salads Inc | 10.68 | Staff |

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|---|---|---|---|
| 11/11/2024 | Yeti 1-833-225-9384 | 2,850.00 | Staff |
| 11/19/2024 | Ziegler-Carpentersvill | 3.94 | B&G |
| 11/20/2024 | Ziegler-Carpentersvill | 2.85 | B&G |
| 11/21/2024 | Ziegler-Carpentersvill | 23.97 | B&G |
| 11/25/2024 | Ziegler-Carpentersvill | 48.15 | B&G |
| 11/26/2024 | Ziegler-Carpentersvill | 12.96 | B&G |
| 11/27/2024 | Ziegler-Carpentersvill | 5.78 | B&G |
| 12/3/2024 | Ziegler-Carpentersvill | 50.94 | B&G |
| 12/3/2024 | Ziegler-Carpentersvill | 24.99 | B&G |
| 12/4/2024 | Ziegler-Carpentersvill | 64.12 | B&G |
| 12/4/2024 | Ziegler-Carpentersvill | 31.92 | B&G |
| | | 144846.56 | |

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|---|---|
| Debit Total | 147,298.14 |
| Credit Total | -2,451.58 |
| Total | 144,846.56 |

## BMO, Statement Period 01/06/2025 to 02/05/2025

| Posting Date | Supplier | Amount USD | Purpose |
|---|---|---|---|
| 1/24/2025 | 2pitney Bowes Inc. | 122.85 | Staff |
| 1/24/2025 | 2pitney Bowes Leasing | 273.75 | Staff |
| 1/14/2025 | 4imprint, Inc | 381.92 | Staff |
| 1/6/2025 | Adobe Adobe | 9.99 | Staff |
| 2/5/2025 | Adobe Adobe | 9.99 | Staff |
| 1/13/2025 | Adobe Inc. | 29.99 | Staff |
| 1/13/2025 | Afp Illinois Theatre A | 75 | Staff |
| 1/30/2025 | Ahw Hampshire | 166.83 | B&G |
| 2/4/2025 | Alemayehu Bunnut | 92.56 | Staff |
| 1/31/2025 | Alexanders Steakhouse | 333.44 | Student |
| 1/31/2025 | Alexanders Steakhouse | 252.92 | Student |
| 1/31/2025 | Alexanders Steakhouse | 243.86 | Student |
| 1/20/2025 | All Star Custom Awards | 277 | Student |
| 1/6/2025 | Allianz Travel Ins | 25.38 | Staff |
| 1/6/2025 | Allianz Travel Ins | 27.22 | Staff |
| 1/16/2025 | Allianz Travel Ins | 25.38 | Staff |
| 1/6/2025 | Amazon Mark Zd5d58cw0 | 28.99 | Staff |
| 2/3/2025 | Amazon Mktpl Zc39o4u71 | 35.29 | Student |
| 1/13/2025 | Amazon Mktpl Zd5t00401 | 88.41 | B&G |
| 1/24/2025 | Amazon Mktpl Zg8s05ky0 | 27.99 | Staff |
| 1/10/2025 | Amazon.Com Zd73x1o71 | 1,000.00 | Staff |
| 1/30/2025 | Ambassador Theater 2 | 2,450.00 | Student |
| 1/6/2025 | American 0012203231779 | 494.97 | Staff |
| 1/13/2025 | American 0012205207960 | 421.96 | Staff |
| 2/5/2025 | American 0012212002150 | 480 | Staff |
| 2/5/2025 | American 0012212002151 | 480 | Staff |
| 1/20/2025 | Amuzgo Mexican Cuisine | 1,045.00 | Staff |
| 1/20/2025 | Anderson Lock Co | 22.3 | B&G |
| 1/20/2025 | Anderson Lock Co | 480.78 | B&G |
| 1/23/2025 | Anderson Lock Co | 319.6 | B&G |
| 1/30/2025 | Anderson Lock Co | 52.8 | B&G |
| 1/31/2025 | Anderson Lock Co | 290.36 | B&G |
| 1/27/2025 | Ap020 - Pf Ohare Onli | 165 | Staff |
| 2/3/2025 | Apg 502 Mundelein Nort | 254.78 | B&G |
| 1/24/2025 | Asbo | 1,375.00 | Staff |
| 1/20/2025 | Ascd Iste | 40.98 | Staff |
| 1/16/2025 | Autozone # 2549 | 43.28 | Student |
| 1/24/2025 | Ballastshop | 385.67 | B&G |
| 1/29/2025 | Batteries+bulbs #1028 | 176.45 | B&G |
| 1/29/2025 | Batteries+bulbs #1028 | 33.3 | B&G |
| 2/4/2025 | Batteries+bulbs #1028 | 50.3 | B&G |
| 2/5/2025 | Batteries+bulbs #1028 | 62.55 | B&G |

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|---|---|---|---|
| 1/31/2025 | Bay Leaf - Indian Rest | 24.48 | Staff |
| 1/29/2025 | Bernard B Jacobs Thtre | 2,655.00 | Student |
| 2/4/2025 | Best Buy 00003152 | 579.96 | Staff |
| 2/3/2025 | Bestbuycom807027180594 | 325.16 | Staff |
| 2/3/2025 | Biaggis Bloomington | 536.2 | Student |
| 1/29/2025 | Blockj Fresh Market | 6.28 | Student |
| 1/16/2025 | Bowlero Randall Road | 1,015.55 | Student |
| 1/20/2025 | Bowlero Randall Road | 137.05 | Student |
| 2/5/2025 | Bowlero Randall Road | 1,271.36 | Student |
| 1/10/2025 | Brewhaus 31 | 2,357.20 | Staff |
| 1/29/2025 | Broadway Inbound 2 | 306 | Student |
| 1/30/2025 | Broadway Theater 2 | 2,156.00 | Student |
| 1/16/2025 | Brookes Publishing | 650 | Staff |
| 1/17/2025 | Brookes Publishing | 50.5 | Staff |
| 2/5/2025 | Brookes Publishing | 29.95 | Staff |
| 2/5/2025 | Brookes Publishing | 29.95 | Staff |
| 2/5/2025 | Brookes Publishing | 29.95 | Staff |
| 1/9/2025 | Bt Banebots | 27.8 | Student |
| 1/31/2025 | Buffalo Wild Wngs 0742 | 59.63 | Staff |
| 1/16/2025 | Buona Algonquin #20 | 47.31 | Staff |
| 1/27/2025 | Buona Algonquin #20 M | 159.9 | Staff |
| 1/28/2025 | Carlson Livery Llc | 310 | Staff |
| 2/3/2025 | Caseys #6907 | 251.04 | Staff |
| 2/4/2025 | Cassidy Tire And Servi | 75 | B&G |
| 2/3/2025 | Catrina`s Express | 15.85 | Staff |
| 2/3/2025 | Chick-Fil-A #03421 | 7.58 | Staff |
| 1/23/2025 | Chick-Fil-A #04756 | 107.44 | Staff |
| 1/13/2025 | Circle K # 01403 | 46.16 | Student |
| 1/13/2025 | Circle K # 01403 | 49.67 | Student |
| 1/13/2025 | Circle K # 01434 | 45.83 | Student |
| 1/13/2025 | Circle K # 01434 | 52.11 | Student |
| 1/13/2025 | Circle K # 01434 | 66.01 | Student |
| 1/13/2025 | Circle K # 01434 | 76.32 | Student |
| 1/13/2025 | Classic Cinemas 12 | 65.4 | Student |
| 1/8/2025 | Copy Express | 196.07 | Staff |
| 1/15/2025 | Cossba Eve Reg9xlpb58 | 995 | Staff |
| 1/24/2025 | Cossba Eve Regcs5ugvj | 3,540.00 | Staff |
| 1/14/2025 | Countrydonuts | 72.95 | Staff |
| 1/30/2025 | Countrydonuts | 72.95 | Staff |
| 1/6/2025 | Culvers Of Belvidere | 230.22 | Student |
| 2/3/2025 | Culvers Of Peru | 20.66 | Staff |
| 2/3/2025 | Dd/Br #342731 Q35 | 11.77 | Staff |
| 2/3/2025 | Dd/Br #342731 Q35 | 13.46 | Staff |
| 1/27/2025 | Dd/Br #347245 Q35 | 14.99 | Staff |

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| 2/3/2025 | Dd/Br #356491 | 139.93 | Staff |
| 1/6/2025 | Decker Equip School Fi | 67.45 | B&G |
| 1/6/2025 | Delta 00622942604406 | 276.97 | Staff |
| 1/6/2025 | Delta 00622947449773 | 276.97 | Staff |
| 1/16/2025 | Delta 00622974763283 | 216.96 | Staff |
| 1/13/2025 | Dollar Tree | 36.25 | Student |
| 1/22/2025 | Dollar Tree | 120 | Student |
| 1/24/2025 | Dollar Tree | 51.25 | Student |
| 2/3/2025 | Dollar Tree | 8.75 | Student |
| 2/5/2025 | Dollar Tree | 29.25 | Student |
| 1/13/2025 | Dominos 2962 | 70.44 | Student |
| 2/3/2025 | Drury Inn Fairview Hts | 144.41 | Staff |
| 2/3/2025 | Drury Inn Fairview Hts | 148.86 | Staff |
| 2/3/2025 | Drury Inn Fairview Hts | 172.88 | Staff |
| 2/3/2025 | Drury Inn Fairview Hts | 182.48 | Staff |
| 1/20/2025 | Dunkin #351536 Q35 | 89.75 | Staff |
| 1/9/2025 | Dunkin #353718 Q35 | 23.38 | Staff |
| 1/10/2025 | Dunkin #353718 Q35 | 67.97 | Staff |
| 1/10/2025 | Dunkin #353718 Q35 | 112.74 | Staff |
| 1/10/2025 | Dunkin #353718 Q35 | 53.69 | Staff |
| 1/13/2025 | Dunkin #353718 Q35 | 14.59 | Staff |
| 1/13/2025 | Dunkin #353718 Q35 | 24.67 | Staff |
| 1/20/2025 | Dunkin #353718 Q35 | 104.34 | Staff |
| 1/27/2025 | Dunkin #353718 Q35 | 35.36 | Staff |
| 1/27/2025 | Dunkin #353718 Q35 | 98.15 | Staff |
| 1/31/2025 | Dunkin #353718 Q35 | 77.54 | Staff |
| 2/4/2025 | Dunkin #353718 Q35 | 79.74 | Staff |
| 1/13/2025 | Dunkin #353988 Q35 | 23.88 | Staff |
| 1/27/2025 | Dunkin #353988 Q35 | 23.88 | Staff |
| 1/10/2025 | Eastside Cafe Coffee | 96.62 | Staff |
| 1/13/2025 | Eb Ihstca Tennis Coac | 120 | Staff |
| 1/30/2025 | Ed S Rental And Sales | 74.08 | B&G |
| 1/8/2025 | Edweek Premium Digital | 77 | Staff |
| 2/3/2025 | Edweek Std Digital | 29 | Staff |
| 1/20/2025 | Einstein Bros Bagels24 | 19.29 | Staff |
| 2/3/2025 | Einstein Bros Bagels24 | 19.29 | Staff |
| 1/13/2025 | Einstein Bros-Online C | 344.22 | Staff |
| 1/6/2025 | Elgin Key & Lock Co | 8.24 | B&G |
| 1/9/2025 | Elgin Key & Lock Co | 60.64 | B&G |
| 1/9/2025 | Elgin Key & Lock Co | 242.28 | B&G |
| 1/9/2025 | Elgin Key & Lock Co | 24.65 | B&G |
| 1/30/2025 | Elgin Key & Lock Co | 51.23 | B&G |
| 2/3/2025 | Elgin Key & Lock Co | 8.24 | B&G |
| 1/8/2025 | Every Good Thing | 13.87 | Staff |

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|---|---|---|---|
| 1/31/2025 | Exxon Main St Mart | 90.83 | Student |
| 1/24/2025 | Ezcater McAlisters Del | 268.7 | Staff |
| 1/17/2025 | Ezcater Panera Bread | 284.24 | Staff |
| 1/23/2025 | Ezcater Panera Bread | 209.61 | Staff |
| 1/15/2025 | Family Dentistry Of Cr | 822 | Staff |
| 1/27/2025 | Family Dentistry Of Cr | -822 | Staff |
| 1/17/2025 | Farm & Flt Of Woodstoc | 489.96 | B&G |
| 1/29/2025 | Fastsigns 100801 | 35 | Staff |
| 2/5/2025 | Fastsigns 100801 | 132.92 | Staff |
| 1/14/2025 | Fcc Franklincvyseminar | 569 | Staff |
| 1/14/2025 | Fcc Franklincvyseminar | 569 | Staff |
| 1/16/2025 | Fcc Franklincvyseminar | 569 | Staff |
| 1/16/2025 | Fcc Franklincvyseminar | 569 | Staff |
| 1/6/2025 | Fedex32427282 | 42 | Staff |
| 1/17/2025 | Fedex32835842 | 33.41 | Staff |
| 1/29/2025 | Ferguson Ent #1123 | 127.8 | B&G |
| 2/3/2025 | Four Points By Sherato | 240 | Staff |
| 2/3/2025 | Four Points By Sherato | 310 | Staff |
| 2/3/2025 | Four Points By Sherato | 177.2 | Staff |
| 2/3/2025 | Four Points By Sherato | 340.4 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points By Sherato | 510.6 | Staff |
| 2/3/2025 | Four Points Sheraton F | 25 | Staff |
| 2/3/2025 | Four Points Sheraton F | 13.8 | Staff |
| 1/17/2025 | Foxvalleyfire&safety C | 280 | B&G |
| 1/10/2025 | Galatis Hideaway | 20.93 | Staff |
| 1/10/2025 | Galatis Hideaway | 20.95 | Staff |
| 1/10/2025 | Galatis Hideaway | 19.45 | Staff |
| 1/7/2025 | Gamma.App | 96 | Staff |
| 1/31/2025 | Gfs Store #1913 | 87.43 | Student |
| 1/10/2025 | Glazier Clinics | 499 | Staff |
| 1/16/2025 | Government Finance Off | 910 | Staff |
| 1/7/2025 | Grainger | 711 | B&G |
| 1/29/2025 | Grainger | 309.09 | B&G |

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| 1/7/2025 | Gustave A Larson Compa | 101.09 | B&G |
| 1/8/2025 | Gustave A Larson Compa | 74.55 | B&G |
| 1/10/2025 | Gustave A Larson Compa | 1,101.88 | B&G |
| 1/20/2025 | Gustave A Larson Compa | 85.6 | B&G |
| 1/24/2025 | Gustave A Larson Compa | 55.79 | B&G |
| 1/27/2025 | Gustave A Larson Compa | 408.72 | B&G |
| 2/3/2025 | Hacienda Leon Mexican | 417.35 | Student |
| 1/29/2025 | Half Price Books #117 | 100 | Student |
| 1/29/2025 | Half Price Books #117 | 200 | Student |
| 1/28/2025 | Hamilton Tickets | 3,150.00 | Student |
| 1/7/2025 | Hampshire Napa | 60.01 | Student |
| 1/30/2025 | Hardees 529 | 16.68 | Staff |
| 1/7/2025 | Herff Jones | 1,006.50 | Staff |
| 1/22/2025 | Herff Jones | -74.55 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 20.04 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 19.04 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 20.04 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 20.04 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 20.04 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 20.04 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 500.64 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 460.53 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 500.64 | Staff |
| 2/3/2025 | Hilton Garden Inn Orla | 500.64 | Staff |
| 1/29/2025 | Hobby-Lobby #0163 | 18.85 | Student |
| 1/20/2025 | Hobby-Lobby #0186 | 18.23 | Student |
| 1/9/2025 | Hobby-Lobby #520 | 180.35 | Student |
| 1/13/2025 | Hobby-Lobby #520 | 52.39 | Student |
| 1/29/2025 | Hobby-Lobby #520 | 14.95 | Student |
| 1/29/2025 | Hobby-Lobby #520 | 62.32 | Student |
| 1/30/2025 | Hobby-Lobby #520 | 49.32 | Student |
| 2/5/2025 | Hobby-Lobby #520 | 10.68 | Student |
| 1/13/2025 | Holiday Inn Champaign | 3,141.40 | Student |
| 1/13/2025 | Holiday Inn Champaign | 4,734.70 | Student |
| 1/13/2025 | Holiday Inn Champaign | 5,704.00 | Student |
| 1/14/2025 | Holiday Inn Champaign | 558.76 | Student |
| 1/10/2025 | Homedepot.Com | 110.15 | B&G |
| 1/13/2025 | Homedepot.Com | 309.98 | B&G |
| 1/20/2025 | Homedepot.Com | 297 | B&G |
| 2/3/2025 | Homedepot.Com | 66.98 | B&G |
| 2/3/2025 | Hoops Pub & Pizzeria | 200.45 | Student |
| 2/3/2025 | Hoops Pub & Pizzeria | 17.5 | Student |
| 2/3/2025 | Https://Scribe.How/B | 21.09 | Staff |
| 1/16/2025 | Humblefax | 10 | Staff |

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|---|---|---|---|
| 1/10/2025 | Ihsbca | 615 | Staff |
| 1/13/2025 | Il | 600 | Staff |
| 2/4/2025 | Il Paralegal Assoc | 85 | Staff |
| 1/31/2025 | Illinois Association O | 340 | Staff |
| 1/9/2025 | Illinois Principals As | 314 | Staff |
| 1/20/2025 | Illinois Principals As | 275 | Staff |
| 2/3/2025 | Illinois Reading Counc | 265 | Staff |
| 1/7/2025 | Illinois School Psycho | 395 | Staff |
| 1/8/2025 | Illinois School Psycho | 450 | Staff |
| 1/15/2025 | Illinois School Psycho | 75 | Staff |
| 1/15/2025 | Illinois School Psycho | -55 | Staff |
| 1/29/2025 | Ilmea | 100 | Staff |
| 1/8/2025 | In Central Tree & Lan | 43.68 | B&G |
| 1/28/2025 | In Print Loop | 279 | Student |
| 1/9/2025 | In Rieke Septic Servi | 600 | B&G |
| 1/16/2025 | Isu Conferences | 289 | Staff |
| 1/20/2025 | Jc Licht - 1250 - Algo | 263.39 | B&G |
| 1/28/2025 | Jc Licht - 1250 - Algo | 94.58 | B&G |
| 1/30/2025 | Jc Licht - 1250 - Algo | 99.07 | B&G |
| 2/3/2025 | Jc Licht - 1250 - Algo | 71.8 | B&G |
| 1/16/2025 | Jersey Mikes Online Uc | 67.84 | Staff |
| 1/20/2025 | Jewel #3198 | 104.75 | Student |
| 1/31/2025 | Jewel #3198 | 46.93 | Student |
| 1/10/2025 | Jewel Osco 1256 | 26.99 | Student |
| 1/14/2025 | Jewel Osco 1306 | 72.02 | Student |
| 1/15/2025 | Jewel Osco 1306 | 31.97 | Student |
| 1/16/2025 | Jewel Osco 1306 | 30.96 | Student |
| 1/20/2025 | Jewel Osco 1306 | 47.94 | Student |
| 2/3/2025 | Jewel Osco 1306 | 47.94 | Student |
| 1/7/2025 | Jewel Osco 1518 | 30.41 | Student |
| 1/9/2025 | Jewel Osco 2310 | 8.98 | Student |
| 1/10/2025 | Jewel Osco 2310 | 54.41 | Student |
| 1/15/2025 | Jewel Osco 2310 | 18.29 | Student |
| 1/17/2025 | Jewel Osco 2310 | 87.97 | Student |
| 1/20/2025 | Jewel Osco 2310 | 175.26 | Student |
| 1/24/2025 | Jewel Osco 2310 | 16.46 | Student |
| 2/5/2025 | Jewel Osco 2310 | 27.96 | Student |
| 1/7/2025 | Jewel Osco 2507 | 6.88 | Student |
| 1/7/2025 | Jewel Osco 2517 | 16.2 | Student |
| 1/16/2025 | Jewel Osco 3394 | 21.96 | Student |
| 2/3/2025 | Jewel Osco 3394 | 192.97 | Student |
| 1/15/2025 | Jewel Osco 3451 | 77.89 | Student |
| 1/16/2025 | Jewel Osco 3451 | 19.47 | Student |
| 1/17/2025 | Jewel Osco 3451 | 29.93 | Student |

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|---|---|---|---|
| 1/20/2025 | Jewel Osco 3451 | 26.5 | Student |
| 1/27/2025 | Jewel Osco 3451 | 65.5 | Student |
| 1/27/2025 | Jewel Osco 3451 | 23.57 | Student |
| 1/29/2025 | Jewel Osco 3451 | 33.73 | Student |
| 1/30/2025 | Jewel Osco 3451 | 16.25 | Student |
| 1/31/2025 | Jewel Osco 3451 | 32.16 | Student |
| 2/3/2025 | Jewel Osco 3451 | 22.27 | Student |
| 1/7/2025 | Jewel Osco 3496 | 22.35 | Student |
| 1/16/2025 | Jewel Osco 4308 | 18.87 | Student |
| 1/16/2025 | Jewel Osco 4308 | 29.2 | Student |
| 1/14/2025 | Jimmy Johns - 0466 | 97.18 | Staff |
| 1/14/2025 | Jimmy Johns - 0466 | 97.18 | Staff |
| 1/29/2025 | Jimmy Johns - 0466 | 127.98 | Staff |
| 1/31/2025 | Jimmy Johns - 28 | 34.55 | Staff |
| 2/3/2025 | Jimmy Johns - 28 | 75.8 | Staff |
| 1/27/2025 | Jimmy Johns - 836 | 75.97 | Staff |
| 1/28/2025 | Jimmy Johns - 836 | 127.18 | Staff |
| 1/16/2025 | Jimmy Johns - 836 - Mo | 50.17 | Staff |
| 2/3/2025 | Joann Stores #2113 | 242.22 | Student |
| 1/14/2025 | Joann Stores #2465 | 61.28 | Student |
| 1/16/2025 | Joann Stores #2465 | 139.87 | Student |
| 1/20/2025 | Joann Stores #2465 | 22.3 | Student |
| 1/23/2025 | Joann Stores #2465 | 59.95 | Student |
| 1/27/2025 | Joann Stores #2465 | 463.9 | Student |
| 1/20/2025 | Julius Ai - Data Ast | 150 | Staff |
| 1/13/2025 | Just Bee Acai | 14.04 | Staff |
| 2/5/2025 | Kansas City Marriott | 466.8 | Staff |
| 2/3/2025 | Kingston Lanes | 80.96 | Student |
| 1/27/2025 | Kosta S Gyros - Algonq | 22.53 | Staff |
| 1/27/2025 | Kosta S Gyros - Algonq | 26.12 | Staff |
| 1/30/2025 | Kosta S Gyros - Algonq | 56.23 | Staff |
| 1/13/2025 | Lakes Bowl | 75 | Student |
| 1/13/2025 | Lakes Bowl | 125 | Student |
| 1/13/2025 | Learning Forward (Lf) | 75 | Staff |
| 1/13/2025 | Little Caesars #1713 | 104.89 | Student |
| 1/20/2025 | Little Caesars #1713 | 154.75 | Student |
| 1/27/2025 | Little Caesars #1713 | 149.75 | Student |
| 2/4/2025 | Little Caesars #1713 | 119.8 | Student |
| 1/9/2025 | Little Caesars 1551 00 | 126.43 | Student |
| 1/28/2025 | Little Caesars 1551 00 | 99.86 | Student |
| 1/8/2025 | Little Green Apple Hlm | 39.64 | Staff |
| 1/14/2025 | Little Green Apple Hlm | 65.92 | Staff |
| 1/13/2025 | Lou Malnatis | 100 | Staff |
| 1/13/2025 | Lou Malnatis Pizzeria | 193.28 | Staff |

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|---|---|---|---|
| 1/22/2025 | Lou Malnatis Pizzeria | 103.57 | Staff |
| 1/23/2025 | Lou Malnatis Pizzeria | -6.48 | Staff |
| 1/9/2025 | Lowes #01739 | 127.04 | B&G |
| 1/13/2025 | Lowes #01739 | 211.5 | B&G |
| 1/13/2025 | Lowes #01739 | 73.42 | B&G |
| 1/21/2025 | Lowes #01739 | 15.98 | B&G |
| 1/24/2025 | Lowes #01739 | 319.92 | B&G |
| 1/30/2025 | Luc Career Dev Center | 45 | Staff |
| 1/22/2025 | Lukes Beef Inc | 85 | Staff |
| 2/3/2025 | Maggianos Pointe Orlan | 36.2 | Staff |
| 2/3/2025 | Maggianos Pointe Orlan | 39 | Staff |
| 2/3/2025 | Maggianos Pointe Orlan | 38.96 | Staff |
| 2/3/2025 | Maggianos Pointe Orlan | 42.8 | Staff |
| 1/6/2025 | Marianos #544 | 56 | Student |
| 2/3/2025 | Marriott Hotel & Confe | 151.2 | Staff |
| 2/3/2025 | Marriott Hotel & Confe | 151.2 | Staff |
| 1/28/2025 | Martin One Source | 530.5 | Staff |
| 1/27/2025 | McAlisters 101345 | 9.79 | Staff |
| 1/31/2025 | McAlisters 101345 | 162.37 | Staff |
| 2/4/2025 | McAlisters 101345 | 542.9 | Staff |
| 1/16/2025 | McDonalds F22889 | 85.55 | Student |
| 1/30/2025 | McDonalds F22889 | 1.29 | Student |
| 2/3/2025 | McDonalds F32030 | 11.27 | Student |
| 2/4/2025 | McDonalds M6309 Of | 9.78 | Student |
| 1/14/2025 | Meijer # 206 | 73 | Student |
| 1/20/2025 | Meijer # 206 | 5.34 | Student |
| 1/29/2025 | Meijer # 206 | 80.76 | Student |
| 2/4/2025 | Meijer # 206 | 29.21 | Student |
| 2/4/2025 | Meijer # 206 | 99.29 | Student |
| 1/13/2025 | Meijer Express 206 | 63.78 | Student |
| 1/13/2025 | Meijer Express 206 | 69.92 | Student |
| 2/3/2025 | Meijer Express 206 | 70.56 | Student |
| 1/15/2025 | Meijer Store #206 | 39.73 | Student |
| 1/16/2025 | Meijer Store #206 | 33.19 | Student |
| 1/17/2025 | Meijer Store #206 | 38.76 | Student |
| 1/24/2025 | Meijer Store #206 | 51.87 | Student |
| 1/27/2025 | Meijer Store #206 | 35.47 | Student |
| 1/28/2025 | Meijer Store #206 | 175.59 | Student |
| 1/29/2025 | Meijer Store #206 | 104.8 | Student |
| 1/30/2025 | Meijer Store #206 | 7.48 | Student |
| 1/31/2025 | Meijer Store #206 | 28.38 | Student |
| 2/4/2025 | Meijer Store #206 | 68.56 | Student |
| 2/4/2025 | Meijer Store #206 | 24.65 | Student |
| 2/5/2025 | Meijer Store #206 | 39.77 | Student |

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| 1/6/2025 | Menards Carpentersvill | 286.63 | B&G |
| 1/6/2025 | Menards Carpentersvill | 40.26 | B&G |
| 1/6/2025 | Menards Carpentersvill | 14.57 | B&G |
| 1/8/2025 | Menards Carpentersvill | 13.57 | B&G |
| 1/9/2025 | Menards Carpentersvill | 93.55 | B&G |
| 1/10/2025 | Menards Carpentersvill | 7.5 | B&G |
| 1/13/2025 | Menards Carpentersvill | 106.22 | B&G |
| 1/13/2025 | Menards Carpentersvill | 60.89 | B&G |
| 1/15/2025 | Menards Carpentersvill | 76.37 | B&G |
| 1/17/2025 | Menards Carpentersvill | 124.44 | B&G |
| 1/17/2025 | Menards Carpentersvill | 30.9 | B&G |
| 1/20/2025 | Menards Carpentersvill | 119.87 | B&G |
| 1/20/2025 | Menards Carpentersvill | 18.33 | B&G |
| 1/20/2025 | Menards Carpentersvill | 45.65 | B&G |
| 1/20/2025 | Menards Carpentersvill | 13.5 | B&G |
| 1/20/2025 | Menards Carpentersvill | 87.38 | B&G |
| 1/22/2025 | Menards Carpentersvill | 45.76 | B&G |
| 1/22/2025 | Menards Carpentersvill | 40.42 | B&G |
| 1/23/2025 | Menards Carpentersvill | 46.66 | B&G |
| 1/27/2025 | Menards Carpentersvill | 24.71 | B&G |
| 1/28/2025 | Menards Carpentersvill | -64.29 | B&G |
| 1/29/2025 | Menards Carpentersvill | 49.38 | B&G |
| 1/29/2025 | Menards Carpentersvill | 70.83 | B&G |
| 1/30/2025 | Menards Carpentersvill | 59.38 | B&G |
| 1/31/2025 | Menards Carpentersvill | 14.67 | B&G |
| 2/3/2025 | Menards Carpentersvill | 22.29 | B&G |
| 2/3/2025 | Menards Carpentersvill | 24.99 | B&G |
| 2/5/2025 | Menards Carpentersvill | 90.5 | B&G |
| 2/5/2025 | Menards Carpentersvill | 129.03 | B&G |
| 1/23/2025 | Menards Crystal Lake I | 37.77 | B&G |
| 1/13/2025 | Michaels #9490 | 5.98 | Student |
| 1/6/2025 | Michaels Stores 4802 | -2.54 | Student |
| 1/6/2025 | Michaels Stores 4802 | -5.51 | Student |
| 1/6/2025 | Michaels Stores 4802 | 5.52 | Student |
| 1/6/2025 | Michaels Stores 4802 | 7.64 | Student |
| 1/10/2025 | Michaels Stores 4802 | 50.83 | Student |
| 1/13/2025 | Michaels Stores 4802 | 67.97 | Student |
| 2/3/2025 | Michaels Stores 4802 | 29.97 | Student |
| 2/5/2025 | Michaels Stores 4802 | 8.97 | Student |
| 2/5/2025 | Michaels Stores 4802 | -32.44 | Student |
| 2/5/2025 | Michaels Stores 4802 | 79.81 | Student |
| 1/6/2025 | Michaels Stores 5019 | -4.59 | Student |
| 2/3/2025 | Mid Valley Glass | 40 | B&G |
| 1/20/2025 | Morettis | 169.54 | Staff |

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| 1/30/2025 | Morettis Restaurante | 72.15 | Staff |
| 1/17/2025 | Nametagcountry.Com | 22.1 | Staff |
| 1/30/2025 | Nametagcountry.Com | 23.6 | Staff |
| 1/7/2025 | Napa Auto Parts | 13.18 | Student |
| 1/15/2025 | Napa Parts 0025209 | 79.36 | Student |
| 1/15/2025 | Napa Parts 0025209 | 117.24 | Student |
| 1/15/2025 | Napa Parts 0025209 | 152.7 | Student |
| 1/31/2025 | Napa Parts 0025209 | -18 | Student |
| 1/30/2025 | Neiu Foundation | 75 | Staff |
| 1/28/2025 | Nyphil Concerts | 15,066.00 | Student |
| 1/10/2025 | Openai Chatgpt Subscr | 20 | Staff |
| 1/13/2025 | Openai Chatgpt Subscr | 20 | Staff |
| 1/27/2025 | Openai Chatgpt Subscr | 20 | Staff |
| 1/30/2025 | Openai Chatgpt Subscr | 20 | Staff |
| 1/31/2025 | Paddle.Net Hedge | 31.39 | Staff |
| 1/24/2025 | Panda Express #1324 P | 199.47 | Student |
| 1/13/2025 | Panda Express #2341 | 129.34 | Student |
| 1/20/2025 | Panera Bread #203291 O | 228.19 | Staff |
| 1/24/2025 | Panera Bread #203291 O | 368.15 | Staff |
| 1/24/2025 | Panera Bread #203291 O | 169.75 | Staff |
| 1/27/2025 | Panera Bread #204091 O | 68.55 | Staff |
| 1/14/2025 | Panera Bread #204091 P | 29.26 | Staff |
| 2/3/2025 | Panera Bread #601295 P | 57.02 | Staff |
| 2/3/2025 | Panera Bread #601295 P | 68.77 | Staff |
| 2/3/2025 | Panera Bread #601295 P | 97.65 | Staff |
| 1/13/2025 | Papa Johns #0074 | 170.47 | Student |
| 1/20/2025 | Papa Johns #3303 | 632.83 | Student |
| 1/31/2025 | Papa Johns 4534 | 131.49 | Student |
| 1/23/2025 | Papa Saverios - Huntle | 559.98 | Student |
| 1/27/2025 | Papa Saverios - Huntle | 15 | Student |
| 1/29/2025 | Papa Saverios - Huntle | 157.97 | Student |
| 1/29/2025 | Papa Saverios - Huntle | 338.99 | Student |
| 1/22/2025 | Parts Town, Llc | 113.17 | B&G |
| 1/27/2025 | Parts Town, Llc | 142.68 | B&G |
| 2/3/2025 | Parts4heatingcom | 296.68 | B&G |
| 1/13/2025 | Party City 5318 | 74.81 | Staff |
| 1/14/2025 | Pay Morettis Elgin | 250 | Staff |
| 1/16/2025 | Pivotal Weather-Llc | 9.99 | Staff |
| 1/27/2025 | Plum Hollow Family Cen | 18 | Student |
| 1/20/2025 | Porter Pipe & Supply | 7.42 | B&G |
| 1/17/2025 | Portillos Algonquin #8 | 630.81 | Staff |
| 1/7/2025 | Portillos Algonquin84o | 346.04 | Staff |
| 1/15/2025 | Portillos Algonquin84o | 312.88 | Staff |
| 1/17/2025 | Portillos Algonquin84o | -18.4 | Staff |

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|---|---|---|---|
| 1/22/2025 | Portillos Algonquin84o | -20.56 | Staff |
| 1/9/2025 | Potbelly | 12.59 | Staff |
| 1/30/2025 | Potbelly | 4.28 | Staff |
| 1/29/2025 | Potbelly #75 | 77.58 | Staff |
| 1/13/2025 | Qdoba 3165 | 11.93 | Staff |
| 1/13/2025 | Qdoba 3165 | 58.63 | Staff |
| 2/3/2025 | Quick Trans | 315.9 | Staff |
| 2/5/2025 | Quick Trans | 408.47 | Staff |
| 1/7/2025 | Ralph Helm | 3,557.30 | B&G |
| 1/8/2025 | Ralph Helm | 84.64 | B&G |
| 1/16/2025 | Ralph Helm | 1,391.67 | B&G |
| 1/27/2025 | Ralph Helm | 2,409.30 | B&G |
| 1/6/2025 | Randall Roadhouse | 154.85 | Staff |
| 1/14/2025 | Randall Roadhouse | 49.39 | Staff |
| 1/31/2025 | Randall Roadhouse | 157.47 | Staff |
| 1/10/2025 | Red Robin No 343 | 83.72 | Staff |
| 1/15/2025 | Red Robin No 343 | 52.94 | Staff |
| 1/27/2025 | Red Robin No 343 | 119.84 | Staff |
| 2/5/2025 | Red Robin No 343 | 196.83 | Staff |
| 1/13/2025 | Remarkable | 626.77 | Staff |
| 1/13/2025 | Road Ranger #132 | 70 | Student |
| 2/3/2025 | Rosati Carpentersville | 79.6 | Student |
| 2/3/2025 | Rosen Centre Reds Deli | 4.83 | Staff |
| 2/3/2025 | Rosen Harrys Poolsde | 30.56 | Staff |
| 2/3/2025 | Rosen Harrys Poolsde | 24.3 | Staff |
| 2/3/2025 | Rosen Harrys Poolsde | 31.42 | Staff |
| 2/3/2025 | Rosen Harrys Poolsde | 22.11 | Staff |
| 1/6/2025 | Russo Power Equipment | 79.98 | B&G |
| 1/16/2025 | Rvt Adlai E Stevenson | 300 | Staff |
| 1/17/2025 | Rvt Adlai E Stevenson | -300 | Staff |
| 1/23/2025 | Rvt Adlai E Stevenson | 50 | Staff |
| 1/23/2025 | Rvt Adlai E Stevenson | 200 | Staff |
| 1/31/2025 | Rvt Adlai E Stevenson | 50 | Staff |
| 1/10/2025 | Salesforce25 Eds25reg | 449 | Staff |
| 1/13/2025 | Sams Club #4942 | 341.84 | Student |
| 1/6/2025 | Sams Club #6339 | -123.84 | Student |
| 1/7/2025 | Sams Club #6339 | 45.46 | Student |
| 1/13/2025 | Sams Club #6339 | 17.96 | Student |
| 2/5/2025 | Sams Club #8297 | 55.68 | Student |
| 1/14/2025 | Samsclub #4942 | 28.56 | Student |
| 1/20/2025 | Samsclub #6339 | 99.8 | Student |
| 1/22/2025 | Samsclub #6339 | 105.92 | Student |
| 1/22/2025 | Samsclub #6339 | 89.08 | Student |
| 1/24/2025 | Samsclub #6339 | 339.52 | Student |

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|---|---|---|---|
| 1/27/2025 | Samsclub #6339 | 162.24 | Student |
| 1/28/2025 | Samsclub #6339 | 25.96 | Student |
| 1/28/2025 | Samsclub #6339 | -49.9 | Student |
| 1/13/2025 | Samsclub.Com | 300.48 | Staff |
| 1/20/2025 | Samsclub.Com | 69.8 | Staff |
| 1/24/2025 | Samsclub.Com | 85.65 | Staff |
| 1/29/2025 | Seatgeek.Com | 1,715.00 | Student |
| 1/29/2025 | Seatgeek.Com | 2,009.00 | Student |
| 2/3/2025 | Shake Shack - 1276 | 19.98 | Staff |
| 1/9/2025 | Sheetmusicplus.Com | 249.1 | Student |
| 1/13/2025 | Shell Oil 10077610003 | 30.96 | Student |
| 1/13/2025 | Shell Oil 57444091706 | 29.28 | Student |
| 1/13/2025 | Shell Oil 57444091706 | 35.44 | Student |
| 1/20/2025 | Sheraton Indianapolis | 175.5 | Staff |
| 1/20/2025 | Sheraton Indianapolis | 175.5 | Staff |
| 1/20/2025 | Sheraton Indianapolis | 175.5 | Staff |
| 1/20/2025 | Sheraton Indianapolis | 175.5 | Staff |
| 1/6/2025 | Signarama Carpentersvi | 160 | Staff |
| 1/23/2025 | Signarama Carpentersvi | 225 | Staff |
| 1/22/2025 | Slice | 1.64 | Staff |
| 1/22/2025 | Slice Randallroadhouse | 96.3 | Staff |
| 1/15/2025 | Smartsign | 223.34 | Staff |
| 1/23/2025 | Smartsign | -18.44 | Staff |
| 1/9/2025 | Southwes 5262596828643 | 176.96 | Staff |
| 2/5/2025 | Sp Central Tree | 262.08 | B&G |
| 1/23/2025 | Sp Larkin Floral | 85.93 | Student |
| 1/7/2025 | Sp Quick Transfers | 1,761.27 | Student |
| 1/13/2025 | Speedway 07616 115 N 8 | 19.97 | Student |
| 1/17/2025 | Spi Directv Service | 151.97 | Staff |
| 1/17/2025 | Spm Marketing | 202.32 | Staff |
| 1/17/2025 | Sq Andersens Engravi | 195 | Student |
| 1/20/2025 | Sq Andersens Engravi | 100 | Student |
| 2/3/2025 | Sq Blessed Little Kit | 217.66 | Staff |
| 2/3/2025 | Sq Cxt Roasting Compa | 4.8 | Staff |
| 1/31/2025 | Sq Great Harvest Brea | -1.17 | Staff |
| 1/31/2025 | Sq Great Harvest Brea | 14.18 | Staff |
| 2/3/2025 | Sq Great Harvest Brea | 17.7 | Staff |
| 2/3/2025 | Sq Intuition Coffee + | 17.52 | Staff |
| 1/24/2025 | Sq Kane Cty Roe Event | 50 | Staff |
| 1/17/2025 | Sq Labor Arbitration | 450 | Staff |
| 2/4/2025 | Sq Priscillas Ultima | 810.4 | Student |
| 1/31/2025 | Sq Savor At Peoria Ci | 6.85 | Staff |
| 1/10/2025 | Sq Trophykits.Com | 10.74 | Student |
| 2/3/2025 | Starbucks 10954 | 188.25 | Student |

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|---|---|---|---|
| 2/3/2025 | Starbucks Store 10239 | 169.25 | Student |
| 2/3/2025 | Starbucks Store 24782 | 184.45 | Student |
| 1/20/2025 | Steiner Elec St Charle | 838.8 | B&G |
| 1/9/2025 | Target 00008383 | 84.38 | Student |
| 1/9/2025 | Target 00018010 | 58.11 | Student |
| 1/10/2025 | Target 00018010 | 43.21 | Student |
| 1/10/2025 | Target 00018010 | 7.99 | Student |
| 1/15/2025 | Target 00018010 | 38.45 | Student |
| 1/16/2025 | Target 00018010 | -38.45 | Student |
| 1/17/2025 | Target 00018010 | 75.03 | Student |
| 1/20/2025 | Target 00018010 | 27.78 | Student |
| 1/20/2025 | Target 00018010 | 55.95 | Student |
| 1/24/2025 | Target 00018010 | 669.11 | Student |
| 2/4/2025 | Target 00018010 | 31.39 | Student |
| 1/28/2025 | Target 00021220 | 195.67 | Student |
| 1/13/2025 | Target 00033415 | 107.47 | Student |
| 1/10/2025 | Taylor St Pizza Algonq | 84.3 | Student |
| 1/20/2025 | Taylor St Pizza Algonq | 239.28 | Student |
| 2/3/2025 | Taylor St Pizza Algonq | 113.45 | Student |
| 1/9/2025 | Taylor Street Pizza Of | 404.8 | Student |
| 1/15/2025 | Taylor Street Pizza Of | 138.76 | Student |
| 1/20/2025 | Taylor Street Pizza Of | 189.39 | Student |
| 1/23/2025 | Taylor Street Pizza Of | 144.4 | Student |
| 1/24/2025 | Taylor Street Pizza Of | 135.48 | Student |
| 1/27/2025 | Taylor Street Pizza Of | 1,623.43 | Student |
| 1/14/2025 | Tech Tool Supply, Llc | 715.04 | B&G |
| 2/3/2025 | Textmagic.Com | 20 | Staff |
| 1/30/2025 | The Home Depot #1934 | 68.42 | B&G |
| 1/31/2025 | The Home Depot #1934 | 92.95 | B&G |
| 1/6/2025 | The Home Depot #1940 | 3.34 | B&G |
| 1/6/2025 | The Home Depot #1940 | 9.9 | B&G |
| 1/6/2025 | The Home Depot #1940 | 99.92 | B&G |
| 1/6/2025 | The Home Depot #1940 | 14.97 | B&G |
| 1/6/2025 | The Home Depot #1940 | 30.23 | B&G |
| 1/9/2025 | The Home Depot #1940 | 100 | B&G |
| 1/9/2025 | The Home Depot #1940 | 54.72 | B&G |
| 1/9/2025 | The Home Depot #1940 | 92.61 | B&G |
| 1/9/2025 | The Home Depot #1940 | 67.21 | B&G |
| 1/9/2025 | The Home Depot #1940 | 417.21 | B&G |
| 1/10/2025 | The Home Depot #1940 | 212.14 | B&G |
| 1/10/2025 | The Home Depot #1940 | 101.96 | B&G |
| 1/13/2025 | The Home Depot #1940 | 646.88 | B&G |
| 1/13/2025 | The Home Depot #1940 | 117.92 | B&G |
| 1/15/2025 | The Home Depot #1940 | 432.2 | B&G |

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| 1/15/2025 | The Home Depot #1940 | 175.29 | B&G |
| 1/16/2025 | The Home Depot #1940 | 70.82 | B&G |
| 1/20/2025 | The Home Depot #1940 | 710.03 | B&G |
| 1/20/2025 | The Home Depot #1940 | 18.23 | B&G |
| 1/20/2025 | The Home Depot #1940 | 263.8 | B&G |
| 1/20/2025 | The Home Depot #1940 | 89.97 | B&G |
| 1/20/2025 | The Home Depot #1940 | 642.17 | B&G |
| 1/20/2025 | The Home Depot #1940 | 79.96 | B&G |
| 1/20/2025 | The Home Depot #1940 | 11.38 | B&G |
| 1/20/2025 | The Home Depot #1940 | 109.93 | B&G |
| 1/20/2025 | The Home Depot #1940 | 314.19 | B&G |
| 1/22/2025 | The Home Depot #1940 | 13.36 | B&G |
| 1/23/2025 | The Home Depot #1940 | 23.92 | B&G |
| 1/27/2025 | The Home Depot #1940 | 17.48 | B&G |
| 1/27/2025 | The Home Depot #1940 | 30.95 | B&G |
| 1/27/2025 | The Home Depot #1940 | 599 | B&G |
| 1/27/2025 | The Home Depot #1940 | 249 | B&G |
| 1/27/2025 | The Home Depot #1940 | -5.69 | B&G |
| 1/29/2025 | The Home Depot #1940 | 75.26 | B&G |
| 1/30/2025 | The Home Depot #1940 | 40.8 | B&G |
| 1/31/2025 | The Home Depot #1940 | 44.98 | B&G |
| 1/31/2025 | The Home Depot #1940 | 111.81 | B&G |
| 1/31/2025 | The Home Depot #1940 | 770.8 | B&G |
| 2/3/2025 | The Home Depot #1940 | 68.85 | B&G |
| 2/3/2025 | The Home Depot #1940 | 33.78 | B&G |
| 2/3/2025 | The Home Depot #1940 | -12.98 | B&G |
| 2/3/2025 | The Home Depot #1940 | 20.16 | B&G |
| 2/3/2025 | The Home Depot #1940 | 65.53 | B&G |
| 2/3/2025 | The Home Depot #1940 | 150.61 | B&G |
| 2/3/2025 | The Home Depot #1940 | 34.88 | B&G |
| 2/3/2025 | The Home Depot #1940 | 437.01 | B&G |
| 2/3/2025 | The Home Depot #1940 | 146.09 | B&G |
| 2/4/2025 | The Home Depot #1940 | 259.88 | B&G |
| 2/5/2025 | The Home Depot #1940 | 31.82 | B&G |
| 2/5/2025 | The Home Depot #1940 | 240.53 | B&G |
| 2/5/2025 | The Home Depot #1940 | 104.4 | B&G |
| 2/5/2025 | The Home Depot #1940 | 208.75 | B&G |
| 2/5/2025 | The Home Depot #1940 | 423.19 | B&G |
| 1/6/2025 | The Home Depot #1948 | 148.97 | B&G |
| 1/6/2025 | The Home Depot #1948 | 33.5 | B&G |
| 1/6/2025 | The Home Depot #1948 | 154.77 | B&G |
| 1/8/2025 | The Home Depot #1948 | 83.26 | B&G |
| 1/8/2025 | The Home Depot #1948 | 71.52 | B&G |
| 1/9/2025 | The Home Depot #1948 | 55.7 | B&G |

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| 1/10/2025 | The Home Depot #1948 | 105.61 | B&G |
| 1/13/2025 | The Home Depot #1948 | 310.97 | B&G |
| 1/13/2025 | The Home Depot #1948 | 94.97 | B&G |
| 1/15/2025 | The Home Depot #1948 | 49.94 | B&G |
| 1/15/2025 | The Home Depot #1948 | 901.64 | B&G |
| 1/16/2025 | The Home Depot #1948 | -3.78 | B&G |
| 1/17/2025 | The Home Depot #1948 | 833.5 | B&G |
| 1/20/2025 | The Home Depot #1948 | 113.1 | B&G |
| 1/20/2025 | The Home Depot #1948 | 114.77 | B&G |
| 1/20/2025 | The Home Depot #1948 | 296.26 | B&G |
| 1/20/2025 | The Home Depot #1948 | 530.08 | B&G |
| 1/24/2025 | The Home Depot #1948 | 56.25 | B&G |
| 1/27/2025 | The Home Depot #1948 | 2.95 | B&G |
| 1/27/2025 | The Home Depot #1948 | 115.92 | B&G |
| 1/27/2025 | The Home Depot #1948 | 12.98 | B&G |
| 1/27/2025 | The Home Depot #1948 | 81.67 | B&G |
| 1/27/2025 | The Home Depot #1948 | 49.92 | B&G |
| 1/27/2025 | The Home Depot #1948 | 131.21 | B&G |
| 1/27/2025 | The Home Depot #1948 | 222.78 | B&G |
| 1/27/2025 | The Home Depot #1948 | 99.34 | B&G |
| 1/27/2025 | The Home Depot #1948 | 207.86 | B&G |
| 1/27/2025 | The Home Depot #1948 | 805 | B&G |
| 1/27/2025 | The Home Depot #1948 | 153.87 | B&G |
| 1/27/2025 | The Home Depot #1948 | 113.89 | B&G |
| 1/27/2025 | The Home Depot #1948 | 138.96 | B&G |
| 1/29/2025 | The Home Depot #1948 | 547 | B&G |
| 1/31/2025 | The Home Depot #1948 | 178 | B&G |
| 2/3/2025 | The Home Depot #1948 | 119.48 | B&G |
| 2/3/2025 | The Home Depot #1948 | 44.88 | B&G |
| 2/3/2025 | The Home Depot #1948 | 103.88 | B&G |
| 2/3/2025 | The Home Depot #1948 | 77.71 | B&G |
| 2/5/2025 | The Home Depot #1948 | 92.88 | B&G |
| 1/16/2025 | The Il Assoc Of School | 257.5 | Staff |
| 1/23/2025 | Tmobile Postpaid Web | 4,258.60 | Board Appproved |
| 1/23/2025 | Tmobile Postpaid Web | 5,570.23 | Board Appproved |
| 1/14/2025 | Trader Joe S #699 | 11.98 | Student |
| 1/9/2025 | Trane Supply-112420 | 30.85 | B&G |
| 1/15/2025 | Trane Supply-112420 | 734.19 | B&G |
| 1/16/2025 | Trane Supply-112420 | 376.74 | B&G |
| 1/16/2025 | Trane Supply-112420 | 29.09 | B&G |
| 1/16/2025 | Trane Supply-112420 | 47.5 | B&G |
| 1/27/2025 | Trane Supply-112420 | 196.48 | B&G |
| 1/31/2025 | Trane Supply-112420 | 10.75 | B&G |
| 2/3/2025 | Trane Supply-112420 | 275.16 | B&G |

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| 2/3/2025 | Trane Supply-112420 | 29.09 | B&G |
| 1/20/2025 | Trio Grille | 13 | Staff |
| 1/13/2025 | Tropical Smoothie Cafe | 57.19 | Staff |
| 1/31/2025 | Tst Bh - Bloomington | 434.4 | Student |
| 1/31/2025 | Tst Blue Duck Bbq Tave | 92.75 | Student |
| 1/20/2025 | Tst Fattys Pub & Gri | 290.22 | Student |
| 1/6/2025 | Tst Fire Bar & Grill | 669.28 | Student |
| 1/13/2025 | Tst Fire Bar & Grill | 474.34 | Student |
| 1/6/2025 | Tst Garibaldis Hoffm | 483.22 | Student |
| 1/15/2025 | Tst Garibaldis Hoffm | 1,001.28 | Student |
| 2/3/2025 | Tst Lou Malnatis - L | 642.52 | Staff |
| 1/13/2025 | Tst Maize - Train Stat | 818.6 | Student |
| 1/29/2025 | Tst Nothing Bundt Cak | 200 | Student |
| 1/29/2025 | Tst Nothing Bundt Cak | 100 | Student |
| 1/29/2025 | Tst Nothing Bundt Cak | 300 | Student |
| 2/3/2025 | Tst Obed And Isaacs Pe | 150.14 | Student |
| 2/3/2025 | Tst Obed And Isaacs Pe | 115.59 | Student |
| 1/16/2025 | Tst Panderia La Ilusio | 34.16 | Staff |
| 2/3/2025 | Tst Saffron Social | 101 | Student |
| 1/16/2025 | Tst Supermercado Y Li | 22.34 | Student |
| 2/3/2025 | Tst The Village Squire | 103.96 | Staff |
| 1/31/2025 | Tst Thyme Kitchen And | 20 | Staff |
| 2/3/2025 | Tst Thyme Kitchen And | 61 | Staff |
| 2/3/2025 | Tst Thyme Kitchen And | 45.25 | Staff |
| 1/29/2025 | U Of I Crop Science | 270 | Staff |
| 1/27/2025 | U Of I Online Payment | 150 | Staff |
| 1/29/2025 | U Of I Online Payment | 30 | Staff |
| 1/20/2025 | Uber Trip | 7 | Staff |
| 1/20/2025 | Uber Trip | 7 | Staff |
| 1/20/2025 | Uber Trip | 33.32 | Staff |
| 1/30/2025 | Uber Trip | 12 | Staff |
| 1/30/2025 | Uber Trip | 68.34 | Staff |
| 1/30/2025 | Uber Trip | 41.58 | Staff |
| 1/31/2025 | Uber Trip | 3 | Staff |
| 1/31/2025 | Uber Trip | 13.87 | Staff |
| 1/31/2025 | Uber Trip | 15.95 | Staff |
| 1/31/2025 | Uber Trip | 15.99 | Staff |
| 1/31/2025 | Uber Trip | 17.29 | Staff |
| 1/31/2025 | Uber Trip | 20.6 | Staff |
| 2/3/2025 | Uber Trip | 15.94 | Staff |
| 2/3/2025 | Uber Trip | 12.05 | Staff |
| 2/3/2025 | Uber Trip | 30.79 | Staff |
| 2/3/2025 | Uber Trip | 30.5 | Staff |
| 1/9/2025 | Uhaul Moving And Stora | 10.8 | Staff |

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|---|---|---|---|
| 1/13/2025 | Uhaul Moving And Stora | 542.42 | Staff |
| 1/16/2025 | United 01624512186441 | 551.42 | Staff |
| 1/16/2025 | United 01624514253891 | 601.61 | Staff |
| 1/17/2025 | United 01624515784625 | 415.97 | Staff |
| 1/17/2025 | United 01624516616590 | 690.44 | Staff |
| 2/4/2025 | United 01624565738482 | 525.2 | Staff |
| 1/17/2025 | United 01644651666232 | 35.99 | Staff |
| 1/31/2025 | United 01644685292025 | 40 | Staff |
| 2/3/2025 | United 01644693326780 | 40 | Staff |
| 1/23/2025 | Uprrp | 550 | Staff |
| 1/8/2025 | Usps Po 1600960102 | 73 | Staff |
| 1/9/2025 | Usps Po 1600960102 | 10.45 | Staff |
| 1/27/2025 | Usps Po 1600960102 | 73 | Staff |
| 2/5/2025 | Usps Po 1600960102 | 76.43 | Staff |
| 2/5/2025 | Usps Po 1600960102 | 146 | Staff |
| 1/31/2025 | Usps Po 1600960105 | 149.43 | Staff |
| 1/24/2025 | Village Fresh Market | 19.96 | Student |
| 1/31/2025 | Village Fresh Market | 27.57 | Student |
| 1/27/2025 | Village Pizza And Pub | 277.05 | Student |
| 1/27/2025 | Village Pizza And Pub | 73.11 | Student |
| 1/6/2025 | Walgreens #6760 | 19.98 | Student |
| 1/31/2025 | Wal-Mart #1028 | 38.15 | Student |
| 1/16/2025 | Wal-Mart #1413 | 55.35 | Student |
| 2/4/2025 | Wal-Mart #1413 | 152.96 | Student |
| 1/9/2025 | Wal-Mart #1531 | 89.88 | Student |
| 1/9/2025 | Wal-Mart #1531 | 73 | Student |
| 1/9/2025 | Wal-Mart #1531 | 101.68 | Student |
| 1/15/2025 | Wal-Mart #1531 | 120.55 | Student |
| 1/15/2025 | Wal-Mart #1531 | 68.65 | Student |
| 1/16/2025 | Wal-Mart #1531 | 49.94 | Student |
| 1/16/2025 | Wal-Mart #1531 | 14.6 | Student |
| 1/17/2025 | Wal-Mart #1531 | 57.16 | Student |
| 1/17/2025 | Wal-Mart #1531 | 155.71 | Student |
| 1/21/2025 | Wal-Mart #1531 | 93.63 | Student |
| 1/22/2025 | Wal-Mart #1531 | 109.61 | Student |
| 1/23/2025 | Wal-Mart #1531 | 400 | Student |
| 1/23/2025 | Wal-Mart #1531 | 561.4 | Student |
| 1/23/2025 | Wal-Mart #1531 | 49.03 | Student |
| 1/24/2025 | Wal-Mart #1531 | 53.89 | Student |
| 1/24/2025 | Wal-Mart #1531 | 184.1 | Student |
| 1/27/2025 | Wal-Mart #1531 | 86.9 | Student |
| 1/28/2025 | Wal-Mart #1531 | 153.68 | Student |
| 1/29/2025 | Wal-Mart #1531 | 10 | Student |
| 1/30/2025 | Wal-Mart #1531 | 135.32 | Student |

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|---|---|---|---|
| 1/30/2025 | Wal-Mart #1531 | 47.34 | Student |
| 1/30/2025 | Wal-Mart #1531 | 71.25 | Student |
| 2/4/2025 | Wal-Mart #1531 | 14.6 | Student |
| 2/4/2025 | Wal-Mart #1531 | 15.32 | Student |
| 2/5/2025 | Wal-Mart #1531 | 56.21 | Student |
| 2/5/2025 | Wal-Mart #1531 | 102.08 | Student |
| 2/5/2025 | Wal-Mart #1531 | 85.33 | Student |
| 2/5/2025 | Wal-Mart #1531 | 21.4 | Student |
| 2/5/2025 | Wal-Mart #1531 | 506.82 | Student |
| 2/3/2025 | Wal-Mart #1814 | 35.06 | Student |
| 1/14/2025 | Wal-Mart #3597 | 149.78 | Student |
| 1/13/2025 | Wal-Mart #4641 | 16.83 | Student |
| 1/14/2025 | Wal-Mart #4641 | 45.8 | Student |
| 1/20/2025 | Wal-Mart #4641 | 76.36 | Student |
| 1/27/2025 | Wal-Mart #4641 | 4.47 | Student |
| 1/28/2025 | Wal-Mart #4641 | 212.55 | Student |
| 2/4/2025 | Wal-Mart #4641 | 46.13 | Student |
| 2/4/2025 | Wal-Mart #4641 | 295.08 | Student |
| 1/8/2025 | Wal-Mart #5060 | 63.75 | Student |
| 1/9/2025 | Wal-Mart #5060 | 91.06 | Student |
| 1/9/2025 | Wal-Mart #5060 | 54.64 | Student |
| 1/14/2025 | Wal-Mart #5060 | 18.41 | Student |
| 1/16/2025 | Wal-Mart #5060 | 19.64 | Student |
| 1/16/2025 | Wal-Mart #5060 | 24.02 | Student |
| 1/17/2025 | Wal-Mart #5060 | 55.58 | Student |
| 1/20/2025 | Wal-Mart #5060 | 11.92 | Student |
| 1/28/2025 | Wal-Mart #5060 | 68.76 | Student |
| 1/29/2025 | Wal-Mart #5060 | 97.27 | Student |
| 2/3/2025 | Wal-Mart #5060 | 136.1 | Student |
| 2/3/2025 | Wal-Mart #5060 | 89.76 | Student |
| 2/4/2025 | Wal-Mart #5060 | 5.28 | Student |
| 2/4/2025 | Wal-Mart #5060 | 70.28 | Student |
| 2/4/2025 | Wal-Mart #5060 | 90.33 | Student |
| 1/14/2025 | Wal-Mart #5276 | 582.71 | Student |
| 1/29/2025 | Wal-Mart #5276 | 363.3 | Student |
| 1/6/2025 | Wal-Mart #5352 | 149.28 | Student |
| 1/27/2025 | Wal-Mart #5352 | 99.62 | Student |
| 2/5/2025 | Walmart.Com | 25.45 | Staff |
| 1/10/2025 | Walmart.Com 8009256278 | 211.36 | Staff |
| 1/13/2025 | Walmart.Com 8009256278 | 97.02 | Staff |
| 1/10/2025 | West Side Electric Sup | 1,538.00 | B&G |
| 1/28/2025 | Wicked Tickets | 15,625.00 | Student |
| 1/20/2025 | Wingstop 1391 | 200.98 | Staff |
| 1/27/2025 | Wisconsin Center For E | 35 | Staff |

| | | | |
|---|---|---|---|
| 1/10/2025 | Wm Supercenter #1413 | 74.24 | Student |
| 2/3/2025 | Wm Supercenter #1413 | 38.59 | Student |
| 1/27/2025 | Wm Supercenter #1814 | 66.33 | Student |
| 2/3/2025 | Wm Supercenter #1814 | -38.04 | Student |
| 2/3/2025 | Wm Supercenter #1814 | 38.04 | Student |
| 1/6/2025 | Wm Supercenter #3434 | 33.72 | Student |
| 1/17/2025 | Wm Supercenter #3597 | 46.68 | Student |
| 1/13/2025 | Wm Supercenter #4641 | 112.65 | Student |
| 1/14/2025 | Wm Supercenter #4641 | 201.17 | Student |
| 1/20/2025 | Wm Supercenter #4641 | 43.94 | Student |
| 1/20/2025 | Wm Supercenter #4641 | 32.85 | Student |
| 1/22/2025 | Wm Supercenter #4641 | 53.01 | Student |
| 1/23/2025 | Wm Supercenter #4641 | 151.64 | Student |
| 1/23/2025 | Wm Supercenter #4641 | 210.04 | Student |
| 1/29/2025 | Wm Supercenter #4641 | 8.43 | Student |
| 1/29/2025 | Wm Supercenter #4641 | 108.88 | Student |
| 1/31/2025 | Wm Supercenter #4641 | 292.52 | Student |
| 2/3/2025 | Wm Supercenter #4641 | 73.97 | Student |
| 2/5/2025 | Wm Supercenter #4641 | 108.65 | Student |
| 1/7/2025 | Wm Supercenter #5060 | 22.2 | Student |
| 1/8/2025 | Wm Supercenter #5060 | 93.26 | Student |
| 1/13/2025 | Wm Supercenter #5060 | 57.01 | Student |
| 1/14/2025 | Wm Supercenter #5060 | 39.21 | Student |
| 1/14/2025 | Wm Supercenter #5060 | 18.69 | Student |
| 1/15/2025 | Wm Supercenter #5060 | 59.28 | Student |
| 1/15/2025 | Wm Supercenter #5060 | 48.79 | Student |
| 1/16/2025 | Wm Supercenter #5060 | 46.4 | Student |
| 1/17/2025 | Wm Supercenter #5060 | 51.02 | Student |
| 1/22/2025 | Wm Supercenter #5060 | 24.36 | Student |
| 1/23/2025 | Wm Supercenter #5060 | 101.91 | Student |
| 1/23/2025 | Wm Supercenter #5060 | 143.3 | Student |
| 1/27/2025 | Wm Supercenter #5060 | 33.68 | Student |
| 1/28/2025 | Wm Supercenter #5060 | 18.32 | Student |
| 1/28/2025 | Wm Supercenter #5060 | 43.11 | Student |
| 1/31/2025 | Wm Supercenter #5060 | 149.74 | Student |
| 1/31/2025 | Wm Supercenter #5060 | 51.81 | Student |
| 1/31/2025 | Wm Supercenter #5060 | 112.54 | Student |
| 2/5/2025 | Wm Supercenter #5060 | 72.47 | Student |
| 1/27/2025 | World Class Ink Sup | 639.99 | Staff |
| 1/29/2025 | Wristband.Com | 295 | Student |
| 2/3/2025 | Wristband.Com | 163 | Student |
| 1/16/2025 | Www.Fumcpeoria.Org | 93.5 | Staff |
| 1/20/2025 | Www.Fumcpeoria.Org | 118 | Staff |
| 1/14/2025 | Www.Roosevelt.Edu | 125 | Staff |

| | | | |
|---|---|---|---|
| 1/13/2025 | Yeti 1-833-225-9384 | 380 | Staff |
| 1/15/2025 | Yeti 1-833-225-9384 | -380 | Staff |
| 1/7/2025 | Zenni Optical, Inc. | 57.49 | Student |
| 1/6/2025 | Ziegler-Carpentersvill | 46.24 | B&G |
| 1/7/2025 | Ziegler-Carpentersvill | 8.99 | B&G |
| 1/9/2025 | Ziegler-Carpentersvill | 195.62 | B&G |
| 1/28/2025 | Ziegler-Carpentersvill | 39.72 | B&G |
| 1/9/2025 | Zieglers Ace Hdwe | 13.54 | B&G |
| 1/21/2025 | Zieglers Ace Hdwe | 15.52 | B&G |
| 1/30/2025 | Zieglers Ace Hdwe | 5.59 | B&G |
| | | 210489.73 | |

| | |
|---|---|
| Debit Total | 212,586.38 |
| Credit Total | -2,096.65 |
| Total | 210,489.73 |

## ACTIVITY ACCOUNT SUMMARY
## FOR MONTH OF: January, 2025

| | Month to Date | | | Year To Date | | | |
|---|---|---|---|---|---|---|---|
| | Month End Receipts | Month End Disbursements | Month End Activity | July 1, 2024 Beginning Book Balance | Year to Date Receipts | Year to Date Disbursements | Year to Date Book Balance |
| **School** | | | | | | | |
| Algonquin Lakes ES | $ 65.44 | $ - | $ 65.44 | $ 12,824 | $ 9,346 | $ 9,158 | $ 13,011 |
| Algonquin M.S. | $ 89.30 | $ 3,218.79 | $ (3,129.49) | $ 11,485 | $ 15,283 | $ 12,900 | $ 13,868 |
| Big Timber E.S | $ 1,660.58 | $ 3,013.77 | $ (1,353.19) | $ 7,769 | $ 11,359 | $ 7,876 | $ 11,252 |
| Carpentersville M.S. | $ 121.31 | $ 771.30 | $ (649.99) | $ 28,763 | $ 8,420 | $ 4,653 | $ 32,531 |
| DeLacey | $ 17.03 | $ - | $ 17.03 | $ 6,273 | $ 3,230 | $ 5,033 | $ 4,470 |
| Dundee-Crown H.S. | $ 22,730.48 | $ 21,806.86 | $ 923.62 | $ 161,822 | $ 183,924 | $ 145,465 | $ 200,281 |
| Dundee Highlands | $ 117.40 | $ 132.45 | $ (15.05) | $ 1,945 | $ 2,901 | $ 132 | $ 4,713 |
| Dundee M.S. | $ 14,465.73 | $ 2,066.13 | $ 12,399.60 | $ 139,153 | $ 63,059 | $ 59,830 | $ 142,382 |
| Eastview ES | $ 13.57 | $ - | $ 13.57 | $ 1,633 | $ 4,005 | $ 1,920 | $ 3,718 |
| Gary D Wright ES | $ 48.43 | $ 2,623.00 | $ (2,574.57) | $ 7,302 | $ 29,579 | $ 25,638 | $ 11,243 |
| Gilberts ES | $ 168.33 | $ 1,692.15 | $ (1,523.82) | $ 5,830 | $ 8,561 | $ 8,714 | $ 5,677 |
| Golfview ES | $ 14.56 | $ - | $ 14.56 | $ 1,632 | $ 2,583 | $ 1,291 | $ 2,924 |
| Hampshire ES | $ 741.67 | $ 1,250.86 | $ (509.19) | $ 2,612 | $ 17,429 | $ 15,226 | $ 4,814 |
| Hampshire H.S. | $ 22,058.53 | $ 32,282.15 | $ (10,223.62) | $ 380,582 | $ 201,715 | $ 162,182 | $ 420,115 |
| Hampshire M.S. | $ 5,561.10 | $ 12,507.38 | $ (6,946.28) | $ 87,424 | $ 35,808 | $ 31,868 | $ 91,363 |
| H.D. Jacobs H.S. | $ 31,676.48 | $ 12,877.26 | $ 18,799.22 | $ 251,410 | $ 202,189 | $ 132,738 | $ 320,861 |
| Lake In The Hills ES | $ 19.81 | $ - | $ 19.81 | $ 9,583 | $ 2,751 | $ 6,893 | $ 5,441 |
| Lakewood ES | $ 1,277.20 | $ - | $ 1,277.20 | $ 18,366 | $ 13,016 | $ 3,632 | $ 27,750 |
| Liberty ES | $ 25.53 | $ - | $ 25.53 | $ 9,407 | $ 4,170 | $ 6,542 | $ 7,035 |
| Lincoln Prairie ES | $ 684.55 | $ 377.40 | $ 307.15 | $ 10,479 | $ 6,579 | $ 2,477 | $ 14,581 |
| Meadowdale ES | $ 9.17 | $ 23.05 | $ (13.88) | $ 781 | $ 10,487 | $ 9,572 | $ 1,696 |
| Neubert ES | $ 15.52 | $ - | $ 15.52 | $ 1,766 | $ 3,937 | $ 1,682 | $ 4,021 |
| Parkview ES | $ 63.93 | $ 1,605.00 | $ (1,541.07) | $ 6,768 | $ 4,208 | $ 4,637 | $ 6,339 |
| Perry ES | $ 1,466.29 | $ 1,721.83 | $ (255.54) | $ 7,535 | $ 4,538 | $ 2,585 | $ 9,488 |
| Sleepy Hollow ES | $ 13.59 | $ - | $ 13.59 | $ 1,319 | $ 2,773 | $ 365 | $ 3,727 |
| Westfield ES/MS | $ 5,633.18 | $ 4,618.53 | $ 1,014.65 | $ 48,213 | $ 53,705 | $ 48,275 | $ 53,643 |
| Total | $ 108,758.71 | $ 102,587.91 | $ 6,170.80 | $ 1,222,676 | $ 905,553 | $ 711,285 | $ 1,416,945 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 12,945.63 | 65.44 | | | 13,011.07 |
| **Total Cash Accounts** | 12,945.63 | 65.44 | 0.00 | 0.00 | 13,011.07 |
| **Other Accounts** | | | | | |
| 200M-00-00 Special Ed | 153.25 | | | | 153.25 |
| 2029-00-00 Class of 2029 | 39.55 | | | | 39.55 |
| 2030-00-00 Class of 2030 | 137.56 | | | | 137.56 |
| 2032-00-00 Class of 2032 | 667.83 | | | | 667.83 |
| 2033-00-00 Class of 2033 | 175.75 | | | | 175.75 |
| 2034-00-00 Class of 2034 | 812.45 | | | | 812.45 |
| 2035-00-00 Class of 2035 | 0.05 | | | | 0.05 |
| 2036-00-00 Class of 2036 | 16.00 | | | | 16.00 |
| 2090-10-00 Acting Club | 51.46 | | | | 51.46 |
| 2410-00-00 Culinary Kids 2/3 | 80.57 | | | | 80.57 |
| 2415-10-00 Science Club | 10.31 | | | | 10.31 |
| 2420-10-00 Board Game Club | 464.00 | | | | 464.00 |
| 2590-10-00 Lady Lions Running Club | 1,338.08 | | | | 1,338.08 |
| 2590-20-00 Boys Running Club | 1,871.08 | | | | 1,871.08 |
| 4100-10-10 Fitness Club | 130.05 | | | | 130.05 |
| 4200-10-00 Birthday Books | 365.00 | | | | 365.00 |
| 4200-20-00 Book Fair | (39.64) | | | | (39.64) |
| 4210-00-00 Holiday Creations | 135.85 | | | | 135.85 |
| 4300-00-00 Yearbook | 1,657.26 | | | | 1,657.26 |
| 5100-00-00 General Fund | 289.70 | | | | 289.70 |
| 5500-10-00 ALES Grant Awards | 18.19 | | | | 18.19 |
| 5700-00-00 Social Committee | 245.00 | | | | 245.00 |
| 6000-00-00 Interest Income | 1,723.59 | 65.44 | | | 1,789.03 |
| 6000-30-00 Field Trip Reserve | 2,602.69 | | | | 2,602.69 |
| **Total Other Accounts** | 12,945.63 | 65.44 | 0.00 | 0.00 | 13,011.07 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 16,997.81 | 89.30 | 3,218.79 | | 13,868.32 |
| **Total Cash Accounts** | 16,997.81 | 89.30 | 3,218.79 | 0.00 | 13,868.32 |
| **Other Accounts** | | | | | |
| 2000-10-00 Student Council | 1,730.90 | | | | 1,730.90 |
| 2029-00-00 Class of 2029 | 107.11 | | | | 107.11 |
| 2030-00-00 Class of 2030 | 688.00 | | | | 688.00 |
| 2031-00-00 Class of 2031 | 105.73 | | | | 105.73 |
| 2110-10-00 Band | 468.32 | | | | 468.32 |
| 2140-10-00 Chorus | 720.03 | | | | 720.03 |
| 2150-30-00 Musical | 3,717.72 | | 1,221.99 | | 2,495.73 |
| 2151-10-00 Music Club | 197.06 | | | | 197.06 |
| 2220-10-00 Art Club | 363.89 | | | | 363.89 |
| 2230-10-00 Beta Club | 3,018.33 | | 1,409.60 | | 1,608.73 |
| 2240-00-00 Baking Club | 0.16 | | | | 0.16 |
| 2250-00-00 Chess Club | 0.10 | | | | 0.10 |
| 2391-10-00 AVID | 1,654.84 | | 398.23 | | 1,256.61 |
| 2430-10-00 Special Ed Community Trips | 5.50 | | | | 5.50 |
| 2590-40-00 Read-a-Thon | 566.25 | | | | 566.25 |
| 3020-00-00 Wrestling | 455.45 | | | | 455.45 |
| 3100-20-00 Volleyball - 8th grade | 15.15 | | | | 15.15 |
| 3110-10-00 Cross Country | 106.25 | | | | 106.25 |
| 3210-00-00 Boys Basketball | 126.51 | 28.00 | | | 154.51 |
| 3210-10-00 Girls Basketball | 73.57 | | | | 73.57 |
| 3230-10-00 Track and Field | 2.25 | | | | 2.25 |
| 3250-20-10 Poms/Dance | 87.48 | | | | 87.48 |
| 3350-20-10 Cheerleading | 34.18 | | | | 34.18 |
| 4100-10-00 PBIS | 36.96 | | | | 36.96 |
| 4100-30-00 General | 17.91 | | | | 17.91 |
| 4300-30-00 Staff Account | 110.05 | | 188.97 | 100.00 | 21.08 |
| 5110-10-00 D300 Honors Band Concert | 102.20 | | | | 102.20 |
| 5110-20-00 MB Jazz Ensembles | 814.00 | | | | 814.00 |
| 5200-00-00 Physical Education Fund | 477.21 | | | | 477.21 |
| 6000-20-00 Field Trip Reserve | 765.00 | | | | 765.00 |
| 6000-30-00 Interest Income | 429.70 | 61.30 | | (100.00) | 391.00 |
| **Total Other Accounts** | 16,997.81 | 89.30 | 3,218.79 | 0.00 | 13,868.32 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 BMOHarris Checking Account | 12,605.35 | 1,660.58 | 3,013.77 | | 11,252.16 |
| **Total Cash Accounts** | 12,605.35 | 1,660.58 | 3,013.77 | 0.00 | 11,252.16 |
| **Other Accounts** | | | | | |
| 2031-00-00 Class of 2031 | 256.65 | | | | 256.65 |
| 2032-00-00 Class of 2032 | 2,027.47 | | 337.75 | (1,127.00) | 562.72 |
| 2033-00-00 Class of 2033 | (167.15) | 1,185.00 | 672.00 | | 345.85 |
| 2034-00-00 Class of 2034 | 576.82 | | | | 576.82 |
| 2035-00-00 Class of 2035 | 409.09 | | 618.54 | | (209.45) |
| 2036-00-00 Class of 2036 | 1,212.21 | 429.50 | 810.31 | | 831.40 |
| 2037-00-00 Class of 2037 | (787.50) | | 337.75 | 1,127.00 | 1.75 |
| 3010-00-00 Yearbook | 550.00 | | | | 550.00 |
| 3100-20-00 Math and Reading Night | 662.00 | | | | 662.00 |
| 4100-30-00 General | 541.37 | | 237.42 | | 303.95 |
| 5100-10-00 PBIS | 390.00 | | | | 390.00 |
| 5100-10-10 Staff Sunshine Account | 1,625.78 | | | | 1,625.78 |
| 6000-00-00 Interest Income | 451.61 | 46.08 | | | 497.69 |
| 6000-30-00 Field Trip Reserve | 4,857.00 | | | | 4,857.00 |
| **Total Other Accounts** | 12,605.35 | 1,660.58 | 3,013.77 | 0.00 | 11,252.16 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 33,180.73 | 121.31 | 771.30 | | 32,530.74 |
| **Total Cash Accounts** | 33,180.73 | 121.31 | 771.30 | 0.00 | 32,530.74 |
| **Other Accounts** | | | | | |
| 2000-10-00 Student Council | 4,254.02 | | 400.00 | | 3,854.02 |
| 2031-00-00 Class of 2031 | 112.03 | | | | 112.03 |
| 2105-00-00 Man in Demand/Dare to be Rare | 447.56 | | | | 447.56 |
| 2110-10-00 Music | 739.12 | | | | 739.12 |
| 2110-20-00 MB Jazz | 420.00 | | | | 420.00 |
| 2120-10-00 Drama | 3,281.62 | | | | 3,281.62 |
| 2140-10-00 Chorus | 846.04 | | | | 846.04 |
| 2221-10-00 Art Club | 10.00 | | | | 10.00 |
| 2230-10-00 Beta Club | 522.68 | | | | 522.68 |
| 2235-10-00 Chess Club | 111.79 | | | | 111.79 |
| 2481-10-00 Yearbook | 195.56 | | | | 195.56 |
| 2590-40-00 Relay for Life | 2.00 | | | | 2.00 |
| 2670-20-00 Book Fair | 13.14 | | | | 13.14 |
| 3250-20-10 Poms | 2,968.85 | | 100.00 | | 2,868.85 |
| 3350-20-10 Cheerleading | 4,066.89 | | 100.00 | | 3,966.89 |
| 4101-30-00 AVID | 3,934.61 | | | | 3,934.61 |
| 4210-20-00 General | 2,848.41 | | 171.30 | | 2,677.11 |
| 4300-30-00 Sunshine | 870.14 | | | | 870.14 |
| 6000-00-00 Interest | 4,036.27 | 121.31 | | | 4,157.58 |
| 6000-30-00 Field Trip Reserve | 3,500.00 | | | | 3,500.00 |
| **Total Other Accounts** | 33,180.73 | 121.31 | 771.30 | 0.00 | 32,530.74 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris Cash Account | 4,452.91 | 17.03 | | | 4,469.94 |
| **Total Cash Accounts** | 4,452.91 | 17.03 | 0.00 | 0.00 | 4,469.94 |
| **Other Accounts** | | | | | |
| 4100-00-00 Student Memorial Fundraiser | 85.80 | | | | 85.80 |
| 4700-00-00 Pyramid Model Committee | 1,616.29 | | | | 1,616.29 |
| 5100-00-00 General Student Activities | 247.11 | | | | 247.11 |
| 5200-00-00 PBIS | 1,791.25 | | | | 1,791.25 |
| 6000-00-00 Interest Income | 712.46 | 17.03 | | | 729.49 |
| **Total Other Accounts** | 4,452.91 | 17.03 | 0.00 | 0.00 | 4,469.94 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 199,357.32 | 22,730.48 | 21,806.86 | | 200,280.94 |
| **Total Cash Accounts** | 199,357.32 | 22,730.48 | 21,806.86 | 0.00 | 200,280.94 |
| **Other Accounts** | | | | | |
| 1000-10-10 Banking Corrections | (204.00) | | | | (204.00) |
| 2000-10-00 Student Council | 12,974.84 | | 1,750.00 | | 11,224.84 |
| 2095-10-00 Animation Club | 98.78 | | | | 98.78 |
| 2110-10-00 Instrumental Music | 2,401.55 | 1,335.81 | 715.40 | | 3,021.96 |
| 2120-10-00 Drama Club | 5,450.53 | | | | 5,450.53 |
| 2120-20-00 Musical Account | 12,718.11 | 75.00 | | | 12,793.11 |
| 2120-30-00 Fall Play | 12,511.05 | 44.79 | | | 12,555.84 |
| 2140-10-00 Choral Music | (444.74) | | | | (444.74) |
| 2145-50-00 Orchestra | 12,564.46 | | 3,756.70 | | 8,807.76 |
| 2223-20-00 Charger Pride-Staff | 2,311.81 | | | | 2,311.81 |
| 2230-10-00 Beta Club | 2,922.68 | | 672.00 | | 2,250.68 |
| 2235-10-00 SAFE | 2,918.42 | | | | 2,918.42 |
| 2240-10-00 Black Youth Alliance | 157.03 | | | | 157.03 |
| 2260-10-00 Industrial Ed Club | 353.86 | | | | 353.86 |
| 2263-10-00 Rotary Interact | 1,186.16 | | | | 1,186.16 |
| 2280-20-00 Environmental Club | 1,751.59 | | | | 1,751.59 |
| 2282-10-00 GirlUp | 1,362.34 | | | | 1,362.34 |
| 2310-10-00 World Language (French) Club | 3,671.97 | | | | 3,671.97 |
| 2340-10-00 Science Olympiad | (23.49) | 41.23 | | | 17.74 |
| 2370-10-00 FACS Club | 1,157.00 | | | | 1,157.00 |
| 2375-10-00 Literary Arts Magazine | 2,255.30 | | | | 2,255.30 |
| 2385-10-00 Poetry Club-Souls Spill Ink | 1,488.58 | | | | 1,488.58 |
| 2390-10-00 National Honor Society | 2,327.92 | | | | 2,327.92 |
| 2390-20-00 Illinois Music Honors Society | 238.63 | | | | 238.63 |
| 2391-10-00 AVID | 186.81 | | | | 186.81 |
| 2392-00-00 PSI Alpha | 301.32 | | | | 301.32 |
| 2408-10-00 GSA/LGBT Support Group | 802.70 | | | | 802.70 |
| 2439-10-00 Peer Mentors | 298.30 | | | | 298.30 |
| 2450-10-00 Debate Team | 249.32 | | | | 249.32 |
| 2480-10-00 Yearbook-INACTIVE | (29.92) | | | | (29.92) |
| 2590-40-00 Relay for Life | 688.95 | | | | 688.95 |
| 2591-10-00 Fight the Stigma | 756.25 | | | | 756.25 |
| 2592-10-00 Minority Leadership | 804.52 | | | | 804.52 |
| 2595-10-00 HOSA | 326.22 | | | | 326.22 |
| 2618-10-10 Operation Click | 1,862.98 | | | | 1,862.98 |
| 2700-10-20 Work Program/Buttons/Store | 950.33 | | | | 950.33 |
| 3100-20-20 Baseball | 1,753.93 | | | | 1,753.93 |
| 3150-20-10 Softball | 340.09 | | | | 340.09 |
| 3200-20-10 Girls Basketball | 6,508.70 | 149.00 | 1,625.00 | | 5,032.70 |
| 3200-20-20 Boys Basketball | 7,746.76 | | 1,100.00 | | 6,646.76 |
| 3210-20-10 Girls Bowling | 68.10 | | | | 68.10 |
| 3250-00-00 Dance Team (Poms) | 6,316.21 | | 1,351.09 | | 4,965.12 |
| 3300-20-10 Girls Soccer | 6,416.09 | | | | 6,416.09 |
| 3300-20-20 Boys Soccer | 7,529.33 | | | | 7,529.33 |
| 3350-20-10 Cheerleading | 9,543.79 | 17,338.20 | 5,736.45 | | 21,145.54 |
| 3400-20-10 Girls Tennis | 1,404.78 | | | | 1,404.78 |
| 3400-20-20 Boys Tennis | 673.54 | | | | 673.54 |
| 3450-20-10 Girls Swimming | 581.91 | | | | 581.91 |
| 3500-20-10 Girls Track | 4,237.60 | | | | 4,237.60 |
| 3500-20-20 Boys Track | 792.60 | | 241.50 | | 551.10 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| 3600-20-10 Girls Golf | 1,532.44 | | | | 1,532.44 |
| 3600-20-20 Boys Golf | 3,397.25 | | | | 3,397.25 |
| 3650-20-10 Boys Lacrosse | 2,288.87 | | 281.25 | | 2,007.62 |
| 3700-20-10 Football | 5,255.01 | | | | 5,255.01 |
| 3750-20-10 Flag Football | 1,482.20 | | | | 1,482.20 |
| 3800-20-00 Cross Country | 494.79 | | | | 494.79 |
| 3850-20-00 Wrestling | 7,264.07 | | 3,537.47 | | 3,726.60 |
| 3900-20-00 Volleyball | (589.86) | 3,000.00 | | | 2,410.14 |
| 4000-10-00 Sr. Class Gift | 5,242.96 | | | | 5,242.96 |
| 4100-30-00 General | 3,666.44 | | | | 3,666.44 |
| 4300-20-00 Sunshine Club/Staff Pride | 1,293.94 | | | | 1,293.94 |
| 4700-30-00 Scholarships | 1,185.67 | | | | 1,185.67 |
| 4750-10-00 Testing Prep | 1,318.00 | | | | 1,318.00 |
| 6000-00-00 Interest Income | 16,523.95 | 746.45 | | | 17,270.40 |
| 6000-30-00 Field Trip Reserve | 5,740.00 | | 1,040.00 | | 4,700.00 |
| **Total Other Accounts** | 199,357.32 | 22,730.48 | 21,806.86 | 0.00 | 200,280.94 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 4,728.01 | 117.40 | 132.45 | | 4,712.96 |
| **Total Cash Accounts** | 4,728.01 | 117.40 | 132.45 | 0.00 | 4,712.96 |
| **Other Accounts** | | | | | |
| 2031-10-00 Class of 2031 Field Trips | 31.97 | | | | 31.97 |
| 2033-10-00 Class of 2033 Field Trips | 79.60 | | | | 79.60 |
| 2034-10-00 Class of 2034 Field Trips | 196.12 | | | | 196.12 |
| 2036-00-00 Class of 2036 | 3.25 | 100.00 | 132.45 | 45.00 | 15.80 |
| 4100-30-00 General Fund | 464.81 | | | | 464.81 |
| 4200-10-00 Service Club | 1,053.24 | | | | 1,053.24 |
| 6000-00-00 Interest Income | 399.02 | 17.40 | | | 416.42 |
| 6000-30-00 Field Trip Reserve | 2,500.00 | | | (45.00) | 2,455.00 |
| **Total Other Accounts** | 4,728.01 | 117.40 | 132.45 | 0.00 | 4,712.96 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 129,982.26 | 14,465.73 | 2,066.13 | | 142,381.86 |
| **Total Cash Accounts** | 129,982.26 | 14,465.73 | 2,066.13 | 0.00 | 142,381.86 |
| **Other Accounts** | | | | | |
| 2000-10-00 Cardunal Council (Student) | 3,404.39 | | 200.00 | | 3,204.39 |
| 2027-20-00 Class of 2027-B | 114.66 | | | | 114.66 |
| 2029-10-00 Class of 2029-A | 150.00 | | | | 150.00 |
| 2029-20-00 Class of 2029-B | 150.00 | | | | 150.00 |
| 2030-10-00 Class of 2030-A | 988.23 | | | | 988.23 |
| 2030-20-00 Class of 2030-B | 988.22 | | | | 988.22 |
| 2031-10-00 Class of 2031-A | 169.58 | | | | 169.58 |
| 2031-20-00 Class of 2031-B | 169.58 | | | | 169.58 |
| 20TG-00-00 Universal Team (PBIS) | 2,764.88 | | 173.73 | | 2,591.15 |
| 20TY-00-00 Secondary Team | 363.97 | | | | 363.97 |
| 2110-10-00 Band | 9,436.65 | 340.00 | | | 9,776.65 |
| 2130-10-00 Music Department | (6,867.02) | 12,228.75 | | | 5,361.73 |
| 2140-10-00 Chorus/Vocal | 6,595.96 | 158.00 | 125.00 | | 6,628.96 |
| 2150-30-00 Musical/Ensembles | 18,291.19 | 696.01 | | | 18,987.20 |
| 2155-10-00 Orchestra | 15,121.32 | | 837.55 | | 14,283.77 |
| 2220-10-00 Art Club | 5,448.15 | | | | 5,448.15 |
| 2230-10-00 Beta Club | 61.28 | | | | 61.28 |
| 2380-10-00 Targeted Intervention Team | 13.53 | | | | 13.53 |
| 2391-10-00 AVID | (554.22) | | 222.07 | | (776.29) |
| 2425-10-00 Exploratory/Spanish | 446.34 | | | | 446.34 |
| 2431-10-00 Life Program (SPED) | 93.95 | | 30.51 | | 63.44 |
| 2432-10-00 Snack (skills) Program | 427.82 | | 97.14 | | 330.68 |
| 2435-10-00 S.O.A.R. | 596.45 | | | | 596.45 |
| 2436-10-00 SWANS | 23.22 | | | | 23.22 |
| 2481-10-00 Yearbook Club | 2,523.96 | | | | 2,523.96 |
| 2530-10-00 Chess Club | 326.91 | | | | 326.91 |
| 2560-30-00 Book Club | 6.15 | | | | 6.15 |
| 2565-00-00 Bracelet Club | 370.00 | | | | 370.00 |
| 2566-10-00 Garden Club | 321.04 | | | | 321.04 |
| 2570-30-00 IMC | 630.17 | | | | 630.17 |
| 2590-10-00 Lions | 16.11 | | | | 16.11 |
| 2615-10-00 Midnight Mile | 20,403.87 | | | | 20,403.87 |
| 2619-10-00 Cardunal Care | 3,301.59 | | | | 3,301.59 |
| 2620-10-00 Scrapbook | 102.00 | | | | 102.00 |
| 2625-10-00 Schoolpalooza | 776.58 | | | | 776.58 |
| 2630-10-00 Ski Club | 1,215.78 | 75.00 | 151.00 | | 1,139.78 |
| 2631-10-00 Washington D.C. Trip | 3.77 | | | | 3.77 |
| 2635-10-00 Snowflake | 1,331.31 | | | | 1,331.31 |
| 2655-10-00 Battle of the Books | 5.30 | | | | 5.30 |
| 2665-10-00 Spelling Bee | 21.34 | | | | 21.34 |
| 2670-10-00 Robotics | 1,428.65 | | | | 1,428.65 |
| 2675-00-00 STEM | 65.35 | | | | 65.35 |
| 3010-00-00 Ultimate Club | 352.24 | | | | 352.24 |
| 3207-20-10 Girls Basketball - 7th | 90.35 | | | | 90.35 |
| 3207-20-20 Boys Basketball - 7th | 0.62 | | | | 0.62 |
| 3208-20-20 Boy's Basketball - 8th | 183.47 | | | | 183.47 |
| 3250-20-10 Poms | 0.40 | | | | 0.40 |
| 3253-20-10 Intramural Basketball | 82.06 | | | | 82.06 |
| 3254-20-00 Intramural Poms | 121.95 | | | | 121.95 |
| 3255-20-10 Intramural Wrestling | 48.00 | | | | 48.00 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| 3350-20-10 Cheerleading | 31.80 | | | | 31.80 |
| 3400-10-00 Color Guard | 212.49 | | | | 212.49 |
| 3500-20-10 Track Team | 47.15 | | | | 47.15 |
| 3600-10-00 Flag Football | 542.22 | | | | 542.22 |
| 3800-20-00 Cross Country | 215.53 | | | | 215.53 |
| 3800-20-10 Marathon Club - 6th Gr.CC Only | 16.00 | | | | 16.00 |
| 3840-10-00 Wiffle Ball | 315.54 | | | | 315.54 |
| 3850-20-00 Wrestling | 73.64 | | | | 73.64 |
| 3900-20-00 Volleyball | 137.55 | | | | 137.55 |
| 4100-30-00 General | 1,956.09 | | 108.94 | | 1,847.15 |
| 4110-10-00 Outdoor Club | 3,045.12 | | 42.29 | | 3,002.83 |
| 4210-00-00 Fall Play | 9,261.61 | | | | 9,261.61 |
| 4220-00-00 Street Ensemble | 143.19 | | | | 143.19 |
| 4230-00-00 Buddy Club | 114.14 | | | | 114.14 |
| 4300-30-00 Faculty (Social) Fund | 136.00 | | | | 136.00 |
| 4400-30-00 Fitness Club (PE) | 4,162.76 | | | | 4,162.76 |
| 4500-30-00 Flower Fund | 138.92 | 475.00 | 77.90 | | 536.02 |
| 6000-00-00 Interest Income | 13,805.41 | 492.97 | | | 14,298.38 |
| 6000-30-00 Field Trip Reserve | 3,500.00 | | | | 3,500.00 |
| **Total Other Accounts** | 129,982.26 | 14,465.73 | 2,066.13 | 0.00 | 142,381.86 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 3,703.52 | 13.57 | | | 3,717.09 |
| **Total Cash Accounts** | 3,703.52 | 13.57 | 0.00 | 0.00 | 3,717.09 |
| **Other Accounts** | | | | | |
| 2029-00-00 Class of 2029 | 59.55 | | | | 59.55 |
| 2032-00-00 Class of 2032 | 64.09 | | | | 64.09 |
| 2035-00-00 Class of 2035 | (506.00) | | | | (506.00) |
| 2036-00-00 Class of 2036 | 1,368.07 | | | | 1,368.07 |
| 2100-10-10 Julie Voss Class-Inactive | 0.10 | | | | 0.10 |
| 2100-20-10 LEAP Program | 15.00 | | | | 15.00 |
| 4100-30-00 Miscellaneous | 555.03 | | | | 555.03 |
| 5010-00-00 Library Books (Birthday Club) | 232.59 | | | | 232.59 |
| 6000-00-00 Interest Income | 350.09 | 13.57 | | | 363.66 |
| 6000-30-00 Field Trip Reserve | 1,565.00 | | | | 1,565.00 |
| **Total Other Accounts** | 3,703.52 | 13.57 | 0.00 | 0.00 | 3,717.09 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 13,817.61 | 48.43 | 2,623.00 | | 11,243.04 |
| **Total Cash Accounts** | 13,817.61 | 48.43 | 2,623.00 | 0.00 | 11,243.04 |
| **Other Accounts** | | | | | |
| 2032-00-00 Class of 2032 | 3,286.39 | | 1,750.00 | | 1,536.39 |
| 2033-00-00 Class of 2033 | 1,376.04 | | | | 1,376.04 |
| 2034-00-00 Class of 2034 | 709.34 | | | | 709.34 |
| 2035-00-00 Class of 2035 | 1,278.85 | | | | 1,278.85 |
| 2036-00-00 Class of 2036 | (49.48) | | | | (49.48) |
| 2037-00-00 Class of 2037 | 1,290.00 | | 873.00 | | 417.00 |
| 2140-10-10 Chorus | (75.34) | | | | (75.34) |
| 2215-10-10 Yearbook - Elem | 726.00 | | | | 726.00 |
| 2499-20-00 Apparel Store | 0.11 | | | | 0.11 |
| 2590-30-00 Girls on the Run | 5.00 | | | | 5.00 |
| 4100-30-00 General | 63.48 | | | | 63.48 |
| 4300-20-00 Staff Wear | 75.00 | | | | 75.00 |
| 5010-10-00 PBIS | 1,343.65 | | | | 1,343.65 |
| 6000-00-00 Interest Income | 1,788.57 | 48.43 | | | 1,837.00 |
| 6000-30-00 Field Trip Reserve | 2,000.00 | | | | 2,000.00 |
| **Total Other Accounts** | 13,817.61 | 48.43 | 2,623.00 | 0.00 | 11,243.04 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 7,201.59 | 168.33 | 1,692.15 | | 5,677.77 |
| **Total Cash Accounts** | 7,201.59 | 168.33 | 1,692.15 | 0.00 | 5,677.77 |
| **Other Accounts** | | | | | |
| 2000-20-00 LIFE Program | 2,417.52 | 136.00 | 36.65 | | 2,516.87 |
| 2032-00-00 Class of 2032 | (1,084.18) | | | | (1,084.18) |
| 2033-00-00 Class of 2033 | (486.54) | | 355.41 | | (841.95) |
| 2034-00-00 Class of 2034 | 33.36 | | 980.00 | | (946.64) |
| 2035-00-00 Class of 2035 | 262.02 | | 320.09 | | (58.07) |
| 2276-10-00 Field Trips | 27.02 | | | | 27.02 |
| 2277-10-00 Field Days | 543.68 | | | | 543.68 |
| 2590-40-00 Relay for Life | 1,859.00 | | | | 1,859.00 |
| 4100-30-00 General | 514.10 | | | | 514.10 |
| 5000-10-00 Staff Social Account | (38.30) | | | | (38.30) |
| 6000-00-00 Interest Income | 653.91 | 32.33 | | | 686.24 |
| 6000-30-00 Field Trip Reserve | 2,500.00 | | | | 2,500.00 |
| **Total Other Accounts** | 7,201.59 | 168.33 | 1,692.15 | 0.00 | 5,677.77 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 2,909.05 | 14.56 | | | 2,923.61 |
| **Total Cash Accounts** | 2,909.05 | 14.56 | 0.00 | 0.00 | 2,923.61 |
| **Other Accounts** | | | | | |
| 2151-10-20 Summer Music Camp | 268.29 | | | | 268.29 |
| 2590-40-00 Relay for Life | 144.00 | | | | 144.00 |
| 4100-30-00 General | 67.17 | | | | 67.17 |
| 4210-00-00 Scholastic Book Fair-Fall | 3.59 | | | | 3.59 |
| 4220-00-00 Scholastic Book Fair-Spring | 427.62 | | | | 427.62 |
| 4270-00-00 PBIS | 202.10 | | | | 202.10 |
| 4600-10-00 Change Drawer | 231.00 | | | | 231.00 |
| 5000-10-10 Staff Spirit Wear | 154.33 | | | | 154.33 |
| 6000-00-00 Interest Income | 190.95 | 10.56 | | | 201.51 |
| 6000-30-00 Field Trip Reserve | 1,220.00 | 4.00 | | | 1,224.00 |
| **Total Other Accounts** | 2,909.05 | 14.56 | 0.00 | 0.00 | 2,923.61 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris Bank Checking | 5,323.80 | 741.67 | 1,250.86 | | 4,814.61 |
| **Total Cash Accounts** | 5,323.80 | 741.67 | 1,250.86 | 0.00 | 4,814.61 |
| **Other Accounts** | | | | | |
| 2032-00-00 Class of 2032 | (36.43) | | | 36.43 | 0.00 |
| 2033-00-00 Class of 2033 | 355.83 | | 459.60 | 103.77 | 0.00 |
| 2034-00-00 Class of 2034 | 256.30 | | | | 256.30 |
| 2035-00-00 Class of 2035 | 61.92 | 720.00 | 480.00 | 180.00 | 481.92 |
| 2036-00-00 Class of 2036 | 249.00 | | 311.26 | 62.26 | 0.00 |
| 2140-20-00 Chorus | 47.50 | | | | 47.50 |
| 2270-10-00 Environmental Science | 329.61 | | | | 329.61 |
| 2276-10-00 Field Trips | 34.60 | | | (34.60) | 0.00 |
| 4100-30-00 General | 82.60 | | | (64.09) | 18.51 |
| 5100-00-00 Scholastic Book Fair | 436.65 | | | | 436.65 |
| 5110-00-00 Yearbook | 292.00 | | | | 292.00 |
| 5200-00-00 Sunshine Staff Account | 779.96 | | | | 779.96 |
| 6000-00-00 Interest Income | 830.26 | 21.67 | | (103.77) | 748.16 |
| 6000-30-00 Field Trip Reserve | 1,604.00 | | | (180.00) | 1,424.00 |
| **Total Other Accounts** | 5,323.80 | 741.67 | 1,250.86 | 0.00 | 4,814.61 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 430,338.45 | 22,058.53 | 32,282.15 | | 420.114.83 |
| **Total Cash Accounts** | 430,338.45 | 22,058.53 | 32,282.15 | 0.00 | 420,114.83 |
| **Other Accounts** | | | | | |
| 2000-10-00 Student Council | 1,629.82 | | | | 1,629.82 |
| 2014-10-00 Homecoming | 48,390.86 | | 1,833.11 | | 46,557.75 |
| 2015-10-10 Class of 2015 Statue Maintenan | 69.26 | | | | 69.26 |
| 2025-00-00 Class of 2025 | 7,799.70 | | 227.12 | | 7,572.58 |
| 2026-00-00 Class of 2026 | 6,550.07 | | | | 6,550.07 |
| 2027-00-00 Class of 2027 | 7,762.82 | | | | 7,762.82 |
| 2028-00-00 Class of 2028 | 2,025.96 | | | | 2,025.96 |
| 2110-10-00 Band | 492.56 | | | | 492.56 |
| 2112-00-00 Tri M (Modern Music Masters) | 2,168.37 | | | | 2,168.37 |
| 2140-10-00 Chorus | 8,123.21 | | | | 8,123.21 |
| 2150-30-00 Musical | 12,765.59 | | 1,585.00 | | 11,180.59 |
| 2151-10-00 Music Student Tour Account | 3,019.84 | | | | 3,019.84 |
| 2155-10-00 Orchestra | 454.38 | | | | 454.38 |
| 2156-10-00 Prom - Junior Class | 31,880.45 | | | | 31,880.45 |
| 2220-10-00 Art Club | 969.70 | 275.00 | 154.46 | | 1,090.24 |
| 2222-10-00 ABC Business Club | 1,562.32 | | | | 1,562.32 |
| 2223-00-00 ASL Club | 400.85 | | | | 400.85 |
| 2225-10-00 Black Student Alliance | 7,400.45 | | | | 7,400.45 |
| 2225-20-00 Hispanic Youth Alliance | 605.66 | | | | 605.66 |
| 2230-10-00 Debate Team | 1,395.76 | | 62.70 | | 1,333.06 |
| 2240-10-00 Drama Club | 6,700.03 | 3,082.00 | 447.67 | | 9,334.36 |
| 2250-10-10 GSA Club | 96.25 | | | | 96.25 |
| 2260-10-00 Industrial Arts | 1,591.92 | | | | 1,591.92 |
| 2265-10-00 Environmental Club/Med Careers | 507.53 | | | | 507.53 |
| 2276-10-00 Field Trips | 271.00 | | 218.54 | | 52.46 |
| 2280-10-00 Fishing Club | 522.19 | | | | 522.19 |
| 2310-10-00 AAPI Club | 741.72 | | | | 741.72 |
| 2320-10-00 German Club | 206.94 | | | | 206.94 |
| 2330-10-00 Foreign Language | 180.71 | | | | 180.71 |
| 2330-20-00 French Club | 242.00 | | | | 242.00 |
| 2340-10-00 Spanish Club | 70.07 | | | | 70.07 |
| 2350-10-00 Language Arts Field Trips | 808.00 | | | | 808.00 |
| 2390-10-00 National Honor Society | 14,984.45 | 423.60 | | | 15,408.05 |
| 2390-20-00 Robotics | 100.91 | | | | 100.91 |
| 2391-10-00 AVID | 16,305.02 | 50.00 | 403.09 | | 15,951.93 |
| 2393-10-00 PBIS | 1,487.06 | | | | 1,487.06 |
| 2410-00-00 Math Team | 646.00 | | 185.00 | | 461.00 |
| 2480-10-00 Yearbook | 98.16 | | | | 98.16 |
| 2499-30-00 School Store | 187.60 | | | | 187.60 |
| 2618-10-10 Operation Click | 1,064.80 | | | | 1,064.80 |
| 2620-00-00 Female Empowerment | 412.66 | | 75.39 | | 337.27 |
| 2644-10-00 Co-Op | 109.92 | 2,991.00 | | | 3,100.92 |
| 2647-10-00 FACS | 294.94 | | | | 294.94 |
| 2655-00-00 Literary Magazine | 466.73 | | | | 466.73 |
| 2670-10-00 Scholastic Bowl | 134.09 | | | | 134.09 |
| 2671-00-00 Science | 1,896.57 | | | | 1,896.57 |
| 2671-10-00 Science-Six Flags GreatAmerica | 0.01 | | | | 0.01 |
| 2680-10-00 Marketing Class | 181.65 | | | | 181.65 |
| 2685-00-00 Target Edu | 211.77 | | | | 211.77 |
| 2686-00-00 Woodshop | 140.00 | | | | 140.00 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| 2690-00-00 WHIPS TV | 58.00 | | | | 58.00 |
| 3100-10-00 Athletic Development | 1,321.54 | | | | 1,321.54 |
| 3100-20-20 Baseball | 16,898.55 | | 4,750.00 | | 12,148.55 |
| 3150-20-10 Softball | 5,153.57 | | | | 5,153.57 |
| 3200-20-10 Girls Basketball | 5,487.76 | 1,950.00 | 1,889.06 | | 5,548.70 |
| 3200-20-20 Boys Basketball | 8,511.48 | | 3,891.59 | | 4,619.89 |
| 3250-20-10 Poms | 10,261.48 | | 2,029.55 | | 8,231.93 |
| 3300-20-10 Girls Soccer | 9,493.83 | | 2,500.00 | | 6,993.83 |
| 3300-20-20 Boys Soccer | 4,184.75 | | 2,812.50 | | 1,372.25 |
| 3350-20-10 Cheerleading | 12,980.64 | 240.00 | 580.37 | | 12,640.27 |
| 3400-20-10 Girls Tennis | 5,488.93 | | | | 5,488.93 |
| 3400-20-20 Boys Tennis | 1,053.00 | | | | 1,053.00 |
| 3500-20-10 Girls Track & Field | 5,385.17 | | | | 5,385.17 |
| 3500-20-20 Boys Track | 4,699.02 | | | | 4,699.02 |
| 3600-20-10 Boys Golf | 5,613.85 | | | | 5,613.85 |
| 3600-20-20 Girls Golf | 4,500.56 | | 830.00 | | 3,670.56 |
| 3610-10-00 Boys Lacrosse | 2,135.80 | | | | 2,135.80 |
| 3610-20-00 Girls LaCrosse | 2,606.60 | | | | 2,606.60 |
| 3700-20-10 Football | 17,743.50 | | 3,750.00 | | 13,993.50 |
| 3700-30-10 Powder Puff | 3,528.25 | | | | 3,528.25 |
| 3700-40-10 Flag Football | 2,278.77 | | | | 2,278.77 |
| 3800-10-00 Whip Squad | 0.00 | 500.00 | 307.00 | | 193.00 |
| 3800-20-00 Boys and Girls Cross Country | 1,016.17 | | | | 1,016.17 |
| 3850-20-00 Wrestling | 5,742.40 | | | | 5,742.40 |
| 3900-20-00 Volleyball | 4,242.41 | | 3,750.00 | | 492.41 |
| 3900-20-10 Volleyball Club | 118.00 | | | | 118.00 |
| 3990-10-00 Gatorade Fundraiser | 537.87 | | | | 537.87 |
| 4000-30-00 General | 7,584.80 | 11,000.00 | | | 18,584.80 |
| 4100-00-00 FVC Leadership | 981.48 | | | | 981.48 |
| 4150-00-00 Teacher Grants | 22.50 | | | | 22.50 |
| 4210-10-00 Rachel's Challenge | 20.00 | | | | 20.00 |
| 4220-00-00 D300 Speaks | 219.52 | | | | 219.52 |
| 4300-20-00 Sunshine | 92.70 | | | | 92.70 |
| 4300-30-00 Spiritwear | 3.03 | | | | 3.03 |
| 4300-40-00 PE-Active | 1.00 | | | | 1.00 |
| 4700-10-00 2017 Gene Haas Scholarship | 531.79 | | | | 531.79 |
| 4700-10-10 2018 Gene Haas Scholarship | 1,558.50 | | | | 1,558.50 |
| 4700-10-20 2019 Gene Haas Scholarship | 7,021.00 | | | | 7,021.00 |
| 4700-10-30 2020 Gene Haas Scholarship | 12,000.00 | | | | 12,000.00 |
| 4700-10-50 2024 GENE HAAS SCHOLARSHIP | 20,000.00 | | | | 20,000.00 |
| 4700-30-00 Scholarship & Blood Drive | 2,540.00 | | | | 2,540.00 |
| 4700-40-00 Drama Club Scholarship | 625.50 | | | | 625.50 |
| 4800-00-00 Guidance | 642.52 | | | | 642.52 |
| 6000-00-00 Interest | 35,103.88 | 1,546.93 | | | 36,650.81 |
| 6000-30-00 Field Trip Reserve | 4,220.00 | | | | 4,220.00 |
| **Total Other Accounts** | 430,338.45 | 22,058.53 | 32,282.15 | 0.00 | 420,114.83 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 98,309.56 | 5,561.10 | 12,507.38 | | 91,363.28 |
| **Total Cash Accounts** | 98,309.56 | 5,561.10 | 12,507.38 | 0.00 | 91,363.28 |
| **Other Accounts** | | | | | |
| 1000-10-00 Banking Corrections | (18.46) | | 21.76 | | (40.22) |
| 2001-10-00 Student Council - MS | 672.53 | | | | 672.53 |
| 2029-00-00 8th Grade Class of 2029 | 6,149.54 | | | | 6,149.54 |
| 2030-00-00 7th Grade Class of 2030 | 2,248.10 | | | | 2,248.10 |
| 2031-00-00 6th Grade Class of 2031 | 708.49 | | | | 708.49 |
| 2111-00-00 Music Field Trip Account | 6,327.17 | | 1,625.00 | | 4,702.17 |
| 2114-10-00 Band - MS | 625.44 | 1,045.00 | 1,000.00 | | 670.44 |
| 2120-10-00 Drama Club | 14,640.77 | | | | 14,640.77 |
| 2140-10-00 Chorus | 4,342.39 | | | | 4,342.39 |
| 2155-10-00 MS Orchestra | 1,720.79 | | | | 1,720.79 |
| 2210-00-00 Cafe 10A | 460.78 | | 50.00 | | 410.78 |
| 2225-10-00 Arts & Craft Club | 84.56 | | 21.76 | | 62.80 |
| 2230-10-00 Beta Club | 5,062.24 | | | | 5,062.24 |
| 2391-10-00 AVID | 14,188.32 | | | | 14,188.32 |
| 2400-00-00 PBIS | 4,046.96 | | | | 4,046.96 |
| 2560-20-00 Book Fair | 702.37 | | | | 702.37 |
| 2631-10-29 Washington DC 8th Grade | 9,652.74 | 1,253.40 | 9,087.02 | (822.90) | 996.22 |
| 2631-10-30 Washington DC 7th Grade | 3,021.23 | 2,713.40 | 472.94 | 425.50 | 5,687.19 |
| 2631-10-31 Washington DC 6th Grade | 0.00 | | | 397.40 | 397.40 |
| 2667-00-00 MS Sports | 870.21 | 187.47 | 50.00 | | 1,007.68 |
| 2669-00-00 MS Yearbook | 200.00 | | | | 200.00 |
| 4100-30-00 General | 9,223.06 | | 178.90 | | 9,044.16 |
| 4250-30-00 Student Activity | 4,176.42 | | | | 4,176.42 |
| 6000-00-00 Interest | 6,711.91 | 361.83 | | | 7,073.74 |
| 6000-30-00 Field Trip Reserve | 2,492.00 | | | | 2,492.00 |
| **Total Other Accounts** | 98,309.56 | 5,561.10 | 12,507.38 | 0.00 | 91,363.28 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 302,062.01 | 31,676.48 | 12,877.26 | | 320,861.23 |
| **Total Cash Accounts** | 302,062.01 | 31,676.48 | 12,877.26 | 0.00 | 320,861.23 |
| **Other Accounts** | | | | | |
| 1000-10-10 Banking Corrections | (20.00) | | | | (20.00) |
| 2000-10-00 Student Council | 46,312.29 | | | | 46,312.29 |
| 2022-00-00 Class of 2022 | 64.85 | | | | 64.85 |
| 2023-00-00 Class of 2023 | 8,771.03 | | | | 8,771.03 |
| 2024-00-00 Class of 2024 | 6,843.48 | | | | 6,843.48 |
| 2025-00-00 Class of 2025 | 9,059.80 | 324.00 | | | 9,383.80 |
| 2026-00-00 Class of 2026 | 5,434.18 | | | | 5,434.18 |
| 2027-00-00 Class of 2027 | 995.91 | | | | 995.91 |
| 2028-00-00 Class of 2028 | 358.11 | | | | 358.11 |
| 2110-00-10 Prom | 13,491.53 | | | | 13,491.53 |
| 2110-10-00 Band | 6,120.58 | | | | 6,120.58 |
| 2120-10-00 Drama Club | 4,770.98 | 1,755.33 | | | 6,526.31 |
| 2140-10-00 Choral | 6,698.48 | 5,610.00 | | | 12,308.48 |
| 2150-30-00 Musical | 4,575.00 | 456.26 | 204.00 | | 4,827.26 |
| 2151-10-00 Tri-M | 659.00 | | | | 659.00 |
| 2151-10-10 Music Industry Club- MIC | 822.65 | | | | 822.65 |
| 2152-10-00 24hr Musical | 444.46 | | | | 444.46 |
| 2155-10-00 Orchestra | 1,504.27 | | | | 1,504.27 |
| 2210-10-00 Activist Club | 85.88 | | | | 85.88 |
| 2220-10-00 Art Club | 1,920.22 | | | | 1,920.22 |
| 2230-00-00 Black Allegiance Club | 567.12 | | | | 567.12 |
| 2240-10-00 Muslim Student Alliance Club | 924.00 | | | | 924.00 |
| 2245-10-00 Women's Empowerment Club | 42.00 | 530.89 | | | 572.89 |
| 2253-10-00 Conservation | 621.10 | 405.00 | | | 1,026.10 |
| 2258-10-00 Engineering Club | 161.85 | | | | 161.85 |
| 2259-10-00 Film Production | 203.00 | | | | 203.00 |
| 2263-10-00 Interact Club | 4,634.24 | | | | 4,634.24 |
| 2276-10-00 Field Trips | 534.59 | | | | 534.59 |
| 2281-10-00 Gold Rush | 128.66 | 171.42 | | | 300.08 |
| 2310-10-00 French Club | 200.36 | | | | 200.36 |
| 2320-10-00 German Club | 282.64 | | | | 282.64 |
| 2330-10-00 Spanish Club | 169.44 | | | | 169.44 |
| 2330-20-00 World Language Department | 287.37 | | | | 287.37 |
| 2340-10-10 Key Club | 3,237.13 | 128.85 | | | 3,365.98 |
| 2370-10-00 FCCLA | 79.42 | | | | 79.42 |
| 2390-10-00 National Honor Society | 3,605.68 | | | | 3,605.68 |
| 2391-10-00 AVID | 5,361.52 | 3,030.00 | | | 8,391.52 |
| 2393-10-00 PBIS | 884.95 | | | | 884.95 |
| 2400-10-00 Peer Mediation/SADD | 102.95 | | | | 102.95 |
| 2405-10-00 Debate Team | 3,390.59 | | 50.00 | | 3,340.59 |
| 2406-10-00 DJ (Entertainment) Club | 680.05 | | | | 680.05 |
| 2408-10-00 GSA (Gay Straight Alliannce) | 547.86 | | | | 547.86 |
| 2409-10-00 Hispanic Youth Alliance | 226.97 | | | | 226.97 |
| 2409-20-00 AAPIA-Asian Amer Pac Islander | 43.52 | | | | 43.52 |
| 2410-10-00 Knitting Club | 20.00 | | | | 20.00 |
| 2415-10-00 Science Club | 470.90 | | | | 470.90 |
| 2425-10-00 Girls Into Stem | 100.00 | | | | 100.00 |
| 2430-10-00 Academic Challenge | 400.00 | | | | 400.00 |
| 2590-40-00 Relay for Life | 122.51 | | | | 122.51 |
| 2618-30-00 Green Eagles | 2,655.70 | | | | 2,655.70 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| 2618-30-10 High School Against Cancer | 25.35 | | | | 25.35 |
| 3000-10-00 Special Olympics | 4,081.36 | | | | 4,081.36 |
| 3001-00-00 Student Act/Ath Council | 55.00 | | | | 55.00 |
| 3100-20-20 Baseball | 6,178.12 | | 1,929.38 | | 4,248.74 |
| 3150-20-10 Softball | 6,152.43 | | 2,764.80 | | 3,387.63 |
| 3200-20-10 Girls Basketball | 521.12 | 1,865.80 | | | 2,386.92 |
| 3200-20-20 Boys Basketball | 56.93 | 7,525.25 | | | 7,582.18 |
| 3210-20-10 Bowling | 157.01 | | 53.97 | | 103.04 |
| 3250-20-10 Dance Team | 8,575.50 | 1,710.80 | 407.00 | | 9,879.30 |
| 3275-00-00 Math Team | 798.27 | | | | 798.27 |
| 3300-20-10 Girls Soccer | 6,911.72 | | | | 6,911.72 |
| 3300-20-20 Boys Soccer | 15,364.98 | | | | 15,364.98 |
| 3350-20-10 Cheerleaders | 7,619.19 | | 1,689.46 | | 5,929.73 |
| 3400-20-10 Girls Tennis | 0.81 | | | | 0.81 |
| 3400-20-20 Boys Tennis | 1.42 | | | | 1.42 |
| 3450-20-10 Girls Swimming | 50.00 | | | | 50.00 |
| 3450-20-20 Boys Swimming | 579.16 | 1,740.00 | 1,160.00 | | 1,159.16 |
| 3500-20-10 Girls Track & Field | 6,970.88 | | | | 6,970.88 |
| 3500-20-20 Boys Track | 7,791.83 | | | | 7,791.83 |
| 3600-20-10 Girls Golf | 1,495.18 | | | | 1,495.18 |
| 3600-20-20 Boys Golf | 1,296.78 | | | | 1,296.78 |
| 3650-20-10 Boys Lacrosse | 8,853.99 | | | | 8,853.99 |
| 3700-20-10 Football | 12,543.22 | | 4,618.65 | | 7,924.57 |
| 3750-20-10 Flag Football | 4,737.26 | | | | 4,737.26 |
| 3800-20-00 Cross Country | 4,507.09 | | | | 4,507.09 |
| 3850-20-00 Wrestling | 4,833.04 | 5,217.50 | | | 10,050.54 |
| 3900-20-00 Volleyball | 13,728.95 | | | | 13,728.95 |
| 4100-30-00 General | 251.18 | | | | 251.18 |
| 4110-10-00 Eagle Minds Matter | 1,081.00 | | | | 1,081.00 |
| 4200-10-00 Eagle's Wings Food Pantry | 7,264.94 | | | | 7,264.94 |
| 4300-30-10 Eagle Pride Advisory Committee | 1,455.32 | 40.00 | | | 1,495.32 |
| 6000-00-00 Interest | 14,024.16 | 1,165.38 | | | 15,189.54 |
| 6000-30-00 Field Trip Reserve | 4,500.00 | | | | 4,500.00 |
| **Total Other Accounts** | 302,062.01 | 31,676.48 | 12,877.26 | 0.00 | 320,861.23 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 5,421.72 | 19.81 | | | 5,441.53 |
| **Total Cash Accounts** | 5,421.72 | 19.81 | 0.00 | 0.00 | 5,441.53 |
| **Other Accounts** | | | | | |
| 2034-00-00 Class of 2034 | 248.77 | | | | 248.77 |
| 2631-10-00 Field Trip Grant Funds | 94.47 | | | | 94.47 |
| 3020-10-00 Leopards Chorus Club | 1,897.67 | | | | 1,897.67 |
| 3030-20-00 ILMEA | 80.00 | | | | 80.00 |
| 4100-30-00 Principal Discretionary Fund | 1,509.14 | | | | 1,509.14 |
| 5010-00-10 Jump Rope for Heart | 50.00 | | | | 50.00 |
| 5020-00-00 Ned Show / Yo-yo | 1,184.00 | | | | 1,184.00 |
| 5100-00-00 Leopards Holiday Giving | 71.36 | | | | 71.36 |
| 5900-00-00 General | 1,017.36 | | | | 1,017.36 |
| 6000-00-00 Interest Income | 1,161.65 | 19.81 | | | 1,181.46 |
| 6000-30-00 Field Trip Reserve | (1,892.70) | | | | (1,892.70) |
| **Total Other Accounts** | 5,421.72 | 19.81 | 0.00 | 0.00 | 5,441.53 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 26,472.86 | 1,277.20 | | | 27,750.06 |
| **Total Cash Accounts** | 26,472.86 | 1,277.20 | 0.00 | 0.00 | 27,750.06 |
| **Other Accounts** | | | | | |
| 2001-10-10 PBIS (Student Council) | 3,508.81 | | | | 3,508.81 |
| 2031-00-00 Class of 2031 | 801.03 | | | | 801.03 |
| 2032-00-00 Class of 2032 | 1,163.98 | 100.00 | | | 1,263.98 |
| 2033-00-00 Class of 2033 | 997.76 | 100.00 | | | 1,097.76 |
| 2034-00-00 Class of 2034 | 738.40 | 100.00 | | | 838.40 |
| 2035-00-00 Class of 2035 | 461.32 | 100.00 | | | 561.32 |
| 2036-00-00 Class of 2036 | 666.00 | 100.00 | | | 766.00 |
| 2037-00-00 Class of 2037 | 861.50 | 100.00 | | | 961.50 |
| 2110-10-00 Band | 16.70 | | | | 16.70 |
| 2120-00-00 Book Fair | 5,062.01 | 280.06 | | | 5,342.07 |
| 2151-10-00 Music Club | 2,996.95 | | | | 2,996.95 |
| 2230-10-00 Beta Club | 42.46 | | | | 42.46 |
| 2540-20-00 Cultural Committee | 305.60 | | | | 305.60 |
| 2618-30-00 Families in Need | 104.41 | | | | 104.41 |
| 2657-00-00 Family Night-Math Night | 1,376.34 | | | | 1,376.34 |
| 2657-10-00 Family Night-Reading Night | 2,025.92 | | | | 2,025.92 |
| 4100-30-00 Miscellaneous/General | 218.43 | 300.00 | | | 518.43 |
| 4300-30-00 Sunshine Fund | 0.66 | | | | 0.66 |
| 6000-00-00 Interest Income | 2,656.50 | 97.14 | | | 2,753.64 |
| 6000-30-00 Field Trip Reserve | 2,468.08 | | | | 2,468.08 |
| **Total Other Accounts** | 26,472.86 | 1,277.20 | 0.00 | 0.00 | 27,750.06 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 7,009.52 | 25.53 | | | 7,035.05 |
| **Total Cash Accounts** | 7,009.52 | 25.53 | 0.00 | 0.00 | 7,035.05 |
| **Other Accounts** | | | | | |
| 2030-00-00 Class of 2030 | 282.29 | | | | 282.29 |
| 2032-00-00 Class of 2032 | 91.00 | | | | 91.00 |
| 2033-00-00 Class of 2033 | (256.00) | | | | (256.00) |
| 2034-00-00 Class of 2034 | 426.00 | | | | 426.00 |
| 2035-00-00 Class of 2035 | 179.00 | | | | 179.00 |
| 2100-10-00 Dual Language Activities | 40.00 | | | | 40.00 |
| 2276-10-00 Field Trips | 100.97 | | | | 100.97 |
| 2410-00-00 Bookfair | 11.18 | | | | 11.18 |
| 2482-10-00 Yearbook | 279.98 | | | | 279.98 |
| 2590-40-00 Relay for Life | 65.50 | | | | 65.50 |
| 4100-30-00 General | 1,202.36 | | | | 1,202.36 |
| 4200-00-00 Liberty Chorus | 1,855.70 | | | | 1,855.70 |
| 4300-20-00 Kids Heart Challenge | 500.00 | | | | 500.00 |
| 4400-00-00 Reach for the Stars | 732.48 | | | | 732.48 |
| 5000-10-00 Student Assistance Account | 725.98 | | | | 725.98 |
| 6000-00-00 Interest Income | 773.08 | 25.53 | | | 798.61 |
| **Total Other Accounts** | 7,009.52 | 25.53 | 0.00 | 0.00 | 7,035.05 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 14,273.80 | 684.55 | 377.04 | | 14,581.31 |
| **Total Cash Accounts** | 14,273.80 | 684.55 | 377.04 | 0.00 | 14,581.31 |
| **Other Accounts** | | | | | |
| 2032-00-00 Class of 2032 | 709.87 | 592.00 | | 16.00 | 1,317.87 |
| 2033-00-00 Class of 2033 | 2,171.00 | | | | 2,171.00 |
| 2034-00-00 Class of 2034 | 112.88 | | | | 112.88 |
| 2035-00-00 Class of 2035 | 25.36 | | | | 25.36 |
| 2036-00-00 Class of 2036 | 428.51 | | 16.00 | | 412.51 |
| 2200-10-00 LIFE Program | 0.00 | | 8.39 | 8.39 | 0.00 |
| 2210-00-00 Animal Shelter Fundraiser | 0.50 | | | | 0.50 |
| 2510-00-00 Scholastic Book Fair/Follett | 90.02 | | | | 90.02 |
| 3100-00-00 Yearbook | 3,432.37 | | | | 3,432.37 |
| 4100-00-00 Artworks Program | 1,262.50 | | | | 1,262.50 |
| 4100-30-00 General | 258.78 | | | | 258.78 |
| 4300-10-00 Staff Spiritwear | 1,314.71 | | | | 1,314.71 |
| 4300-20-00 Sunshine | 1,445.60 | 40.00 | 352.65 | | 1,132.95 |
| 6000-00-00 Interest Income | 1,123.23 | 52.55 | | | 1,175.78 |
| 6000-30-00 Field Trip Reserve | 1,898.47 | | | (24.39) | 1,874.08 |
| **Total Other Accounts** | 14,273.80 | 684.55 | 377.04 | 0.00 | 14,581.31 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 1,710.10 | 9.17 | 23.05 | | 1,696.22 |
| **Total Cash Accounts** | 1,710.10 | 9.17 | 23.05 | 0.00 | 1,696.22 |
| **Other Accounts** | | | | | |
| 2590-30-00 Girls on the Run | 69.01 | | | | 69.01 |
| 4100-30-00 General | 97.18 | | | | 97.18 |
| 4250-30-00 Staff Spirit Wear | 6.48 | | | | 6.48 |
| 4300-30-00 Social Fund | 416.30 | | 23.05 | | 393.25 |
| 4400-10-00 Scholastic Book Fair | (398.80) | | | | (398.80) |
| 6000-00-00 Interest Income | 783.93 | 9.17 | | | 793.10 |
| 6000-30-00 Field Trip Reserve | 736.00 | | | | 736.00 |
| **Total Other Accounts** | 1,710.10 | 9.17 | 23.05 | 0.00 | 1,696.22 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 4,005.40 | 15.52 | | | 4,020.92 |
| **Total Cash Accounts** | 4,005.40 | 15.52 | 0.00 | 0.00 | 4,020.92 |
| **Other Accounts** | | | | | |
| 2032-00-00 Class of 2032 | 192.00 | | | | 192.00 |
| 2033-00-00 Class of 2033 | 106.16 | | | | 106.16 |
| 2034-00-00 Class of 2034 | 165.36 | | | | 165.36 |
| 2035-00-00 Class of 2035 | 14.19 | | | | 14.19 |
| 4100-30-00 General | 1,025.31 | | | | 1,025.31 |
| 6000-00-00 Interest Income | 380.88 | 15.52 | | | 396.40 |
| 6000-30-00 Field Trip Reserve | 2,121.50 | | | | 2,121.50 |
| **Total Other Accounts** | 4,005.40 | 15.52 | 0.00 | 0.00 | 4,020.92 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 7,880.36 | 63.93 | 1,605.00 | | 6,339.29 |
| **Total Cash Accounts** | 7,880.36 | 63.93 | 1,605.00 | 0.00 | 6,339.29 |
| **Other Accounts** | | | | | |
| 2030-00-00 Class of 2030 | 117.00 | | | | 117.00 |
| 2032-00-00 Class of 2032 | 0.00 | | 1,605.00 | 1,605.00 | 0.00 |
| 2035-00-00 Class of 2035 | 16.00 | | | | 16.00 |
| 2590-40-00 Relay for Life | 1,248.02 | | | | 1,248.02 |
| 4100-00-00 PBIS | 1,034.98 | | | | 1,034.98 |
| 4150-00-00 Math Night | 108.00 | | | | 108.00 |
| 4300-00-00 General Fund | 970.26 | | | | 970.26 |
| 5010-00-00 School Fundraisers | 1,480.40 | 38.70 | | | 1,519.10 |
| 5030-10-00 School Store-Inactive | 269.06 | | | | 269.06 |
| 5500-00-00 Staff Social Account-Inactive | 1.36 | | | | 1.36 |
| 6000-00-00 Interest Income | 867.28 | 25.23 | | | 892.51 |
| 6000-30-00 Field Trip Reserve | 1,768.00 | | | (1,605.00) | 163.00 |
| **Total Other Accounts** | 7,880.36 | 63.93 | 1,605.00 | 0.00 | 6,339.29 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 9,743.39 | 1,466.29 | 1,721.83 | | 9.487.85 |
| **Total Cash Accounts** | 9,743.39 | 1,466.29 | 1,721.83 | 0.00 | 9,487.85 |
| **Other Accounts** | | | | | |
| 2014-10-00 Kindergarten Grade Level Funds | 614.07 | | | | 614.07 |
| 2014-10-01 1st Grade Level Funds | 190.01 | | | | 190.01 |
| 2014-10-02 2nd Grade Level Funds | 2.32 | | | | 2.32 |
| 2014-10-03 3rd Grade Level Funds | 224.36 | | | | 224.36 |
| 2014-10-04 4th Grade Level Funds | 764.03 | | | | 764.03 |
| 2014-10-05 5th Grade Level Funds | 536.76 | | | | 536.76 |
| 2029-00-00 Class of 2029 | 0.45 | | | | 0.45 |
| 2030-00-00 Class of 2030 | 20.00 | | | | 20.00 |
| 2031-00-00 Class of 2031 | 111.00 | | | | 111.00 |
| 2032-00-00 Class of 2032 | 88.00 | | | | 88.00 |
| 2035-00-00 Class of 2035 | 0.00 | | 341.25 | | (341.25) |
| 3200-00-00 Media Center | 91.70 | 1,384.03 | 1,380.58 | | 95.15 |
| 3300-10-00 Student Council | 502.35 | | | | 502.35 |
| 3300-20-00 Perry Fundraising | 2,330.30 | 45.50 | | | 2,375.80 |
| 3350-00-00 Kane County Cougars Grant | 391.87 | | | | 391.87 |
| 4100-30-00 General | 381.71 | | | | 381.71 |
| 4200-00-00 Perry Teacher Social Account | 226.32 | | | | 226.32 |
| 6000-00-00 Interest Income | 1,111.14 | 36.76 | | | 1,147.90 |
| 6000-30-00 Field Trip Reserve | 2,157.00 | | | | 2,157.00 |
| **Total Other Accounts** | 9,743.39 | 1,466.29 | 1,721.83 | 0.00 | 9,487.85 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 3,712.69 | 13.59 | | | 3,726.28 |
| **Total Cash Accounts** | 3,712.69 | 13.59 | 0.00 | 0.00 | 3,726.28 |
| **Other Accounts** | | | | | |
| 2031-00-00 Class of 2031 | 133.81 | | | | 133.81 |
| 2033-00-00 Class of 2033 | 369.51 | | | | 369.51 |
| 2034-00-00 Class of 2034 | 299.91 | | | | 299.91 |
| 2035-00-00 Class of 2035 | 39.81 | | | | 39.81 |
| 2560-30-00 Library - Birthday Books | 0.08 | | | | 0.08 |
| 4100-30-00 Principal Discretionary | 15.97 | | | | 15.97 |
| 6000-00-00 Interest Income | 448.60 | 13.59 | | | 462.19 |
| 6000-10-00 Bank Corrections | 5.00 | | | | 5.00 |
| 6000-30-00 Field Trip Reserve | 2,400.00 | | | | 2,400.00 |
| **Total Other Accounts** | 3,712.69 | 13.59 | 0.00 | 0.00 | 3,726.28 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Cash Accounts** | | | | | |
| 1000-00-10 Harris - Checking | 52,628.36 | 5,633.18 | 4,618.53 | | 53.643.01 |
| **Total Cash Accounts** | 52,628.36 | 5,633.18 | 4,618.53 | 0.00 | 53,643.01 |
| **Other Accounts** | | | | | |
| 2000-10-00 Student Council | 5,657.60 | 1,310.20 | 1,336.16 | | 5,631.64 |
| 2028-00-00 Class of 2028-A | 21.23 | | | | 21.23 |
| 2029-00-00 Class of 2029-A | 407.87 | | | | 407.87 |
| 2029-10-00 Class of 2029-B | 407.88 | | | | 407.88 |
| 2030-00-00 Class of 2030-A | 498.39 | | | | 498.39 |
| 2030-10-00 Class of 2030-B | 151.67 | | | | 151.67 |
| 2031-10-00 Class of 2031-A | 563.33 | | | | 563.33 |
| 2031-20-00 Class of 2031-B | 563.32 | | | | 563.32 |
| 2032-00-00 Class of 2032 | 452.45 | | | | 452.45 |
| 2033-00-00 Class of 2033 | 133.80 | | | | 133.80 |
| 2034-00-00 Class of 2034 | 532.39 | | 172.41 | | 359.98 |
| 2035-00-00 Class of 2035 | 183.00 | | | | 183.00 |
| 2112-00-00 Band - Middle School | 369.51 | 1,139.00 | 339.50 | | 1,169.01 |
| 2115-00-00 Music - Elementary | 1,770.07 | | | | 1,770.07 |
| 2150-30-00 Musicals | 3,252.96 | | | | 3,252.96 |
| 2151-10-00 Music Dept. | 144.39 | 406.00 | 213.95 | | 336.44 |
| 2220-10-00 Art Club | 475.59 | | | | 475.59 |
| 2230-10-00 Beta Club | 3,007.70 | 2,336.80 | 1,150.00 | | 4.194.50 |
| 2276-10-00 Field Trips | 81.77 | | | | 81.77 |
| 2340-10-00 Spelling Bee | 46.03 | | | | 46.03 |
| 2391-10-00 AVID | 4,319.20 | 150.00 | 393.37 | 50.00 | 4,125.83 |
| 2392-10-00 HANDS Club | 0.06 | | | | 0.06 |
| 2392-20-00 Pawsitivity Pack | 396.21 | | | | 396.21 |
| 2393-10-00 PBIS Middle School | 277.74 | | 57.91 | | 219.83 |
| 2393-20-00 PBIS Elementary | 0.34 | | | | 0.34 |
| 2481-10-00 Yearbook - MS | 6,800.42 | | | | 6,800.42 |
| 2482-10-00 Yearbook - ELE | 1,047.28 | | | | 1,047.28 |
| 2560-30-00 Birthday Book Club | 3.74 | | | | 3.74 |
| 2560-40-00 Library-Book Fair | 6,577.09 | | | | 6,577.09 |
| 2590-10-00 Boys Basketball Lions Club | 0.66 | | | | 0.66 |
| 2590-20-00 Girls Basketball Lions Club | 36.92 | | | | 36.92 |
| 2640-30-00 Science Fair | 164.46 | | | | 164.46 |
| 2660-00-00 Math Club | 24.86 | | | | 24.86 |
| 2668-00-00 Track | 10.68 | | | | 10.68 |
| 3250-20-10 Poms | 465.42 | | | | 465.42 |
| 3350-20-10 Cheerleading | 960.44 | | | | 960.44 |
| 3830-00-00 Basketball - Girls | 27.68 | | | | 27.68 |
| 3840-00-00 Basketball - Boys | 875.02 | 80.25 | 955.23 | | 0.04 |
| 3850-20-00 Wrestling | 142.55 | | | | 142.55 |
| 3860-20-00 Cross Country | 78.20 | | | | 78.20 |
| 3900-20-00 Volleyball | 0.50 | | | | 0.50 |
| 4100-30-00 General | 628.66 | | | | 628.66 |
| 4105-30-00 Student Assistance Account | 1,161.60 | | | | 1,161.60 |
| 4400-30-00 PE - MS | 74.52 | | | | 74.52 |
| 4401-30-00 PE - Elementary | 243.09 | | | | 243.09 |
| 4480-30-00 Barb Dubow Wal-Mart | 5.82 | | | | 5.82 |
| 5500-10-00 Bank Correction | 150.00 | | | | 150.00 |
| 6000-00-00 Interest Income | 6,227.25 | 210.93 | | | 6.438.18 |
| 6000-30-00 Field Trip Reserve | 3,207.00 | | | (50.00) | 3.157.00 |

## ACCOUNT ANALYSIS REPORT - SUMMARY

Date Range: 1/1/2025 through 1/31/2025

Account Range: ALL

| ACCOUNT # AND DESCRIPTION | BEG BALANCE | INCOME | EXPENSE | TRANSFERS | BALANCE |
|---|---|---|---|---|---|
| **Total Other Accounts** | 52,628.36 | 5,633.18 | 4,618.53 | 0.00 | 53,643.01 |

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 25, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Deborah Mason,
Director of Transportation & Food Service

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 3/11/2025 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/25/2025 |

**SUBJECT:** **Activity Bus Purchase and Lease Agreement**

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**Background**

We have been using activity buses to supplement transportation needs and assist in controlling field trip costs for approximately 15 years. The activity buses have been very successful, and we have had a growing number of coaches willing to be trained to operate our activity buses safely. We need to update our current fleet of activity buses.

Currently, we have four 2009 activity buses that need to be replaced. Doing this with two buses at a time will be most cost-effective. We have estimated the savings using activity buses vs school buses to provide transportation for these field trips based on actual usage by our coaches. During the 2023-2024 school year, the estimated savings from using activity buses vs. school buses was approximately $124,000.00. The anticipated 2024-2025 school year savings is roughly $130,000.00.

Purchasing two 2019 activity buses costs $66,308.00 per bus for $132,616.00. The cost to lease the two 2019 activity buses is $23,892 per year for $119,460.00 at the end of our 5-year lease. It makes the most financial sense to purchase these activity buses vs leasing them.

The total cost of leasing two 2025 activity buses is $41,980.00 annually. After the initial investment to purchase the two used activity buses, the lease expense will remain well below our savings by using the activity buses over school buses year over year.

Purchasing two activity buses and leasing two new ones will allow us to sell two of our 2009 activity buses. The estimated value of the 2009 activity buses is approximately $5,000.00 per bus, which will help offset the expense of purchasing the two 2019 buses. The cost of buying the two 2019 activity buses can be depreciated over five years, and the lease expense of the two new activity buses can also be depreciated over the five-year lease term.

**Administrative Recommendation**

The Administration recommends approving the purchase of two 2019 activity buses and the 5-year lease of two 2025 activity buses. This recommendation supports Goals 1 (Develop the whole child), 4 (Engage all stakeholders) and 5 (Use District resources equitably and efficiently) of the strategic plan.

**Fiscal Impact**

The total cost to purchase the two 2019 activity buses is $132,616.00. The total cost to lease two 2025 activity buses for a 5-year term is $41,980.00 annually. This would be funded through the Transportation fund.

This quote is firm for 30 days.

All delivery dates are estimated and NOT guaranteed.

All stock units subject to prior sale.

Credit cards will not be accepted for payments of any kind.

MIDWEST TRANSIT EQUIPMENT

## Prepared For:

Quote Expires: 3/27/2025

Deborah Mason

Community Unit School District # 300

| Summary Of Units and Options Quoted | | | | | |
|---|---|---|---|---|---|
| QTY | ID | Year | 5 Year Lease | $Per Bus/Per Yr | Line Total |
| 2 | 25-314IL | 2025 | 14 Passenger Chevy Collins MFSAB - 5 Year | $20,990.00 | $41,980.00 |
| | | | | | |
| ~~2~~ | ~~U25-035~~ | ~~2018~~ | ~~14 Passenger Chevy StarCraft MFSAB - 5 Year~~ | ~~$10,438.00~~ | ~~$20,876.00~~ |
| ~~2~~ | ~~U25-029~~ | ~~2019~~ | ~~14 Passenger Chevy StarCraft MFSAB - 5 Year~~ | ~~$11,946.00~~ | ~~$23,892.00~~ |
| | | | Purchase Option | Purchase $ | |
| ~~2~~ | ~~U25-035~~ | ~~2018~~ | ~~14 Passenger Chevy StarCraft MFSAB - 5 Year~~ | ~~$58,958.00~~ | ~~$117,916.00~~ |
| | | | | | |
| 2 | U25-029 | 2019 | 14 Passenger Chevy StarCraft MFSAB - 5 Year | $66,308.00 | $132,616.00 |

| Also Included in pricing above: |
|---|
| * Pre - Delivery |
| * Title and License |
| * Safety Lane |
| * Graphics |
| |
| |
| |
| |
| |
| |

Submitted By:

*Matt Garr*

Regional Sales Manager

Midwest Transit Equipment, Inc.

(815)954-5141

matt.garr@midwesttransit.com

Pricing submitted is subject to any manufacturer surcharges until time of delivery. Should any surcharges be applied, MTE will communicate with the district prior to delivery. Any interest rates quoted are estimated rates and are subject to change until the lender is able to provide a locked rate. Any change in rate will be communicated with the customer and the payment will reflect the change accordingly.

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 25, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Tommy Parisi,
Director of PE, Health, Driver's Ed & Athletics

| | |
|---|---|
| **Presented at the following Board Meetings** | |
| **Board Operations Committee** | |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/25/2025 |

**SUBJECT:** **IHSA Athletics Annual Membership Agreement (Renewal)**

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**Background**

Each year, the Illinois High School Association (IHSA) requires school boards to renew their membership by confirming that our schools continue to be recognized by the Illinois State Board of Education and by certifying that our Board has voted to adopt and abide by the Constitution, By-Laws, Terms and Conditions, Administrative Procedures, Guidelines and Policies of the Association for the 2025-2026 school year.

**Administrative Recommendation**

The administration recommends the Board approve the renewal of the IHSA Membership.

**Fiscal Impact**

None

ILLINOIS HIGH SCHOOL ASSOCIATION

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

March 2025

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. **For the 2025-2026 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.**

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2025-26 school term.

Your 2025-26 membership renewal is due by June 30, 2025. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to general@ihsa.org or fax (309) 663-7479.

Sincerely,

Craig Anderson

Craig Anderson
Executive Director

**THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.**
**DO NOT DETACH**

To: IHSA Executive Director

We certify that Dundee-Crown High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on March 25, 2025, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2025, through June 30, 2026.

Asia Gurney

Principal/Official Representative Signature

Board President or Board Secretary Signature

ASIA GURNEY

Print Name and Phone Number

Dr. David Scarpino, Board President 847-551-8300

Print Name and Phone Number

Dundee-Crown High School

Carpentersville, Illinois

2025-26 Membership Renewal



2715 McGraw Drive / Bloomington, IL 61704
Tel 309.663.6377 / Fax 309.663.7479 / www.ihsa.org

ILLINOIS HIGH SCHOOL ASSOCIATION

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

March 2025

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. **For the 2025-2026 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.**

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2025-26 school term.

Your 2025-26 membership renewal is due by June 30, 2025. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to general@ihsa.org or fax (309) 663-7479.

Sincerely,

Craig Anderson

Craig Anderson
Executive Director

**THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.**
**DO NOT DETACH**

To: IHSA Executive Director

We certify that Hampshire High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on March 25, 2025, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2025, through June 30, 2026.

M Sitter

Principal/Official Representative Signature

Board President or Board Secretary Signature

Michael Sitter 847-792-3569

Print Name and Phone Number

Dr. David Scarpino, Board President 847-551-8300

Print Name and Phone Number

Hampshire High School

Hampshire, Illinois

2025-26 Membership Renewal

ILLINOIS HIGH SCHOOL ASSOCIATION

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

March 2025

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. **For the 2025-2026 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.**

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2025-26 school term.

Your 2025-26 membership renewal is due by June 30, 2025. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to general@ihsa.org or fax (309) 663-7479.

Sincerely,

Craig Anderson
Executive Director

**THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.**
**DO NOT DETACH**

To: IHSA Executive Director

We certify that Harry D. Jacobs High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on March 25, 2025, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2025, through June 30, 2026.

Principal/Official Representative Signature

Jason Ziols 847-532-6151
Print Name and Phone Number

Board President or Board Secretary Signature

Dr. David Scarpino, Board President 847-551-8300
Print Name and Phone Number

Harry D. Jacobs High School Algonquin, Illinois

2025-26 Membership Renewal

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** March 11, 2025

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Shelley Nacke, Assistant
Superintendent of Education Services

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/25/2025 |

**SUBJECT: Alternative Education Service Contract (Renewal) - Ombudsman**

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**Background**

The district has used Ombudsman for several years to support students who need Alternative Education plans. These are students who have personal, social, learning, family, and environmental challenges that make it harder for them to succeed in a traditional classroom setting. The purpose of Ombudsman is to provide alternative education in an off-campus program intended to reduce drop-out rates and increase graduation rates.

**Administrative Recommendation**

The Administration recommends approval of the contract.

**Fiscal Impact**

This is a one-year contract with a cost of $78,810; this is an increase of $1,920 from last year. The expense will be paid for out of the Education Services budget.

Ombudsman
2025-26 Alternative Education Services Agreement

This Agreement is made and entered into by and between Ombudsman Educational Services, Ltd., an Illinois corporation whose address is 28100 Ashley Circle, Suite 102, Libertyville, IL 60048-1359 ("Ombudsman"), and the Board of Education of Community Unit School District No. 300, Kane, McHenry, Cook, and DeKalb Counties, IL, whose address is 2550 Harnish Drive, Algonquin, 60102 (the "District").

Section 1. Scope of Service Provided.

Ombudsman provides the Districts an off-campus program intended to reduce drop-out rates, increase graduation rates, increase attendance levels, improve academic performance for drop-out prevention and offer the District's non-traditional learners a new opportunity to encounter a personalized learning experience different than they encountered in the traditional school setting.

The Ombudsman Program helps students progress through academic and pro-social skills by offering differentiated instruction of standards-based curriculum in a technology rich environment to improve success toward course completion, test performance and persistence to graduation.

1.1 Placement. Working with Ombudsman, the District identifies students who may benefit from the program. An initial intake interview is conducted with the student, parent, Ombudsman center director and a District representative, if necessary. The Ombudsman center director explains the expectations of the program and asks for the student's commitment for participation and success in the program. The parent/guardian is also asked to make a commitment to support the student's effort to succeed in the program.

The District determines credit requirements and projects graduation or promotion, which is reflected in the student's Academic Profile and Course Schedule. Students who are unable to fulfill the referring District's graduation requirements may be eligible at the District's discretion to receive an Ombudsman diploma. The Ombudsman diploma is recognized and accredited as a high school diploma by the Middle States Commission (MSCES), Southern Association of Colleges and Schools (SACS), North Central Association of Schools and Colleges (NCA) and Cognia (Cognia).

1.2 Assessment. Students enrolled in the Ombudsman program will take all state required testing and end of course assessments. Students are also assessed in reading, writing and mathematics.

1.3 Instruction. Each student receives instruction in the courses identified on the Course Schedule utilizing online instructional components, print-based and multimedia resources driven by a standards-based curriculum, small group instruction and, when appropriate, work study, community service and volunteer opportunities. Students are also prepared for high stakes and end of course assessments utilizing targeted test preparation instruction and materials as well as small group instruction. Pro-social skill development through assessment, group discussion, teacher

modeling and student role playing is provided to improve student behaviors in and out of the learning environment.

Building on success, the students begin to improve their self-image and establish realistic academic and life-long goals. As a result of the student's rededication to the process of learning and achieving academic success, the program can provide the student the means to willingly modify his/her behavior in a positive way; including the decision to stay in school in pursuit of a high school diploma.

1.4 Evaluation. Each student's progress is evaluated daily, weekly, monthly and quarterly by the teaching staff using a variety of qualitative and quantitative strategies. Instructional strategies, resources and academic and social skill remediation are adjusted as needed to ensure each student meets all requirements of enrollment. Students must demonstrate proficiency in coursework to earn credit. Those credits are issued back to the District.

1.5 Staff. The Ombudsman instructional staff consists of certified teachers who may be supported by instructional assistants, with a minimum of a four-year college degree and/or licensed paraprofessionals. The teaching staff possesses a high degree of professionalism, emotional maturity, and general content knowledge, willingness to change instructional strategies, a sense of humor and a passion for teaching the non-traditional student. Ombudsman agrees that prior to the commencement of this Agreement, it shall conduct criminal background checks in accordance with Section 10-21.9 of the Illinois School Code, 105 ILCS 5/10-21.9, at its own expense, on all of its employees that will be performing services for the District at the learning center and/or that will have direct, daily contact with students. Ombudsman further acknowledges that none of its employees performing such services have been convicted of any felony involving dishonesty, sexual offense, or violence against another person. Ombudsman agrees to provide the District with a written verification that the criminal backgrounds checks of the employees have been performed, which verification shall be tendered to the District prior to the commencement of this Agreement, and upon the hiring of any new employee.

1.6 Educational Environment. Ombudsman instructional staff members create a positive and nurturing learning environment focused on student success. As relationships are fostered between students and teachers, high expectations are maintained, and students learn to take responsibility for their choices. Students are guided by the Ombudsman staff members in goal setting and making positive choices in academics, behavior, and postsecondary planning.

1.6.1 Ombudsman will provide its performance-based curriculum correlated with the Common Core and to Illinois State standards, as the foundation of its academic program. The foundation will be supplemented with other materials to help students work towards meeting District and state requirements for graduation and/or promotion.

1.6.2 Ombudsman agrees that it will use and maintain such data in compliance with all applicable laws and regulations, including the Illinois School Student Records Act and FERPA.

1.6.3 Students and parents shall be informed of the Program's behavioral expectations and consequences for engaging in misconduct as per Ombudsman 's student handbook and be provided with a written copy of the same. Students shall not be disciplined for misconduct that is a result of their disability, except as may be allowed under IDEA or Section 504. Should a student enrolled in the Program pose a danger to themselves, other students, or staff, such as bringing a weapon into the learning center; possessing or attempting to sell or distribute illegal, prescription, or over-the-counter drugs, or commit an infraction that results in serious bodily injury, the Ombudsman learning center director shall follow the Ombudsman safety and security procedures and notify District designated staff. Ombudsman staff shall cooperate with District disciplinary proceedings that may be undertaken.

1.7 Reports. Ombudsman will provide the District reports, including, but not limited to, the following: Student attendance on a weekly basis.

1.7.1 Student academic progress reports after the 1 st and 3'd quarters and transcripts after the 1 st and 2nd semesters.
1.7.2 Student academic progress reports after the 1 st and 3rd quarters and transcripts after the 1 st and 2nd semesters.

1.8 Administrative Support Services

1.8.1 The local Ombudsman learning center will be supported by an Ombudsman operations manager, special education, curriculum and instruction, technology, student services, human resources, training, integrity assurance, financial services and district and public relations teams.

1.82 The Ombudsman regional Administrator, learning center director and other members of the Ombudsman special education or administrative team, as needed, will regularly meet/conference with the District's designated administrative team to review the satisfaction of students, parents and District staff with the program.

1.9 Program evaluation. The program's effectiveness is to be evaluated based upon criteria determined jointly by Ombudsman and the District. To facilitate such evaluation and upon receipt of parent and/or student consent to release student records, the District agrees to provide data to Ombudsman in a timely manner regarding demographic information, prior academic achievement, transcripts, state achievement test scores and graduation data for students enrolled at an Ombudsman site as well as any data for students that return to the District to measure success after

enrollment in the program. Ombudsman will provide a process for collecting such data. Once compiled, Ombudsman will report the results to the District at an agreed upon timeline. Ombudsman agrees that it will use and maintain such data in compliance with all applicable laws and regulations, including the Illinois School Student Records Act and FERPA.

2.0 Student Slots and Costs. Please initial next to the option, fill in the blanks for number of committed slots and total cost, the sign, date, return a copy of the Agreement to OES and retain a copy for the District's records.

10 student slots: $7,881 per slot multiplied by ___ slots equals a total cost of_____.

The District may refer students on an "as-needed" basis, or in addition to slots purchased, at a cost of $1000 per student per month or prorated $70 per day for partial months. The District will be billed for "as-needed" slots on a monthly basis, and payment for "as-needed" slots will be due upon receipt of invoices.

The number of slots purchased may be increased through the end of the month of September in each term of the contract. Any increase in the number of slots must be agreed to in writing by OES and the District.

A slot purchased by the District is a commitment for that slot for the entire school year. Billing will be based on the number of slots purchased, plus the number of students referred on an "as-needed" basis.

The District will be invoiced in four (4) equal amounts in August, October, January and March. If this Agreement remains in effect for subsequent school years, the District will be invoiced for the annual payment in four (4) equal amounts in August, October, January and March. Payment is due within thirty (30) days from the date of the invoice. As Needed Billing will be based on the number of students referred.

Payment to Ombudsman will be made via Automated Clearing House (ACH).

2.1 Notices. All notices, consents and other communications under this Agreement shall be given in writing and shall be sent by shall be deemed to have been sufficiently given or served for all purposes as of the date it is delivered by hand, received by overnight courier, or within three (3) business days of being sent by registered or certified mail, postage prepaid to the Parties at the following addresses (or to such other address as hereafter may be designated in writing by such Party to the other Party):

If to District: Superintendent
District 300
2550 Harnish Drive
Algonquin, IL 60102

If to Ombudsman: Sue Leuser
Senior Vice President

28100 Ashley Circle, Suite 102
Libertyville, IL 60048

2.2 Indemnification. Ombudsman shall indemnify, defend, and hold harmless the District, and the District's board member directors, Board members, administrators, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses arising out of Ombudsman's performance of this Agreement, caused in whole or in part by any negligent act or omission of Ombudsman, or anyone directly or indirectly employed by Ombudsman, or anyone whose acts for which Ombudsman may be liable.

District shall indemnify &, defend, and hold harmless Ombudsman, and Ombudsman's Board members, administrators, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses arising out of the Districts' performance of this Agreement, caused in whole or in part by any negligent act or omission of the District, or anyone directly or indirectly employed by the District, or anyone whose acts for which the District may be liable.

2.3 Insurance. During the term of this Agreement, Ombudsman, at its sole cost and expense, and for the benefit of the District, shall carry and maintain the following insurance:

1. Comprehensive general liability and property damage insurance, insuring against all liability of Contractor related to this Agreement, with a minimum combined single limit of One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000) general aggregate.

2. Professional Liability Insurance with limits in the per claim amount of not less than One Million Dollars ($1,000,000) and the annual aggregate of not less than Three Million Dollars ($3,000,000).

3. Automobile liability Insurance with a combined single limit of One Million dollars ($1,000,000);

4. Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Contractor's respective employees; and

5. Sexual abuse and molestation insurance with a combined single limit of One Million dollars.

6. Umbrella liability insurance with a minimum combined single limit of One Million dollars ($1,000,000) per occurrence and One Million Dollars ($1,000,000) general aggregate.

All insurers shall be licensed by the State of Illinois and rated A+-VII or better by A.M. Best or comparable rating service. The comprehensive general liability, sexual abuse and molestation, and property damage insurance policy shall name the District, its Board, Board members, employees, agents, and successors as an additional insured on a primary' noncontributory basis with a waiver of subrogation in favor of the District. Ombudsman shall provide the District with certificates of insurance and/or copies of policies reasonably acceptable to the District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the District by certified mail, return receipt requested.

2.4 Contract Term. The initial term of this Agreement, shall be for the 2025-2026 school year, ending on June 30, 2026. The parties may agree in writing to renew the Agreement.

2.5 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of Illinois without regard to conflict of law principles, and time shall be considered of the essence for this Agreement. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Northern District of Illinois.

2.6 Entire Agreement. This Agreement constitutes the entire understanding between Ombudsman and the District, and supersedes all other agreements, whether written or oral, with respect to the subject matter hereof. This Agreement may be executed in separate counterparts (including by means of facsimile), each of which is deemed to be an original and all of which taken together constitute one and the same agreement.

2.7 Inurement of Benefits. All covenants and agreements contained in this Agreement by or on behalf of any of the parties hereto shall bind and inure to the benefit of the respective successors and permitted assigns of the parties hereto whether so expressed or not.

2.8 Amendment. The provisions of this Agreement may be amended or waived only with the prior written consent of the District and Ombudsman.

2.9 Confidentiality. The District will not at any time, whether during or after the term of this Agreement: (1) use for its own benefit or purposes, or for the benefit or purposes of any other person, firm, partnership, association, corporation or business organization, entity or enterprise (each, a "Person"), or (2) unless required by law, disclose in any manner to any Person, any trade secrets, information, data, know-how, or knowledge belonging to, or relating to the affairs of Ombudsman.

2.10 Termination. If either party is in material breach of its obligations under this Agreement, the nonbreaching party may terminate this Agreement if such breach is not cured within 60 days after the non-breaching party provides notice to the breaching party. If the District terminates this Agreement pursuant to this Section due to Ombudsman's breach, the School District will not incur any termination fees.

2.11 Severability. In case any provision of the Agreement is adjudged invalid, illegal or unenforceable, it shall, to the extent possible, be modified in such a manner as to be valid, legal and enforceable but so as to most nearly retain the intent of the parties, and if such modification is not possible, such provision shall be severed from this Agreement, and in either case, the validity, legality and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

2.12 Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

This Agreement sets forth the business relationship between Ombudsman and the District and is properly executed where indicated below.

| | | | |
|---|---|---|---|
| District Authorization: | _____ | OES Authorization: | _____ |
| Print Name: | _____ | Print Name: | Sue Leuser |
| Position: | _____ | Position: | Senior Vice President |
| Date: | _____ | Date: | _____ |

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 25, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Jonathan Mickle,
Director of Facilities

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 3/11/2025 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/25/2025 |

**SUBJECT:** **Custodial Uniform Contract (Extension)**

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**Background**

Custodial uniforms are supplied to building custodians and grounds/maintenance department workers as a part of the negotiated agreement through their DESPA contract. Each employee is allotted a specific number of clothing items annually.

We will be using the Omnia National Cooperative contract pricing. The Omnia contract meets standard uniform specifications.

**Administrative Recommendation**

Omnia National Cooperative Pricing contract #R210102 is recommended. **ServiceWear Apparel, Nashville, TN** holds the current OMNIA contract, April 1, 2025 through March 31, 2026. Omnia contract pricing average increase is 2.48% over the previous year's pricing. This complies with the District's goal of contract renewal with pricing at less than the December 2024 CPI-U rate of 3.40%. Both administration and staff have had a positive experience with product and service from ServiceWear Apparel. The administration recommends extending the contract awarding the contract pricing for **Custodial Uniforms** to **ServiceWear Apparel, Nashville, TN.**

**Fiscal Impact**

The estimated amount of this contract is $86,675.24. The award is based upon historical purchases from 4/1/24 until 2/28/25.

Custodial uniforms will be paid from the Operation and Maintenance budget, as they are a benefit defined in the DESPA contract.

# Omnia Cooperative Purchasing Pricing

| Catalog Item Number | Description | UOM | Qty Purchased | Amount | Extended Cost |
|---|---|---|---|---|---|
| 2574-CH-XXXL - TALL | XXXLT CHARCOAL SHORT SLVE SHIR W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-CH-XXXL - TALL | EA | 20 | $ 21.94 | $ 438.80 |
| 2574-GB-MD | MD GF BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-MD | EA | 16 | $ 21.94 | $ 351.04 |
| 2574-GB-SM | SM GF BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-SM | EA | 16 | $ 21.94 | $ 351.04 |
| 2574-GB-XL | XL GF BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-XL | EA | 60 | $ 21.94 | $ 1,316.40 |
| 2574-GB-XXL | XXL GF BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-XXL | EA | 8 | $ 21.94 | $ 175.52 |
| 2574-GB-XXXL - TALL | XXXL GF BLUE SHORT SLEEVE SHIR W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-GB-XXXL - TALL | EA | 20 | $ 21.94 | $ 438.80 |
| 2574-NV-LG | LG NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-LG | EA | 52 | $ 21.94 | $ 1,140.88 |
| 2574-NV-MD | MD NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-MD | EA | 101 | $ 21.94 | $ 2,215.94 |
| 2574-NV-SM | SM NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-SM | EA | 38 | $ 21.94 | $ 833.72 |
| 2574-NV-XL | XL NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-XL | EA | 20 | $ 21.94 | $ 438.80 |
| 2574-NV-XXL | XXL NV BLUE SHORT SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-XXL | EA | 64 | $ 21.94 | $ 1,404.16 |
| 2574-NV-XXXL | XXXL NV BLUE SHORT SLEEVE SHIR W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:2574-NV-XXXL | EA | 56 | $ 21.94 | $ 1,228.64 |
| 574-GB-LG | LG LT BLUE LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-GB-LG | EA | 40 | $ 23.47 | $ 938.80 |
| 574-GB-SM | SM LT BLUE LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-GB-SM | EA | 12 | $ 23.47 | $ 281.64 |
| 574-GB-XL | XL LT BLUE LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-GB-XL | EA | 8 | $ 23.47 | $ 187.76 |
| 574-N-LG | LG NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-LG | EA | 68 | $ 23.47 | $ 1,595.96 |
| 574-N-MD | MD NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-MD | EA | 64 | $ 23.47 | $ 1,502.08 |
| 574-N-SM | SM NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-SM | EA | 40 | $ 23.47 | $ 938.80 |
| 574-N-XL | XL NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-XL | EA | 12 | $ 23.47 | $ 281.64 |
| 574-N-XXL | XXL NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-XXL | EA | 20 | $ 23.47 | $ 469.40 |
| 574-N-XXXL | XXXL NAVY LONG SLEEVE SHIRT W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:5574-N-XXXL | EA | 8 | $ 23.47 | $ 187.76 |
| 874-30X28 | 30 X 28 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-30X28 | EA | 80 | $ 25.21 | $ 2,016.80 |
| 874-30X30 | 30 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-30X30 | EA | 40 | $ 25.21 | $ 1,008.40 |
| 874-30X32 | 30 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-30X32 | EA | 14 | $ 25.21 | $ 352.94 |
| 874-32X30 | 32 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-32X30 | EA | 26 | $ 25.21 | $ 655.46 |
| 874-32X32 | 32 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-32X32 | EA | 46 | $ 25.21 | $ 1,159.66 |
| 874-34X28 | 34 X 28 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-34X28 | EA | 15 | $ 25.21 | $ 378.15 |
| 874-34X30 | 34 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-34X30 | EA | 70 | $ 25.21 | $ 1,764.70 |
| 874-34X32 | 34 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-34X32 | EA | 80 | $ 25.21 | $ 2,016.80 |
| 874-36X30 | 36 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-36X30 | EA | 95 | $ 25.21 | $ 2,394.95 |
| 874-36X32 | 36 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-36X32 | EA | 24 | $ 25.21 | $ 605.04 |
| 874-38X30 | 38 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-38X30 | EA | 46 | $ 25.21 | $ 1,159.66 |
| 874-38X32 | 38 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-38X32 | EA | 10 | $ 25.21 | $ 252.10 |
| 874-40X28 | 40 X 28 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-40X28 | EA | 10 | $ 25.21 | $ 252.10 |
| 874-40X30 | 40 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-40X30 | EA | 20 | $ 25.21 | $ 504.20 |
| 874-40X32 | 40 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-40X32 | EA | 6 | $ 25.21 | $ 151.26 |
| 874-40X36 | 40 X 36 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-40X36 | EA | 10 | $ 25.21 | $ 252.10 |
| 874-42X30 | 42 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-42X30 | EA | 10 | $ 25.21 | $ 252.10 |
| 874-44X30 | 44 X 30 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-44X30 | EA | 14 | $ 25.21 | $ 352.94 |
| 874-44X32 | 44 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-44X32 | EA | 8 | $ 25.21 | $ 201.68 |
| 874-46X32 | 46 X 32 NAVY BLUE WORK PANT DICKIES VENDOR ITEM NUMBER:P874DN - 874-46X32 | EA | 10 | $ 25.21 | $ 252.10 |
| DICKIES-WS50DN 3XL DK NVY | SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN 3XL DK NVY | EA | 100 | $ 11.63 | $ 1,163.00 |
| DICKIES-WS50DN 2XL TALL DK NVY | SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN 2XL TALL DK NVY | EA | 100 | $ 11.63 | $ 1,163.00 |
| DICKIES-WS50DN LARGE DK NVY | SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN LARGE DK NVY | EA | 100 | $ 11.63 | $ 1,163.00 |
| DICKIES-WS50DN MEDIUM DK NVY | SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN MEDIUM DK NVY | EA | 100 | $ 11.63 | $ 1,163.00 |
| DICKIES-WS50DN SMALL DK NVY | SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN SMALL DK NVY | EA | 100 | $ 11.63 | $ 1,163.00 |

| | | | | | |
|---|---|---|---|---|---|
| DICKIES-WS50DN XL DK NVY | SS T-SHIRT, TAGLESS, POCKETED DARK NAVY 6.7 OZ HEAVYWEIGHT VENDOR ITEM NUMBER:DICKIES-WS50DN XL DK NVY | EA | 100 | $ 11.63 | $ 1,163.00 |
| DICKIES-WS50HG 2XL H GRAY | SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG 2XL H GRAY | EA | 205 | $ 11.63 | $ 2,384.15 |
| DICKIES-WS50HG 3XL H GRAY | SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG 3XL H GRAY | EA | 120 | $ 11.63 | $ 1,395.60 |
| DICKIES-WS50HG 3XL TALL H GRAY | SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG 3XL TALL H GRAY | EA | 40 | $ 11.63 | $ 465.20 |
| DICKIES-WS50HG LARGE H GRAY | SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG LARGE H GRAY | EA | 400 | $ 11.63 | $ 4,652.00 |
| DICKIES-WS50HG MEDIUM H GRAY | SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG MEDIUM H GRAY | EA | 275 | $ 11.63 | $ 3,198.25 |
| DICKIES-WS50HG SMALL H GRAY | SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG SMALL H GRAY | EA | 150 | $ 11.63 | $ 1,744.50 |
| DICKIES-WS50HG XL H GRAY | SS T-SHIRT, TAGLESS, POCKETED HEATHER GRAY 6.7 OZ HVY WGHT VENDOR ITEM NUMBER:DICKIES-WS50HG XL H GRAY | EA | 305 | $ 11.63 | $ 3,547.15 |
| EMBROIDERED LOGO - 1 | FLAG BLUE - APPLY TO SHIRT ITEM COLOR: LT BLUE OR GRAY VENDOR ITEM NUMBER:LOGO ELY917 | EA | 1686 | $ 6.50 | $ 10,959.00 |
| EMBROIDERED LOGO - 2 | WHITE-FOR SHIRT JACKET HOODIE ITEM COLOR: NAVY VENDOR ITEM NUMBER:LOGO ELZ193 | EA | 1267 | $ 6.50 | $ 8,235.50 |
| EMBROIDERED LOGO - 3 | WHITE-FOR SHIRT JACKET HOODIE ITEM COLOR: NAVY VENDOR ITEM NUMBER:LOGO ELZ192 | EA | 134 | $ 6.50 | $ 871.00 |
| HD20ND-OSFA | RED KAP HOOD - NAVY, DUCK HOOD Hood for JD24ND WINTER JACKET VENDOR ITEM NUMBER:HD20ND-OSFA | EA | 4 | $ 20.47 | $ 81.88 |
| JD24DN-LG | LG NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-LG | EA | 21 | $ 66.67 | $ 1,400.07 |
| JD24DN-MD | MD NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-MD | EA | 19 | $ 66.67 | $ 1,266.73 |
| JD24DN-SM | SM NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-SM | EA | 10 | $ 66.67 | $ 666.70 |
| JD24DN-XL | XL NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-XL | EA | 15 | $ 66.67 | $ 1,000.05 |
| JD24DN-XXL | XXL NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-XXL | EA | 4 | $ 66.67 | $ 266.68 |
| JD24DN-XXXL | XXXL NAVY WINTER JACKET W/ DISTRICT LOGO SILK SCREENED VENDOR ITEM NUMBER:JD24ND-XXXL | EA | 6 | $ 66.67 | $ 400.02 |
| PD60PW-32X30 | MEN'S RELAXED FIT DENIM JEAN Red Kap Jean/Prewashed Indigo VENDOR ITEM NUMBER:PD60PW-32X30 | EA | 30 | $ 17.54 | $ 526.20 |
| PD60PW-34X30 | MEN'S RELAXED FIT DENIM JEAN Red Kap Jean/Prewashed Indigo VENDOR ITEM NUMBER:PD60PW-34X30 | EA | 10 | $ 17.54 | $ 175.40 |
| PD60PW-34X32 | MEN'S RELAXED FIT DENIM JEAN Red Kap Jean/Prewashed Indigo VENDOR ITEM NUMBER:PD60PW-34X32 | EA | 8 | $ 17.54 | $ 140.32 |
| PD60PW-36X30 | MEN'S RELAXED FIT DENIM JEAN Red Kap Jean/Prewashed Indigo VENDOR ITEM NUMBER:PD60PW-36X30 | EA | 6 | $ 17.54 | $ 105.24 |
| PD80SW-32X30 | DUNGAREE, HEAVY DUTY WORK JEAN VENDOR ITEM NUMBER:PD80PW-32X30 | EA | 30 | $ 18.66 | $ 559.80 |
| PD80SW-34X30 | DUNGAREE, HEAVY DUTY WORK JEAN VENDOR ITEM NUMBER:PD80PW-34X30 | EA | 10 | $ 18.66 | $ 186.60 |
| PD80SW-34X32 | DUNGAREE, HEAVY DUTY WORK JEAN VENDOR ITEM NUMBER:PD80PW-34X32 | EA | 8 | $ 18.66 | $ 149.28 |
| PD80SW-36X30 | DUNGAREE, HEAVY DUTY WORK JEAN VENDOR ITEM NUMBER:PD80PW-36X30 | EA | 6 | $ 18.66 | $ 111.96 |
| PT21NV-SZ-6 X 30 | WOMEN'S NAVY BLUE WORK PANT Red Kap/DuraKap Industrial VENDOR ITEM NUMBER:PT21NV-SZ-6 X 30 | EA | 10 | $ 19.95 | $ 199.50 |
| PT21NV-SZ-8 X 30 | WOMEN'S NAVY BLUE WORK PANT Red Kap/DuraKap Industrial VENDOR ITEM NUMBER:PT21NV-SZ-8 X 30 | EA | 26 | $ 19.95 | $ 518.70 |
| PT60NV-30X28 | 30 X 28 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-30X28 | EA | 8 | $ 20.33 | $ 162.64 |
| PT60NV-30X30 | 30 X 30 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-30X30 | EA | 10 | $ 20.33 | $ 203.30 |
| PT60NV-32X28 | 32 X 28 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-32X28 | EA | 8 | $ 20.33 | $ 162.64 |
| PT60NV-34X30 | 34 X 30 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-34X30 | EA | 10 | $ 20.33 | $ 203.30 |
| PT60NV-34X32 | 34 X 32 NAVY BLUE WORK PANT ELASTIC INSERT VENDOR ITEM NUMBER:PT60NV-34X32 | EA | 6 | $ 20.33 | $ 121.98 |
| PT61NV-SZ-14 X 30 | WOMEN'S NAVY BLUE WORK PANT Red Kap/Elastic Insert VENDOR ITEM NUMBER:PT61NV-SZ-14 X 30 | EA | 10 | $ 20.33 | $ 203.30 |
| PT61NV-SZ-16 X 30 | WOMEN'S NAVY BLUE WORK PANT Red Kap/Elastic Insert VENDOR ITEM NUMBER:PT61NV-SZ-16 X 30 | EA | 10 | $ 20.33 | $ 203.30 |
| PT61NV-SZ-18 X 32 | WOMEN'S NAVY BLUE WORK PANT Red Kap/Elastic Insert VENDOR ITEM NUMBER:PT61NV-SZ-18 X 32 | EA | 20 | $ 20.33 | $ 406.60 |
| PT61NV-SZ-8 X 30 | WOMEN'S NAVY BLUE WORK PANT Red Kap/Elastic Insert VENDOR ITEM NUMBER:PT61NV-SZ-8 X 30 | EA | 6 | $ 20.33 | $ 121.98 |
| | | **Estimated Total Award Cost** | | | **$ 86,675.24** |
| | | | | | |
| **Recommendation** | | | | | |
| ServiceWear Apparel of Nashville, TN, award estimated contract amount of $86,675.24 | | | | | |
| | | | | | |

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 25, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Deb Mason,
Director of Transportation & Food Service

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 03/11/2025 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 03/11/2025 |
| **BOE 2nd Reading** | 03/25/2025 |

**SUBJECT:** **Fuel and Lubricants Contract Extension**

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**Background**

District 300 supplies the fuel and lubricants for our contracted transportation services, buses/vehicles, and District vehicles. Per our bid specifications, vendors provide pricing + or - the diesel and gasoline costs are based on the Chicago area daily low rack price of the OPIS (Oil Price Information Service) Distillate Gross Price, including winter additives. The + or - pricing cost includes the freight cost to bring the fuel to the District.

The District purchased 123,539 gallons of unleaded gasoline and 270,429 gallons of diesel fuel for approximately $1,147,700.00 during the 2023-2024 school year. The District is exempt from federal excise and sales tax, but we pay environmental impact tax.

Lubricant specifications were based on district-preferred products such as motor oil weights, transmission fluid, chassis lubricant, and washer solvent. Vendors were asked to bid on pricing per unit of measure.

We are proposing a 1 year extension for both companies, Al Warren Oil Company and Rilco Inc. The current companies we are working with have proven to be reliable partners who have continually met the district's expectations. Both companies have committed to holding their pricing for the 1-year contract extension.

Contract term: April 1, 2025 – March 31, 2026

**Administrative Recommendation**

The administration recommends approving the 1 year extension for:
Al Warren Oil Company, Hammond, IN for Gasoline and diesel fuel
Rilco Inc, Moline, IL for Lubricant products

**Fiscal Impact**

Gasoline and diesel fuel at a per-gallon rate of $0.040 for gasoline and $0.045 for diesel fuel with an estimated contract amount of $17,110.87 for delivery plus the OPIS cost of fuel and taxes for the 1 year contract extension.

Lubricant products with an estimated contract amount of $26,638.00 for the 1 year contract extension.

The fuel and lubricants' funding will come from the Operations & Maintenance, Driver's Education, Security, and Transportation Budgets.

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

February 21, 2025

Mr. Jerry Piszczor
Al Warren Oil Co, Inc.
1646 Summer Street
Hammond, IN 46320

Via Email: jerry@altomransport.com cc: aberg@alwarrenoil.com

BID – Contract Purchase of Fuel and Lubricants Extension

Dear Mr. Piszczor,

On November 14, 2023, The Board of Education originally approved a contract with Al Warren Oil Co, Inc for the Contract Purchase of Fuel and Lubricants Bid. District 300 would like to exercise a contract extension based on the January 20, 2023 response submitted by your firm. Originally bid prices would be held. The extension will run from April 1, 2025 to March 31, 2026.

If your firm agrees to the pricing as shown on pages 6-7, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, March 11, 2025 and award by the board on Tuesday, March 25, 2025.

The favor of a response is requested by Wednesday, February 26, 2025.

Sincerely,

Diane White **2025-02-24**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Jerry Piszczor
2FBF97449E4D1ECCC54E6A3C08421F63 contractworks **2025-02-27**
Service Provider

DISTRICT 300

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

March 1, 2023

Jerry Piszczor
Al Warren Oil Co, Inc.
1646 Summer Street
Hammond, IN 46320

Via Email: jerry@altomtransport.com cc: aberg@alwarrenoil.com

Bid: Contract Purchase of Fuel and Lubricants

Dear Mr. Piszczor,

Congratulations! District 300 awarded the fuel portion of the Contract Purchase of Fuel and Lubricants bid to Al Warren Oil Company. The Board of Education approved this contract at the regularly scheduled meeting on February 28, 2023. The value of this contract is for a per-gallon mark-up rate of $0.040 for gasoline and $0.045 for diesel fuel with a total estimated amount of $34,141.97 for delivery plus the OPIS cost of fuel and taxes for the two-year contract term. The contract term is April 1, 2023 through March 31, 2025.

***This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.***

Please sign this letter electronically via Contract Works.

Purchase orders will be issued in accordance with the terms of this contract on a just in time basis.

Please sign this award letter by March 14, 2023. ***Please submit your Performance Bond based on $75,000 and Certificate of Insurance naming District 300, and its member individually and its employees and agents as additional named insureds. This contract also requires similarly named Certificates of Insurance for any carriers delivering product to the District throughout the contract term. Providing these COI's is the responsibility of the vendor. All original documents should be sent to the following address prior to March 14, 2023:***

Diane C. White, Director of Purchasing
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

This Agreement is entered into as of March 1, 2023.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks. **2023-03-06**
ADMINISTRATOR *(Signature)*

Jerry Piszczor
2FBF97449E4D1ECCC54E6A3C08421F63 contractworks. **2023-03-06**
CONTRACTOR *(Signature)*

Diane C White, Director of Purchasing

**Jerry Piszczor** **CFO**
*(Printed name and title)*

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C White, Director of Purchasing

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **January 26, 2023**

**TO:** Dr. Susan Harkin, Superintendent
Board of Education

**FROM:** Deb Mason
Director of Transportation

| | |
|---|---|
| **Presented at the following Board Meetings** | |
| **Construction/Facility** | |
| **Finance** | 02/14/23 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 02/14/23 |
| **BOE 2nd Reading** | 02/28/23 |

**SUBJECT:** **Fuel and Lubricants Bid**

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**Background**

District 300 supplies the fuel and lubricants for our contracted transportation services, buses/vehicles, and District vehicles. Per our bid specifications, vendors provide pricing + or - the diesel and gasoline costs are based on the Chicago area daily low rack price of the OPIS (Oil Price Information Service) Distillate Gross Price, including winter additives. This cost associated with the + or - pricing includes the freight cost to bring the fuel to the District.

Specifications were released on Wednesday, January 4, 2023. Bids were opened on Tuesday, January 24, 2023. The District received three vendor responses for fuel and three responses for lubricants. Bid documents were evaluated, and references were confirmed.

The last full year of fuel usage pre-pandemic was for the 2018-2019 school year. The 2018-2019 school year usage was used for this bid. The District purchased 97,943 gallons of unleaded gasoline and 308,014 gallons of diesel fuel annually at approximately $965,000.00. The District is exempt from federal excise and sales tax, but we pay environmental impact tax.

Specifications for lubricants were based on district-preferred products such as motor oil weights, transmission fluid, chassis lubricant, and washer solvent. Vendors were asked to bid on per unit of measure pricing.

Contract term- April 1, 2023 – March 31, 2025

**Administrative Recommendation**

The administration recommends awarding the contract pricing for:

- Gasoline and diesel fuel to **Al Warren Oil Company, Hammond, IN**
- Lubricant products to **Rilco Inc, Moline, IL**

**Fiscal Impact**

Gasoline and diesel fuel at a per-gallon rate of $0.040 for gasoline and $0.045 for diesel fuel with an estimated contract amount of $34,141.97 for delivery plus the OPIS cost of fuel and taxes for years 1 and 2; and Lubricant products with an estimated contract amount of $31,033.35 for year one and $31,792.95 for year 2.

The fuel and lubricants' funding will come from the Operations & Maintenance, Driver's Education, Security, and Transportation Budgets.

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**CONTRACT PURCHASE OF FUEL AND LUBRICANTS**
**TUESDAY, JANUARY 24, 2023 2:00 PM**

| VENDORS | References | Certificates | W-9 | Vendor Application | Bid Bond | Addendum 1 | Response Form A | Response Form B | Comments |
|---|---|---|---|---|---|---|---|---|---|
| **Al Warren Oil Co.** | Y | Y | Y | Y | Y | Y | Y | Y | Check provided for Bid Security, Bid includes an alternate Diesel Product in addition to Diesel in Scope. |
| **Allied Solutions** | | | | | | | | | |
| **Arneson Oil Company** | | | | | | | | | |
| **Bell Performance, Inc.** | | | | | | | | | |
| **Colonial Oil Industries, Inc** | | | | | | | | | |
| **J.A. Watts Incorporated** | | | | | | | | | |
| **Keller-Heartt Oil** | | | | | | | | | |
| **Mansfield Oil Company** | Y | Y | Y | Y | Y | Y | Y | Y | |
| **PetroChoice LLC** | N | N | N | N | N | N | N | Y | |
| **Petroleum Traders Corporation** | Y | Y | Y | Y | Y | Y | Y | Y | |
| **RelaDyne** | | | | | | | | | |
| **Rilco Inc.** | Y | Y | Y | Y | N | Y | Y | Y | |
| **Romeo Enterprises** | | | | | | | | | |
| **Saratoga Rack Marketing LLC** | | | | | | | | | |

**Adminstration Recommends**

**Al Warren Oil Company, Hammond, IN** - Award contract pricing for fuel purchases for gasoline and diesel fuel with an estimated mark-up amount of $34,141.97 plus the cost of fuel and taxes for years 1 and 2.

**Rilco Inc., Moline, IL** - Award contract pricing for all lubricant products with an estiamted contract amount of $31,003.35 for year 1 and $31,792.95 for year 2.

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**CONTRACT PURCHASE OF FUEL AND LUBRICANTS**
**TUESDAY, JANUARY 24, 2023 2:00 PM**

| COMPANY | Diesel $/Gal April 1, 2023-March 31, 2024 | | | Diesel $/Gal April 1, 2024-March 31, 2025 | | | Gasoline $/Gal April 1, 2023-March 31, 2024 | | | Gasoline $/Gal April 1, 2024-March 31, 2025 | | | PROJECTED COST of MARK-UP OVER THE LIFE OF THE CONTRACT FOR BOTH GAOLINE & DIESEL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Unit Price Factor | Estimated Annual Gallon Purchase* | Mark-up Total | Unit Price Factor | Estimated Annual Gallon Purchase* | Mark-up Total | Unit Price Factor | Estimated Annual Gallon Purchase* | Mark-up Total | Unit Price Factor | Estimated Annual Gallon Purchase* | Mark-up Total | |
| **Al Warren Oil Co.** | $0.045 | 299,653 | $ 13,484.39 | $0.045 | 299,653 | $ 13,484.39 | $0.040 | 89,665 | $ 3,586.60 | $0.040 | 89,665 | $ 3,586.60 | **$ 34,141.97** |
| **Mansfield Oil Company** | $0.0398 | 299,653 | $ 11,926.19 | $0.0434 | 299,653 | $ 13,004.94 | $0.0802 | 89,665 | $ 7,191.13 | $0.0839 | 89,665 | $ 7,522.89 | **$ 39,645.16** |
| **Petroleum Traders Corporation** | $0.0411 | 299,653 | $ 12,315.74 | $0.0411 | 299,653 | $ 12,315.74 | $0.0542 | 89,665 | $ 4,859.84 | $0.0542 | 89,665 | $ 4,859.84 | **$ 34,351.16** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |

*Estimated Annual Gallon Purchase is based on usage during 4/1/21 - 3/31/22

Unit price factor per gallon plus (+) or minus (-) the Chicago Daily Opis low rack + differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

Contract Term - Contract is for a two year term ending March 31, 2025

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**CONTRACT PURCHASE OF FUEL AND LUBRICANTS**
**TUESDAY, JANUARY 24, 2023 2:00 PM**

| ITEM DESCRIPTION | Annual Usage | u/m | Al Warren Oil Co. | | PetroChoice LLC | | Rilico | |
|---|---|---|---|---|---|---|---|---|
| YEARS | 4/21 -3/22 | | 23-24 | 24-25 | 23-24 | 24-25 | 23-24 | 24-25 |
| ISO 220 NLGI #2 Grease (Keg 120 lb) | 120 | lb. | $3.45 | $4.50 | $4.16 | $4.36 | $3.99 | $4.15 |
| Multi-Purpose ATF Dex Merc (bulk) | 201 | gal. | $11.50 | $14.95 | $10.57 | $11.37 | $9.75 | $9.95 |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | 1705 | gal. | $7.05 | $9.20 | $6.70 | $6.90 | $5.00 | $5.20 |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | 1503 | gal. | $11.95 | $15.55 | $11.55 | $12.23 | $10.80 | $11.00 |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | 55 | gal. | $9.95 | $12.95 | $9.19 | $9.87 | $8.99 | $9.20 |
| GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | 55 | gal. | $13.95 | $18.15 | $12.58 | $13.26 | $12.49 | $12.75 |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | 55 | gal. | $9.95 | $12.95 | $9.37 | $10.04 | $8.99 | $9.20 |
| GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | 55 | gal. | $13.95 | $18.15 | $13.26 | $13.94 | $13.50 | $13.75 |
| CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | 55 | gal. | $21.50 | $27.95 | $18.97 | $19.65 | $17.99 | $18.25 |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | 35 | lb. | $2.95 | $3.85 | $3.45 | $3.65 | $2.35 | $2.65 |
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | 55 | gal. | $3.25 | $4.25 | $3.15 | $3.50 | $2.05 | $2.15 |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | 55 | lb. | $3.75 | $4.90 | $4.37 | $4.57 | $3.72 | $3.85 |
| | Annual Cost | | $37,006.35 | $48,198.85 | $35,426.43 | $37,198.16 | $31,003.35 | $31,792.95 |
| | TWO YEAR COST | | | $85,205.20 | | $72,624.59 | | $62,796.30 |

**Community Unit School District #300**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**
**847-551-8460 - PHONE**
**847-551- 8463- FAX**

Wednesday, January 4, 2023

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit an electronic **Bid** for:

**BID – Contract Purchase of Fuel and Lubricants**

The enclosed proposal form(s) **must** be used in submitting your electronic proposal.

Electronic proposals will be received until **2:00 PM CT, Tuesday, January 24, 2023** via BidNet at which time they will be opened publicly.

The Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the District to award the proposal at the **Tuesday, February 28, 2023 meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted.

Sincerely,

Diane C. White

Diane C. White
Director of Purchasing

**PUBLIC NOTICE**

**NOTICE TO BIDDERS**

The Board of Education of Community Unit School District No. 300 is accepting bids for:

## BID – Contract Purchase of Fuel and Lubricants

Sealed bids will be accepted until **2:00 PM CT, Tuesday, January 24, 2023,** via BidNet

**Instruction to Bidders**

Bids should be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review pre-Bid meeting will be held virtually on Tuesday, January 10, 2023 at 10:00 AM. See BidNet posting for link to this meeting.

Bid security in the form of a bid bond, certified check or cash in an amount equal to 10 percent of the base bid amount shall be submitted with the bid. The successful Contractor shall provide Labor and Material Bonds, and Performance Bonds for the work.

**Bid specifications will be available on Wednesday, January 4, 2023 after 4:00 PM. To obtain Bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.**

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all bids or waive any bid irregularities.

## Project Timeline

**BID – Contract Purchase of Fuel and Lubricants**

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| | | | |
| **Establish Timeline** | **Wednesday, January 4, 2023** | | |
| **Specifications Review** | **Wednesday, January 4, 2023** | | |
| **Specifications Finalized** | **Wednesday, January 4, 2023** | | |
| **Legal Ad** | **Friday, January 6, 2023** | | Daily Herald |
| **Specifications Released** | **Wednesday, January 4, 2023** | **4:00 PM** | Bidnet |
| **Pre-Bid Meeting** | **Tuesday, January 10, 2023** | **10:00 AM** | Virtual |
| **Q&A Deadline** | **Tuesday, January 17, 2023** | **Noon** | Bidnet |
| **Bid Opening** | **Tuesday, January 24, 2023** | **2:00 PM** | Virtual |
| **Evaluation Period** | **1/24/2023-1/26/2023** | | |
| **To COO** | **Thursday, January 26, 2023** | | Jennifer Porter, COO |
| **BFC Packet** | **Tuesday, February 14, 2023** | | |
| **CFOC Meeting** | **Tuesday, February 14, 2023** | | |
| **BOE Workshop / Approval** | **Tuesday, February 28, 2023** | | |
| **Contract Commencement** | **Saturday, April 1, 2023** | | |
| **Contract Termination** | **Monday, March 31, 2025** | | |

## Instructions to Bidders

### 1. General

a. Bid shall be signed and with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. All bids shall be made on this form.

c. Unsigned or late bids will not be considered or accepted.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs, tariffs, energy charges and delivery to the locations designated on the bid and installation if called for in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment after the award of orders.

h. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted.

i. Bids shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here
   ii. For Vendor Registration Help Document: Click here
   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

## 2. Errors and Omissions

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the purchasing official first orally, followed by written (FAX or letter) specification of the claimed problems which must be received during regular working hours at least 72 hours before the date set for bid opening so that a written notification can be prepared by the purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

## 3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

## 4. Withdrawal of Bids

Bids may be withdrawn by in writing, by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

## 5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The District reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The District reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified.

## 6. Vendor Application and W-9 Form

The District requires that a current Vendor Application and W-9 form be included with your sealed electronic bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

## 7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the contractor and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any contractor shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

## 8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

## 9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

## 10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved) the contractor agrees as follows:

a. The contractor will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter “unlawful discrimination”). The contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to unlawful discrimination.

## 11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

## 12. Evaluations

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

## 13. Examination of Documents and Site

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

## 14. Performance: Labor and Material Payment Bonds (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

## 15. Bid Security (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Bid bond and Performance bond should be submitted based on $75,000.00.
This total is an estimate based on a 1 (one) month supply of fuel.

If the contractor chooses to submit a check in lieu of a bond, the check must arrive at the following address by the bid due date and time. The envelope must be labeled with the bid name and due date and time:

Diane C. White
Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

## 16. Service Points

**All Service Points are listed in the Scope of Work herein.**

## 17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

## 18. Insurance

The contractor and subcontractors shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

**MINIMUM INSURANCE REQUIREMENTS**

| | | |
|---|---|---|
| General Liability | General Aggregate | $2,000,000 |
| | Products-Comp/OP Agg | 2,000,000 |
| | Personal Injury | 1,000,000 |
| | Each Occurrence | 1,000,000 |
| | Fire Damage (Any one fire) | 50,000 |
| | Medical Exp. (Any one person) | 5,000 |
| Excess Liability | Each Occurrence | 2,000,000 |
| | Aggregate | 2,000,000 |
| Automobile Liability | Bodily Injury (each occ) | 1,000,000 |
| | Property Damage (each occ) | 1,000,000 |
| Worker's Compensation | Statutory Limits | |
| | Each Accident | 500,000 |
| | Disease-Policy Limit | 500,000 |
| | Disease-Each employee | 500,000 |

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

## 19. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

## 20. Hold Harmless and Indemnification

The contractor, to the extent of the contractor's negligence or willful misconduct, shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

   -Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

   -Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

   -Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

## 21. Damage to Property

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

## 22. Late Bids

Bids received after the time specified in the Invitation for Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the District. The use of District equipment for transmission of bids is prohibited.

## 23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives, except where noted in the Scope of Work. Notations are to be included as to the percentage of recycled products in each item.

## 24. Payment

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

## 25. Manuals

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

## 26. Completion Of Work

Contract period is for two years, from April 1, 2023 through March 31, 2025.

## 27. Personnel

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

## 28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

## 29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

## 30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the contractor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

## 31. Compliance with Laws

Contractor shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

## 32. Governing Law

The terms of this bid shall be governed and construed in accordance with the laws of the State of Illinois. 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.

## 33. Bid

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

## 34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

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## 35. Cancellation

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

## 36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

LIST BELOW (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

**Please be sure that contact information for references is current.**

**1. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**2. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

## REFERENCES (CONT.)

**3. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**4. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**OFFEROR'S NAME**

**SIGNATURE:** **DATE:**

# CERTIFICATE OF BIDDER ELIGIBILITY

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 for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the
_____work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois 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 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

# 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 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.*

**Firm:** _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

# CERTIFICATE REGARDING
# SEXUAL HARASSMENT POLICY

_____, 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____

NOTARY PUBLIC

# CERTIFICATE REGARDING
# EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

# CERTIFICATE REGARDING
# EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

# NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the_____work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11- 9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

**By:**_____

**Its:** _____

**Dated:**_____

**AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____
(Printed or Typed Name of Applicant Employee)

_____
Signature of Applicant or Employee

Dated: _____

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**PURCHASING DEPARTMENT**
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

| **VENDOR APPLICATION FORM** (SUBJECT TO LOCAL LAWS) | **APPLICATION DATE** |
|---|---|
| Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries | **REVISION DATE** |

**DATE:** _____

| **COMPANY** | HOW LONG IN PRESENT BUSINESS? |
|---|---|
| **ADDRESS** CITY STATE ZIP | |
| **CONTACT PERSON/REPRESENTATIVE** | FAX NUMBER ( ) / PHONE AND EXTENSION ( ) |
| **TYPE OF ORGANIZATION (Check Applicable)** ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION | IF INCORPORATED INDICATE IN WHICH STATE |
| **YEARS ESTABLISHED:** | **DO YOU ACCEPT PURCHASE ORDERS? YES** ☐ **NO** ☐ **DO YOU ACCEPT CREDIT CARDS? YES** ☐ **NO** ☐ |

**CATEGORY** **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

**NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

**TAXPAYER'S I.D. NO.**

FEIN _____

or

S.S. No. _____

**INSURANCE INFORMATION (Check Applicable)**

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

**BONDING INFORMATION** **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

**PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:**

| NAME | OFFICIAL CAPACITY |
|---|---|
| | |
| | |
| | |
| | |

| Average number of employees (including affiliates) for four preceding calendar quarters. | Average annual sales for preceding three fiscal years: | Floor Space (Square Feet) | |
|---|---|---|---|
| | | Manufacturing | Warehouse |
| | | | |

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

**MINORITY BUSINESS ENTERPRISE ("MBE")** means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

**WOMEN'S BUSINESS ENTERPRISE ("WBE")** means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

**BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")** means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

**MINORITY GROUP MEMBER** is an individual who is one of the following:

**AFRICAN AMERICAN** OR BLACK (persons with origins in any of the Black racial groups of Africa):
**HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
**NATIVE AMERICAN** (American Indian)
**ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

| ORGANIZATION | ADDRESS, STATE, ZIP | BUYER | PHONE NUMBER |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Bank References

| NAME OF BANK | ADDRESS, STATE, ZIP | CONTACT PERSON | PHONE NUMBER |
|---|---|---|---|
| | | | |

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

| |
|---|
| **SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION** |
| |
| **NAME AND TITLE OF PERSON SIGNING (Please type or print)** |

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

**USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY**

| VENDOR I.D. NUMBER | APPROVED BY | DATE | W9 | COMM LIST |
|---|---|---|---|---|
| | | | | |

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**2550 HARNISH DRIVE**
**ALGONQUIN, IL 60102**

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | – | | | – | | | | |

**or**

**Employer identification number**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | – | | | | | | |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** | **Signature of U.S. person** ▶ | **Date** ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

## Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

# Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

## Sales Tax Exemption Certificate

**Issue date:**
02/10/2020

**Sales Tax Exemption** **E99960079**

**Expiration date:**
03/01/2025

**Organization type:** **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
*Director*

OFFICIAL DOCUMENT - DO NOT DESTROY

## Scope of Work

# Contract Purchase of Fuel and Lubricants

Fuel and lubricants are used in school buses, both diesel and unleaded gasoline. The District also operated a white fleet which includes operation and maintenance vehicles and drivers' education cars.

## Gasoline and Diesel Fuel Specification

1. Fuel Specifications

   Diesel Fuel: Any major brand of #2 Ultra Low Sulfur with 2% Bio Mix Diesel Fuel (B2 ULS2). Fuel must meet or exceed 40 cetane (normally #2 Diesel). Fall and winter blends of #1 Ultra Low Sulfur (ULS1) and B2 ULS2 or B2 ULS2 with winter additive must be available upon request of the School District.

   The District may blend diesel as follows:

   Temperatures of 0°F and below – 70/30 blend plus additives
   Temperatures of 0°F to 20°F – 80/20 blend plus additives
   Non-winter months – B2 ULS2

   Example of switch date from fall to winter blend: In the 2021/2022 school year, the first delivery of blended fuel (80/20) occurred on October 19, 2021. In the 2022/2023 school year, the first delivery of blended fuel (80/20) occurred on October 24, 2022.

   Gasoline: Gasoline to contain 10% ethanol regular 87 Octane OPIS average. Use of alcohol additives to raise the octane rating is not acceptable. Identify and define additives for winter blends.

   The District will not accept re-refined products.

Fuel requirements for bid package:

Ultra Low Sulfur Diesel (ULSD) fuel is required for diesel engines used with advanced after treatment systems. The fuel should meet all the specifications of **ATSM D975** standard (current year revision, including the EPA specification for sulfur content (0.0015% mass of 15 parts per million maximum). These specifications are included in the standard under the designation No. 2-D S15 fuel and No. 1-D S15 fuel. Grade No. 1-D fuel is a lighter fuel with higher volatility than Grade No. 2-D; it may be blended with grade No. 2-D in winter time to provide engine operability under low ambient temperature.
Acceptable Diesel Fuel Blends

- Ultra low sulfur Kerosene (No. 1-D S15 diesel fuel) blended with No. 2-D S15 fuel to improve cold weather performance. Blend rate would depend on regional low temperatures.
- Lower biodiesel blends up to B5 (a blend of 5% neat biodiesel with 95% diesel fuel).

Such blends have characteristics indistinguishable from diesel fuel. If the two components meet the requirements of their standards: ASTM D6751 current revision, (Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels and ASTM D975 current revision, Standard Specification for Diesel Fuel - Grade No. 2-D S15

.

As of December 12, 2022, blends of up to 5% biodiesel are included in the Diesel Fuel Standard ATSM D975-22.

- Supplier must be a BQ9000 certified fuel supplier, must provide proof that the supplier meets ASTM D975-22 Standard.

Acceptable Unleaded Gasoline Blends

- Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
- Use of alcohol additives to raise the octane rating is not acceptable.
- Identify and define additives for winter use.

2. Quality Control

   The District reserves the right to sample deliveries, which will produce samples for testing purposes that are fully representative of the product, delivered.

   All product that does not meet specification requirements will be rejected, and when so ordered by the Transportation Director, the contractor, at his expense, shall replace all inferior product delivered with product meeting the specification requirements.

3. Annual Usage

   Each Location has a 10,000-gallon underground storage diesel fuel tank and a 10,000-gallon underground unleaded gasoline tank. Tanks are located at two District-owned facilities. Shipments must be received within twenty-four to forty-eight hours of the District's purchase order.

   All figures are approximations and do not represent an intent to purchase.
   Figures may increase or decrease over the period of the contract.

| TIME FRAME | FUEL TYPE | LOCATION | LOCATION | BOTH LOCATIONS |
|---|---|---|---|---|
| | | 2603 Bunker Hill Dr. Algonquin, IL | 300 Cleveland Ave. Carpentersville, IL | TOTALS |
| 4/1/21 - 3/31/22 | ULS1 | 22269 | 13430 | 35699 |
| | B2 ULS2 | 82792 | 48526 | 131318 |
| | B2 ULS2 with Winter Additive | 82275 | 50361 | 132636 |
| | Unleaded Gasoline | 28458 | 61207 | 89665 |
| 4/1/22 - 12/1/22 | ULS1 | 2400 | 1201 | 3601 |
| | B2 ULS2 | 81933 | 41507 | 123440 |
| | B2 ULS2 with Winter Additive | 32525 | 17808 | 50333 |
| | Unleaded Gasoline | 17022 | 41237 | 58259 |

4. Transportation Fuel Tanks

   The fuel tanks are the property of the District and will be maintained at District expense.

5. Transport Loads

   Bidder shall include the number of gallons that constitute a transport load In the Comments and Additional Information Section.

6. Fuel Order Process
   The District shall supply a purchase order for invoice processing 24 to 48 hours prior to expected delivery. The purchase order shall include estimated pricing and volume based on the most recent purchase. The successful Bidder shall provide an order confirmation number within 24 hours of request for fuel. Subsequently, an invoice shall be provided based on actual fuel delivery including the purchase order number. Payment to be made within 45 days of delivery.

7. Delivery and Usage
   Delivery is to be made within 24 to 48 hours of our request. The time of delivery must be coordinated with the Director of Transportation or designee. The delivery driver must check in with the vehicle maintenance personnel prior to beginning the delivery of fuel. Tanks must be measured before and after filling. The measurements must be recorded on the delivery receipt.

   Bid response should include recommendations for delivery times of fuel outside of the District's regular business hours.

8. Proof of Delivery
   Proof of delivery must be provided in one of the following ways:

   A. A metered ticket to be supplied with each delivery and signed by a representative of the Transportation or Vehicle Maintenance Department.

   B. Drivers must supply a copy of the bill of lading for the terminal showing the number of gallons received and the seal numbers supplied at the point of fill from the terminal. These seal numbers will be matched with the numbers on the seal at the time of delivery to our location.

9. Proposals
   The price per gallon shall bid as follows:

   A. All Bidders shall bid gross gallons.

   B. Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.
   C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. **The Price adjustment factor will remain firm for the life of the contract**.

   D. If a blend of ULS1 and B2 ULS2 or B2 ULS2 with winter additive is ordered, the price will be based on the percentage quantity of each type of fuel that has been ordered.

   E. Any taxes for which the District is liable will be added to the invoice.

   F. District 300 is exempt from Federal Excise tax and Illinois State Sales Tax.

**G. If the Bidder plans to use a common carrier, the District must be notified in writing. Also, Community Unit School District 300, the Board of Education, and its members individually and its employees and agents must be named as <u>additional insureds on the Common Carrier's insurance certificate and the coverage must meet the District's requirements.</u>**
**The bid response must include the names, addresses and phone numbers of all delivery subcontractors to be used.**

H. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110

## Lubricant and Solvent Specifications

**Annual usage** - Oil / solvent products listed below:

All fluids are delivered in bulk and pumped into District tanks except product ordered by the 55-gallon drum or pail.

Bidders may include service information regarding the collections, transport and disposal of used oil, filters, antifreeze, etc.

**Pricing per pound or gallon, is to be quoted as DELIVERED pricing on Bid Response Forms A & B.**
Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or
300 Cleveland Avenue, Carpentersville, Illinois, 60110.

**VENDOR MUST PROVIDE SPECIFICATION SHEETS AND SAFETY DATA SHEETS WITH BID.**
**EQUIVALENT LUBRICANTS AND SOLVENTS WILL BE CONSIDERED.**

| **LUBRICANTS – Usage 4-1-21 to 3-31-22** | | | | |
|---|---|---|---|---|
| | **D300 ITEM DESCRIPTION** | **CURRENT CONTRACT ITEM DESCRIPTION** | **Usage** | **u/m** |
| **45-0007** | ISO 220 NLGI #2 Grease (Keg 120 lb) | Mobilgrease XHP 222 | 120 | LBS |
| **45-0008** | Multi-Purpose ATF Dex Merc (bulk) | Med Plus Multi Veh ATF | 201 | GAL |
| **45-0009** | Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | Kost Defendal HD ELC 50/50 | 1705 | GAL |
| **45-0010** | CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | Dplx 21C Dezol 10w30 | 1503 | GAL |
| **45-0011** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus Syn Blend GF-6 5w20 | 0-55 | GAL |
| **45-0020** | GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus FS GF-6 5w20 | 0-55 | GAL |
| **45-0021** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus Syn Blend GF-6 5w30 | 0-55 | GAL |

| | | | | |
|---|---|---|---|---|
| **45-0022** | GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus FS GF-5 Dex 1 5w30 | 0-55 | GAL |
| **45-0023** | CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | Dplx 21C FS HDEO 5w40 CK-4 | 0-55 | GAL |
| **45-0014** | SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | Dplz 21C Galaxy 80w90 Gear Oil | 0-35 | LBS |
| **45-0012** | Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | Peak Windshield Washer -20 Solvent Premix | 0-55 | GAL |
| **TBD** | SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | TBD | 0-55 | GAL |

| **LUBRICANTS – Usage 4-1-22 to 12-1-22** | | | | |
|---|---|---|---|---|
| | **D300 ITEM DESCRIPTION** | **CURRENT CONTRACT ITEM DESCRIPTION** | **Usage** | **u/m** |
| **45-0007** | ISO 220 NLGI #2 Grease (Keg 120 lb) | Mobilgrease XHP 222 | 0-120 | LBS |
| **45-0008** | Multi-Purpose ATF Dex Merc (bulk) | Med Plus Multi Veh ATF | 96 | GAL |
| **45-0009** | Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | Kost Defendal HD ELC 50/50 | 990 | GAL |
| **45-0010** | CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | Dplx 21C Dezol 10w30 | 814 | GAL |
| **45-0011** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus Syn Blend GF-6 5w20 | 0-55 | GAL |
| **45-0020** | GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus FS GF-6 5w20 | 0-55 | GAL |
| **45-0021** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus Syn Blend GF-6 5w30 | 0-55 | GAL |
| **45-0022** | GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus FS GF-5 Dex 1 5w30 | 55 | GAL |
| **45-0023** | CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | Dplx 21C FS HDEO 5w40 CK-4 | 0-55 | GAL |
| **45-0014** | SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | Dplz 21C Galaxy 80w90 Gear Oil | 105 | LBS |
| **45-0012** | Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | Peak Windshield Washer -20 Solvent Premix | 0-55 | GAL |
| **TBD** | SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | TBD | 0-55 | GAL |

**Lubricant Tanks and Monitoring**

The awarded lubricants supplier must provide monitoring equipment to monitor lubricant levels. Any monitoring equipment is to be installed by the provider and uninstalled at the termination of the contract or extension thereof. Installation and removal shall occur at no additional expense to Community Unit School District 300.

The District owns the tanks and has two locations:

- 2603 Bunker Hill Drive, Algonquin, Illinois, 60102

  Motor oil tank – 250 Gallon Capacity
  ATF tank – 250 Gallon Capacity
  Transmission Fluid tank – 250 Gallon Capacity

- 300 Cleveland Avenue, Carpentersville, Illinois, 60110

  Motor oil tank – 300 Gallon Capacity
  ATF tank – 300 Gallon Capacity
  Transmission Fluid tank – 300 Gallon Capacity

**The awarded supplier will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for a two-year term ending March 31, 2025.**

**It is the intent of District 300 to award this project to a single source vendor.**

**A non-mandatory pre-bid meeting is scheduled for Tuesday, January 10, 2023 at 10:00 AM. Prospective vendors may meet virtually. Please contact the Purchasing Department for access to the virtual meeting.**

**Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023**

# COMMUNITY UNIT SCHOOL DISTRICT 300
# BID RESPONSE FORM A

## Contract Purchase of Fuel and Lubricants

| **Fuel Product Specified** | April 1, 2023-March 31, 2024 | April 1, 2024- March 31, 2025 |
|---|---|---|
| Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon* | +$ _____ | +$ _____ |
| | or | or |
| | -$ _____ | -$ _____ |
| Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon* | +$ _____ | +$ _____ |
| | or | or |
| | -$ _____ | -$ _____ |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

| **Lubricants** | April 1, 2023-March 31, 2024 | April 1, 2024- March 31, 2025 |
|---|---|---|
| ISO 220 NLGI #2 Grease (Keg 120 lb) | $ _____ lb. | $ _____ lb. |
| Multi-Purpose ATF Dex Merc (bulk) | $ _____ gal. | $ _____ gal. |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | $ _____ gal. | $ _____ gal. |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil **10w30** (bulk) | $ _____ gal. | $ _____ gal.. |
| GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w20** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| GF6 OEM Approved and OEM Licensed **Full Synthetic** Gasoline Engine Oil **5w20** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w30** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| GF6 OEM Approved and OEM Licensed **Full Synthetic** Dexos 1 Gasoline Engine Oil **5w30** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| CK4 OEM Approve and OEM Licensed **Full Synthetic** Diesel Engine Oil **5w40** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $ _____ lb. | $ _____ lb. |

| | | |
|---|---|---|
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $ _____ lb. | $ _____ lb. |
| IMPORTANT: Bidders must include all delivery charges. No taxes are to be. | | |

**The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this quote to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. By executing and submitting this Bid Response Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the conditions of the bid documents, which shall serve as the Contract as provided therein.**

COMMENTS AND ADDITIONAL INFORMATION – (*Please include Contract Load information here)*

_____

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

_____
Name of Company/Corporation

90 Days
Length of time quote is firm prior to award

_____
Street Address

Bid Submitted by:

_____
City, State, Zip Code

_____
Authorized Signature

_____
Telephone Number

_____
Please Type or Print Name

_____
Fax Number

_____
Illinois License Number

Email address - _____

**Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023**

# BID RESPONSE FORM
## Contract Purchase of Fuel and Lubricants

**Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:**

**1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**

**2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**

**3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.**

**4. Prices quoted shall include ALL charges for handling, transportation and delivery.**

**5. All items bid are F.O.B. destination.**

**6. Community Unit School District #300 is Tax Exempt.**
**Tax Exemption Number - E9996-0079-07.**

**Vendor has received Addendum ( IF APPLICABLE)**

**#1 - _____ #2 - _____**

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

**NAME OF COMPANY /CORPORATION**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP**

**TELEPHONE NUMBER**

**FAX NUMBER**

**EMAIL ADDRESS**

**FEIN NUMBER**

**ILLINOIS LICENSE NUMBER**

**BID SUBMITTED BY:**

**SIGNATURE OF AUTHORIZED AGENT**

**PLEASE TYPE OR PRINT NAME**

**DATE**

*****Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 *****

| INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND E . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET. | Vendor Name | |
|---|---|---|
| | Complete Address | |
| | Phone | |
| | Fax | |
| | Email | |
| | Contact Person | |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon* | Plus | | Plus | | |
| | | or | | or | |
| | Minus | | Minus | | |
| Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon* | Plus | | Plus | | |
| | | or | | or | |
| | Minus | | Minus | | |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

| **INSTRUCTIONS:** PLEASE FILL IN COLUMNS **B** and D **.** PLEASE USE COLUMN **F** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET. | **Vendor Name** | |
|---|---|---|
| | **Complete Address** | |
| | **Phone** | |
| | **Fax** | |
| | **Email** | |
| | **Contact Person** | |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| | | UOM | | UOM | |
| ISO 220 NLGI #2 Grease (Keg 120 lb) | | lb. | | lb. | |
| Multi-Purpose ATF Dex Merc (bulk) | | gal. | | gal. | |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | | gal. | | gal. | |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | | gal. | | gal. | |
| CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | | gal. | | gal. | |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | | lb. | | lb. | |
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | | gal. | | gal. | |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | | lb. | | lb. | |

**COMMUNITY UNIT SCHOOL DISTRICT #300**
**PURCHASING DEPARTMENT**
**2605 BUNKER HILL DR**
**ALGONQUIN IL, 60102**
**Phone – 847-551-8460**
**Fax – 847-551-8463**

January 18, 2023

**ADDENDUM 1**

# Contract purchase of Fuel and Lubricants

## Questions and Answers:

**Pre-Bid Meeting Question: On page 30 of the original bid documents note:**
***Gasoline to contain 10% ethanol regular 87 Octane OPIS average.***
**On page 32 note:**
***C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. The Price adjustment factor will remain firm for the life of the contract.***
**Page 30 refers to the OPIS average and Page 32 refers to the OPIS Low Rack. Why are these different?**
**Answer:**
**On Page 30, the word average is used to describe the quality of the acceptable unleaded fuel.**
**On Page 32, the word Low, referring to the rack, is used to describe the pricing accepted by the District.**

**1) Question:** Could we please get a copy of the current bid tab?
**Answer: The original bid tab for the current contract may be found on the District 300 website, Board of Education Agenda for March 16, 2021 Please scroll down to point *11.3. Approval of Fuel and Lubricants Bid* and follow the links.**

**2) Question:** With the uncertainty of price increases during 2021, are there options for price increases/decreases based on market fluctuations with advanced notice?
**Answer: The awarded vendor may submit a letter from the manufacturer to the District explaining a market price increase for lubricants only. The District reserves the right to either accept a substantiated increase or terminate the contract if the awarded vendor is unable to maintain awarded pricing.**

**3) Question:** If you were to realize a large savings by eliminating the need for #1 and jugs of additive, would you consider a Premium Winter Diesel option?
**Answer: Currently, the District purchases B2 ULS2 with the winder additive already added to the B2 ULS2 load. Pricing on both response forms should reflect the Unit Price Factor over and above Diesel Fuel plus the winter additive. Premium products may be quoted as an alternate. The District**

**limits Diesel purchases to B2 and does not intend to purchase higher percentage biodiesel blends.**

**4) Question: When will tabulations be released after the opening?**
**Answer: When the *February 28, 2023 at 6:00 PM – Board of Education Business Meeting* agenda is posted, vendors may view the bid tabulations here. Typically the agenda is posted on the Friday afternoon prior to the meeting. Follow the agenda link to the fuel bid item on the agenda for details.**

**5) Question: May we have an update on our FOIA request?**
**Answer: FOIA 2- 2023 was submitted on 1/5/2023 and the answers were released via email to Kara Clark and Kevin Smith of Petroleum Traders on 1/9/2023 by the District 300 FOIA Officer.**

**6) Question: We would like to confirm if any addenda have been released for this bid? We did not see any posted as of the time this question was asked and wanted to be sure that was correct.**
**Answer: As of 1/18/2023, there is only Addendum 1, as written herein.**

**7) Question: Please confirm that a bid bond for 10% will be required for this bid.**
**Answer: The Bid Security Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.**

**8) Question: Please confirm that a performance bond for 100% will be required for this contract.**
**Answer: The Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.**

**9) Question: Bid Bonds and Performance Bonds usually cover a percentage of the entire contract price. On page 7 the School District says to submit these bonds based off only a month supply of fuel ($75,000.00). Should the bidder submit bonds based on the full bid price?**
**Answer: The Bid Security Bond and Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.**

**10) Question: What day should the OPIS for gasoline be priced on?**
**Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.***

**11) Question: What day should the OPIS for diesel be priced on?**
**Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.***

**12) Question: Is the School District requesting to be priced two separate ways for Gas and Diesel?**
**Answer: District 300 has provided individual spaces on both Response Forms A and B for the vendor to state the unit price factor for Diesel Fuel and the unit price factor for Gasoline.**

**13) Question: Does the vendor have to bid on all products in order to be deemed responsive?**
**Answer: Vendors may provide pricing for the Fuel Products only, the Lubricants only, or the Fuel Products and the Lubricants both.**

**14) Question: Are there any renewals offered for this bid?**
**Answer: No renewal contracts are offered within this bid.**

**15) Question: If there are renewals offered, how many?**
**Answer: No renewal contracts are offered within this bid.**

**16) Question: If there are renewals offered, are they offered under mutual agreement?**
**Answer: No renewal contracts are offered within this bid.**

**17) Question: If the vendor is not to fill out the Current Vendor Application in the bid documents, should the download a different one from www.d300.org?**
**Answer: Vendors may use the vendor application included in the bid on pages 26 & 27 of the Complete Bid Documents – Fuel 2023. The vendor may also use the vendor application found on the District 300 webpage for Purchasing here.**

**18) Question: Where should the contractor include the pricing for the winter additive package on the bid?**
**Answer: The Unit Price Factor is to be added to B2 ULS2 with the Winter Additive included. Please provide the specifications for the winter additive you intend to provide in the comments on Response Form A and in the comments on Response Form B.**

**This Addendum is to be considered part of the original bid documents.**

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

**Community Unit School District #300**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**
**847-551-8460 - PHONE**
**847-551- 8463- FAX**

Wednesday, January 4, 2023

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit an electronic **Bid** for:

**BID – Contract Purchase of Fuel and Lubricants**

The enclosed proposal form(s) **must** be used in submitting your electronic proposal.

Electronic proposals will be received until **2:00 PM CT, Tuesday, January 24, 2023** via BidNet at which time they will be opened publicly.

The Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the District to award the proposal at the **Tuesday, February 28, 2023 meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted.

Sincerely,

Diane C White

Diane C. White
Director of Purchasing

## PUBLIC NOTICE

### NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting bids for:

## BID – Contract Purchase of Fuel and Lubricants

Sealed bids will be accepted until **2:00 PM CT, Tuesday, January 24, 2023,** via BidNet

**Instruction to Bidders**

Bids should be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review pre-Bid meeting will be held virtually on Tuesday, January 10, 2023 at 10:00 AM. See BidNet posting for link to this meeting.

Bid security in the form of a bid bond, certified check or cash in an amount equal to 10 percent of the base bid amount shall be submitted with the bid. The successful Contractor shall provide Labor and Material Bonds, and Performance Bonds for the work.

**Bid specifications will be available on Wednesday, January 4, 2023 after 4:00 PM. To obtain Bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.**

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all bids or waive any bid irregularities.

## Project Timeline

### BID – Contract Purchase of Fuel and Lubricants

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| | | | |
| Establish Timeline | Wednesday, January 4, 2023 | | |
| Specifications Review | Wednesday, January 4, 2023 | | |
| Specifications Finalized | Wednesday, January 4, 2023 | | |
| Legal Ad | Friday, January 6, 2023 | | Daily Herald |
| Specifications Released | Wednesday, January 4, 2023 | 4:00 PM | Bidnet |
| Pre-Bid Meeting | Tuesday, January 10, 2023 | 10:00 AM | Virtual |
| Q&A Deadline | Tuesday, January 17, 2023 | Noon | Bidnet |
| Bid Opening | Tuesday, January 24, 2023 | 2:00 PM | Virtual |
| Evaluation Period | 1/24/2023-1/26/2023 | | |
| To COO | Thursday, January 26, 2023 | | Jennifer Porter, COO |
| BFC Packet | Tuesday, February 14, 2023 | | |
| CFOC Meeting | Tuesday, February 14, 2023 | | |
| BOE Workshop / Approval | Tuesday, February 28, 2023 | | |
| Contract Commencement | Saturday, April 1, 2023 | | |
| Contract Termination | Monday, March 31, 2025 | | |

## Instructions to Bidders

### 1. General

a. Bid shall be signed and with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. All bids shall be made on this form.

c. Unsigned or late bids will not be considered or accepted.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs, tariffs, energy charges and delivery to the locations designated on the bid and installation if called for in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment after the award of orders.

h. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted.

i. Bids shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here
   ii. For Vendor Registration Help Document: Click here
   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

## 2. Errors and Omissions

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the purchasing official first orally, followed by written (FAX or letter) specification of the claimed problems which must be received during regular working hours at least 72 hours before the date set for bid opening so that a written notification can be prepared by the purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

## 3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

## 4. Withdrawal of Bids

Bids may be withdrawn by in writing, by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

## 5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The District reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The District reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified.

## 6. Vendor Application and W-9 Form

The District requires that a current Vendor Application and W-9 form be included with your sealed electronic bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

## 7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the contractor and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any contractor shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

## 8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

## 9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

## 10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved) the contractor agrees as follows:

a. The contractor will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to unlawful discrimination.

## 11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

## 12. Evaluations

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

## 13. Examination of Documents and Site

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

## 14. Performance: Labor and Material Payment Bonds (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

## 15. Bid Security (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Bid bond and Performance bond should be submitted based on $75,000.00.
This total is an estimate based on a 1 (one) month supply of fuel.

If the contractor chooses to submit a check in lieu of a bond, the check must arrive at the following address by the bid due date and time. The envelope must be labeled with the bid name and due date and time:

Diane C. White
Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

## 16. Service Points

**All Service Points are listed in the Scope of Work herein.**

## 17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

## 18. Insurance

The contractor and subcontractors shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

**MINIMUM INSURANCE REQUIREMENTS**

| | | |
|---|---|---|
| General Liability | General Aggregate | $2,000,000 |
| | Products-Comp/OP Agg | 2,000,000 |
| | Personal Injury | 1,000,000 |
| | Each Occurrence | 1,000,000 |
| | Fire Damage (Any one fire) | 50,000 |
| | Medical Exp. (Any one person) | 5,000 |
| Excess Liability | Each Occurrence | 2,000,000 |
| | Aggregate | 2,000,000 |
| Automobile Liability | Bodily Injury (each occ) | 1,000,000 |
| | Property Damage (each occ) | 1,000,000 |
| Worker's Compensation | Statutory Limits | |
| | Each Accident | 500,000 |
| | Disease-Policy Limit | 500,000 |
| | Disease-Each employee | 500,000 |

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

## 19. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

## 20. Hold Harmless and Indemnification

The contractor, to the extent of the contractor's negligence or willful misconduct, shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

   -Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

   -Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

   -Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

## 21. Damage to Property

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

## 22. Late Bids

Bids received after the time specified in the Invitation for Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the District. The use of District equipment for transmission of bids is prohibited.

## 23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives, except where noted in the Scope of Work. Notations are to be included as to the percentage of recycled products in each item.

## 24. Payment

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

## 25. Manuals

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

## 26. Completion Of Work

Contract period is for two years, from April 1, 2023 through March 31, 2025.

## 27. Personnel

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

## 28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

## 29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

## 30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the contractor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

## 31. Compliance with Laws

Contractor shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

## 32. Governing Law

The terms of this bid shall be governed and construed in accordance with the laws of the State of Illinois. 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.

## 33. Bid

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

## 34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

## 35. Cancellation

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

## 36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

LIST BELOW (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

**Please be sure that contact information for references is current.**

**1. ORGANIZATION:**

Village of Addison

**ADDRESS:**

1491 Jeffrey DR.

**CITY, STATE, and ZIP CODE:**

Addison, IL 60101

**CONTACT PERSON:**

Dominic Macri

**TELEPHONE NUMBER:** **EMAIL:**

331-254-0423 dmacri@addison-il.org

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

2018 - present $914,000.00

**2. ORGANIZATION:**

Village of Morton Grove

**ADDRESS:**

7840 Nagle Ave.

**CITY, STATE, and ZIP CODE:**

Morton Grove, IL 60053

**CONTACT PERSON:**

Andy Andrews

**TELEPHONE NUMBER:** **EMAIL:**

224-343-1416 aandrews@mortongrove.il.org

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

2018-present $1734,000

## REFERENCES (CONT.)

**3. ORGANIZATION:**

City of Lake Forest

**ADDRESS:**

800 North Field Dr.

**CITY, STATE, and ZIP CODE:**

Lake Forest, IL 60045

**CONTACT PERSON:**

Ron Gramer

**TELEPHONE NUMBER:** **EMAIL:**

847-810-3546 gramerr@cityoflakeforest.com

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

2018-present $1,210,000

**4. ORGANIZATION:**

Village of Glenview

**ADDRESS:**

2498 E. Lake Ave.

**CITY, STATE, and ZIP CODE:**

Glenview IL 60026

**CONTACT PERSON:**

Gil Taylor gtaylor@glenview.il.us

**TELEPHONE NUMBER:** **EMAIL:**

847-376-0145

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

2019-present $940,000

**OFFEROR'S NAME**

Arnie Berg

**SIGNATURE:** **DATE:**

Arnie Berg 1/18/23

# CERTIFICATE OF BIDDER ELIGIBILITY

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 for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Jerry Piszczor, as part of its bid for the Fuel + Lubricant work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois 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 720 ILCS 5/33-E4.

Firm: Al Warren Oil Co Inc,

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

# CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Al Warren Oil Co Inc, 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.*

**Firm:** Al Warren Oil Co Inc.

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

# CERTIFICATE REGARDING
# SEXUAL HARASSMENT POLICY

Al Warren Oil Co Inc., 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: Al Warren Oil Co Inc.

By: _____
(Signature)

Jerry Pisziger - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

## CERTIFICATE REGARDING
## EQUAL EMPLOYMENT OPPORTUNITY

A1 Warren Oil Co Inc does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: A1 Warren Oil Co Inc.

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

## CERTIFICATE REGARDING
## EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Al Warren Oil Co Inc. agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Al Warren Oil Co. Inc agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: Al Warren Oil Co Inc.

By: _____
(Signature)

Jerry Pisziger - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 27th day of January, 2023.

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

# NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Al Warren Oil Co Inc, as part of its bid for the Fuel + Lubricant work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Al Warren Oil Co Inc

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

A1 Warren Oil Co Inc, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: A1 Warren Oil Co Inc.

By: _____
(Signature)

Jerry Piszczor - CFO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

Michelle M Weir
NOTARY PUBLIC

OFFICIAL SEAL
MICHELLE M. WEIR
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES 03/12/23

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11- 9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

**By:** _____

**Its:** CFO

**Dated:** 1 | 20 | 2023

**AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Jerry Pisczor
(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: 1/20/2023

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**PURCHASING DEPARTMENT**
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

| VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS) | APPLICATION DATE |
|---|---|
| Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries | REVISION DATE |

DATE: 2/19/23

| COMPANY | HOW LONG IN PRESENT BUSINESS? |
|---|---|
| A1 Warren Oil Co Inc | 75 years |

| ADDRESS | CITY | STATE | ZIP |
|---|---|---|---|
| 1646 Summer St. | Hammond | IN | 46320 |

| CONTACT PERSON/REPRESENTATIVE | FAX NUMBER | PHONE AND EXTENSION |
|---|---|---|
| ARNIE BERG | (630 971-8301 | (630 484-4368 |

**TYPE OF ORGANIZATION (Check Applicable)**
☐ INDIVIDUAL ☐ PARTNERSHIP ☒ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Illinois

**YEARS ESTABLISHED:**

**DO YOU ACCEPT PURCHASE ORDERS?** YES ☒ NO ☐

**DO YOU ACCEPT CREDIT CARDS?** YES ☒ NO ☐

**CATEGORY** (Check below the category which applies to the applicant)

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☒ (E) DISTRIBUTOR
☒ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

**NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

(A) PRESIDENT Thomas A Warren (B) VICE PRESIDENT

(C) SECRETARY Jerry A. Piszczor (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

**TAXPAYER'S I.D. NO.**
FEIN 36-3104190
or
S.S. No. _____

**INSURANCE INFORMATION** (Check Applicable)
LIABILITY INSURANCE: $2,000,000 ☒ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☒ Greater than Minimum ☐
Required that CUSD be named as an Additional Insured ☒ INSURANCE CO. Arch Insurance

**BONDING INFORMATION** (Check each area in which you have been bonded and the latest date of bonding)
Perf. Bond ___/___ (Mo. Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. Year) ☐ Builder's Risk ___/___ (Mo. Year) ☐

**PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:**

| NAME | OFFICIAL CAPACITY |
|---|---|
| Jerry Piszczor | CFO |
| | |
| | |
| | |

| Average number of employees (including affiliates) for four preceding calendar quarters. | Average annual sales for preceding three fiscal years: | Floor Space (Square Feet) Manufacturing | Floor Space (Square Feet) Warehouse |
|---|---|---|---|
| 85-115 | 2.5 million | N/A | N/A |

| MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below | FOR USE BY CONTRACT COMPLIANCE ONLY: |
|---|---|
| ☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE | BY:_____ DATE_____ ☐ C ☐ NC |

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

**MINORITY BUSINESS ENTERPRISE ("MBE")** means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

**WOMEN'S BUSINESS ENTERPRISE ("WBE")** means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

**BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")** means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

**MINORITY GROUP MEMBER** is an individual who is one of the following:

**AFRICAN AMERICAN** OR BLACK (persons with origins in any of the Black racial groups of Africa):
**HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
**NATIVE AMERICAN** (American Indian)
**ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

| | ORGANIZATION | ADDRESS, STATE, ZIP | BUYER | PHONE NUMBER |
|---|---|---|---|---|
| 1. | Village of Addison | 1491 Jeffrey 60101 | Dominic Macri | 331-254-0423 |
| 2. | Village of Glenview | 2498 E Lake Ave 60026 | Gil Taylor | 847-376-0145 |
| 3. | City of Lake Forest | 800 North Field Dr. 60045 | Ron Cramer | 847-810-3546 |
| 4. | Village of Morton Grove | 7840 Nagle Ave. 60053 | Andy Andrews | 224-343-1416 |

Bank References

| | NAME OF BANK | ADDRESS, STATE, ZIP | CONTACT PERSON | PHONE NUMBER |
|---|---|---|---|---|
| X | BMO | Lemont, IL | Mike Salvador | (815) 806-2503 |

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

X _____
**SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION**

X Jason A. Pierson CFO
**NAME AND TITLE OF PERSON SIGNING (Please type or print)**

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

**USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY**

| VENDOR I.D. NUMBER | APPROVED BY | DATE | W9 | COMM LIST |
|---|---|---|---|---|
| | | | | |

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
AL Warren Oil Co Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.
1646 Summer St.

Requester's name and address (optional)

6 City, state, and ZIP code
Hammond Indiana 46320

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

**Employer identification number**
36 - 3104190

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ [signature] Date ▶ 01-01-2023

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

**Verify that all of your Illinois Sales Tax Exemption Certificate information is correct**

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

## Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

## Sales Tax Exemption Certificate

**Issue date:**
02/10/2020

**Sales Tax Exemption** **E99960079**

**Expiration date:**
03/01/2025

**Organization type:** **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
*Director*

OFFICIAL DOCUMENT - DO NOT DESTROY

## Scope of Work

## Contract Purchase of Fuel and Lubricants

Fuel and lubricants are used in school buses, both diesel and unleaded gasoline. The District also operated a white fleet which includes operation and maintenance vehicles and drivers' education cars.

### Gasoline and Diesel Fuel Specification

1. Fuel Specifications
   Diesel Fuel: Any major brand of #2 Ultra Low Sulfur with 2% Bio Mix Diesel Fuel (B2 ULS2). Fuel must meet or exceed 40 cetane (normally #2 Diesel). Fall and winter blends of #1 Ultra Low Sulfur (ULS1) and B2 ULS2 or B2 ULS2 with winter additive must be available upon request of the School District.

   The District may blend diesel as follows:
   Temperatures of 0°F and below – 70/30 blend plus additives
   Temperatures of 0°F to 20°F – 80/20 blend plus additives
   Non-winter months – B2 ULS2

   Example of switch date from fall to winter blend: In the 2021/2022 school year, the first delivery of blended fuel (80/20) occurred on October 19, 2021. In the 2022/2023 school year, the first delivery of blended fuel (80/20) occurred on October 24, 2022.

   Gasoline: Gasoline to contain 10% ethanol regular 87 Octane OPIS average. Use of alcohol additives to raise the octane rating is not acceptable. Identify and define additives for winter blends.

   The District will not accept re-refined products.

Fuel requirements for bid package:

Ultra Low Sulfur Diesel (ULSD) fuel is required for diesel engines used with advanced after treatment systems. The fuel should meet all the specifications of **ATSM D975** standard (current year revision, including the EPA specification for sulfur content (0.0015% mass of 15 parts per million maximum). These specifications are included in the standard under the designation No. 2-D S15 fuel and No. 1-D S15 fuel. Grade No. 1-D fuel is a lighter fuel with higher volatility than Grade No. 2-D; it may be blended with grade No. 2-D in winter time to provide engine operability under low ambient temperature.
Acceptable Diesel Fuel Blends

- Ultra low sulfur Kerosene (No. 1-D S15 diesel fuel) blended with No. 2-D S15 fuel to improve cold weather performance. Blend rate would depend on regional low temperatures.
- Lower biodiesel blends up to B5 (a blend of 5% neat biodiesel with 95% diesel fuel).

Such blends have characteristics indistinguishable from diesel fuel. If the two components meet the requirements of their standards: ASTM D6751 current revision, (Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels and ASTM D975 current revision, Standard Specification for Diesel Fuel - Grade No. 2-D S15

As of December 12, 2022, blends of up to 5% biodiesel are included in the Diesel Fuel Standard ATSM D975-22.

- Supplier must be a BQ9000 certified fuel supplier, must provide proof that the supplier meets ASTM D975-22 Standard.

Acceptable Unleaded Gasoline Blends

- Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
- Use of alcohol additives to raise the octane rating is not acceptable.
- Identify and define additives for winter use.

2. Quality Control

The District reserves the right to sample deliveries, which will produce samples for testing purposes that are fully representative of the product, delivered.

All product that does not meet specification requirements will be rejected, and when so ordered by the Transportation Director, the contractor, at his expense, shall replace all inferior product delivered with product meeting the specification requirements.

3. Annual Usage

Each Location has a 10,000-gallon underground storage diesel fuel tank and a 10,000-gallon underground unleaded gasoline tank. Tanks are located at two District-owned facilities. Shipments must be received within twenty-four to forty-eight hours of the District's purchase order.

All figures are approximations and do not represent an intent to purchase.
Figures may increase or decrease over the period of the contract.

| TIME FRAME | FUEL TYPE | LOCATION | LOCATION | BOTH LOCATIONS |
|---|---|---|---|---|
| | | 2603 Bunker Hill Dr. Algonquin, IL | 300 Cleveland Ave. Carpentersville, IL | TOTALS |
| 4/1/21 - 3/31/22 | ULS1 | 22269 | 13430 | 35699 |
| | B2 ULS2 | 82792 | 48526 | 131318 |
| | B2 ULS2 with Winter Additive | 82275 | 50361 | 132636 |
| | Unleaded Gasoline | 28458 | 61207 | 89665 |
| 4/1/22 - 12/1/22 | ULS1 | 2400 | 1201 | 3601 |
| | B2 ULS2 | 81933 | 41507 | 123440 |
| | B2 ULS2 with Winter Additive | 32525 | 17808 | 50333 |
| | Unleaded Gasoline | 17022 | 41237 | 58259 |

4. Transportation Fuel Tanks

The fuel tanks are the property of the District and will be maintained at District expense.

5. Transport Loads

Bidder shall include the number of gallons that constitute a transport load In the Comments and Additional Information Section.

6. Fuel Order Process

The District shall supply a purchase order for invoice processing 24 to 48 hours prior to expected delivery. The purchase order shall include estimated pricing and volume based on the most recent purchase. The successful Bidder shall provide an order confirmation number within 24 hours of request for fuel. Subsequently, an invoice shall be provided based on actual fuel delivery including the purchase order number. Payment to be made within 45 days of delivery.

7. Delivery and Usage

Delivery is to be made within 24 to 48 hours of our request. The time of delivery must be coordinated with the Director of Transportation or designee. The delivery driver must check in with the vehicle maintenance personnel prior to beginning the delivery of fuel. Tanks must be measured before and after filling. The measurements must be recorded on the delivery receipt.

Bid response should include recommendations for delivery times of fuel outside of the District's regular business hours.

8. Proof of Delivery

Proof of delivery must be provided in one of the following ways:

A. A metered ticket to be supplied with each delivery and signed by a representative of the Transportation or Vehicle Maintenance Department.

B. Drivers must supply a copy of the bill of lading for the terminal showing the number of gallons received and the seal numbers supplied at the point of fill from the terminal. These seal numbers will be matched with the numbers on the seal at the time of delivery to our location.

9. Proposals

The price per gallon shall bid as follows:

A. All Bidders shall bid gross gallons.

B. Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.

C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. **The Price adjustment factor will remain firm for the life of the contract.**

D. If a blend of ULS1 and B2 ULS2 or B2 ULS2 with winter additive is ordered, the price will be based on the percentage quantity of each type of fuel that has been ordered.

E. Any taxes for which the District is liable will be added to the invoice.

F. District 300 is exempt from Federal Excise tax and Illinois State Sales Tax.

G. **If the Bidder plans to use a common carrier, the District must be notified in writing. Also, Community Unit School District 300, the Board of Education, and its members individually and its employees and agents must be named as additional insureds on the Common Carrier's insurance certificate and the coverage must meet the District's requirements.**
**The bid response must include the names, addresses and phone numbers of all delivery subcontractors to be used.**

H. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110

## Lubricant and Solvent Specifications

**Annual usage** - Oil / solvent products listed below:

All fluids are delivered in bulk and pumped into District tanks except product ordered by the 55-gallon drum or pail.

Bidders may include service information regarding the collections, transport and disposal of used oil, filters, antifreeze, etc.

**Pricing per pound or gallon, is to be quoted as DELIVERED pricing on Bid Response Forms A & B.**
Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110.

**VENDOR MUST PROVIDE SPECIFICATION SHEETS AND SAFETY DATA SHEETS WITH BID. EQUIVALENT LUBRICANTS AND SOLVENTS WILL BE CONSIDERED.**

| LUBRICANTS – Usage 4-1-21 to 3-31-22 | | | | |
|---|---|---|---|---|
| | **D300 ITEM DESCRIPTION** | **CURRENT CONTRACT ITEM DESCRIPTION** | **Usage** | **u/m** |
| **45-0007** | ISO 220 NLGI #2 Grease (Keg 120 lb) | Mobilgrease XHP 222 | 120 | LBS |
| **45-0008** | Multi-Purpose ATF Dex Merc (bulk) | Med Plus Multi Veh ATF | 201 | GAL |
| **45-0009** | Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | Kost Defendal HD ELC 50/50 | 1705 | GAL |
| **45-0010** | CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | Dplx 21C Dezol 10w30 | 1503 | GAL |
| **45-0011** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus Syn Blend GF-6 5w20 | 0-55 | GAL |
| **45-0020** | GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus FS GF-6 5w20 | 0-55 | GAL |
| **45-0021** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus Syn Blend GF-6 5w30 | 0-55 | GAL |

| | | | | |
|---|---|---|---|---|
| **45-0022** | GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus FS GF-5 Dex 1 5w30 | 0-55 | GAL |
| **45-0023** | CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | Dplx 21C FS HDEO 5w40 CK-4 | 0-55 | GAL |
| **45-0014** | SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | Dplz 21C Galaxy 80w90 Gear Oil | 0-35 | LBS |
| **45-0012** | Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | Peak Windshield Washer -20 Solvent Premix | 0-55 | GAL |
| **TBD** | SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | TBD | 0-55 | GAL |

| **LUBRICANTS – Usage 4-1-22 to 12-1-22** | | | | |
|---|---|---|---|---|
| | **D300 ITEM DESCRIPTION** | **CURRENT CONTRACT ITEM DESCRIPTION** | **Usage** | **u/m** |
| **45-0007** | ISO 220 NLGI #2 Grease (Keg 120 lb) | Mobilgrease XHP 222 | 0-120 | LBS |
| **45-0008** | Multi-Purpose ATF Dex Merc (bulk) | Med Plus Multi Veh ATF | 96 | GAL |
| **45-0009** | Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | Kost Defendal HD ELC 50/50 | 990 | GAL |
| **45-0010** | CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | Dplx 21C Dezol 10w30 | 814 | GAL |
| **45-0011** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus Syn Blend GF-6 5w20 | 0-55 | GAL |
| **45-0020** | GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus FS GF-6 5w20 | 0-55 | GAL |
| **45-0021** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus Syn Blend GF-6 5w30 | 0-55 | GAL |
| **45-0022** | GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus FS GF-5 Dex 1 5w30 | 55 | GAL |
| **45-0023** | CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | Dplx 21C FS HDEO 5w40 CK-4 | 0-55 | GAL |
| **45-0014** | SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | Dplz 21C Galaxy 80w90 Gear Oil | 105 | LBS |
| **45-0012** | Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | Peak Windshield Washer -20 Solvent Premix | 0-55 | GAL |
| **TBD** | SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | TBD | 0-55 | GAL |

**Lubricant Tanks and Monitoring**

The awarded lubricants supplier must provide monitoring equipment to monitor lubricant levels. Any monitoring equipment is to be installed by the provider and uninstalled at the termination of the contract or extension thereof. Installation and removal shall occur at no additional expense to Community Unit School District 300.

The District owns the tanks and has two locations:

- 2603 Bunker Hill Drive, Algonquin, Illinois, 60102

  Motor oil tank – 250 Gallon Capacity
  ATF tank – 250 Gallon Capacity
  Transmission Fluid tank – 250 Gallon Capacity

- 300 Cleveland Avenue, Carpentersville, Illinois, 60110

  Motor oil tank – 300 Gallon Capacity
  ATF tank – 300 Gallon Capacity
  Transmission Fluid tank – 300 Gallon Capacity

**The awarded supplier will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for a two-year term ending March 31, 2025.**

**It is the intent of District 300 to award this project to a single source vendor.**

**A non-mandatory pre-bid meeting is scheduled for Tuesday, January 10, 2023 at 10:00 AM. Prospective vendors may meet virtually. Please contact the Purchasing Department for access to the virtual meeting.**

**Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023**

# SAFETY DATA SHEET

## ULTRA Power RED Antifreeze & Coolant 50/50

### SECTION 15 - REGULATORY INFORMATION

| | |
|---|---|
| TSCA Inventory Status | All ingredients are listed on the TSCA inventory. |
| DSCL (EEC) | All ingredients are listed on the DSCL inventory. |
| California Proposition 65 | Not Listed |
| SARA 302 | Not Listed |
| SARA 304 | Not Listed |
| SARA 311 | Acute Health Hazard |
| SARA 312 | Acute Health Hazard |
| SARA 313 | Not Listed |
| WHMIS Canada | Class D-2A: Poisonous and infectious material- Other effects- Very toxic<br>Class D-1B: Poisonous and infectious material- Immediate and serious effects- Toxic |

### SECTION 16 - OTHER INFORMATION

2/27/2017 – SDS was created

**Disclaimer:** The information in this document is believed to be correct as of the date issued. **HOWEVER, NO WARRANTY OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR ANY OTHER WARRANTY IS EXPRESSED OR IS TO BE IMPLIED REGARDING THE ACCURACY OR COMPLETENESS OF THIS INFORMATION, THE RESULTS TO BE OBTAINED FROM THE USE OF THIS INFORMATION OR THE PRODUCT, THE SAFETY OF THIS PRODUCT, OR THE HAZARDS RELATED TO ITS USE.** This information and product are furnished on the condition that the person receiving them shall make his own determination as to the suitability of the product for his particular purpose and on the condition that he assume the risk of his use thereof.

| | |
|---|---|
| | cause defatting of skin or irritation, seen as local redness with possibility of mild discomfort. |
| **Eyes** | Eye burns, watering eyes, redness. |
| **Respiratory** | Irritation of nose and/or throat, drowsiness, headache, nausea. |
| **Ingestion** | Toxic when swallowed. Lethal dose for adults is 1-2mL per kilogram. Symptoms of exposure may include headache, weakness, confusion, nausea, dizziness, staggering gait, slurred speech, loss of concentration, faintness, vomiting, increased heart rate, decreased blood pressure, difficulty breathing, and pulmonary edema. Severe poisoning may cause death. |

| | |
|---|---|
| **Chronic Toxicity** | Repeated overexposure may aggravate existing kidney disease. Repeated ingestion may cause kidney damage. |
| **Teratogenicity** | Not Available |
| **Mutagenicity** | Not Available |
| **Embryotoxicity** | Not Available |
| **Specific Target Organ Toxicity** | Not Available |
| **Reproductive Toxicity** | Not Available |
| **Respiratory/Skin Sensitization** | Not Available |

## SECTION 12 - ECOLOGICAL INFORMATION

**Ecotoxicity**

*Ethylene Glycol*

| | |
|---|---|
| **Aquatic Vertebrate** | LC50 - Oncorhynchus mykiss (rainbow trout) - 18,500 mg/l - 96 h<br>LC50 - Leuciscus idus (Golden orfe) - > 10,000 mg/l - 48 h<br>NOEC - Pimephales promelas (fathead minnow) - 32,000 mg/l - 7 d<br>NOEC - Pimephales promelas (fathead minnow) - 39,140 mg/l - 96 h |
| **Aquatic Invertebrate** | EC50 - Daphnia magna (Water flea) - 74,000 mg/l - 24 h<br>NOEC - Daphnia - 24,000 mg/l - 48 h<br>LC50 - Daphnia magna (Water flea) - 41,000 mg/l - 48 h |
| **Terrestrial** | Not Available |

| | |
|---|---|
| **Persistence and Degradability** | Biodegradable. |
| **Bioaccumulative Potential** | Not Available |
| **Mobility in Soil** | Not Available |
| **PBT and vPvB Assessment** | Not Available |
| **Other Adverse Effects** | Not Available |

## SECTION 13 - DISPOSAL CONSIDERATIONS

| | |
|---|---|
| **Waste Residues** | Users should review their operations in terms of the applicable federal/national or local regulations and consult with appropriate regulatory agencies if necessary before disposing of waste product or residues. |
| **Product Containers** | Users should review their operations in terms of the applicable federal/national or local regulations and consult with appropriate regulatory agencies if necessary before disposing of waste product container. |

The information offered in section 13 is for the product as shipped. Use and/or alterations to the product may significantly change the characteristics of the material and alter the waste classification and proper disposal methods.

## SECTION 14 - TRANSPORTATION INFORMATION

| | |
|---|---|
| US DOT | Not Dangerous Goods |
| TDG | Not Dangerous Goods |
| IMDG | Not Dangerous Goods |
| Marine Pollutant | No |
| IATA/ICAO | Not Dangerous Goods |

**OTHER:** Provide eyewash stations, quick-drench showers and washing facilities accessible to areas of use and handling.

## SECTION 9 - PHYSICAL and CHEMICAL PROPERTIES

| | |
|---|---|
| **PHYSICAL STATE:** | Liquid |
| **APPEARANCE & ODOR:** | Red |
| **ODOR THRESHOLD (PPM):** | Not Determined |
| **VAPOR PRESSURE (mmHg):** | 10 mmHg at 20°C (68°F) |
| **VAPOR DENSITY (AIR=1):** | 2.1 (air = 1) |
| **EVAPORATION RATE (nBuAc = 1):** | No Data Available |
| **FLASH POINT** | Not Flammable |
| **MELTING POINT (C°):** | No Data Available |
| **FREEZING POINT:** | -36°C (-34°F) |
| **pH:** | 9.0-10.5 |
| **VISCOSITY:** | No Data Available |
| **KINEMATIC VISCOSITY:** | Not Data Available |
| **SPECIFIC GRAVITY:** | 1.045 min. |
| **DENSITY:** | No Data Available |
| **SOLUBILITY IN WATER (%)** | Completely soluble in water. |
| **BOILING POINT (C°):** | 109°C (229°F) |

## SECTION 10 - STABILITY and REACTIVITY

**STABILITY:** Stable

**HAZARDOUS DECOMPOSITION PRODUCTS:** Oxides of carbon.

**INCOMPATIBLE MATERIALS:** Strong acids, oxidizers.

**POSSIBILITY OF HAZARDOUS REACTIONS:** Will not occur

**CONDITIONS TO AVOID:** Storage below 15.5°C (60°F) or above 65.5°C (150°F)

## SECTION 11 - TOXICOLOGICAL INFORMATION

**ACUTE EXPOSURE**

***ETHYLENE GLYCOL***

| | |
|---|---|
| **Skin** | LD50 Dermal - rabbit - 10,626 mg/kg |
| **Eyes** | Eyes - rabbit - Mild eye irritation - 24 h |
| **Respiratory** | Not Available |
| **Ingestion** | LD50 Oral - rat - 4,700 mg/kg |

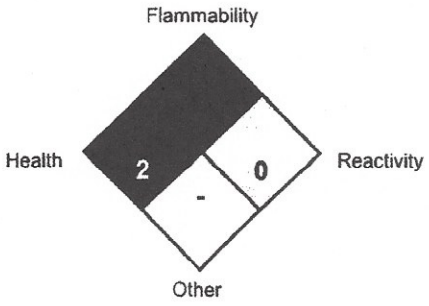
**Carcinogenicity**

| | |
|---|---|
| **IARC** | No components of this product present at levels greater than or equal to 0.1% is identified as probable, possible or confirmed human carcinogen by IARC. |
| **ACGIH** | No components of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by ACGIH. |
| **NTP** | No components of this product present at levels greater than or equal to 0.1% is identified as a known or anticipated carcinogen by NTP. |
| **OSHA** | No components of this product present at levels greater than or equal to 0.1% is identified as a carcinogen or potential carcinogen by OSHA. |

**Signs & Symptoms of Exposure**

| | |
|---|---|
| **Skin** | Brief contact is not irritating. Prolonged contact, as well as clothing wetted with material may |

**NFPA RATING SYSTEM**




**HMIS RATING SYSTEM**

| HAZARDOUS MATERIAL IDENTIFICATION SYSTEM | |
|---|---|
| | |
| | |
| PHYSICAL HAZARD (YELLOW) | 0 |
| PROTECTIVE EQUIPMENT | |

| EYES | RESPIRATORY | HANDS | BODY |
|---|---|---|---|
|  | See Sect 8 |  | See Sect 8 |

For Routine Industrial Use and Handling Applications

**Hazard Scale:** 0 = Minimal 1 = Slight 2 = Moderate 3 = Serious 4 = Severe * = Chronic hazard

## SECTION 6 - ACCIDENTAL RELEASE MEASURES

**PERSONAL PRECAUTIONS, PROTECTIVE EQUIPMENT, AND EMERGENCY PROCEDURES:** See section 8 for recommendations on the use of personal protective equipment.

**ENVIRONMENTAL PRECAUTIONS:** Prevent spillage from entering drains. Any release to the environment may be subject to federal/national or local reporting requirements.

**METHODS FOR REMOVAL:** Absorb spill with noncombustible absorbent material, then place in a suitable container for disposal. Clean surfaces thoroughly with water to remove residual contamination. Dispose of all waste and cleanup materials in accordance with regulations.

Dispose of in accordance with applicable Federal, State, and local procedures (see Section 13, Disposal Considerations).

## SECTION 7 - HANDLING and STORAGE

**PRECAUTIONS FOR SAFE HANDLING:** See section 8 for recommendations on the use of personal protective equipment. Use with adequate ventilation. Wash thoroughly after using. Keep container closed when not in use. Avoid formation of aerosols.

**CONDITIONS FOR SAFE STORAGE, INCLUDING ANY INCOMPATIBILITIES:** Store in cool, dry well ventilated area. Store only in containers that are resistant to alkaline solutions. Keep away from incompatible materials (see section 10 for incompatibilities).

## SECTION 8 - EXPOSURE CONTROLS - PERSONAL PROTECTION

**EXPOSURE LIMITS/GUIDELINES:**

| Chemical Name | | Exposure Limits | Basis | Entity |
|---|---|---|---|---|
| Ethylene Glycol | | 100 mg/m$^3$ | STEL | ACGIH |
| | | 50 ppm<br>125 mg/m$^3$ | STEL | OSHA |

Other Exposure Limits: Not Determined

**RESPIRATORY PROTECTION:** Provide local exhaust, preferably mechanical. If exposure levels are excessive, use an approved respirator.

**EYE PROTECTION:** Wear chemical safety glasses or goggles, and face shield.

**BODY PROTECTION:** Wear nitrile or rubber gloves, and full body covering. The type of protective equipment must be selected according to the concentration and amount of the dangerous substance at the specific workplace.

accordance with local regulations.

**TARGET ORGANS:** Kidney, Liver

## SECTION 3 - COMPOSITION and INFORMATION ON INGREDIENTS

| HAZARDOUS INGREDIENTS: | CAS # | EINECS # | Formula | WT % | Molecular Weight |
|---|---|---|---|---|---|
| Ethylene Glycol | 107-21-1 | 203-473-3 | $C_2H_6O_2$ | >50 | 62.07 g/mol |
| Antifreeze Inhibitors* | Proprietary | Proprietary | Proprietary | <2 | Proprietary |
| Dye | N/A | N/A | N/A | <1 | N/A |
| Deionized Water | 7732-18-5 | 231-791-2 | $H_20$ | Balance | 18.00 g/mol |
| | | | | | |

## SECTION 4 - FIRST-AID MEASURES

**EYE CONTACT:** Immediately rinse with plenty of water for at least 15 minutes and seek medical attention immediately.

**SKIN CONTACT:** Immediately flush with plenty of water for at least 15 minutes while removing contaminated clothing and wash using soap. Get medical attention immediately.

**INHALATION:** Move casualty to fresh air and keep at rest. If breathing is difficult, give oxygen. If not breathing, give artificial respiration. Get medical attention immediately.

**INGESTION: Do Not Induce Vomiting!** Never give anything by mouth to an unconscious person. If conscious, wash out mouth with water. Get medical attention immediately.

## SECTION 5 - FRE-FIGHTING MEASURES

**FLASH POINT:** Not Flammable

**AUTOIGNITION TEMPERATURE:** Not Established

**FLAMMABLE LIMITS (in air by volume, %):** Lower (LEL): Not Available Upper (UEL): Not Available

**SUITABLE (AND UNSUITABLE) EXTINGUISHING MEDIA)** Product is not flammable. Use water, fog, foam, carbon dioxide or dry chemical on fires involving this product. Use appropriate media for adjacent fire. Cool unopened containers with water.

**SPECIAL FIRE-FIGHTING PROCEDURES:** Do not release runoff from fire control methods to sewers or waterways. Because fire may produce toxic thermal decomposition products, wear a self-contained breathing apparatus (SCBA) with a full face piece operated in pressure-demand or positive-pressure mode. Full protective equipment including self-contained breathing apparatus should be used during a fire. During emergency conditions, overexposure to decomposition products may cause a health hazard. Symptoms may not be immediately apparent. Seek medical attention.

**SPECIFIC HAZARDS ARISING FROM THE CHEMICAL:** Closed containers may rupture or explode due to steam pressure build-up when exposed to extreme heat. Water may be used to cool closed containers. May emit toxic fumes (oxides of carbon) under fire conditions. (See also Stability and Reactivity section).

# SAFETY DATA SHEET

## ULTRA Power RED Antifreeze & Coolant 50/50

*Prepared according to U.S. OSHA, CMA, ANSI, Canadian WHMIS, Australian WorkSafe, Japanese Industrial Standard JIS Z 7250:2000, and European Union REACH Regulations*

## SECTION 1 - PRODUCT AND COMPANY IDENTIFICATION

| | |
|---|---|
| PRODUCT NAME: | **ULTRA Power RED Antifreeze & Coolant 50/50** |
| CAS# | Mixture |
| MANUFACTURER'S NAME: | **Maverick Performance Products, LLC** |
| ADDRESS: | 5950 S. Cooper Rd Ste 3 Chandler, AZ 85249 USA |
| EMERGENCY PHONE: | 1-800-424-9300 **TOLL-FREE in USA/Canada** |
| BUSINESS PHONE: | 1-480-621-7302 (Product Information) |
| WEB SITE: | www.maverickoil.com |
| DATE OF PREPARATION: | 27 February 2017 |
| DATE OF LAST REVISION: | 27 February 2017 |

## SECTION 2 - HAZARDS IDENTIFICATION

**EMERGENCY OVERVIEW:** This product is a red liquid
**HEALTH HAZARDS:** Harmful if swallowed. Causes serious eye irritation
**OTHER HAZARD(S):** Combustible liquid. Repeated exposure may cause dryness of the skin. Vapors may cause respiratory irritation.
**PRECAUTION(S):** Wear eye and skin protection before handling. Do not breathe mist/vapors/spray. Use in a well ventilated area. Wear protective gloves/protective clothing. IF IN EYES: Flush with water for 15 minutes and consult a physician. Do no ingest. IF SWALLOWED: Do NOT induce vomiting. Immediately call a POISON CENTER or doctor/physician.
**DISPOSAL:** Keep out of waterways. Check local, national, and international regulations for proper disposal

US DOT SYMBOLS



Signal Word: **Warning!**

**GHS Hazard Classification(s):**
Acute Toxicity, Oral Category 4
Eye Irritation Category 2B

**Hazard Statement(s):**
H302: Harmful if swallowed
H320: Causes eye irritation

CANADA (WHMIS) SYMBOLS

Not Controlled

EUROPEAN and (GHS) Hazard Symbols



Signal Word: **Warning!**

**Precautionary Statement(s):**
P264: Wash hands thoroughly after handling
P270: Do not eat, drink or smoke when using this product
P301+P312: IF Swallowed: Call a POISON CENTER and get IMMEDIATE MEDICAL ATTENTION.
P330: Rinse mouth
P305+P351+P338: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing
P337+P313: If eye irritation persists: Get medical advice/attention.
P501: Dispose of all contents/containers in

# VP® ULTRA POWER RED Antifreeze & Coolant

## DESCRIPTION

**ULTRA POWER™ RED ELC Antifreeze and Coolant** is engineered to deliver total cooling system protection for most heavy-duty engines. Proprietary nitrited-hybrid organic acid inhibitor technology (NOAT/HOAT) meets and exceeds most universal heavy-duty coolant applications. This heavy-duty hybrid organic acid formulation delivers superior corrosion protection for system metals, including; steel, aluminum, cast iron, copper, brass and solder. Its unique combination of carboxylic acids (OAT) and nitrites provides ultimate protection of diesel engine wet sleeve cylinder liners from pitting and cavitation, minimizes maintenance costs by providing extended service intervals and eliminates the need for the use or monitoring of supplemental coolant additives (SCA's).

## PERFORMANCE BENEFITS

- Total cooling system protection for most heavy-duty applications
- 600,000 miles/12,000 hours (or 6 year) extended service life
- Safe and compatible for top-off with all types of coolant technology
- Low-silicate formula (<250 ppm) contains no phosphates or amines
- Ultimate protection of wet sleeve liner cavitation/pitting in diesel engines
- Outstanding corrosion protection for all cooling system metals
- Optimum water pump seal life due to low levels of dissolved solids
- Excellent heat transfer under severe operating conditions
- Formulated with bitterant to prevent human and animal consumption

## DIRECTIONS FOR USE

For new installations, a complete flush and fill of the cooling system is recommended to obtain maximum service interval and system protection. ULTRA POWER RED ELC 50/50 is carefully balanced (prediluted) with pure deionized water to ensure optimum freezing and boiling points and eliminates system deterioration caused by poor water quality, DO NOT ADD WATER. Follow vehicle or equipment owner's manual for recommended maintenance guidelines, including proper coolant levels and instructions for coolant top-off. Use ULTRA POWER RED ELC 50/50 exclusively for top-off, as needed.

## PRODUCT APPLICATION

**MEETS AND EXCEEDS:**
ASTM D3306
ASTM D4985
ASTM D6210
TMC of ATA RP329 & 338
GM 6277M & 1825M
Ford ESE-M97B44-A
Ford WSS-M97B44-B/D
Ford WSS-M97B44-E1/E2
Ford WSS-M97B51-A1
Chrysler MS9769
MTU MTL5048 & MTL5049
GSA CID A-A-52624A
Waukesha 4-1974D
EMD M.I. 1748E
Caterpillar EC-1 & ELC
Cummins CES14603;
Service bulletin 3666132-02
Detroit Diesel 7SE298;
Powercool Plus & 6000
Navistar/International;
CEMS B1, Type IIIa
PACCAR CS0185;
Kenworth R026-170-97
Peterbilt 8802.002
Freightliner 48-22880
John Deere H-5 ,JMD-H24C1 & 8650-5
Mack Truck 014GS17004
SAE J1034, J814 & J1941

DO NOT USE where a nitrite-free or silicate-free antifreeze & coolant is required for certain cars or light-trucks.

**Typical Physical Properties**

| Property | Method | |
|---|---|---|
| Concentrate Item Number | | VP6020010 |
| Prediluted 50/50 Item Number | | VP6025010 |
| Specific Gravity, @70°F/21°C | D-1122 | 1.13 |
| pH Level, 50% Volume | D-1287 | 10.0 |
| Freezing Point, 50% Volume °C (°F) | D-1177 | -36 (-34) |
| Boiling Point, 50% Volume °C (°F) | D-1120 | 107 (226) |
| Color | Visual | Red |
| Minor variations in physical test results may occur through normal manufacturing | | |

**Always consult original equipment manufacturer's coolant recommendation for proper application.**

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Technical Data Sheet

# VP® Street Legal Motor Oil

## *Synthetic-Blend Formula*

## DESCRIPTION

**STREET LEGAL™ Synthetic-Blend Motor Oil** is formulated with a proprietary blend of conventional and synthetic base oils and a state-of-the-art additive system to deliver trusted engine protection and peak vehicle performance. Synthetic-Blend Motor Oil provides added resistance to sludge formation and varnish deposits during stop-and-go driving and maintains outstanding wear protection under severe driving conditions.

Street Legal Synthetic-Blend Motor Oil is available in SAE grades 5W-20, 5W-30 and 10W-30 and exceeds new car warranty requirements as defined by ILSAC standards GF-5 and API classification Resource Conserving SN.

## PERFORMANCE BENEFITS

- Excellent wear protection for critical engine components
- Delivers excellent low-temperature engine protection and performance
- Maintains maximum engine protection under severe operating conditions
- Protects vehicle emission systems
- Delivers optimum fuel economy

## PRODUCT APPLICATION

Recommended for turbo-charged or naturally aspirated gasoline-powered and flex-fuel passenger cars, hybrid vehicles, light-trucks and sport utility vehicles and fleets requiring:

ILSAC GF-5 & API Service Category Resource Conserving SN (API License number 3233)
Chrysler; MS-6395 (Revision S)
Ford; WSS-M2C945-A (5W-20) & WSS-M2C946A (5W-30)
General Motors; GM6094M (Obsolete)

| Typical Physical Properties | | | | |
|---|---|---|---|---|
| **Property** | **Method** | | | |
| SAE Grade | | 5W-20 | 5W-30 | 10W-30 |
| Item Number | | VP3152010 | VP3153010 | VP3110310 |
| Viscosity, cSt @40°C | D-445 | 49.7 | 63.2 | 69.5 |
| Viscosity, cSt @100°C | D-445 | 8.6 | 10.6 | 10.6 |
| Viscosity Index | D-2270 | 150 | 155 | 140 |
| Specific Gravity, @60°F | D-1250 | 0.861 | 0.860 | 0.866 |
| Flash Point, COC, °C(°F) | D-92 | 218 (424) | 224 (435) | 234 (453) |
| Pour Point, °C(°F) | D-97 | -39 (-38) | -39 (-38) | -36 (-33) |
| CCS, cP, maximum @-30°C | D-5293 | 6100 | 6300 | 6300 (-25°C) |
| NOACK Volatility @ 700°F, % loss | D-5800 | <15 | <15 | <12 |
| Total Base Number (TBN) | D-2896 | 8.5 | 8.5 | 8.5 |
| Sulfated Ash, wt.% | D-4929 | 0.92 | 0.92 | 0.92 |
| Minor variations in physical test results may occur through normal manufacturing | | | | |

**Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.**

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# Titan Performance Grease

## Typical Characteristics:

| Titan Performance Grease | |
|---|---|
| NLGI Consistency Number | 2 |
| Thickener | Lithium Complex |
| Texture | Smooth |
| Color, Observed | Red |
| Worked 60 Penetration, D-217 | 265 - 295 |
| Dropping Point, D-566, °F. (°C.) | 500 (260) |
| Wheel Bearing Leakage, D-4290, g loss | 1.4 |
| Timken EP Test, OK Load, lbs | 60 |
| Water Washout, D-1264, % loss | 4.1 @ 175°F |
| Rust Prevention, D-1743, rating | Pass |
| Copper Corrosion, D4048, rating | Pass |
| Oil Separation, D-1742, % loss | 1.2 |
| Four-Ball Wear, D2266, mm | 0.54 |
| Four-Ball EP Weld Point, D-2596, kgf | 315 |
| Four-Ball Load Wear Index, D-2596, kgf | 50 |
| High Temperature Life, D-3527, hrs | 100 |
| Low Temperature Torque, D-4693, N-m | 13.0 |
| Fretting Wear, D-4170, mg | 7.8 |
| Approximate Temperature Range, °F. (°C.) | -10 to 325 (-23 to 163) |
| Characteristics of Base Oil | |
| Viscosity @ 100°C, cSt | 15.7 |
| Viscosity @ 40°C, cSt | 214 |
| Viscosity Index | 67 |
| Pour Point, °F. (°C.) | +5 (-15) |
| Flash Point, °F. (°C.) | 425 (218) Min. |

# Titan Performance Grease

**Titan Performance Grease** is a premium quality, lithium complex multi-purpose grease. The primary application is in high temperature operations such as wheel bearings on vehicles equipped with conventional, disc and antilock braking systems. This grease will protect wheel bearings on cars, trucks, buses, vans and farm equipment with disc brakes, even under heavy loads and shock loading.

**Titan Performance Grease** eliminates the need to inventory other greases, as it may be used in wheel bearings, ball joints, U-joints, chassis, fifth wheels, king pins, as well as industrial bearings, couplings and gears.

**Benefits**

- Premium quality lithium complex multi-purpose grease
- Fully additive treated: EP/antiwear, rust and oxidation inhibited
- Highly water resistant
- An exceptionally versatile multi-purpose grease
- Excellent wheel bearing and chassis performance
- Outstanding protection to lubricate a wide variety of severe duty automotive, trucking, industrial, mining and construction equipment

Technical Data Sheet

# VP® Street Legal Automatic Trans Fluid

## *Multi-Purpose Formula*

## DESCRIPTION

**STREET LEGAL™ Multi-Purpose Automotive Transmission Fluid** is a premium lubricant designed and recommended for use in automatic transmissions previously serviceable by GM DEXRON®-III (H) and Ford MERCON® brands.

Street Legal Multi-Purpose Auto Trans Fluid's advanced additive technology and balanced friction modifiers provide long-term protection and optimum performance for automatic transmissions found in passenger cars, sports utility vehicles and light trucks. Due to excellent low-temperature fluidity and red product color, it also delivers excellent hydraulic performance in industrial applications or where leak detection is an important characteristic.

## PERFORMANCE BENEFITS

- Superior anti-wear properties protect critical transmission components
- Balanced frictional properties for smooth shifting
- Excellent anti-shudder performance
- Good seal compatibility
- Protection against varnish and sludge formation
- Superior thermal stability
- Outstanding low-temperature fluidity

## PRODUCT APPLICATION

Street Legal Multi-Purpose Auto Trans Fluid is recommended for the following automatic transmission fluid requirements:

Transmissions previously serviceable by GM DEXRON®-III(H), DEXRON®-III(G), DEXRON®-II(E), DEXRON®-II(D) & DEXRON®-II or Ford MERCON® brands
Allison C-3 & C-4
Caterpillar TO-2

**Not recommended for use in transmissions requiring GM DEXRON®-VI, Ford MERCON®-V, MERCON® SP & MERCON® LV fluids, or Ford ATF Type F applications.**

| Typical Physical Properties | | |
|---|---|---|
| **Property** | **Method** | |
| Viscosity, cSt @ 40°C | D-445 | 32.9 |
| Viscosity, cSt @ 100°C | D-445 | 7.0 |
| Viscosity Index | D-2270 | 180 |
| Specific Gravity @ 60°F | D-1250 | 0.862 |
| Flash Point, COC, °C(°F) | D-92 | 204 (399) |
| Pour Point, °C(°F) | D-97 | -51 (-60) |
| Color | D-1500 | Red |
| Brookfield Viscosity, cP @ -40°C | D-2983 | 18,000 |
| Minor variations in physical test results may occur through normal manufacturing | | |

**Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.**

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# VP® ULTRA POWER Heavy-Duty Engine Oil

## *Synthetic Formula*

## DESCRIPTION

**ULTRA POWER™ Synthetic Heavy-Duty Engine Oil** is specially formulated for engines operating under severe conditions and in a wide-range of operating climates and ambient temperatures. It meets the latest requirements of U.S. Tier 4 and European EURO VI emission standards for long-lasting protection of diesel engines equipped with diesel particulate filters (DPF). Ultra Power Synthetic HD Engine Oil is compounded with advanced additive and friction reducing chemistry that delivers superior wear protection, optimum fuel economy and long-lasting soot and oxidation control to support maximum service intervals.

## PERFORMANCE BENEFITS

- Superior anti-wear properties protect critical engine components
- Special friction optimized chemistry delivers optimal fuel economy
- Ultimate low-temperature performance for reliable oil flow and cold-start protection
- Enhanced detergency properties protect pistons and rings from carbon deposits
- Advanced dispersants keep soot in suspension and reduces oil thickening in extended intervals
- Excellent TBN retention neutralizes acidic engine conditions in extended service intervals
- Long-term protection of DPF and exhaust gas recirculation (EGR) NOx reduction systems
- Proven technology with over 40 million miles of field testing across major engine platforms

## PRODUCT APPLICATION

Ultra Power HD Engine Oil is recommended for the following heavy-duty engine oil requirements:

Exceeds **API Service Categories CK-4**, CJ-4, CI-4 Plus, CI-4, CH-4, CG-4, CF-4 & Gasoline engines SN, SM & SL
Exceeds **ACEA E7/E9-2012** performance standards (E9-2016 ready)
Exceeds Engine Manufacturer Performance Requirements: **Caterpillar ECF-3**, ECF-2 & ECF-1, **Cummins CES 20086**, 20081, 20077, 20076, 20071, **Detroit Diesel 93K222** & 93K218, **Mack EOS-4.5**, EO-O Premium Plus 07, EO-N, EO-M Plus, EO-L Plus, **Mercedes Benz (Daimler) 228.31** & 228.3, Chrysler MS-10902 & MS 6395-G, Ford WSS-M2C171-F1 & WSS-M2C171-E, MIL-L-2104E, Allison C-4, Caterpillar TO-2, Department of Defense CID-a-a-52306A2 & A-A-52039A3, Navistar (International), John Deere, **Deutz DQC III-10-LA** & III-05, AGCO (Allis Chalmers), **Volvo VDS-4.5** & VDS-4, PACCAR, **MAN M3575**, JASO DH-2, **MTU 2.1**, **Renault RLD-4** & RDL-3, Global DHD-1

| Typical Physical Properties | | |
|---|---|---|
| **Property** | **Method** | |
| SAE Grade | | 5W-40 |
| Item Number | | VP5954010 |
| Viscosity, cSt @ 40°C | D-445 | 87.8 |
| Viscosity, cSt @ 100°C | D-445 | 14.8 |
| Viscosity Index | D-2270 | 175 |
| Specific Gravity, 60/60°F | D-1250 | 0.857 |
| Flash Point, COC, °C(°F) | D-92 | 225 (437) |
| Pour Point, °C(°F) | D-97 | -40 (-40) |
| Total Base Number (TBN) | D-2896 | 10.0 |
| Sulfated Ash, wt.% | D-4929 | 1.0 max |
| Minor variations in physical test results may occur through normal manufacturing | | |

**Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.**

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Technical Data Sheet

# VP® ULTRA POWER Heavy-Duty Engine Oil

## DESCRIPTION

**ULTRA POWER™ Heavy-Duty Engine Oil** is engineered to meet the latest requirements of U.S. Tier 4 and European EURO VI emission standards, for long-lasting protection of diesel engines equipped with diesel particulate filters (DPF) and to exceed the performance standards for virtually all global diesel engine manufacturers. Ultra Power HD Engine Oil is formulated with synthetic-blend base stocks, advanced additive technology and friction reducing chemistry that delivers superior wear protection, optimum fuel economy and long-lasting soot and oxidation control to support maximum service intervals.

## PERFORMANCE BENEFITS

- Superior anti-wear properties protect critical engine components
- Special friction reducing chemistry delivers optimum fuel economy
- Enhanced detergency properties protect pistons and rings from carbon deposits
- Advanced dispersants keep soot in suspension and reduces oil thickening in extended intervals
- Excellent TBN retention neutralizes acidic engine conditions in extended service intervals
- Outstanding lubricity characteristics with ultra-low sulfur (ULS) diesel and low-sulfur EPA diesel fuels
- Synthetic-blend base stocks deliver ultimate shear stability and support extended service intervals
- Long-term protection of DPF and exhaust gas recirculation (EGR) NOx reduction systems
- Proven technology with over 40 million miles of field testing across major engine platforms

## PRODUCT APPLICATION

Ultra Power HD Engine Oil is recommended for the following heavy-duty engine oil requirements:

Exceeds **API Service Categories CK-4**, CJ-4, CI-4 Plus, CI-4, CH-4, CG-4, CF-4 & Gasoline engines SN & SM (SAE 15W-40), SL, SJ & SH (SAE 15W-40 & SAE 10W-30)
Exceeds **ACEA E6/E9-2012** performance standards (E9-2016 ready)
Exceeds Engine Manufacturer Performance Requirements: **Caterpillar ECF-3**, ECF-2 & ECF-1, **Cummins CES 20086**, 20081, 20077, 20076, 20071, **Detroit Diesel 93K222** & 93K218, **Mack EOS-4.5**, EO-O Premium Plus 07, EO-N, EO-M Plus, EO-L Plus, **Mercedes Benz (Daimler) 228.31** & 228.3, Chrysler MS-10902 & MS 6395-G, Ford ESE-M2C153-E & WSS-M2C171-F1, MIL-L-2104E, Allison C-4, Caterpillar TO-2, Department of Defense CID-a-a-52306A2 & A-A-52039A3, Navistar (International), John Deere, **Deutz DQC III-10-LA** & III-05, AGCO (Allis Chalmers), **Volvo VDS-4.5** & VDS-4, PACCAR, **MAN M3575**, JASO DH-2, **MTU 2.1**, **Renault RLD-4** & RDL-3, Global DHD-1

| Typical Physical Properties | | | |
|---|---|---|---|
| **Property** | **Method** | | |
| SAE Grade | | 10W-30 FE | 15W-40 |
| Item Number | | VP5910310 | VP5915410 |
| Viscosity, cSt @ 40°C | D-445 | 81.7 | 113.9 |
| Viscosity, cSt @ 100°C | D-445 | 12.2 | 15.6 |
| Viscosity Index | D-2270 | 150 | 145 |
| Specific Gravity, 60/60°F | D-1250 | 0.865 | 0.869 |
| Flash Point, COC, °C(°F) | D-92 | 222 (432) | 236 (457) |
| Pour Point, °C(°F) | D-97 | -39 (-38) | -33 (-27) |
| Color | D-1500 | 4.0 | 4.0 |
| Total Base Number (TBN) | D-2896 | 10.0 | 10.0 |
| Sulfated Ash, wt.% | D-4929 | 1.0 max | 1.0 max |
| Minor variations in physical test results may occur through normal manufacturing | | | |

**Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.**

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Technical Data Sheet

# VP® Street Legal Motor Oil

## *Full Synthetic Formula*

## DESCRIPTION

**STREET LEGAL™ Synthetic Motor Oil** is formulated with select synthetic base oils and a state-of-the-art additive system to deliver trusted engine protection and peak vehicle performance. Street Legal Synthetic Motor Oil provides added resistance to sludge formation and varnish deposits during stop-and-go driving and maintains outstanding wear protection under severe driving conditions.

Street Legal Synthetic Motor Oil, available in SAE grades 5W-20 and 10W-30, exceeds new car warranty requirements as defined by ILSAC standard GF-5 and API classification Resource Conserving SN.

## PERFORMANCE BENEFITS

- Excellent wear protection for critical engine components
- Outstanding low-temperature engine protection and performance
- Maintains maximum engine protection under severe operating conditions
- Exceptional thermal and oxidation stability reduces oil consumption
- Protects vehicle emission systems
- Delivers optimum fuel economy

## PRODUCT APPLICATION

Recommended for turbo-charged or naturally aspirated gasoline-powered and flex-fuel passenger cars, hybrid vehicles, light-trucks and sport utility vehicles and fleets requiring:

ILSAC GF-5 & API Service Category Resource Conserving SN (API License number 3233)
Chrysler; MS-6395 (Revision S)
Ford; WSS-M2C945-A (5W-20)
General Motors GM4718M & GM6094M (both obsolete)

| Typical Physical Properties | | | |
|---|---|---|---|
| **Property** | **Method** | | |
| SAE Grade | | 5W-20 | 10W-30 |
| Item Number | | VP3252010 | VP3310310 |
| Viscosity, cSt @40°C | D-445 | 48.3 | 69.5 |
| Viscosity, cSt @100°C | D-445 | 8.5 | 11.0 |
| Viscosity Index | D-2270 | 155 | 155 |
| Specific Gravity, @60°F | D-1250 | 0.850 | 0.872 |
| Flash Point, COC, °C(°F) | D-92 | 230 (446) | 241 (465) |
| Pour Point, °C(°F) | D-97 | -39 (-38) | -36 (-33) |
| CCS, cP @-25°C | D-5293 | 4800 | 5500 |
| NOACK Volatility @ 700°F, % loss | D-5800 | <13 | <12 |
| Total Base Number (TBN) | D-2896 | 8.5 | 8.5 |
| Sulfated Ash, wt.% | D-4929 | 0.92 | 0.92 |
| Minor variations in physical test results may occur through normal manufacturing | | | |

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# VP® Fleet MP Gear Lube

## DESCRIPTION

**Fleet MP Gear Lube** is a premium multi-purpose gear lubricant. It is specifically formulated to meet the demanding lubrication requirements of hypoid gear sets found in industrial gear boxes, passenger cars, light-duty trucks, heavy-duty trucks, agriculture equipment and off-road construction and mining equipment.

Advanced extreme pressure (EP) additive technology that contains sulfur and phosphorus deliver exceptional wear protection and excellent load carrying capacity. Fleet MP Gear Lube meets and exceeds stringent performance standards of API gear oil service classification GL-5.

## PERFORMANCE BENEFITS

- Special anti-wear additives protect critical gear components and prevent scuffing and welding
- Shear-stable viscosity modifiers deliver a wide-range of operating temperatures and applications
- Specially formulated for limited slip (LS) and positive traction rear axles (SAE 80W-90 w/LS)
- Long-lasting inhibitors protect against gear corrosion, rust formation and lubricant foaming
- Outstanding resistance to fluid oxidation maintains optimum gear cleanliness
- Excellent low-temperature shifting performance

## PRODUCT APPLICATION

Recommended for mobile hypoid and industrial gear sets requiring:

API GL-5 & MT-1
MAN 342N
ZF TE-ML 05A & TE-ML 12E
AGMA 9005 E02
Ford WSP-M2C197-A (SAE 80W-90 w/LS)
MIL-PRF-2105E
U.S. STEEL 224
DIN 51527 Part 3
David Brown S1.53.101

| Typical Physical Properties | | | |
|---|---|---|---|
| **Property** | **Method** | | |
| SAE Grade | | 80W-90 | 85W-140 |
| Item Number | | VP4280910 | VP4285110 |
| API Service | | GL-5 | GL-5 |
| Viscosity, cSt @40°C | D-445 | 145.0 | 323.0 |
| Viscosity, cSt @100°C | D-445 | 14.7 | 24.6 |
| Viscosity Index | D-2270 | 100 | 100 |
| API Gravity, @60°F | D-1298 | 26.6 | 24.6 |
| Flash Point, COC, °C(°F) | D-92 | 224 (435) | 224 (435) |
| Pour Point, °C(°F) | D-97 | -30 (-22) | -15 (5) |
| Minor variations in physical test results may occur through normal manufacturing | | | |

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Technical Data Sheet

# VP® Street Legal Motor Oil

## *Synthetic dexos® Formula*

## DESCRIPTION

**STREET LEGAL™ Synthetic dexos1™ Gen 2 Motor Oil** is formulated with select synthetic base oils and a state-of-the-art additive system to deliver trusted engine protection and peak vehicle performance. Synthetic dexos® Motor Oil provides added resistance to sludge formation and varnish deposits during stop-and-go driving and maintains outstanding wear protection under severe driving conditions.

Street Legal Synthetic dexos® Motor Oil is available in SAE grades 0W-20 and 5W-30 and exceeds new car warranty requirements as defined by ILSAC standard GF-5, API classification Resource Conserving SN and approved and licensed for General Motors dexos1™ Gen 2 specification.

## PERFORMANCE BENEFITS

- Special chemistry minimizes low speed pre-ignition (LSPI)
- Excellent wear protection for critical engine components
- Ultimate low-temperature engine protection and performance
- Maintains maximum engine protection under severe operating conditions
- Protects vehicle emission systems
- Delivers optimum fuel economy

## PRODUCT APPLICATION

Recommended for turbo-charged or naturally aspirated gasoline-powered and flex-fuel passenger cars, hybrid vehicles, light-trucks and sport utility vehicles and fleets requiring:

ILSAC GF-5 & API Service Category Resource Conserving SN (API License number 3233)
Chrysler; MS-6395 (Revision S)
Ford WSS-M2C946A (5W-30)
General Motors dexos1™ Gen 2 (License numbers 0W-20 D10645HI161 & 5W-30 D10646HI161)
Backward compatible and supersedes General Motors GM-LL-A-025, GM4718M & GM6094M (obsolete)

| Typical Physical Properties | | | |
|---|---|---|---|
| **Property** | **Method** | | |
| SAE Grade | | 0W-20 | 5W-30 |
| Item Number | | VP3202010 | VP3253010 |
| General Motors Performance | | dexos1™ | dexos1™ |
| Viscosity, cSt @40°C | D-445 | 44.8 | 63.9 |
| Viscosity, cSt @100°C | D-445 | 8.4 | 11.0 |
| Viscosity Index | D-2270 | 169 | 167 |
| Specific Gravity, @60°F | D-1250 | 0.846 | 0.849 |
| Flash Point, COC, °C(°F) | D-92 | 230 (446) | 232 (450) |
| Pour Point, °C(°F) | D-97 | -42 (-44) | -36 (-33) |
| CCS, cP, maximum @-30°C | D-5293 | 5600 (-35°C) | 4900 |
| NOACK Volatility @ 700°F, % loss | D-5800 | <13 | <13 |
| Total Base Number (TBN) | D-2896 | 8.5 | 8.5 |
| Sulfated Ash, wt.% | D-4929 | 0.92 | 0.92 |
| Minor variations in physical test results may occur through normal manufacturing | | | |

**Always consult original equipment manufacturer's lubricant recommendation for proper fluid application.**

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## COMMUNITY UNIT SCHOOL DISTRICT 300
## BID RESPONSE FORM A

### Contract Purchase of Fuel and Lubricants

| Fuel Product Specified | April 1, 2023-March 31, 2024 | April 1, 2024- March 31, 2025 |
|---|---|---|
| Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon* | +$ .045 | +$ .045 |
| | or | or |
| | -$ _____ | -$ _____ |
| Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon* | +$ .0400 | +$ .0400 |
| | or | or |
| | -$ _____ | -$ _____ |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

| Lubricants | April 1, 2023-March 31, 2024 | April 1, 2024- March 31, 2025 |
|---|---|---|
| ISO 220 NLGI #2 Grease (Keg 120 lb) | $ 3.45 lb. | $ 4.50 lb. |
| Multi-Purpose ATF Dex Merc (bulk) | $ 11.50 gal. | $ 14.95 gal. |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | $ 7.05 gal. | $ 9.20 gal. |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil **10w30** (bulk) | $ 11.95 gal. | $ 15.55 gal.. |
| GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w20** (55-gallon drum) | $ 9.95 gal. | $ 12.95 gal. |
| GF6 OEM Approved and OEM Licensed **Full Synthetic** Gasoline Engine Oil **5w20** (55-gallon drum) | $ 13.95 gal. | $ 18.15 gal. |
| GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w30** (55-gallon drum) | $ 9.95 gal. | $ 12.95 gal. |
| GF6 OEM Approved and OEM Licensed **Full Synthetic** Dexos 1 Gasoline Engine Oil **5w30** (55-gallon drum) | $ 13.95 gal. | $ 18.15 gal. |
| CK4 OEM Approve and OEM Licensed **Full Synthetic** Diesel Engine Oil **5w40** (55-gallon drum) | $ 21.50 gal. | $ 27.95 gal. |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $ 2.95 lb. | $ 3.85 lb. |

| | | |
|---|---|---|
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | $ 3.25 gal. | $ 4.25 gal. |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $ 3.75 lb. | $ 4.90 lb. |
| IMPORTANT: Bidders must include all delivery charges. No taxes are to be. | | |

**The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this quote to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. By executing and submitting this Bid Response Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the conditions of the bid documents, which shall serve as the Contract as provided therein.**

COMMENTS AND ADDITIONAL INFORMATION – (*Please include Contract Load information here)*

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

Al Warren Oil Co Inc.
Name of Company/Corporation

90 Days
Length of time quote is firm prior to award

1646 Summer St.
Street Address

Bid Submitted by:

Hammond IN 46320
City, State, Zip Code

Authorized Signature

630-484-4368
Telephone Number

Jerry Pisczor
Please Type or Print Name

630-971-8301
Fax Number

D-40095
Illinois License Number

Email address - aberg@alwarrenoil.com

**Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023**

# BID RESPONSE FORM

## Contract Purchase of Fuel and Lubricants

**Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:**

**1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**

**2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**

**3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.**

**4. Prices quoted shall include ALL charges for handling, transportation and delivery.**

**5. All items bid are F.O.B. destination.**

**6. Community Unit School District #300 is Tax Exempt.**

**Tax Exemption Number - E9996-0079-07.**

**Vendor has received Addendum ( IF APPLICABLE)**

**#1 - _____X_____ #2 - _____**

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

Al Warren Oil Co.
NAME OF COMPANY /CORPORATION

1646 Summer St
STREET ADDRESS

Hammond
CITY

IN
STATE

46320

630-484-4368
TELEPHONE NUMBER

630-971-8301
FAX NUMBER

aberg@alwarrenoil.com
EMAIL ADDRESS

FEIN NUMBER
36-3104190

ILLINOIS LICENSE NUMBER
D-40095

BID SUBMITTED BY:

SIGNATURE OF AUTHORIZED AGENT

Arnie Berg
PLEASE TYPE OR PRINT NAME

1/20/2023
DATE

***Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 ***

**INSTRUCTIONS:** PLEASE FILL IN COLUMNS **B** and **D**. PLEASE USE COLUMN **F** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET.

| | |
|---|---|
| Vendor Name | Al Warren Oil Co, Inc |
| Complete Address | 1646 Summer St Hammond, IN 46320 |
| Phone | 630-484-4368 |
| Fax | 630-971-8301 |
| Email | aberg@alwarrenoil.com |
| Contact Person | Arnie Berg |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| | | UOM | | UOM | |
| ISO 220 NLGI #2 Grease (Keg 120 lb) | $3.45 | lb. | $4.50 | lb. | |
| Multi-Purpose ATF Dex Merc (bulk) | $11.50 | gal. | $14.95 | gal. | |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | $7.05 | gal. | $9.20 | gal. | |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | $11.95 | gal. | $15.55 | gal. | |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | $9.95 | gal. | $12.95 | gal. | |
| GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | $13.95 | gal. | $18.15 | gal. | |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | $9.95 | gal. | $12.95 | gal. | |
| GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | $13.95 | gal. | $18.15 | gal. | |
| CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | $21.50 | gal. | $27.95 | gal. | |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $2.95 | lb. | $3.85 | lb. | |
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | $3.25 | gal. | $4.25 | gal. | |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $3.75 | lb. | $4.90 | lb. | |

| INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND E . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET. | | |
|---|---|---|
| | Vendor Name | Al Warren Oil Co. Inc. |
| | Complete Address | 1646 Summer St Hammond, IN 46320 |
| | Phone | 630-484-4368 |
| | Fax | 630-971-8301 |
| | Email | aberg@alwarrenoil.com |
| | Contact Person | Arnie Berg |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) -- Unit Price Factor Per Gallon* | Plus | $0.045 | Plus | $0.045 | |
| | | or | | or | |
| | Minus | | Minus | | |
| Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average -- Unit Price Factor Per Gallon* | Plus | $0.04 | Plus | $0.04 | |
| | | or | | or | |
| | Minus | | Minus | | |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

**COMMUNITY UNIT SCHOOL DISTRICT #300**
**PURCHASING DEPARTMENT**
**2605 BUNKER HILL DR**
**ALGONQUIN IL, 60102**
**Phone – 847-551-8460**
**Fax – 847-551-8463**

January 18, 2023

## ADDENDUM 1

## Contract purchase of Fuel and Lubricants

### Questions and Answers:

**Pre-Bid Meeting Question: On page 30 of the original bid documents note:**
***Gasoline to contain 10% ethanol regular 87 Octane OPIS average.***
**On page 32 note:**
***C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. The Price adjustment factor will remain firm for the life of the contract.***
**Page 30 refers to the OPIS average and Page 32 refers to the OPIS Low Rack. Why are these different?**
**Answer:**
**On Page 30, the word average is used to describe the quality of the acceptable unleaded fuel. On Page 32, the word Low, referring to the rack, is used to describe the pricing accepted by the District.**

**1) Question:** Could we please get a copy of the current bid tab?
**Answer: The original bid tab for the current contract may be found on the District 300 website, Board of Education Agenda for March 16, 2021 Please scroll down to point *11.3. Approval of Fuel and Lubricants Bid* and follow the links.**

**2) Question:** With the uncertainty of price increases during 2021, are there options for price increases/decreases based on market fluctuations with advanced notice?
**Answer: The awarded vendor may submit a letter from the manufacturer to the District explaining a market price increase for lubricants only. The District reserves the right to either accept a substantiated increase or terminate the contract if the awarded vendor is unable to maintain awarded pricing.**

**3) Question:** If you were to realize a large savings by eliminating the need for #1 and jugs of additive, would you consider a Premium Winter Diesel option?
**Answer: Currently, the District purchases B2 ULS2 with the winder additive already added to the B2 ULS2 load. Pricing on both response forms should reflect the Unit Price Factor over and above Diesel Fuel plus the winter additive. Premium products may be quoted as an alternate. The District**

limits Diesel purchases to B2 and does not intend to purchase higher percentage biodiesel blends.

4) Question: When will tabulations be released after the opening?
Answer: When the *February 28, 2023 at 6:00 PM – Board of Education Business Meeting* agenda is posted, vendors may view the bid tabulations here. Typically the agenda is posted on the Friday afternoon prior to the meeting. Follow the agenda link to the fuel bid item on the agenda for details.

5) Question: May we have an update on our FOIA request?
Answer: FOIA 2- 2023 was submitted on 1/5/2023 and the answers were released via email to Kara Clark and Kevin Smith of Petroleum Traders on 1/9/2023 by the District 300 FOIA Officer.

6) Question: We would like to confirm if any addenda have been released for this bid? We did not see any posted as of the time this question was asked and wanted to be sure that was correct.
Answer: As of 1/18/2023, there is only Addendum 1, as written herein.

7) Question: Please confirm that a bid bond for 10% will be required for this bid.
Answer: The Bid Security Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

8) Question: Please confirm that a performance bond for 100% will be required for this contract.
Answer: The Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

9) Question: Bid Bonds and Performance Bonds usually cover a percentage of the entire contract price. On page 7 the School District says to submit these bonds based off only a month supply of fuel ($75,000.00). Should the bidder submit bonds based on the full bid price?
Answer: The Bid Security Bond and Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.

10) Question: What day should the OPIS for gasoline be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

11) Question: What day should the OPIS for diesel be priced on?
Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.*

12) Question: Is the School District requesting to be priced two separate ways for Gas and Diesel?
Answer: District 300 has provided individual spaces on both Response Forms A and B for the vendor to state the unit price factor for Diesel Fuel and the unit price factor for Gasoline.

**13) Question: Does the vendor have to bid on all products in order to be deemed responsive?**
**Answer: Vendors may provide pricing for the Fuel Products only, the Lubricants only, or the Fuel Products and the Lubricants both.**

**14) Question: Are there any renewals offered for this bid?**
**Answer: No renewal contracts are offered within this bid.**

**15) Question: If there are renewals offered, how many?**
**Answer: No renewal contracts are offered within this bid.**

**16) Question: If there are renewals offered, are they offered under mutual agreement?**
**Answer: No renewal contracts are offered within this bid.**

**17) Question: If the vendor is not to fill out the Current Vendor Application in the bid documents, should the download a different one from www.d300.org?**
**Answer: Vendors may use the vendor application included in the bid on pages 26 & 27 of the Complete Bid Documents – Fuel 2023. The vendor may also use the vendor application found on the District 300 webpage for Purchasing here.**

**18) Question: Where should the contractor include the pricing for the winter additive package on the bid?**
**Answer: The Unit Price Factor is to be added to B2 ULS2 with the Winter Additive included. Please provide the specifications for the winter additive you intend to provide in the comments on Response Form A and in the comments on Response Form B.**

**This Addendum is to be considered part of the original bid documents.**

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

RE:Voluntary Substitution
Al Warren Oil Company would like the CUSD 300 to consider an option to our Base Bid as submitted.

Al Warren Oil Company is an Authorized Reseller of ExxonMobil's Mobil Diesel Efficient(MDE). As such, we want to offer the benefits that the fuel has to offer:

1) increase fuel economy by 2%
2) reduce NOx emissions by 11%
3) reduce CO2 emissions by 2%
4) reduce DEF usage by 3-6%
5) extend the life of Diesel Particulate Filters
6) double the life of fuel filters
7) improved performance
8) B0 to B5-warrantied to -30 degrees

Mobil Diesel Efficient starts at the very beginning of the EGR system by cleaning the injectors allowing for a more complete combustion that minimizes deposit build-up. Less deposits means less buildup throughout the EGR system.

Mobil Diesel Efficient's Ultra Low Sulfur B0-B5 is warrantied in the winter to -30. I have attached the warranty document. The winter additive is fully formulated at the terminal so there is no guessing if the additive put in your tank will mix. It also eliminates the high price of #1 diesel, as you require in your bid. As a matter of fact, ExxonMobil requires that no additive, 911 or #1 diesel be mixed with their product in order to keep the warranty in place. Mobil Diesel Efficient was tested in Michigan during the Polar Vortex and they NEVER had a gelling issue. To this day since we became a distributor in November, 2019 Al Warren Oil Co or any of their customers have never had a gelling issue when using Mobil Diesel Efficient.

The cost of Mobil Diesel Efficient is .03/gal more than the .0450/gal over OPIS Low that was submitted on our Base Bid. Please remember that after the direct and indirect cost savings of using this fuel are realized you will see a savings of 07-.09/gal. Please see attached Cost Calculator that I can also send in an editable version.

Also attached are the Lab Tested and Proven product claims and Proven Customer Benefits sheets that ExxonMobil created to back-up their claims.

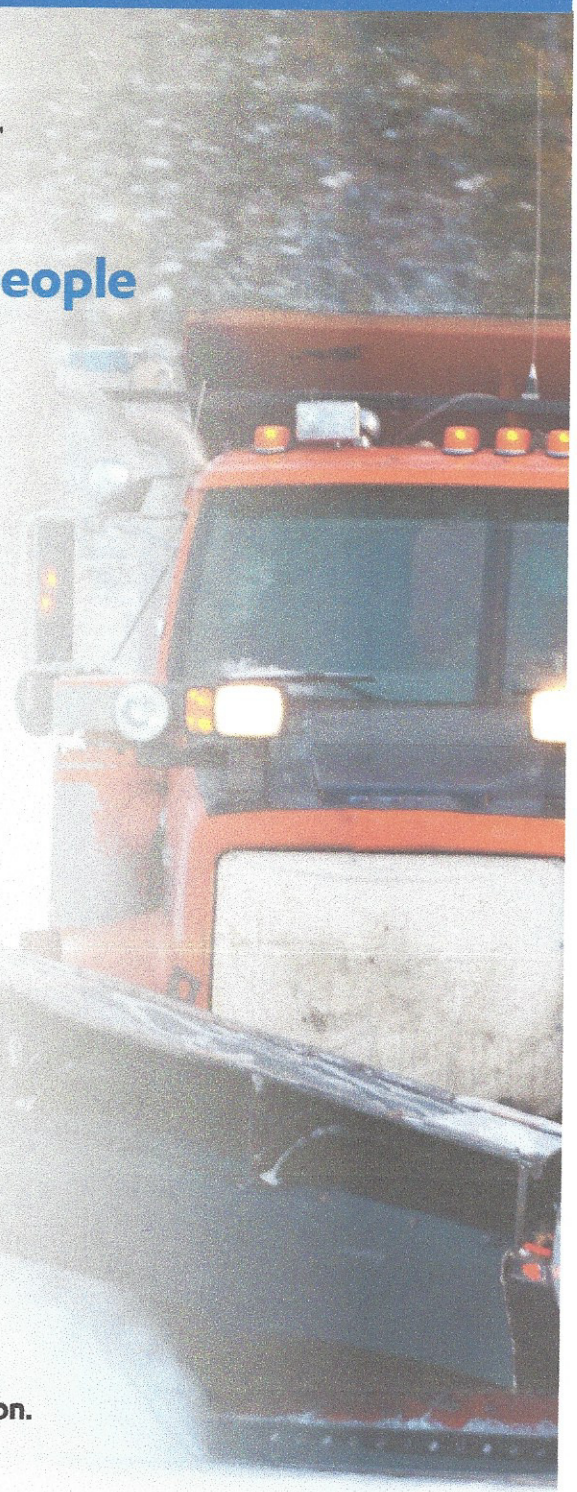
Lastly, I have included a link to a testimonial by Cook Illinois Bus Company who has used and realized the benefits of using Mobil Diesel Efficient. https://vimeo.com/740849328

Thank you for your consideration.

## Winter Performance Guaranteed

# Mobil Diesel Efficient™

## Hardworking fuel for hardworking people



Mobil Diesel Efficient™ is our best diesel fuel ever.

It is engineered to optimize engine performance, improve productivity and enhance efficiency.

The multi-functional detergent additive in Mobil Diesel Efficient™ fuel helps prevent deposit formation and clean up existing deposits from fuel injectors, the heartbeat of your diesel engines.

Cold Flow Improver (CFI) is added over the winter months to help provide the cold weather operability you need to keep your business moving.

And now, Mobil Diesel Efficient™ fuel is available with a winter warranty!*

**Temperatures down to:**
B0-B5 = -30°F
B11 = -10° F

**Time frame:**
November 1st - March 31st

**Al Warren Oil is an authorized reseller of Mobil Diesel Efficient™ fuel. Please contact your Al Warren Oil representative for more information.**

AL WARREN OIL CO., INC.
Since 1948
Specialized Petroleum Marketers

tel: 800.327.8903 web: alwarrenoil.com

*Limited warranty for winter fuel gelling. Assumes consistent use of unadulterated Mobil Diesel Efficient fuel provided by Al Warren Oil out of the Lockport, Des Plaines and Hammond fuel terminals by commercial customers receiving Mobil Diesel Efficient fuel directly to the unit, underground or above ground storage tanks or at Al Warren Oil fuel stations. Warranty claims are all subject to testing and assessment by both Al Warren Oil and ExxonMobil representatives.

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# Mobil Diesel Efficient

Input - user populated
Calculated values (no shading)

EXAMPLE

## Fuel and DEF

| Direct savings | Basic Diesel | Diesel Efficient |
|---|---|---|
| **Fuel savings** | | **$33,100** |
| Number of vehicles | | 70 |
| Average annual miles per truck | | 100,000 |
| Annual operating miles | | 7,000,000 |
| Fuel consumption reduction, % | | 2% ⓘ |
| Fuel consumption rate, mpg | 6.22 | 6.34 |
| Fuel consumption, gal | 1,125,402 | 1,103,335 |
| Cost of fuel, $/gal | $3.00 | $3.03 |
| Fuel cost, $ | $3,376,206 | $3,343,106 |
| **Diesel Exhaust Fluid (DEF) savings** | | **$5,332** |
| Current DEF consumption rate, % of mpg | 3% | |
| DE exhaust fluid consumption potential reduction, % | | 6% ⓘ |
| Current DEF consumption rate, mpg | 207 | 220 |
| Annual DEF consumption, gal | 33,762 | 31,851 |
| Cost of DEF, $/gal | | $2.79 |
| DEF cost, $ | $94,196 | $88,864 |

| Indirect savings | Basic Diesel | Diesel Efficient |
|---|---|---|
| **Refueling labor savings** | | **$2,942** |
| Average fuel tank capacity, gal | | 150 |
| Time to refuel, hr | | 0.50 |
| Labor rate, $/hr | | $40 |
| Fueling events | 7,503 | 7,356 |
| Refueling labour, $ | $150,054 | $147,111 |
| **Productivity increase** | | **$4,611** |
| Equipment productivity rate, $/hr | | $62.69 |
| Potential increase in utilization, hr | | 74 |

## DPF regenerations

| Direct savings | Basic Diesel | Diesel Efficient |
|---|---|---|
| **Active regens savings** | | **$956** |
| Number of vehicles with DPFs | | 70 |
| Current active regens rates, 1/ X miles | 1,000 | ⓘ |
| Active regen potential reduction due to DE, % | | 10% ⓘ |
| Annual number of active regens | 7,000 | 6300 |
| Fuel consumption rate, gal/regen | | 0.50 |
| Regen fuel consumption, gal | 3,500 | 3150 |
| Cost of fuel, $/gal | $3.00 | $3.03 |
| Active regen fuel cost, $ | $10,500 | $9,545 |
| **Stationary (parked) regenerations savings** | | **$1,486** |
| Current stationary regens rates, 1/ X miles | 2,000 | ⓘ |
| Stationary regen potential reduction due to DE, % | | 15% ⓘ |
| Annual number of active regens | 3,500 | 2975 |
| Fuel consumption rate, gal/regen | | 1.00 |
| Regen fuel consumption, gal | 3,500 | 2975 |
| Cost of fuel, $/gal | $3.00 | $3.03 |
| Active regen fuel cost, $ | $10,500 | $9,014 |

| Indirect savings | Basic Diesel | Diesel Efficient |
|---|---|---|
| **Productivity savings** | | **$27,427** |
| Equipment productivity rate, $/hr | | 62.69 |
| Average time for parked regen, hr | | 0.83 ⓘ |
| Hours for parked regens | 2917 | 2479 |
| Downtime costs, $ | $182,846 | $155,419 |

## Equipment

| Direct savings | Basic Diesel | Diesel Efficient |
|---|---|---|
| **Fuel filter cost savings** | | **$2,625** |
| % filter improvement | | 100% ⓘ |
| Fuel filter service interval, miles | 20,000 | 40,000 |
| New filters per year | 350 | 175 |
| Cost per filter, $ | | $15 |
| New filter costs, $ | $5,250 | $2,625 |
| **Filter disposal savings** | | **$88** |
| Disposal cost for filters, $/filter | | $0.50 |
| Disposal cost, $ | $175 | $88 |

| Indirect savings | Basic Diesel | Diesel Efficient |
|---|---|---|
| **Filter labor savings** | | **$1,750** |
| Time for filter replacement, hr | | 0.25 |
| Labor for filter replacement, $ | $3,500 | $1,750 |
| **Productivity increase** | | **$2,743** |
| Equipment productivity rate, $/hr | | $63 |
| Potential increase in utilization, hr | | 44 |
| **DPF filter cost savings** | | **$12,250** |
| Cost per DPF filter, $ | | $3,500 |
| DPF replacement interval, yrs | 4 | 5 |
| Annualized cost, $ | $61,250 | $49,000 |

| | | |
|---|---|---|
| Total direct savings | $43,586 | 3.95 cpg |
| Total indirect savings | $51,723 | 4.69 cpg |
| Total combined savings | $95,309 | 8.64 cpg |
| Reduced $CO_2$ emmissions (lbs/yr)* | 486,792 | |

* Based on $CO_2$ emissions of: 22.06 lb/gal

The total cost of ownership calculator is based solely on customer input. The calculations provide potentially helpful product benefit insights and are intended for your convenience only. No warranty, representation or legally binding product performance is given by utilizing the calculator. Claims apply to Diesel Efficient-branded fuel compared to diesel fuel without detergent additive. Vehicle testing showed an average fuel economy improvement of 2%. Actual benefits and fuel economy will vary depending on factors such as vehicle/engine type, engine conditions, driving style and diesel fuel previously used.

**Mobil Diesel Efficient™**

# Lab tested and proven

## On-Road Product Claims

2% fuel economy improvement*

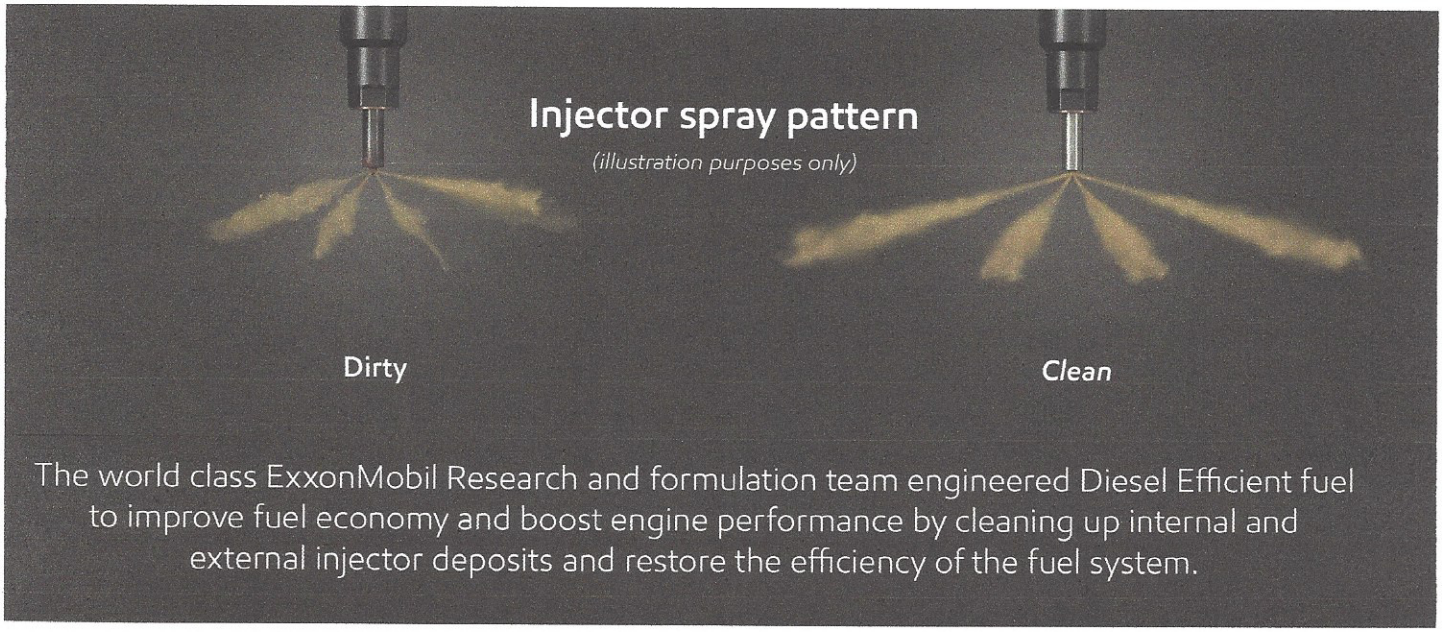
2% $CO_2$ emissions reduction*

11% reduction in NOx emissions*

## REALITY:

### Diesel fuel creates fuel injector deposits

The fuel system is one of the most sophisticated sets of components on the vehicle. The complex dynamics of how and when the fuel is delivered is key to efficient engine operation. Typical vehicle operation can create deposit-laden fuel injectors. These internal and external fuel injector deposits impede the fuel system's ability to deliver the fuel efficiently resulting in a decrease in power and engine responsiveness, loss of fuel economy and increased $CO_2$ emissions.




The world class ExxonMobil Research and formulation team engineered Diesel Efficient fuel to improve fuel economy and boost engine performance by cleaning up internal and external injector deposits and restore the efficiency of the fuel system.

Learn how Mobil Diesel Efficient™ fuel can help improve your bottom line at **mobildieselefficient.com** | **Hardworking fuel for hard working people.**

*Applies to Diesel Efficient fuel compared to diesel fuel without detergent additive. Vehicle testing showed an average fuel economy improvement of 2 percent, average 2% reduction in $CO_2$ emissions and average 11% reduction in NOx emissions. Actual benefits will vary depending on factors such as vehicle/engine type, driving style and diesel fuel previously used. Concentration and availability of our proprietary additive package may vary based upon factors beyond our control. ©2022 ExxonMobil. Mobil Diesel Efficient™ is a trademark or registered trademark of Exxon Mobil Corporation or one its subsidiaries. Other trademarks shown are property of their respective owners.

## TEST METHOD:

The objective was to simulate what a fleet would experience when using Diesel Efficient fuel. We worked with Southwest Research Institute's world renowned independent research and testing laboratories to demonstrate and quantify the fuel economy improvement and $CO_2$ emissions reduction. We relied on their advanced facilities, and experienced testing scientists and engineers. Their proven testing methodologies provided unbiased test results.

### Step 1: Identify a test fleet

Our most recent Diesel Efficient fuel testing endeavor included a fleet of Class 8 heavy duty trucks that were purchased after being operated in revenue-generating service by Over-The-Road fleets. The trucks represented leading on-road heavy duty engine and truck Original Equipment Manufacturers (OEM). The used trucks had accumulated injector deposits as a result of their day-to-day operations.

### Step 2: Conditioning and Preparing Trucks for Baseline Testing

Before any lab testing was conducted, an un-additized reference base fuel was used to flush out any remaining previously used fuel from the tank. Conditioning the trucks also included ensuring the proper operating condition of the vehicle, installing a specific set of tires for the chassis dynamometer (dyno) testing, emissions after treatment conditioning, and changing the engine oil.

*Industry accepted fuel economy and emissions testing cycles for medium and heavy duty vehicles and advanced analytical equipment for the most accurate and real-world results*

### Step 3: Baseline Dyno Testing

After the trucks were properly prepared, a series of tests were conducted on a heavy duty chassis dynamometer to capture baseline engine performance data. The dynamometer included two 48 inch diameter rolls, a 300 hp DC motor on each roll, a 250 hp road speed fan and an emissions test bench. This same underlying base fuel would consistently be used throughout the dynamometer testing.

### Step 4: Diesel Efficient Fuel Conditioning

After completing the baseline tests, the trucks were converted to Diesel Efficient fuel. In all cases the underlying base fuel was No. 2 diesel with 5 percent biodiesel. Then the trucks were put back into revenue generating service and driven approximately 30,000 miles each to clean up the fuel injectors. The vehicles were loaded with concrete blocks (66,000 – 68,000 lbs gross vehicle weight) as per EPA testing practices. The over-the-road driving routes included flat and hilly terrains, plus highway and city "stop-and-go" operating cycles. The vehicles were only re-fueled at the lab with Diesel Efficient fuel.

### Step 5: Prepare Trucks for Final Testing

After completing the Diesel Efficient fuel cleanup period, the trucks were returned to the lab. Prior to conducting the tests on the rolling chassis dynamometer, the trucks underwent the pre-baseline testing preparation and conditioning.

©2022 ExxonMobil. Mobil Diesel Efficient™ is a trademark or registered trademark of Exxon Mobil Corporation or one its subsidiaries. Other trademarks shown are property of their respective owners.

## TEST EQUIPMENT:

We adopted the most advanced analytical equipment for our testing program to make sure the results were accurate, repeatable and reproducible.



**The Test Vehicles:** Each vehicle was equipped with automated manual transmissions. The operation of the vehicles was controlled with an automated driver (drive by wire) to simulate the desired accelerator pedal positions at any given engine speed and load. This approach eliminated errors and bias caused by human drivers for improved test repeatability and reproducibility.

**The Chassis Dynamometer:** The vehicles were operated under industry accepted emissions and fuel economy testing cycles for medium and heavy duty vehicles. The testing included three driving cycles: steady state cruise (55 mph and 65 mph) and transient cycles. The rollers were set to simulate a 65,000 pound gross vehicle weight load factor for a typical Class 8 truck engine. A drive shaft torque meter was used to directly measure the engine output. Lab testing allowed for the control of the ambient conditions, which included wind drag on the vehicle through the use of a fan controlled by the vehicle speed.

**Measurement Tools:** Fuel economy was measured by both $CO_2$ based carbon balance measurement and via a high precision fuel meter. In short, the vehicle operated as if it were running over-the-road under "real world operating conditions". We achieved a high level of testing precision (repeatability/reproducibility) capable of isolating the Diesel Efficient fuel contribution to fuel economy improvements and reduced $CO_2$ emissions.

*Rigorous testing = Unbiased results = Proven benefits*

Mobil Diesel Efficient™

©2022 ExxonMobil. Mobil Diesel Efficient™ is a trademark or registered trademark of Exxon Mobil Corporation or one its subsidiaries. Other trademarks shown are property of their respective owners.

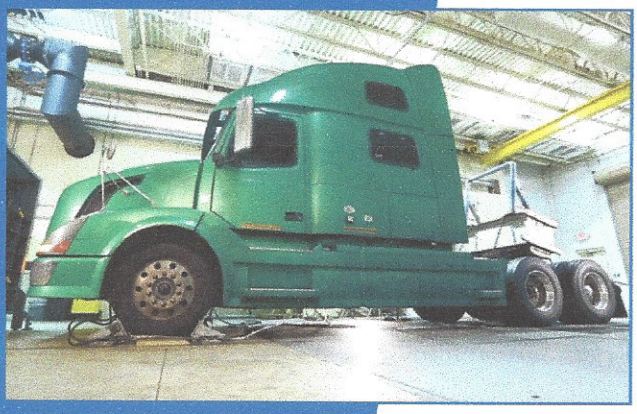
# Proven Customer Benefits

Mobil Diesel Efficient™ fuel is the first and only fully formulated branded diesel fuel from a major American energy company with proven quantitative benefits. It is a next generation fuel engineered to clean up and keep injectors clean for improved engine power and efficiency and reduced maintenance costs.

## Lab Proven

We worked with Southwest Research Institute's world renowned independent research and testing laboratories to demonstrate and quantify the fuel economy and $CO_2$ emissions reduction in on-road fleets.

- 2% average fuel economy improvement*
- 2% average reduction in $CO_2$ emissions*



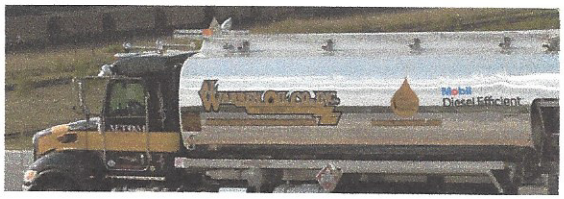
## Experienced by customers**



**Reduced DEF**
Woodlands Transport Service Ptd Ltd experienced a **11%** reduction in Diesel Exhaust Fluid (DEF) after consistently using Diesel Efficient™ fuel.[1]



**Lowered cost of operation**
An Alabama based construction company reduced their total cost of operations by **3 to 5 cpg** after converting to Mobil Diesel Efficient fuel.[2]




**Reduced DPF regens**
Altom Transport Inc. fleet was able to reduce their unplanned shop visits for stationary DPF regens by **79%** after converting to Mobil Diesel Efficient fuel.

**Mobil Diesel Efficient™**

Hardworking fuel for hardworking people

*Applies to Mobil Diesel Efficient fuel compared to diesel fuel without detergent additive. On-road vehicle testing showed an average fuel economy improvement of 2%. Actual benefits will vary depending on factors such as vehicle/engine type, driving style and diesel fuel previously used. Concentration and availability of our proprietary additive package may vary based on upon factors beyond our control. ** These Proofs of Performance are based on the experience of a single customer who used Diesel Efficient fuel. Actual results can vary depending on factors such as type of operation, vehicle, engine, driving conditions, driving behavior and diesel fuel previously used. Actual benefits will vary depending on factors such as vehicle/engine type, engine conditions, driving style and diesel fuel previously used. 1. The comparison during this trial period was against our commercial additized diesel (ADO) with different dosage of additive(s). Data collected was based on telematics reporting on fuel consumption and mileage travelled. DEF (AdBlue) consumption was derived from drivers' manual record keeping. Trial was performed in Singapore by Woodlands Transport Services Pte Ltd's on 4 prime movers. 2. The construction company is realizing potential savings of $.03 to $.05 per gallon of Mobil Diesel Efficient fuel as the cost of aftermarket additives and associated labor costs have been eliminated. © 2022 ExxonMobil. Mobil Diesel Efficient and ExxonMobil are trademarks or registered trademarks of Exxon Mobil Corporation or one of its subsidiaries. Other trademarks shown are property of their respective owners.

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

February 25, 2025

Mr. Dan Dabizljevic
Rilco Inc.
3501 69th Avenue
Moline, IL 61265

Via Email: dan@rilcoinc.com

BID – Contract Purchase of Fuel and Lubricants Extension

Dear Mr. Dabizljevic,

On November 14, 2023, The Board of Education originally approved a contract with Rilco Inc for the Lubricants Portion of the Contract Purchase of Fuel and Lubricants Bid. District 300 would like to exercise a contract extension based on the January 20, 2023 response submitted by your firm. Originally bid prices would be held. The extension will run from April 1, 2025 to March 31, 2026.

If your firm agrees to the pricing as shown on pages 6-7, the administration will recommend your contract extension to the Board of Education for review by the finance committee on Tuesday, March 11, 2025 and award by the board on Tuesday, March 25, 2025.

The favor of a response is requested by Wednesday, February 26, 2025.

Sincerely,

Diane White **2025-02-25**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Dan Dabizljevic **2025-02-25**
31656AA381DDC8B24299FCAE80ADC806 contractworks
Service Provider

DISTRICT 300

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

March 1, 2023

Dan Dabizljevic
Rilco Inc.
3501 69th Avenue
Moline, IL 61265

Via Email: dan@rilcoinc.com

Bid: Contract Purchase of Fuel and Lubricants

Dear Mr. Dabizljevic,

Congratulations! District 300 awarded the lubricants portion of the Contract Purchase of Fuel and Lubricants bid to Rilco Inc. The Board of Education approved this contract at the regularly scheduled meeting on February 28, 2023. The value of this contract is $62,796.30 over the two-year contract term. The contract term is April 1, 2023 through March 31, 2025.

***This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.***

Please sign this letter electronically via Contract Works.

Purchase orders will be issued in accordance with the terms of this contract on a just in time basis.

Please sign this award letter by March 14, 2023. ***Please submit your Certificate of Insurance naming District 300, and its member individually and its employees and agents as additional named insureds. This contract also requires similarly named Certificates of Insurance for any carriers delivering product to the District throughout the contract term. Providing these COI's is the responsibility of the vendor. All original documents should be sent to the following address prior to March 14, 2023:***

Diane C. White, Director of Purchasing
Community Unit School District 300
2605 Bunker hill Drive
Algonquin, Il 60102

This Agreement is entered into as of March 1, 2023.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks **2023-03-14**
ADMINISTRATOR *(Signature)*

Dan Dabizljevic
31656AA381DDC8B24299FCAE80ADC806 contractworks **2023-03-08**
CONTRACTOR *(Signature)*

Diane C White, Director of Purchasing

**Dan Dabizljevic** **Business Development Manager**
*(Printed name and title)*

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White
Diane C White, Director of Purchasing

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **January 26, 2023**

**TO:** Dr. Susan Harkin, Superintendent
Board of Education

**FROM:** Deb Mason
Director of Transportation

| **Presented at the following Board Meetings** | |
|---|---|
| **Construction/Facility** | |
| **Finance** | 02/14/23 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 02/14/23 |
| **BOE 2nd Reading** | 02/28/23 |

**SUBJECT:** **Fuel and Lubricants Bid**

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**Background**

District 300 supplies the fuel and lubricants for our contracted transportation services, buses/vehicles, and District vehicles. Per our bid specifications, vendors provide pricing + or - the diesel and gasoline costs are based on the Chicago area daily low rack price of the OPIS (Oil Price Information Service) Distillate Gross Price, including winter additives. This cost associated with the + or - pricing includes the freight cost to bring the fuel to the District.

Specifications were released on Wednesday, January 4, 2023. Bids were opened on Tuesday, January 24, 2023. The District received three vendor responses for fuel and three responses for lubricants. Bid documents were evaluated, and references were confirmed.

The last full year of fuel usage pre-pandemic was for the 2018-2019 school year. The 2018-2019 school year usage was used for this bid. The District purchased 97,943 gallons of unleaded gasoline and 308,014 gallons of diesel fuel annually at approximately $965,000.00. The District is exempt from federal excise and sales tax, but we pay environmental impact tax.

Specifications for lubricants were based on district-preferred products such as motor oil weights, transmission fluid, chassis lubricant, and washer solvent. Vendors were asked to bid on per unit of measure pricing.

Contract term- April 1, 2023 – March 31, 2025

**Administrative Recommendation**

The administration recommends awarding the contract pricing for:

- Gasoline and diesel fuel to **Al Warren Oil Company, Hammond, IN**
- Lubricant products to **Rilco Inc, Moline, IL**

**Fiscal Impact**

Gasoline and diesel fuel at a per-gallon rate of $0.040 for gasoline and $0.045 for diesel fuel with an estimated contract amount of $34,141.97 for delivery plus the OPIS cost of fuel and taxes for years 1 and 2; and Lubricant products with an estimated contract amount of $31,033.35 for year one and $31,792.95 for year 2.

The fuel and lubricants' funding will come from the Operations & Maintenance, Driver's Education, Security, and Transportation Budgets.

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**CONTRACT PURCHASE OF FUEL AND LUBRICANTS**
**TUESDAY, JANUARY 24, 2023 2:00 PM**

| VENDORS | References | Certificates | W-9 | Vendor Application | Bid Bond | Addendum 1 | Response Form A | Response Form B | Comments |
|---|---|---|---|---|---|---|---|---|---|
| **Al Warren Oil Co.** | Y | Y | Y | Y | Y | Y | Y | Y | Check provided for Bid Security, Bid includes an alternate Diesel Product in addition to Diesel in Scope. |
| **Allied Solutions** | | | | | | | | | |
| **Arneson Oil Company** | | | | | | | | | |
| **Bell Performance, Inc.** | | | | | | | | | |
| **Colonial Oil Industries, Inc** | | | | | | | | | |
| **J.A. Watts Incorporated** | | | | | | | | | |
| **Keller-Heartt Oil** | | | | | | | | | |
| **Mansfield Oil Company** | Y | Y | Y | Y | Y | Y | Y | Y | |
| **PetroChoice LLC** | N | N | N | N | N | N | N | Y | |
| **Petroleum Traders Corporation** | Y | Y | Y | Y | Y | Y | Y | Y | |
| **RelaDyne** | | | | | | | | | |
| **Rilco Inc.** | Y | Y | Y | Y | N | Y | Y | Y | |
| **Romeo Enterprises** | | | | | | | | | |
| **Saratoga Rack Marketing LLC** | | | | | | | | | |

**Adminstration Recommends**

**Al Warren Oil Company, Hammond, IN** - Award contract pricing for fuel purchases for gasoline and diesel fuel with an estimated mark-up amount of $34,141.97 plus the cost of fuel and taxes for years 1 and 2.

**Rilco Inc., Moline, IL** - Award contract pricing for all lubricant products with an estiamted contract amount of $31,003.35 for year 1 and $31,792.95 for year 2.

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**CONTRACT PURCHASE OF FUEL AND LUBRICANTS**
**TUESDAY, JANUARY 24, 2023 2:00 PM**

| COMPANY | Diesel $/Gal April 1, 2023-March 31, 2024 | | | Diesel $/Gal April 1, 2024-March 31, 2025 | | | Gasoline $/Gal April 1, 2023-March 31, 2024 | | | Gasoline $/Gal April 1, 2024-March 31, 2025 | | | PROJECTED COST of MARK-UP OVER THE LIFE OF THE CONTRACT FOR BOTH GAOLINE & DIESEL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Unit Price Factor | Estimated Annual Gallon Purchase* | Mark-up Total | Unit Price Factor | Estimated Annual Gallon Purchase* | Mark-up Total | Unit Price Factor | Estimated Annual Gallon Purchase* | Mark-up Total | Unit Price Factor | Estimated Annual Gallon Purchase* | Mark-up Total | |
| **Al Warren Oil Co.** | $0.045 | 299,653 | $ 13,484.39 | $0.045 | 299,653 | $ 13,484.39 | $0.040 | 89,665 | $ 3,586.60 | $0.040 | 89,665 | $ 3,586.60 | **$ 34,141.97** |
| **Mansfield Oil Company** | $0.0398 | 299,653 | $ 11,926.19 | $0.0434 | 299,653 | $ 13,004.94 | $0.0802 | 89,665 | $ 7,191.13 | $0.0839 | 89,665 | $ 7,522.89 | **$ 39,645.16** |
| **Petroleum Traders Corporation** | $0.0411 | 299,653 | $ 12,315.74 | $0.0411 | 299,653 | $ 12,315.74 | $0.0542 | 89,665 | $ 4,859.84 | $0.0542 | 89,665 | $ 4,859.84 | **$ 34,351.16** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |
| | | 299,653 | $ - | | 299,653 | $ - | | 89,665 | $ - | | 89,665 | $ - | **$ -** |

*Estimated Annual Gallon Purchase is based on usage during 4/1/21 - 3/31/22

Unit price factor per gallon plus (+) or minus (-) the Chicago Daily Opis low rack + differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

Contract Term - Contract is for a two year term ending March 31, 2025

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**CONTRACT PURCHASE OF FUEL AND LUBRICANTS**
**TUESDAY, JANUARY 24, 2023 2:00 PM**

| ITEM DESCRIPTION | Annual Usage | u/m | Al Warren Oil Co. | | PetroChoice LLC | | Rilico | |
|---|---|---|---|---|---|---|---|---|
| YEARS | 4/21 -3/22 | | 23-24 | 24-25 | 23-24 | 24-25 | 23-24 | 24-25 |
| ISO 220 NLGI #2 Grease (Keg 120 lb) | 120 | lb. | $3.45 | $4.50 | $4.16 | $4.36 | $3.99 | $4.15 |
| Multi-Purpose ATF Dex Merc (bulk) | 201 | gal. | $11.50 | $14.95 | $10.57 | $11.37 | $9.75 | $9.95 |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | 1705 | gal. | $7.05 | $9.20 | $6.70 | $6.90 | $5.00 | $5.20 |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | 1503 | gal. | $11.95 | $15.55 | $11.55 | $12.23 | $10.80 | $11.00 |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | 55 | gal. | $9.95 | $12.95 | $9.19 | $9.87 | $8.99 | $9.20 |
| GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | 55 | gal. | $13.95 | $18.15 | $12.58 | $13.26 | $12.49 | $12.75 |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | 55 | gal. | $9.95 | $12.95 | $9.37 | $10.04 | $8.99 | $9.20 |
| GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | 55 | gal. | $13.95 | $18.15 | $13.26 | $13.94 | $13.50 | $13.75 |
| CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | 55 | gal. | $21.50 | $27.95 | $18.97 | $19.65 | $17.99 | $18.25 |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | 35 | lb. | $2.95 | $3.85 | $3.45 | $3.65 | $2.35 | $2.65 |
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | 55 | gal. | $3.25 | $4.25 | $3.15 | $3.50 | $2.05 | $2.15 |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | 55 | lb. | $3.75 | $4.90 | $4.37 | $4.57 | $3.72 | $3.85 |
| | Annual Cost | | $37,006.35 | $48,198.85 | $35,426.43 | $37,198.16 | $31,003.35 | $31,792.95 |
| | TWO YEAR COST | | | $85,205.20 | | $72,624.59 | | $62,796.30 |

**Community Unit School District #300**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**
**847-551-8460 - PHONE**
**847-551- 8463- FAX**

Wednesday, January 4, 2023

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit an electronic **Bid** for:

**BID – Contract Purchase of Fuel and Lubricants**

The enclosed proposal form(s) **must** be used in submitting your electronic proposal.

Electronic proposals will be received until **2:00 PM CT, Tuesday, January 24, 2023** via BidNet at which time they will be opened publicly.

The Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the District to award the proposal at the **Tuesday, February 28, 2023 meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted.

Sincerely,

Diane C. White

Diane C. White
Director of Purchasing

**PUBLIC NOTICE**

**NOTICE TO BIDDERS**

The Board of Education of Community Unit School District No. 300 is accepting bids for:

## BID – Contract Purchase of Fuel and Lubricants

Sealed bids will be accepted until **2:00 PM CT, Tuesday, January 24, 2023,** via BidNet

**Instruction to Bidders**

Bids should be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review pre-Bid meeting will be held virtually on Tuesday, January 10, 2023 at 10:00 AM. See BidNet posting for link to this meeting.

Bid security in the form of a bid bond, certified check or cash in an amount equal to 10 percent of the base bid amount shall be submitted with the bid. The successful Contractor shall provide Labor and Material Bonds, and Performance Bonds for the work.

**Bid specifications will be available on Wednesday, January 4, 2023 after 4:00 PM. To obtain Bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.**

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all bids or waive any bid irregularities.

## Project Timeline

**BID – Contract Purchase of Fuel and Lubricants**

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| | | | |
| **Establish Timeline** | **Wednesday, January 4, 2023** | | |
| **Specifications Review** | **Wednesday, January 4, 2023** | | |
| **Specifications Finalized** | **Wednesday, January 4, 2023** | | |
| **Legal Ad** | **Friday, January 6, 2023** | | Daily Herald |
| **Specifications Released** | **Wednesday, January 4, 2023** | **4:00 PM** | Bidnet |
| **Pre-Bid Meeting** | **Tuesday, January 10, 2023** | **10:00 AM** | Virtual |
| **Q&A Deadline** | **Tuesday, January 17, 2023** | **Noon** | Bidnet |
| **Bid Opening** | **Tuesday, January 24, 2023** | **2:00 PM** | Virtual |
| **Evaluation Period** | **1/24/2023-1/26/2023** | | |
| **To COO** | **Thursday, January 26, 2023** | | Jennifer Porter, COO |
| **BFC Packet** | **Tuesday, February 14, 2023** | | |
| **CFOC Meeting** | **Tuesday, February 14, 2023** | | |
| **BOE Workshop / Approval** | **Tuesday, February 28, 2023** | | |
| **Contract Commencement** | **Saturday, April 1, 2023** | | |
| **Contract Termination** | **Monday, March 31, 2025** | | |

## Instructions to Bidders

### 1. General

a. Bid shall be signed and with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. All bids shall be made on this form.

c. Unsigned or late bids will not be considered or accepted.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs, tariffs, energy charges and delivery to the locations designated on the bid and installation if called for in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment after the award of orders.

h. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted.

i. Bids shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here
   ii. For Vendor Registration Help Document: Click here
   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

## 2. Errors and Omissions

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the purchasing official first orally, followed by written (FAX or letter) specification of the claimed problems which must be received during regular working hours at least 72 hours before the date set for bid opening so that a written notification can be prepared by the purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

## 3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

## 4. Withdrawal of Bids

Bids may be withdrawn by in writing, by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

## 5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The District reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The District reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified.

## 6. Vendor Application and W-9 Form

The District requires that a current Vendor Application and W-9 form be included with your sealed electronic bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

## 7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the contractor and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any contractor shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

## 8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

## 9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

## 10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved) the contractor agrees as follows:

a. The contractor will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter “unlawful discrimination”). The contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to unlawful discrimination.

## 11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

## 12. Evaluations

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

## 13. Examination of Documents and Site

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

## 14. Performance: Labor and Material Payment Bonds (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

## 15. Bid Security (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Bid bond and Performance bond should be submitted based on $75,000.00.
This total is an estimate based on a 1 (one) month supply of fuel.

If the contractor chooses to submit a check in lieu of a bond, the check must arrive at the following address by the bid due date and time. The envelope must be labeled with the bid name and due date and time:

Diane C. White
Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

## 16. Service Points

**All Service Points are listed in the Scope of Work herein.**

## 17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

## 18. Insurance

The contractor and subcontractors shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

**MINIMUM INSURANCE REQUIREMENTS**

| | | |
|---|---|---|
| General Liability | General Aggregate | $2,000,000 |
| | Products-Comp/OP Agg | 2,000,000 |
| | Personal Injury | 1,000,000 |
| | Each Occurrence | 1,000,000 |
| | Fire Damage (Any one fire) | 50,000 |
| | Medical Exp. (Any one person) | 5,000 |
| Excess Liability | Each Occurrence | 2,000,000 |
| | Aggregate | 2,000,000 |
| Automobile Liability | Bodily Injury (each occ) | 1,000,000 |
| | Property Damage (each occ) | 1,000,000 |
| Worker's Compensation | Statutory Limits | |
| | Each Accident | 500,000 |
| | Disease-Policy Limit | 500,000 |
| | Disease-Each employee | 500,000 |

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

## 19. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

## 20. Hold Harmless and Indemnification

The contractor, to the extent of the contractor's negligence or willful misconduct, shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

   -Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

   -Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

   -Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

## 21. Damage to Property

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

## 22. Late Bids

Bids received after the time specified in the Invitation for Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the District. The use of District equipment for transmission of bids is prohibited.

## 23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives, except where noted in the Scope of Work. Notations are to be included as to the percentage of recycled products in each item.

## 24. Payment

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

## 25. Manuals

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

## 26. Completion Of Work

Contract period is for two years, from April 1, 2023 through March 31, 2025.

## 27. Personnel

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

## 28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

## 29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

## 30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the contractor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

## 31. Compliance with Laws

Contractor shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

## 32. Governing Law

The terms of this bid shall be governed and construed in accordance with the laws of the State of Illinois. 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.

## 33. Bid

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

## 34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

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## 35. Cancellation

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

## 36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

LIST BELOW (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

**Please be sure that contact information for references is current.**

**1. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**2. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

## REFERENCES (CONT.)

**3. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**4. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**OFFEROR'S NAME**

**SIGNATURE:** **DATE:**

# CERTIFICATE OF BIDDER ELIGIBILITY

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 for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois 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 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

# 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 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.*

**Firm:** _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____

NOTARY PUBLIC

# CERTIFICATE REGARDING
# SEXUAL HARASSMENT POLICY

_____, 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____

NOTARY PUBLIC

# CERTIFICATE REGARDING
# EQUAL EMPLOYMENT OPPORTUNITY

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

# CERTIFICATE REGARDING
# EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

# NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the_____work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This_____day of_____, 2023

_____
NOTARY PUBLIC

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11- 9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

**By:**_____

**Its:** _____

**Dated:**_____

**AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____
(Printed or Typed Name of Applicant Employee)

_____
Signature of Applicant or Employee

Dated: _____

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**PURCHASING DEPARTMENT**
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

| **VENDOR APPLICATION FORM** (SUBJECT TO LOCAL LAWS) | **APPLICATION DATE** |
|---|---|
| Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries | **REVISION DATE** |

**DATE:** _____

| **COMPANY** | HOW LONG IN PRESENT BUSINESS? |
|---|---|
| **ADDRESS** CITY STATE ZIP | |
| **CONTACT PERSON/REPRESENTATIVE** | FAX NUMBER ( ) / PHONE AND EXTENSION ( ) |
| **TYPE OF ORGANIZATION (Check Applicable)** ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION | IF INCORPORATED INDICATE IN WHICH STATE |
| **YEARS ESTABLISHED:** | **DO YOU ACCEPT PURCHASE ORDERS? YES** ☐ **NO** ☐ <br> **DO YOU ACCEPT CREDIT CARDS? YES** ☐ **NO** ☐ |

**CATEGORY** **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

**NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

**TAXPAYER'S I.D. NO.**

FEIN _____

or

S.S. No. _____

**INSURANCE INFORMATION (Check Applicable)**

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

**BONDING INFORMATION** **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

**PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:**

| NAME | OFFICIAL CAPACITY |
|---|---|
| | |
| | |
| | |
| | |

| Average number of employees (including affiliates) for four preceding calendar quarters. | Average annual sales for preceding three fiscal years: | Floor Space (Square Feet) | |
|---|---|---|---|
| | | Manufacturing | Warehouse |
| | | | |

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

**MINORITY BUSINESS ENTERPRISE ("MBE")** means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

**WOMEN'S BUSINESS ENTERPRISE ("WBE")** means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

**BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")** means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

**MINORITY GROUP MEMBER** is an individual who is one of the following:

**AFRICAN AMERICAN** OR BLACK (persons with origins in any of the Black racial groups of Africa):
**HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
**NATIVE AMERICAN** (American Indian)
**ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

| | ORGANIZATION | ADDRESS, STATE, ZIP | BUYER | PHONE NUMBER |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Bank References

| NAME OF BANK | ADDRESS, STATE, ZIP | CONTACT PERSON | PHONE NUMBER |
|---|---|---|---|
| | | | |

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

| |
|---|
| **SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION** |
| |
| **NAME AND TITLE OF PERSON SIGNING (Please type or print)** |

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

**USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY**

| VENDOR I.D. NUMBER | APPROVED BY | DATE | W9 | COMM LIST |
|---|---|---|---|---|
| | | | | |

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**2550 HARNISH DRIVE**
**ALGONQUIN, IL 60102**

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | – | | | – | | | | |

**or**

**Employer identification number**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | – | | | | | | |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** | **Signature of U.S. person** ▶ | **Date** ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

## Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard -*** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT — State of Illinois - Department of Revenue — OFFICIAL DOCUMENT

# Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

## Sales Tax Exemption Certificate

**Issue date:**
02/10/2020

**Sales Tax Exemption** **E99960079**

**Expiration date:**
03/01/2025

**Organization type:** **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
*Director*

OFFICIAL DOCUMENT - DO NOT DESTROY

## Scope of Work

## Contract Purchase of Fuel and Lubricants

Fuel and lubricants are used in school buses, both diesel and unleaded gasoline. The District also operated a white fleet which includes operation and maintenance vehicles and drivers' education cars.

## Gasoline and Diesel Fuel Specification

1. Fuel Specifications

   Diesel Fuel: Any major brand of #2 Ultra Low Sulfur with 2% Bio Mix Diesel Fuel (B2 ULS2). Fuel must meet or exceed 40 cetane (normally #2 Diesel). Fall and winter blends of #1 Ultra Low Sulfur (ULS1) and B2 ULS2 or B2 ULS2 with winter additive must be available upon request of the School District.

   The District may blend diesel as follows:

   Temperatures of 0°F and below – 70/30 blend plus additives
   Temperatures of 0°F to 20°F – 80/20 blend plus additives
   Non-winter months – B2 ULS2

   Example of switch date from fall to winter blend: In the 2021/2022 school year, the first delivery of blended fuel (80/20) occurred on October 19, 2021. In the 2022/2023 school year, the first delivery of blended fuel (80/20) occurred on October 24, 2022.

   Gasoline: Gasoline to contain 10% ethanol regular 87 Octane OPIS average. Use of alcohol additives to raise the octane rating is not acceptable. Identify and define additives for winter blends.

   The District will not accept re-refined products.

Fuel requirements for bid package:

Ultra Low Sulfur Diesel (ULSD) fuel is required for diesel engines used with advanced after treatment systems. The fuel should meet all the specifications of **ATSM D975** standard (current year revision, including the EPA specification for sulfur content (0.0015% mass of 15 parts per million maximum). These specifications are included in the standard under the designation No. 2-D S15 fuel and No. 1-D S15 fuel. Grade No. 1-D fuel is a lighter fuel with higher volatility than Grade No. 2-D; it may be blended with grade No. 2-D in winter time to provide engine operability under low ambient temperature.
Acceptable Diesel Fuel Blends

- Ultra low sulfur Kerosene (No. 1-D S15 diesel fuel) blended with No. 2-D S15 fuel to improve cold weather performance. Blend rate would depend on regional low temperatures.
- Lower biodiesel blends up to B5 (a blend of 5% neat biodiesel with 95% diesel fuel).

Such blends have characteristics indistinguishable from diesel fuel. If the two components meet the requirements of their standards: ASTM D6751 current revision, (Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels and ASTM D975 current revision, Standard Specification for Diesel Fuel - Grade No. 2-D S15

.

As of December 12, 2022, blends of up to 5% biodiesel are included in the Diesel Fuel Standard ATSM D975-22.

- Supplier must be a BQ9000 certified fuel supplier, must provide proof that the supplier meets ASTM D975-22 Standard.

Acceptable Unleaded Gasoline Blends

- Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
- Use of alcohol additives to raise the octane rating is not acceptable.
- Identify and define additives for winter use.

2. Quality Control

   The District reserves the right to sample deliveries, which will produce samples for testing purposes that are fully representative of the product, delivered.

   All product that does not meet specification requirements will be rejected, and when so ordered by the Transportation Director, the contractor, at his expense, shall replace all inferior product delivered with product meeting the specification requirements.

3. Annual Usage

   Each Location has a 10,000-gallon underground storage diesel fuel tank and a 10,000-gallon underground unleaded gasoline tank. Tanks are located at two District-owned facilities. Shipments must be received within twenty-four to forty-eight hours of the District's purchase order.

   All figures are approximations and do not represent an intent to purchase.
   Figures may increase or decrease over the period of the contract.

| TIME FRAME | FUEL TYPE | LOCATION | LOCATION | BOTH LOCATIONS |
|---|---|---|---|---|
| | | **2603 Bunker Hill Dr. Algonquin, IL** | **300 Cleveland Ave. Carpentersville, IL** | **TOTALS** |
| **4/1/21 - 3/31/22** | ULS1 | 22269 | 13430 | 35699 |
| | B2 ULS2 | 82792 | 48526 | 131318 |
| | B2 ULS2 with Winter Additive | 82275 | 50361 | 132636 |
| | Unleaded Gasoline | 28458 | 61207 | 89665 |
| **4/1/22 - 12/1/22** | ULS1 | 2400 | 1201 | 3601 |
| | B2 ULS2 | 81933 | 41507 | 123440 |
| | B2 ULS2 with Winter Additive | 32525 | 17808 | 50333 |
| | Unleaded Gasoline | 17022 | 41237 | 58259 |

4. Transportation Fuel Tanks

   The fuel tanks are the property of the District and will be maintained at District expense.

5. Transport Loads

   Bidder shall include the number of gallons that constitute a transport load In the Comments and Additional Information Section.

6. Fuel Order Process
   The District shall supply a purchase order for invoice processing 24 to 48 hours prior to expected delivery. The purchase order shall include estimated pricing and volume based on the most recent purchase. The successful Bidder shall provide an order confirmation number within 24 hours of request for fuel. Subsequently, an invoice shall be provided based on actual fuel delivery including the purchase order number. Payment to be made within 45 days of delivery.

7. Delivery and Usage
   Delivery is to be made within 24 to 48 hours of our request. The time of delivery must be coordinated with the Director of Transportation or designee. The delivery driver must check in with the vehicle maintenance personnel prior to beginning the delivery of fuel. Tanks must be measured before and after filling. The measurements must be recorded on the delivery receipt.

   Bid response should include recommendations for delivery times of fuel outside of the District's regular business hours.

8. Proof of Delivery
   Proof of delivery must be provided in one of the following ways:

   A. A metered ticket to be supplied with each delivery and signed by a representative of the Transportation or Vehicle Maintenance Department.

   B. Drivers must supply a copy of the bill of lading for the terminal showing the number of gallons received and the seal numbers supplied at the point of fill from the terminal. These seal numbers will be matched with the numbers on the seal at the time of delivery to our location.

9. Proposals
   The price per gallon shall bid as follows:

   A. All Bidders shall bid gross gallons.

   B. Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.
   C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. **The Price adjustment factor will remain firm for the life of the contract**.

   D. If a blend of ULS1 and B2 ULS2 or B2 ULS2 with winter additive is ordered, the price will be based on the percentage quantity of each type of fuel that has been ordered.

   E. Any taxes for which the District is liable will be added to the invoice.

   F. District 300 is exempt from Federal Excise tax and Illinois State Sales Tax.

**G. If the Bidder plans to use a common carrier, the District must be notified in writing. Also, Community Unit School District 300, the Board of Education, and its members individually and its employees and agents must be named as <u>additional insureds on the Common Carrier's insurance certificate and the coverage must meet the District's requirements.</u>**
**The bid response must include the names, addresses and phone numbers of all delivery subcontractors to be used.**

H. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110

## Lubricant and Solvent Specifications

**Annual usage** - Oil / solvent products listed below:

All fluids are delivered in bulk and pumped into District tanks except product ordered by the 55-gallon drum or pail.

Bidders may include service information regarding the collections, transport and disposal of used oil, filters, antifreeze, etc.

**Pricing per pound or gallon, is to be quoted as DELIVERED pricing on Bid Response Forms A & B.**
Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or
300 Cleveland Avenue, Carpentersville, Illinois, 60110.

**VENDOR MUST PROVIDE SPECIFICATION SHEETS AND SAFETY DATA SHEETS WITH BID.**
**EQUIVALENT LUBRICANTS AND SOLVENTS WILL BE CONSIDERED.**

| **LUBRICANTS – Usage 4-1-21 to 3-31-22** | | | | |
|---|---|---|---|---|
| | **D300 ITEM DESCRIPTION** | **CURRENT CONTRACT ITEM DESCRIPTION** | **Usage** | **u/m** |
| **45-0007** | ISO 220 NLGI #2 Grease (Keg 120 lb) | Mobilgrease XHP 222 | 120 | LBS |
| **45-0008** | Multi-Purpose ATF Dex Merc (bulk) | Med Plus Multi Veh ATF | 201 | GAL |
| **45-0009** | Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | Kost Defendal HD ELC 50/50 | 1705 | GAL |
| **45-0010** | CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | Dplx 21C Dezol 10w30 | 1503 | GAL |
| **45-0011** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus Syn Blend GF-6 5w20 | 0-55 | GAL |
| **45-0020** | GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus FS GF-6 5w20 | 0-55 | GAL |
| **45-0021** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus Syn Blend GF-6 5w30 | 0-55 | GAL |

| | | | | |
|---|---|---|---|---|
| **45-0022** | GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus FS GF-5 Dex 1 5w30 | 0-55 | GAL |
| **45-0023** | CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | Dplx 21C FS HDEO 5w40 CK-4 | 0-55 | GAL |
| **45-0014** | SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | Dplz 21C Galaxy 80w90 Gear Oil | 0-35 | LBS |
| **45-0012** | Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | Peak Windshield Washer -20 Solvent Premix | 0-55 | GAL |
| **TBD** | SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | TBD | 0-55 | GAL |

| **LUBRICANTS – Usage 4-1-22 to 12-1-22** | | | | |
|---|---|---|---|---|
| | **D300 ITEM DESCRIPTION** | **CURRENT CONTRACT ITEM DESCRIPTION** | **Usage** | **u/m** |
| **45-0007** | ISO 220 NLGI #2 Grease (Keg 120 lb) | Mobilgrease XHP 222 | 0-120 | LBS |
| **45-0008** | Multi-Purpose ATF Dex Merc (bulk) | Med Plus Multi Veh ATF | 96 | GAL |
| **45-0009** | Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | Kost Defendal HD ELC 50/50 | 990 | GAL |
| **45-0010** | CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | Dplx 21C Dezol 10w30 | 814 | GAL |
| **45-0011** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus Syn Blend GF-6 5w20 | 0-55 | GAL |
| **45-0020** | GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus FS GF-6 5w20 | 0-55 | GAL |
| **45-0021** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus Syn Blend GF-6 5w30 | 0-55 | GAL |
| **45-0022** | GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus FS GF-5 Dex 1 5w30 | 55 | GAL |
| **45-0023** | CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | Dplx 21C FS HDEO 5w40 CK-4 | 0-55 | GAL |
| **45-0014** | SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | Dplz 21C Galaxy 80w90 Gear Oil | 105 | LBS |
| **45-0012** | Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | Peak Windshield Washer -20 Solvent Premix | 0-55 | GAL |
| **TBD** | SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | TBD | 0-55 | GAL |

**Lubricant Tanks and Monitoring**

The awarded lubricants supplier must provide monitoring equipment to monitor lubricant levels. Any monitoring equipment is to be installed by the provider and uninstalled at the termination of the contract or extension thereof. Installation and removal shall occur at no additional expense to Community Unit School District 300.

The District owns the tanks and has two locations:

- 2603 Bunker Hill Drive, Algonquin, Illinois, 60102

  Motor oil tank – 250 Gallon Capacity
  ATF tank – 250 Gallon Capacity
  Transmission Fluid tank – 250 Gallon Capacity

- 300 Cleveland Avenue, Carpentersville, Illinois, 60110

  Motor oil tank – 300 Gallon Capacity
  ATF tank – 300 Gallon Capacity
  Transmission Fluid tank – 300 Gallon Capacity

**The awarded supplier will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for a two-year term ending March 31, 2025.**

**It is the intent of District 300 to award this project to a single source vendor.**

**A non-mandatory pre-bid meeting is scheduled for Tuesday, January 10, 2023 at 10:00 AM. Prospective vendors may meet virtually. Please contact the Purchasing Department for access to the virtual meeting.**

**Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023**

## COMMUNITY UNIT SCHOOL DISTRICT 300
## BID RESPONSE FORM A

## Contract Purchase of Fuel and Lubricants

| **Fuel Product Specified** | April 1, 2023-March 31, 2024 | April 1, 2024- March 31, 2025 |
|---|---|---|
| Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon* | +$ _____ | +$ _____ |
| | or | or |
| | -$ _____ | -$ _____ |
| Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon* | +$ _____ | +$ _____ |
| | or | or |
| | -$ _____ | -$ _____ |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

| **Lubricants** | April 1, 2023-March 31, 2024 | April 1, 2024- March 31, 2025 |
|---|---|---|
| ISO 220 NLGI #2 Grease (Keg 120 lb) | $ _____ lb. | $ _____ lb. |
| Multi-Purpose ATF Dex Merc (bulk) | $ _____ gal. | $ _____ gal. |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | $ _____ gal. | $ _____ gal. |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil **10w30** (bulk) | $ _____ gal. | $ _____ gal.. |
| GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w20** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| GF6 OEM Approved and OEM Licensed **Full Synthetic** Gasoline Engine Oil **5w20** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w30** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| GF6 OEM Approved and OEM Licensed **Full Synthetic** Dexos 1 Gasoline Engine Oil **5w30** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| CK4 OEM Approve and OEM Licensed **Full Synthetic** Diesel Engine Oil **5w40** (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $ _____ lb. | $ _____ lb. |

| | | |
|---|---|---|
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | $ _____ gal. | $ _____ gal. |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $ _____ lb. | $ _____ lb. |
| IMPORTANT: Bidders must include all delivery charges. No taxes are to be. | | |

**The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this quote to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. By executing and submitting this Bid Response Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the conditions of the bid documents, which shall serve as the Contract as provided therein.**

COMMENTS AND ADDITIONAL INFORMATION – (*Please include Contract Load information here)*

_____

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

_____
Name of Company/Corporation

90 Days
Length of time quote is firm prior to award

_____
Street Address

Bid Submitted by:

_____
City, State, Zip Code

_____
Authorized Signature

_____
Telephone Number

_____
Please Type or Print Name

_____
Fax Number

_____
Illinois License Number

Email address - _____

**Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023**

# BID RESPONSE FORM
## Contract Purchase of Fuel and Lubricants

**Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:**

**1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**

**2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**

**3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.**

**4. Prices quoted shall include ALL charges for handling, transportation and delivery.**

**5. All items bid are F.O.B. destination.**

**6. Community Unit School District #300 is Tax Exempt.**
**Tax Exemption Number - E9996-0079-07.**

**Vendor has received Addendum ( IF APPLICABLE)**

**#1 - _____ #2 - _____**

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

**NAME OF COMPANY /CORPORATION**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP**

**TELEPHONE NUMBER**

**FAX NUMBER**

**EMAIL ADDRESS**

**FEIN NUMBER**

**ILLINOIS LICENSE NUMBER**

**BID SUBMITTED BY:**

**SIGNATURE OF AUTHORIZED AGENT**

**PLEASE TYPE OR PRINT NAME**

**DATE**

*****Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 *****

| INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND E . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET. | Vendor Name | |
|---|---|---|
| | Complete Address | |
| | Phone | |
| | Fax | |
| | Email | |
| | Contact Person | |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon* | Plus | | Plus | | |
| | | or | | or | |
| | Minus | | Minus | | |
| Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon* | Plus | | Plus | | |
| | | or | | or | |
| | Minus | | Minus | | |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

| **INSTRUCTIONS:** PLEASE FILL IN COLUMNS **B** and D **.** PLEASE USE COLUMN **F** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET. | **Vendor Name** | |
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| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| | | UOM | | UOM | |
| ISO 220 NLGI #2 Grease (Keg 120 lb) | | lb. | | lb. | |
| Multi-Purpose ATF Dex Merc (bulk) | | gal. | | gal. | |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | | gal. | | gal. | |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | | gal. | | gal. | |
| CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | | gal. | | gal. | |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | | lb. | | lb. | |
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | | gal. | | gal. | |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | | lb. | | lb. | |

**COMMUNITY UNIT SCHOOL DISTRICT #300**
**PURCHASING DEPARTMENT**
**2605 BUNKER HILL DR**
**ALGONQUIN IL, 60102**
**Phone – 847-551-8460**
**Fax – 847-551-8463**

January 18, 2023

**ADDENDUM 1**

# Contract purchase of Fuel and Lubricants

## Questions and Answers:

**Pre-Bid Meeting Question: On page 30 of the original bid documents note:**
***Gasoline to contain 10% ethanol regular 87 Octane OPIS average.***
**On page 32 note:**
***C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. The Price adjustment factor will remain firm for the life of the contract.***
**Page 30 refers to the OPIS average and Page 32 refers to the OPIS Low Rack. Why are these different?**
**Answer:**
**On Page 30, the word average is used to describe the quality of the acceptable unleaded fuel.**
**On Page 32, the word Low, referring to the rack, is used to describe the pricing accepted by the District.**

**1) Question:** Could we please get a copy of the current bid tab?
**Answer: The original bid tab for the current contract may be found on the District 300 website, Board of Education Agenda for March 16, 2021 Please scroll down to point *11.3. Approval of Fuel and Lubricants Bid* and follow the links.**

**2) Question:** With the uncertainty of price increases during 2021, are there options for price increases/decreases based on market fluctuations with advanced notice?
**Answer: The awarded vendor may submit a letter from the manufacturer to the District explaining a market price increase for lubricants only. The District reserves the right to either accept a substantiated increase or terminate the contract if the awarded vendor is unable to maintain awarded pricing.**

**3) Question:** If you were to realize a large savings by eliminating the need for #1 and jugs of additive, would you consider a Premium Winter Diesel option?
**Answer: Currently, the District purchases B2 ULS2 with the winder additive already added to the B2 ULS2 load. Pricing on both response forms should reflect the Unit Price Factor over and above Diesel Fuel plus the winter additive. Premium products may be quoted as an alternate. The District**

**limits Diesel purchases to B2 and does not intend to purchase higher percentage biodiesel blends.**

**4) Question: When will tabulations be released after the opening?**
**Answer: When the *February 28, 2023 at 6:00 PM – Board of Education Business Meeting* agenda is posted, vendors may view the bid tabulations here. Typically the agenda is posted on the Friday afternoon prior to the meeting. Follow the agenda link to the fuel bid item on the agenda for details.**

**5) Question: May we have an update on our FOIA request?**
**Answer: FOIA 2- 2023 was submitted on 1/5/2023 and the answers were released via email to Kara Clark and Kevin Smith of Petroleum Traders on 1/9/2023 by the District 300 FOIA Officer.**

**6) Question: We would like to confirm if any addenda have been released for this bid? We did not see any posted as of the time this question was asked and wanted to be sure that was correct.**
**Answer: As of 1/18/2023, there is only Addendum 1, as written herein.**

**7) Question: Please confirm that a bid bond for 10% will be required for this bid.**
**Answer: The Bid Security Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.**

**8) Question: Please confirm that a performance bond for 100% will be required for this contract.**
**Answer: The Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.**

**9) Question: Bid Bonds and Performance Bonds usually cover a percentage of the entire contract price. On page 7 the School District says to submit these bonds based off only a month supply of fuel ($75,000.00). Should the bidder submit bonds based on the full bid price?**
**Answer: The Bid Security Bond and Performance Bond should be submitted based on $75,000.00, as written on page 8 of the Complete Bid Documents – Fuel 2023.**

**10) Question: What day should the OPIS for gasoline be priced on?**
**Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.***

**11) Question: What day should the OPIS for diesel be priced on?**
**Answer: As shown on Page 32, 9. B. of the Complete Bid Documents – Fuel 2023: *Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.***

**12) Question: Is the School District requesting to be priced two separate ways for Gas and Diesel?**
**Answer: District 300 has provided individual spaces on both Response Forms A and B for the vendor to state the unit price factor for Diesel Fuel and the unit price factor for Gasoline.**

**13) Question: Does the vendor have to bid on all products in order to be deemed responsive?**
**Answer: Vendors may provide pricing for the Fuel Products only, the Lubricants only, or the Fuel Products and the Lubricants both.**

**14) Question: Are there any renewals offered for this bid?**
**Answer: No renewal contracts are offered within this bid.**

**15) Question: If there are renewals offered, how many?**
**Answer: No renewal contracts are offered within this bid.**

**16) Question: If there are renewals offered, are they offered under mutual agreement?**
**Answer: No renewal contracts are offered within this bid.**

**17) Question: If the vendor is not to fill out the Current Vendor Application in the bid documents, should the download a different one from www.d300.org?**
**Answer: Vendors may use the vendor application included in the bid on pages 26 & 27 of the Complete Bid Documents – Fuel 2023. The vendor may also use the vendor application found on the District 300 webpage for Purchasing here.**

**18) Question: Where should the contractor include the pricing for the winter additive package on the bid?**
**Answer: The Unit Price Factor is to be added to B2 ULS2 with the Winter Additive included. Please provide the specifications for the winter additive you intend to provide in the comments on Response Form A and in the comments on Response Form B.**

**This Addendum is to be considered part of the original bid documents.**

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

# BID RESPONSE FORM
## Contract Purchase of Fuel and Lubricants

**Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:**

**1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**

**2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**

**3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.**

**4. Prices quoted shall include ALL charges for handling, transportation and delivery.**

**5. All items bid are F.O.B. destination.**

**6. Community Unit School District #300 is Tax Exempt.**
**Tax Exemption Number - E9996-0079-07.**

**Vendor has received Addendum ( IF APPLICABLE)**

**#1 - _____ #2 - _____**

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

**NAME OF COMPANY /CORPORATION**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP**

**TELEPHONE NUMBER**

**FAX NUMBER**

**EMAIL ADDRESS**

**FEIN NUMBER**

**ILLINOIS LICENSE NUMBER**

**BID SUBMITTED BY:**

**SIGNATURE OF AUTHORIZED AGENT**

**PLEASE TYPE OR PRINT NAME**

**DATE**

*****Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 *****

| INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND **E** . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET. | **Vendor Name** | |
|---|---|---|
| | **Complete Address** | |
| | **Phone** | |
| | **Fax** | |
| | **Email** | |
| | **Contact Person** | |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| **Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*** | **Plus** | | **Plus** | | |
| | | **or** | | **or** | |
| | **Minus** | | **Minus** | | |
| **Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*** | **Plus** | | **Plus** | | |
| | | **or** | | **or** | |
| | **Minus** | | **Minus** | | |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

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|---|---|---|
| | Complete Address | 3501 69th Ave. Moline, IL. 61265 |
| | Phone | 847.421.5858 |
| | Fax | 309.786.3946 |
| | Email | dan@rilcoinc.com |
| | Contact Person | Dan Dabizljevic |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | UOM | April 1, 2024- March 31, 2025 | UOM | Comments |
|---|---|---|---|---|---|
| ISO 220 NLGI #2 Grease (Keg 120 lb) | **$3.99** | lb. | **$4.15** | lb. | Shell Gadus S3 V220 C2 Keg |
| Multi-Purpose ATF Dex Merc (bulk) | **$9.75** | gal. | **$9.95** | gal. | Tec-Guard Dex III ATF |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | **$5.00** | gal. | **$5.20** | gal. | Tec-Kool Max ELC 50/50 |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | $10.80 | gal. | $11.00 | gal. | Tec-Guard HD 10w30 CK-4 Syn Bld |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | $8.99 | gal. | $9.20 | gal. | Tec-Guard Syn Bld 5w20 Drum |
| GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | $12.49 | gal. | $12.75 | gal. | Tec-Guard Full Syn 5w20 Drum |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | $8.99 | gal. | $9.20 | gal. | Tec-Guard Syn Bld 5w30 Drum |
| GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | $13.50 | gal. | $13.75 | gal. | Quaker State Full Syn 5w30 Dexos Drum |
| CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | $17.99 | gal. | $18.25 | gal. | Tec-Guard Full Syn HD 5w40 CK-4 Drum |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $2.35 | lb. | $2.65 | lb. | Tec-Guard 80w90 pail |
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | $2.05 | gal. | $2.15 | gal. | Washer Fluid -20 Drum |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $3.72 | lb. | $3.85 | lb. | Tec-Guard Full Synthetic 75w90 Pail |

**COMMUNITY UNIT SCHOOL DISTRICT #300**
**PURCHASING DEPARTMENT**
**2605 BUNKER HILL DR**
**ALGONQUIN IL, 60102**
**Phone – 847-551-8460**
**Fax – 847-551-8463**

January 18, 2023

## ADDENDUM 1

## Contract purchase of Fuel and Lubricants

### Questions and Answers:

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**This Addendum is to be considered part of the original bid documents.**

Please confirm receipt of this email or fax by a telephone call, email, or fax.

Telephone Number – 847-551-8460.

E-mail - bids.purchasing@d300.org

Fax Number – 847-551-8463

If you have any questions, please feel free to contact me at the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

**Community Unit School District #300**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**
**847-551-8460 - PHONE**
**847-551- 8463- FAX**

Wednesday, January 4, 2023

Dear Vendor:

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit an electronic **Bid** for:

**BID – Contract Purchase of Fuel and Lubricants**

The enclosed proposal form(s) **must** be used in submitting your electronic proposal.

Electronic proposals will be received until **2:00 PM CT, Tuesday, January 24, 2023** via BidNet at which time they will be opened publicly.

The Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the District to award the proposal at the **Tuesday, February 28, 2023 meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted.

Sincerely,

Diane C White

Diane C. White
Director of Purchasing

## PUBLIC NOTICE

## NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting bids for:

## BID – Contract Purchase of Fuel and Lubricants

Sealed bids will be accepted until **2:00 PM CT, Tuesday, January 24, 2023,** via BidNet

**Instruction to Bidders**

Bids should be submitted via BidNet, District 300's online bid submittal service.

A non-mandatory document review pre-Bid meeting will be held virtually on Tuesday, January 10, 2023 at 10:00 AM. See BidNet posting for link to this meeting.

Bid security in the form of a bid bond, certified check or cash in an amount equal to 10 percent of the base bid amount shall be submitted with the bid. The successful Contractor shall provide Labor and Material Bonds, and Performance Bonds for the work.

**Bid specifications will be available on Wednesday, January 4, 2023 after 4:00 PM. To obtain Bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.**

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all bids or waive any bid irregularities.

## Project Timeline

### BID – Contract Purchase of Fuel and Lubricants

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| | | | |
| **Establish Timeline** | **Wednesday, January 4, 2023** | | |
| **Specifications Review** | **Wednesday, January 4, 2023** | | |
| **Specifications Finalized** | **Wednesday, January 4, 2023** | | |
| **Legal Ad** | **Friday, January 6, 2023** | | Daily Herald |
| **Specifications Released** | **Wednesday, January 4, 2023** | **4:00 PM** | Bidnet |
| **Pre-Bid Meeting** | **Tuesday, January 10, 2023** | **10:00 AM** | Virtual |
| **Q&A Deadline** | **Tuesday, January 17, 2023** | **Noon** | Bidnet |
| **Bid Opening** | **Tuesday, January 24, 2023** | **2:00 PM** | Virtual |
| **Evaluation Period** | **1/24/2023-1/26/2023** | | |
| **To COO** | **Thursday, January 26, 2023** | | Jennifer Porter, COO |
| **BFC Packet** | **Tuesday, February 14, 2023** | | |
| **CFOC Meeting** | **Tuesday, February 14, 2023** | | |
| **BOE Workshop / Approval** | **Tuesday, February 28, 2023** | | |
| **Contract Commencement** | **Saturday, April 1, 2023** | | |
| **Contract Termination** | **Monday, March 31, 2025** | | |

## Instructions to Bidders

### 1. General

a. Bid shall be signed and with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

b. All bids shall be made on this form.

c. Unsigned or late bids will not be considered or accepted.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs, tariffs, energy charges and delivery to the locations designated on the bid and installation if called for in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment after the award of orders.

h. Oral, telephonic, telegraphic or facsimile transmitted bids will not be accepted.

i. Bids shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here
   ii. For Vendor Registration Help Document: Click here
   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

## 2. Errors and Omissions

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should bidders find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the purchasing official first orally, followed by written (FAX or letter) specification of the claimed problems which must be received during regular working hours at least 72 hours before the date set for bid opening so that a written notification can be prepared by the purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

## 3. Firm Bid

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

## 4. Withdrawal of Bids

Bids may be withdrawn by in writing, by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

## 5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The District reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The District reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified.

## 6. Vendor Application and W-9 Form

The District requires that a current Vendor Application and W-9 form be included with your sealed electronic bid. These forms can be found on the District website – www.d300.org. Go to Departments-Finance-Purchasing to download the vendor application and W-9 form.

## 7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the contractor and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The Contractor shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any contractor shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

## 8. Signature Constitutes Acceptance

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

## 9. Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

## 10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved) the contractor agrees as follows:

a. The contractor will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The contractor will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to unlawful discrimination.

## 11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

## 12. Evaluations

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

## 13. Examination of Documents and Site

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in their bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

## 14. Performance: Labor and Material Payment Bonds (IS REQUIRED OF THIS PROJECT)

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

## 15. Bid Security (IS REQUIRED OF THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

Bid bond and Performance bond should be submitted based on $75,000.00.
This total is an estimate based on a 1 (one) month supply of fuel.

If the contractor chooses to submit a check in lieu of a bond, the check must arrive at the following address by the bid due date and time. The envelope must be labeled with the bid name and due date and time:

Diane C. White
Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

## 16. Service Points

**All Service Points are listed in the Scope of Work herein.**

## 17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

## 18. Insurance

The contractor and subcontractors shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

**MINIMUM INSURANCE REQUIREMENTS**

| | | |
|---|---|---|
| General Liability | General Aggregate | $2,000,000 |
| | Products-Comp/OP Agg | 2,000,000 |
| | Personal Injury | 1,000,000 |
| | Each Occurrence | 1,000,000 |
| | Fire Damage (Any one fire) | 50,000 |
| | Medical Exp. (Any one person) | 5,000 |
| Excess Liability | Each Occurrence | 2,000,000 |
| | Aggregate | 2,000,000 |
| Automobile Liability | Bodily Injury (each occ) | 1,000,000 |
| | Property Damage (each occ) | 1,000,000 |
| Worker's Compensation | Statutory Limits | |
| | Each Accident | 500,000 |
| | Disease-Policy Limit | 500,000 |
| | Disease-Each employee | 500,000 |

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

## 19. Total Price for All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

## 20. Hold Harmless and Indemnification

The contractor, to the extent of the contractor's negligence or willful misconduct, shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

## 21. Damage to Property

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

## 22. Late Bids

Bids received after the time specified in the Invitation for Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the District. The use of District equipment for transmission of bids is prohibited.

## 23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives, except where noted in the Scope of Work. Notations are to be included as to the percentage of recycled products in each item.

## 24. Payment

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments? YES
Does your company accept credit cards? YES, 3% processing fee
Does your company allow discounts for early payments? No

Discounts examples –
2% 10 days net 30
1% 20 days net 30

## 25. Manuals

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

## 26. Completion Of Work

Contract period is for two years, from April 1, 2023 through March 31, 2025.

## 27. Personnel

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed to cease work and vacate the job site immediately.

## 28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

## 29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

## 30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the contractor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

## 31. Compliance with Laws

Contractor shall at all times observe and comply with all laws, ordinances, regulations, and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

## 32. Governing Law

The terms of this bid shall be governed and construed in accordance with the laws of the State of Illinois. 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.

## 33. Bid

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

## 34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

## 35. Cancellation

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

## 36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org.

LIST BELOW (4) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.

**Please be sure that contact information for references is current.**

**1. ORGANIZATION:**

Pace Bus

**ADDRESS:**

550 W. Algonquin Road Arlington Heights, IL. 60005

**CITY, STATE, and ZIP CODE:**

Theresa Ward

**CONTACT PERSON:**

(847) 228-2360 theresa.ward@pacebus.com

**TELEPHONE NUMBER:** **EMAIL:**

1/2017 - present $1,000,000 +

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**2. ORGANIZATION:**

DuPage DOT

**ADDRESS:**

180 N. County Farm Rd. Wheaton, IL. 60187

**CITY, STATE, and ZIP CODE:**

William Bell

**CONTACT PERSON:**

(630) 386-7659 william.bell@dupageco.org

**TELEPHONE NUMBER:** **EMAIL:**

1/2019 - present $ 200,00,00 +

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

## REFERENCES (CONT.)

**3. ORGANIZATION:**

City of Dubuque

**ADDRESS:**

925 Kerper Ct. Dubuque, IA. 52001

**CITY, STATE, and ZIP CODE:**

Tom Kuhle

**CONTACT PERSON:**

(563) 589-4245 tkuhle@cityofdubuque.org

**TELEPHONE NUMBER:** **EMAIL:**

1/2019 - present $150,000 +

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**4. ORGANIZATION:**

City of Cedar Rapids

**ADDRESS:**

101 First Street SE Cedar Rapids, IA 52401

**CITY, STATE, and ZIP CODE:**

Heather Mell

**CONTACT PERSON:**

(319) 286-5117 h.mell@cedar-rapids.org

**TELEPHONE NUMBER:** **EMAIL:**

1/2019 - present $250,000 +

**DATES OF SERVICE:** **DOLLAR AMOUNT:**

**OFFEROR'S NAME**

Dan Dabizljevic 1/22/2023

**SIGNATURE:** **DATE:**

# CERTIFICATE OF BIDDER ELIGIBILITY

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 for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Rileo Inc., as part of its bid for the Lubricants work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois 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 720 ILCS 5/33-E4.

Firm: Rileo Inc.

By: _____
(Signature)

Dw Lawrence Co-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

# CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Rilco Inc., 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.*

**Firm:** Rilco Inc.

By: _____
(Signature)

Darlawene CO-LEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

# CERTIFICATE REGARDING
# SEXUAL HARASSMENT POLICY

R.leo Inc., 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: R;leo Inc.

By: _____
(Signature)

Dawn Lawrence CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

_____
NOTARY PUBLIC

# CERTIFICATE REGARDING
# EQUAL EMPLOYMENT OPPORTUNITY

Rilco Inc., does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: Rilco Inc.

By: _____
(Signature)

_____ CO-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

## CERTIFICATE REGARDING
## EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Rilco Inc. agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Rilco Inc. agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: Rilco Inc.

By: _____
(Signature)

Dan Lamie Co-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023.

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

# NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) Quote was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid Quote. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Rilco Inc., as part of its bid for the Lubricants work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Rilco Inc.

By: _____
(Signature)

Dan Lawrence CO-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

Rilco Inc., does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Vendor/Contractor Conflict of Interest

Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Rilco Inc.

By: _____
(Signature)

Dan Lawrence CO-CEO
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 20th day of January, 2023

_____
NOTARY PUBLIC

EMILY BRANDENBURG
OFFICIAL SEAL
Notary Public, State of Illinois
My Commission Expires
March 15, 2023

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11- 9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

**By:** _____

**Its:** Co-CEO

**Dated:** 1-23-2020

**AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Dan Lawrence
(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: 1-23-2022

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**PURCHASING DEPARTMENT**
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

| VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS) | APPLICATION DATE |
|---|---|
| Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries | REVISION DATE |

DATE: 1/23/2023

| COMPANY | HOW LONG IN PRESENT BUSINESS? |
|---|---|
| Rilco Inc | 44 yrs |

| ADDRESS | CITY | STATE | ZIP |
|---|---|---|---|
| 3501 69th Ave. | Moline | IL. | 61265 |

| CONTACT PERSON/REPRESENTATIVE | FAX NUMBER | PHONE AND EXTENSION |
|---|---|---|
| Dan Dabizljevic | (309) 786-3946 | (847 421-5858 |

**TYPE OF ORGANIZATION (Check Applicable)**
☐ INDIVIDUAL ☐ PARTNERSHIP ☒ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Illinois

**YEARS ESTABLISHED:** 1978

**DO YOU ACCEPT PURCHASE ORDERS?** YES ☒ NO ☐

**DO YOU ACCEPT CREDIT CARDS?** YES ☒ NO ☐ 3% fee

**CATEGORY** **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☒ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

**NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

(A) PRESIDENT
(B) VICE PRESIDENT
(C) SECRETARY
(D) TREASURER
(E) OWNERS, PARTNERS, OR STOCKHOLDERS Craig Wagner

**TAXPAYER'S I.D. NO.**
FEIN 36-3022909
or
S.S. No. _____

**INSURANCE INFORMATION (Check Applicable)**
LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☒ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☐ Greater than Minimum ☒
Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

**BONDING INFORMATION** **(Check each area in which you have been bonded and the latest date of bonding)**
Perf. Bond ___/___ (Mo. / Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. / Year) ☐ Builder's Risk ___/___ (Mo. / Year) ☐

**PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:**

| NAME | OFFICIAL CAPACITY |
|---|---|
| Dan Dabizljevic | Business Development Manager |
| | |
| | |
| | |

| Average number of employees (including affiliates) for four preceding calendar quarters. | Average annual sales for preceding three fiscal years: | Floor Space (Square Feet) | |
|---|---|---|---|
| | | Manufacturing | Warehouse |
| | | | |

| MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below | FOR USE BY CONTRACT COMPLIANCE ONLY: |
|---|---|
| ☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE | BY:_____ DATE_____ ☐ C ☐ NC |

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

**MINORITY BUSINESS ENTERPRISE ("MBE")** means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

**WOMEN'S BUSINESS ENTERPRISE ("WBE")** means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

**BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")** means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

**MINORITY GROUP MEMBER** is an individual who is one of the following:

**AFRICAN AMERICAN** OR BLACK (persons with origins in any of the Black racial groups of Africa):
**HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
**NATIVE AMERICAN** (American Indian)
**ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

_____

_____

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

| | ORGANIZATION | ADDRESS, STATE, ZIP | BUYER | PHONE NUMBER |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Bank References

| NAME OF BANK | ADDRESS, STATE, ZIP | CONTACT PERSON | PHONE NUMBER |
|---|---|---|---|
| | | | |
| | | | |

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

| |
|---|
| **SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION** |
| |
| **NAME AND TITLE OF PERSON SIGNING (Please type or print)** |

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

**USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY**

| VENDOR I.D. NUMBER | APPROVED BY | DATE | W9 | COMM LIST |
|---|---|---|---|---|
| | | | | |

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Rico Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.
3501 69th Ave

6 City, state, and ZIP code
Moline, IL 61265

Requester's name and address (optional)
COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**
___ - ___ - ____

**or**

**Employer identification number**
36-3022909

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ [signature] Date ▶ 1/23/23

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

## Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ **If not,** contact us immediately.
- ✓ ***Do not discard*** **-** your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT State of Illinois - Department of Revenue OFFICIAL DOCUMENT

# Illinois Sales Tax Exemption Certificate

COMMUNITY UNIT SCHOOL DISTRICT #300

2550 HARNISH DR
ALGONQUIN IL 60102-6870

## Sales Tax Exemption Certificate

**Issue date:** 02/10/2020
**Expiration date:** 03/01/2025

**Sales Tax Exemption** **E99960079**

**Organization type:** **Governmental**

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE
Director

OFFICIAL DOCUMENT - DO NOT DESTROY

## Scope of Work

## Contract Purchase of Fuel and Lubricants

Fuel and lubricants are used in school buses, both diesel and unleaded gasoline. The District also operated a white fleet which includes operation and maintenance vehicles and drivers' education cars.

## Gasoline and Diesel Fuel Specification

1. Fuel Specifications

   Diesel Fuel: Any major brand of #2 Ultra Low Sulfur with 2% Bio Mix Diesel Fuel (B2 ULS2). Fuel must meet or exceed 40 cetane (normally #2 Diesel). Fall and winter blends of #1 Ultra Low Sulfur (ULS1) and B2 ULS2 or B2 ULS2 with winter additive must be available upon request of the School District.

   The District may blend diesel as follows:

   Temperatures of 0°F and below – 70/30 blend plus additives
   Temperatures of 0°F to 20°F – 80/20 blend plus additives
   Non-winter months – B2 ULS2

   Example of switch date from fall to winter blend: In the 2021/2022 school year, the first delivery of blended fuel (80/20) occurred on October 19, 2021. In the 2022/2023 school year, the first delivery of blended fuel (80/20) occurred on October 24, 2022.

   Gasoline: Gasoline to contain 10% ethanol regular 87 Octane OPIS average. Use of alcohol additives to raise the octane rating is not acceptable. Identify and define additives for winter blends.

   The District will not accept re-refined products.

Fuel requirements for bid package:

Ultra Low Sulfur Diesel (ULSD) fuel is required for diesel engines used with advanced after treatment systems. The fuel should meet all the specifications of **ATSM D975** standard (current year revision, including the EPA specification for sulfur content (0.0015% mass of 15 parts per million maximum). These specifications are included in the standard under the designation No. 2-D S15 fuel and No. 1-D S15 fuel. Grade No. 1-D fuel is a lighter fuel with higher volatility than Grade No. 2-D; it may be blended with grade No. 2-D in winter time to provide engine operability under low ambient temperature.
Acceptable Diesel Fuel Blends

- Ultra low sulfur Kerosene (No. 1-D S15 diesel fuel) blended with No. 2-D S15 fuel to improve cold weather performance. Blend rate would depend on regional low temperatures.
- Lower biodiesel blends up to B5 (a blend of 5% neat biodiesel with 95% diesel fuel).

Such blends have characteristics indistinguishable from diesel fuel. If the two components meet the requirements of their standards: ASTM D6751 current revision, (Standard Specification for Biodiesel Fuel Blend Stock (B100) for Middle Distillate Fuels and ASTM D975 current revision, Standard Specification for Diesel Fuel - Grade No. 2-D S15

As of December 12, 2022, blends of up to 5% biodiesel are included in the Diesel Fuel Standard ATSM D975-22.

- Supplier must be a BQ9000 certified fuel supplier, must provide proof that the supplier meets ASTM D975-22 Standard.

Acceptable Unleaded Gasoline Blends
- Gasoline to contain 10% ethanol regular 87 Octane OPIS average.
- Use of alcohol additives to raise the octane rating is not acceptable.
- Identify and define additives for winter use.

2. Quality Control

The District reserves the right to sample deliveries, which will produce samples for testing purposes that are fully representative of the product, delivered.

All product that does not meet specification requirements will be rejected, and when so ordered by the Transportation Director, the contractor, at his expense, shall replace all inferior product delivered with product meeting the specification requirements.

3. Annual Usage

Each Location has a 10,000-gallon underground storage diesel fuel tank and a 10,000-gallon underground unleaded gasoline tank. Tanks are located at two District-owned facilities. Shipments must be received within twenty-four to forty-eight hours of the District's purchase order.

All figures are approximations and do not represent an intent to purchase.
Figures may increase or decrease over the period of the contract.

| TIME FRAME | FUEL TYPE | LOCATION | LOCATION | BOTH LOCATIONS |
|---|---|---|---|---|
| | | 2603 Bunker Hill Dr. Algonquin, IL | 300 Cleveland Ave. Carpentersville, IL | TOTALS |
| 4/1/21 - 3/31/22 | ULS1 | 22269 | 13430 | 35699 |
| | B2 ULS2 | 82792 | 48526 | 131318 |
| | B2 ULS2 with Winter Additive | 82275 | 50361 | 132636 |
| | Unleaded Gasoline | 28458 | 61207 | 89665 |
| 4/1/22 - 12/1/22 | ULS1 | 2400 | 1201 | 3601 |
| | B2 ULS2 | 81933 | 41507 | 123440 |
| | B2 ULS2 with Winter Additive | 32525 | 17808 | 50333 |
| | Unleaded Gasoline | 17022 | 41237 | 58259 |

4. Transportation Fuel Tanks

The fuel tanks are the property of the District and will be maintained at District expense.

5. Transport Loads

Bidder shall include the number of gallons that constitute a transport load In the Comments and Additional Information Section.

6. Fuel Order Process

The District shall supply a purchase order for invoice processing 24 to 48 hours prior to expected delivery. The purchase order shall include estimated pricing and volume based on the most recent purchase. The successful Bidder shall provide an order confirmation number within 24 hours of request for fuel. Subsequently, an invoice shall be provided based on actual fuel delivery including the purchase order number. Payment to be made within 45 days of delivery.

7. Delivery and Usage

Delivery is to be made within 24 to 48 hours of our request. The time of delivery must be coordinated with the Director of Transportation or designee. The delivery driver must check in with the vehicle maintenance personnel prior to beginning the delivery of fuel. Tanks must be measured before and after filling. The measurements must be recorded on the delivery receipt.

Bid response should include recommendations for delivery times of fuel outside of the District's regular business hours.

8. Proof of Delivery

Proof of delivery must be provided in one of the following ways:

A. A metered ticket to be supplied with each delivery and signed by a representative of the Transportation or Vehicle Maintenance Department.

B. Drivers must supply a copy of the bill of lading for the terminal showing the number of gallons received and the seal numbers supplied at the point of fill from the terminal. These seal numbers will be matched with the numbers on the seal at the time of delivery to our location.

9. Proposals

The price per gallon shall bid as follows:

A. All Bidders shall bid gross gallons.

B. Pricing for Unleaded gasoline, ULS1, and B2 ULS2, will be based on the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery.

C. The price adjustment factor, which includes the Bidder's profit, delivery and handling, shall be added to the OPIS Low Rack pricing as shown on the OPIS Contract Benchmark File for Chicago, IL (10:00 am) for the day of delivery. **The Price adjustment factor will remain firm for the life of the contract.**

D. If a blend of ULS1 and B2 ULS2 or B2 ULS2 with winter additive is ordered, the price will be based on the percentage quantity of each type of fuel that has been ordered.

E. Any taxes for which the District is liable will be added to the invoice.

F. District 300 is exempt from Federal Excise tax and Illinois State Sales Tax.

G. **If the Bidder plans to use a common carrier, the District must be notified in writing. Also, Community Unit School District 300, the Board of Education, and its members individually and its employees and agents must be named as additional insureds on the Common Carrier's insurance certificate and the coverage must meet the District's requirements.**
**The bid response must include the names, addresses and phone numbers of all delivery subcontractors to be used.**

H. Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110

## Lubricant and Solvent Specifications

**Annual usage** - Oil / solvent products listed below:

All fluids are delivered in bulk and pumped into District tanks except product ordered by the 55-gallon drum or pail.

Bidders may include service information regarding the collections, transport and disposal of used oil, filters, antifreeze, etc.

**Pricing per pound or gallon, is to be quoted as DELIVERED pricing on Bid Response Forms A & B.** Pricing shall include delivery to 2603 Bunker Hill Drive, Algonquin, Illinois, 60102 or 300 Cleveland Avenue, Carpentersville, Illinois, 60110.

**VENDOR MUST PROVIDE SPECIFICATION SHEETS AND SAFETY DATA SHEETS WITH BID. EQUIVALENT LUBRICANTS AND SOLVENTS WILL BE CONSIDERED.**

| LUBRICANTS – Usage 4-1-21 to 3-31-22 | | | | |
|---|---|---|---|---|
| | **D300 ITEM DESCRIPTION** | **CURRENT CONTRACT ITEM DESCRIPTION** | **Usage** | **u/m** |
| **45-0007** | ISO 220 NLGI #2 Grease (Keg 120 lb) | Mobilgrease XHP 222 | 120 | LBS |
| **45-0008** | Multi-Purpose ATF Dex Merc (bulk) | Med Plus Multi Veh ATF | 201 | GAL |
| **45-0009** | Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | Kost Defendal HD ELC 50/50 | 1705 | GAL |
| **45-0010** | CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | Dplx 21C Dezol 10w30 | 1503 | GAL |
| **45-0011** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus Syn Blend GF-6 5w20 | 0-55 | GAL |
| **45-0020** | GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus FS GF-6 5w20 | 0-55 | GAL |
| **45-0021** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus Syn Blend GF-6 5w30 | 0-55 | GAL |

| | | | | |
|---|---|---|---|---|
| **45-0022** | GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus FS GF-5 Dex 1 5w30 | 0-55 | GAL |
| **45-0023** | CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | Dplx 21C FS HDEO 5w40 CK-4 | 0-55 | GAL |
| **45-0014** | SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | Dplz 21C Galaxy 80w90 Gear Oil | 0-35 | LBS |
| **45-0012** | Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | Peak Windshield Washer -20 Solvent Premix | 0-55 | GAL |
| **TBD** | SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | TBD | 0-55 | GAL |

| **LUBRICANTS – Usage 4-1-22 to 12-1-22** | | | | |
|---|---|---|---|---|
| | **D300 ITEM DESCRIPTION** | **CURRENT CONTRACT ITEM DESCRIPTION** | **Usage** | **u/m** |
| **45-0007** | ISO 220 NLGI #2 Grease (Keg 120 lb) | Mobilgrease XHP 222 | 0-120 | LBS |
| **45-0008** | Multi-Purpose ATF Dex Merc (bulk) | Med Plus Multi Veh ATF | 96 | GAL |
| **45-0009** | Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | Kost Defendal HD ELC 50/50 | 990 | GAL |
| **45-0010** | CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | Dplx 21C Dezol 10w30 | 814 | GAL |
| **45-0011** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus Syn Blend GF-6 5w20 | 0-55 | GAL |
| **45-0020** | GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | Med Plus FS GF-6 5w20 | 0-55 | GAL |
| **45-0021** | GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus Syn Blend GF-6 5w30 | 0-55 | GAL |
| **45-0022** | GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | Med Plus FS GF-5 Dex 1 5w30 | 55 | GAL |
| **45-0023** | CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | Dplx 21C FS HDEO 5w40 CK-4 | 0-55 | GAL |
| **45-0014** | SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | Dplz 21C Galaxy 80w90 Gear Oil | 105 | LBS |
| **45-0012** | Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | Peak Windshield Washer -20 Solvent Premix | 0-55 | GAL |
| **TBD** | SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | TBD | 0-55 | GAL |

**Lubricant Tanks and Monitoring**

The awarded lubricants supplier must provide monitoring equipment to monitor lubricant levels. Any monitoring equipment is to be installed by the provider and uninstalled at the termination of the contract or extension thereof. Installation and removal shall occur at no additional expense to Community Unit School District 300.

The District owns the tanks and has two locations:

- 2603 Bunker Hill Drive, Algonquin, Illinois, 60102

  Motor oil tank – 250 Gallon Capacity
  ATF tank – 250 Gallon Capacity
  Transmission Fluid tank – 250 Gallon Capacity

- 300 Cleveland Avenue, Carpentersville, Illinois, 60110

  Motor oil tank – 300 Gallon Capacity
  ATF tank – 300 Gallon Capacity
  Transmission Fluid tank – 300 Gallon Capacity

**The awarded supplier will be required to enter into a contract incorporating the terms and conditions of this bid. Contract is for a two-year term ending March 31, 2025.**

**It is the intent of District 300 to award this project to a single source vendor.**

**A non-mandatory pre-bid meeting is scheduled for Tuesday, January 10, 2023 at 10:00 AM. Prospective vendors may meet virtually. Please contact the Purchasing Department for access to the virtual meeting.**

**Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023**

## COMMUNITY UNIT SCHOOL DISTRICT 300
## BID RESPONSE FORM A

## Contract Purchase of Fuel and Lubricants

| Fuel Product Specified | April 1, 2023-March 31, 2024 | April 1, 2024- March 31, 2025 |
|---|---|---|
| Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon* | +$ _____ | +$ _____ |
| | or | or |
| | -$ _____ | -$ _____ |
| Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon* | NO BID +$ _____ | NO BID +$ _____ |
| | or | or |
| | -$ _____ | -$ _____ |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential
IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

| Lubricants | April 1, 2023-March 31, 2024 | April 1, 2024- March 31, 2025 |
|---|---|---|
| ISO 220 NLGI #2 Grease (Keg 120 lb) | $ 3.99 lb. | $ 4.15 lb. |
| Multi-Purpose ATF Dex Merc (bulk) | $ 9.75 gal. | $ 9.95 gal. |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | $ 5.00 gal. | $ 5.20 gal. |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil **10w30** (bulk) | $ 10.80 gal. | $ 11.00 gal.. |
| GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w20** (55-gallon drum) | $ 8.99 gal. | $ 9.20 gal. |
| GF6 OEM Approved and OEM Licensed **Full Synthetic** Gasoline Engine Oil **5w20** (55-gallon drum) | $ 12.49 gal. | $ 12.75 gal. |
| GF6 OEM Approved and OEM Licensed **Synthetic Blend** Gasoline Engine Oil **5w30** (55-gallon drum) | $ 8.99 gal. | $ 9.20 gal. |
| GF6 OEM Approved and OEM Licensed **Full Synthetic** Dexos 1 Gasoline Engine Oil **5w30** (55-gallon drum) | $ 13.50 gal. | $ 13.75 gal. |
| CK4 OEM Approve and OEM Licensed **Full Synthetic** Diesel Engine Oil **5w40** (55-gallon drum) | $ 17.99 gal. | $ 18.25 gal. |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $ 2.35 lb. | $ 2.65 lb. |

| | | |
|---|---|---|
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | $ 2.05 gal. | $ 2.15 gal. |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | $ 3.72 lb. | $ 3.85 lb. |
| IMPORTANT: Bidders must include all delivery charges. No taxes are to be. | | |

**The undersigned warrants that he or she is duly authorized to bind contractually the entity submitting this quote to fully perform all duties and to deliver all services in accordance with the terms and conditions set forth herein. By executing and submitting this Bid Response Form, the undersigned further warrants, on behalf of the Bidder, that if the District determines this bid to be the winning bid then an authorized official of the entity for which the bid was submitted will execute the conditions of the bid documents, which shall serve as the Contract as provided therein.**

COMMENTS AND ADDITIONAL INFORMATION – (*Please include Contract Load information here)*

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

Rilco Inc.
Name of Company/Corporation

90 Days
Length of time quote is firm prior to award

3501 69TH Ave.
Street Address

Bid Submitted by:

Moline, IL. 61265
City, State, Zip Code

Authorized Signature

(847) 421-5858
Telephone Number

Dan Dabizljevic
Please Type or Print Name

(309) 786-3946
Fax Number

Illinois License Number

Email address - dan@rilcoinc.com

**Sealed bids are due to Bidnet by 2:00 PM, CT, Tuesday, January 24, 2023**

## BID RESPONSE FORM

### Contract Purchase of Fuel and Lubricants

**Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:**

**1. Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**

**2. The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**

**3. Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin and Carpentersville.**

**4. Prices quoted shall include ALL charges for handling, transportation and delivery.**

**5. All items bid are F.O.B. destination.**

**6. Community Unit School District #300 is Tax Exempt.**
**Tax Exemption Number - E9996-0079-07.**

**Vendor has received Addendum ( IF APPLICABLE)**

**#1 - X #2 - _____**

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

Rilco Inc.
**NAME OF COMPANY /CORPORATION**

3501 69th Ave.
**STREET ADDRESS**

Moline
**CITY**

IL.
**STATE**

61265
**ZIP**

(847) 421-5858
**TELEPHONE NUMBER**

(309) 786-3946
**FAX NUMBER**

dan@rilcoinc.com
**EMAIL ADDRESS**

**FEIN NUMBER**
36-3022909

**ILLINOIS LICENSE NUMBER**

**BID SUBMITTED BY:**

**SIGNATURE OF AUTHORIZED AGENT**

Dan Dabizljevic
**PLEASE TYPE OR PRINT NAME**

1/23/2023
**DATE**

***Sealed bids are due to Bidnet by 2:00 PM CT, Tuesday, January 24, 2023 ***

| INSTRUCTIONS: PLEASE FILL IN COLUMNS C AND E . USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET. | Vendor Name | |
|---|---|---|
| | Complete Address | |
| | Phone | |
| | Fax | |
| | Email | |
| | Contact Person | |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| **Diesel Fuel (ULS1, B2 ULS2, B2 ULS2 with Winter Additive) – Unit Price Factor Per Gallon*** | **Plus** | | **Plus** | | |
| | | **or** | | **or** | |
| | **Minus** | | **Minus** | | |
| **Unleaded Gasoline 10% ethanol regular 87 Octane OPIS average – Unit Price Factor Per Gallon*** | **Plus** | | **Plus** | | |
| | | **or** | | **or** | |
| | **Minus** | | **Minus** | | |

* Unit price factor per gallon plus (+) or minus (-) the Chicago Daily OPIS Low Rack + Differential

IMPORTANT: Bidders must bid Unit Price Factor only and include all delivery charges. No taxes are to be included in the Unit Price Factor. Winter additive package and other per gallon charges are not included in the Unit Price Factor. Winter additive and other per gallon charges should be detailed separately on the invoice.

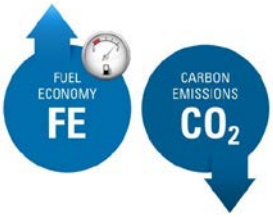
| INSTRUCTIONS: PLEASE FILL IN COLUMNS B and D . PLEASE USE COLUMN F FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED TO BIDNET. | Vendor Name | |
|---|---|---|
| | Complete Address | |
| | Phone | |
| | Fax | |
| | Email | |
| | Contact Person | |

| Fuel Product Specified | April 1, 2023-March 31, 2024 | | April 1, 2024- March 31, 2025 | | Comments |
|---|---|---|---|---|---|
| | | UOM | | UOM | |
| ISO 220 NLGI #2 Grease (Keg 120 lb) | | lb. | | lb. | |
| Multi-Purpose ATF Dex Merc (bulk) | | gal. | | gal. | |
| Extended Life ELC Premix 50/50 (bulk or pump from 55-gallon drum) | | gal. | | gal. | |
| CK-4 OEM Approved and OEM Licensed Synthetic Blend Diesel Engine Oil 10w30 (bulk) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w20 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Full Synthetic Gasoline Engine Oil 5w20 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Synthetic Blend Gasoline Engine Oil 5w30 (55-gallon drum) | | gal. | | gal. | |
| GF6 OEM Approved and OEM Licensed Full Synthetic Dexos 1 Gasoline Engine Oil 5w30 (55-gallon drum) | | gal. | | gal. | |
| CK4 OEM Approve and OEM Licensed Full Synthetic Diesel Engine Oil 5w40 (55-gallon drum) | | gal. | | gal. | |
| SAE 80w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | | lb. | | lb. | |
| Minus 20 or greater Windshield Washer Solvent Premix (55-gallon drum) | | gal. | | gal. | |
| SAE 75w90 Gear Oil Lubricant (5 gallon pail = 35 lbs.) | | lb. | | lb. | |

# PRODUCT BULLETIN

## CAM2 Blue Blood Elite Full Synthetic 5W-40 CK-4/SN

PRODUCT # 396




**CAM2 Blue Blood Elite 5W-40 Full Synthetic Engine Oil** with **DETOX®** technology is a ground breaking mixed-fleet engine oil formulated to minimize operating costs in naturally aspirated and turbocharged four-stroke diesel engines where CK-4 or SN service category and SAE 5W-40 oils are recommended.

### Features

**Excellent Cold Weather Performance** - the low viscosity full synthetic base stock promotes consistent cold engine starting in sub-zero climates allowing oil to quickly reach all areas of the engine.

**Improved Fuel Economy** - using our most advanced technology to date, Blue Blood 5W-40 CK-4 may provide up to 1.8% better fuel economy without compromising engine durability when compared to 15W-40 oils

**DETOX® Deposit Control** - Blue Blood Engine Oil with DETOX® technology protects after-treatment systems and extends engine life by reducing soot and deposits by up to 60% over conventional heavy duty engine oils

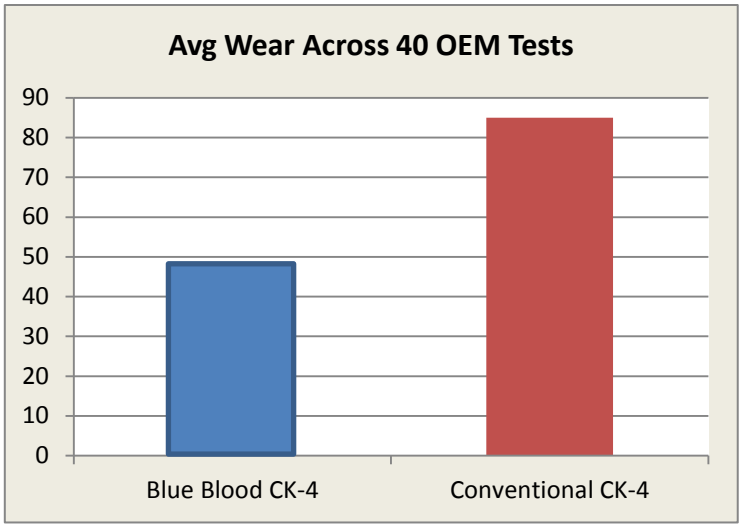
**Advanced Anti-wear Technology** - utilizing an all-new thermally stable anti-wear agent which penetrates deep into the surfaces of metallic engine components to form a lubricating barrier which can reduce wear by up to 68% over industry standards

**Formulated for Extended Drains** - helps reduce operating costs by allowing less frequent oil changes while delivering improvements in performance and protection

**Improved Oxidation Stability** - optimized additive chemistry in a premium full synthetic base stock eliminates oil thickening and effectively controls build-up of harmful acidic byproducts maintaining engine cleanliness while helping maximize gains in fuel economy

**Superb Shear Stability** - robust viscosity modifier provides extremely high viscosity index while also resisting viscosity loss due to shear ensuring your engine maintains optimal oil pressure

**After-treatment Compatibility** - advanced low-ash and sulfated ash content helps eliminate exhaust after-treatment blockages and poisoning helping your vehicle to maintain emissions compliance and fuel efficiency




*Applications and Technical Data on Page 2

## APPLICATIONS

**CAM2 Blue Blood 5W-40 CK-4/SN is recommended for the following applications:**

**API CK-4, CJ-4, CI-4+**
**API SN, SM, or SL**
**ACEA E9-16**
**CUMMINS CES 20086, CES 20081**
**CAT ECF-3, ECF-2**
**DETROIT DIESEL DFS93K222, 218**
**MACK EOS-4.5**
**VOLVO VDS-4.5**
**FORD WSS-M2C171-F1**
**MB-Approval 228.31**
**MAN 3575**
**RENAULT VI RLD-4**
**MTU 2.1**
**DEUTZ DQC III-10 LA Allison**
**TES-439**

## TYPICAL CHARACTERISTICS

| | |
|---|---|
| Product Code | 396 |
| SAE Grade | 5W- 40 |
| Viscosity @ 40°C, cSt | 86.8 |
| Viscosity @ 100°C, cSt | 14.2 |
| Viscosity Index | 170 |
| Sulfated Ash, m% | <1.0 |
| Pour Point, °C | -37 |
| HTHS @ 150°C | 4.0 |
| Flash Point, °C (COC) | 229 |
| Total Base Number, mg KOH/g | 10.0 |
| Phosphorous, m% | 0.111 |

The above characteristics are typical of current production. While production will conform to CAM2's specification, slight variations may occur and do not affect performance.

**For more information, contact your CAM2 Representative or visit our website @ www.CAM2.com**

**Special handling, notices or warnings**
Avoid contact with eyes
Avoid prolonged or repeated contact with skin
DO NOT INDUCE VOMITING



*CAM2 INTERNATIONAL, LLC*
*211 Violet Street Suite 100 • Golden, CO 80401 Telephone 800/338-2262 • Fax: 303/679-8988*
*www.CAM2.com*

# Safety Data Sheet

**Issue Date:** 01-April-2015 **Revision Date:** 02-Dec-2014

## 1. IDENTIFICATION

**Product Identifier**
**Product Name** Champion -20 Degree Windshield Wash

**Other means of identification**
**SDS #** CPD-011

**UN/ID No** UN1987

**Recommended use of the chemical and restrictions on use**
**Recommended Use** Window cleaner.

**Details of the supplier of the safety data sheet**
**Supplier Address**
Champion Packaging & Distribution
1840 International pkwy
Woodridge, IL 60517

**Emergency Telephone Number**
**Company Phone Number** 630-972-0100
**Emergency Telephone (24 hr)** INFOTRAC 1-352-323-3500 (International)
1-800-535-5053 (North America)

## 2. HAZARDS IDENTIFICATION

**Appearance** Blue liquid **Physical State** Liquid **Odor** Characteristic slight alcohol odor

**Classification**

| | |
|---|---|
| Acute toxicity - Oral | Category 4 |
| Acute toxicity - Dermal | Category 3 |
| Acute toxicity - Inhalation (Vapors) | Category 3 |
| Acute toxicity - Inhalation (Dusts/Mists) | Category 4 |
| Specific target organ toxicity (single exposure) | Category 1 |
| Flammable Liquids | Category 3 |

**Signal Word**
**Danger**

**Hazard Statements**
Harmful if swallowed
Toxic in contact with skin
Causes damage to organs
Toxic if inhaled
Flammable liquid and vapor



**Precautionary Statements - Prevention**
Wash face, hands and any exposed skin thoroughly after handling
Do not eat, drink or smoke when using this product
Wear protective gloves/protective clothing/eye protection/face protection
Use only outdoors or in a well-ventilated area
Do not breathe dust/fume/gas/mist/vapors/spray
Keep away from heat/sparks/open flames/hot surfaces. — No smoking
Keep container tightly closed
Ground/bond container and receiving equipment
Use explosion-proof equipment
Use only non-sparking tools
Take precautionary measures against static discharge
Keep cool

**Precautionary Statements - Response**
IF exposed: Call a POISON CENTER or doctor/physician
IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower
Wash contaminated clothing before reuse
Call a poison center or doctor/physician if you feel unwell
IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing
Call a POISON CENTER or doctor/physician
IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell
Rinse mouth
IN CASE OF FIRE: Use CO2, dry chemical, or foam for extinction

**Precautionary Statements - Storage**
Store locked up
Store in a well-ventilated place. Keep container tightly closed

**Precautionary Statements - Disposal**
Dispose of contents/container to an approved waste disposal plant

**Other Hazards**
Harmful to aquatic life with long lasting effects

## 3. COMPOSITION/INFORMATION ON INGREDIENTS

| Chemical Name | CAS No | Weight-% |
|---|---|---|
| Methyl alcohol | 67-56-1 | 30-40 |

**If Chemical Name/CAS No is "proprietary" and/or Weight-% is listed as a range, the specific chemical identity and/or percentage of composition has been withheld as a trade secret.**

## 4. FIRST-AID MEASURES

**First Aid Measures**

**General Advice** — IF exposed: Call a POISON CENTER or doctor/physician.

**Eye Contact** — Wash eyes immediately with running water, lifting the lower and upper lids occasionally. Rinse for 7-15 minutes. Get medical attention as soon as possible.

**Skin Contact** — Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower. Wash contaminated clothing before reuse.

**Inhalation** — Remove victim to fresh air at once. Restore and/or support breathing as required. Keep victim warm and at rest. Get medical attention as soon as possible.

**Ingestion** — Call a poison center or doctor/physician if you feel unwell. Rinse mouth.

**Most important symptoms and effects**

**Symptoms** May be harmful in contact with skin. Harmful if swallowed. Causes damage to organs. Methanol is a poisonous narcotic chemical that may exert its effects through inhalation, skin absorption, or ingestion. Elimination of methanol from the body is slow, and the toxic effects can be compounded by repeated excessive exposures over several days. Toxic effects are exerted upon the CNS, especially the optic nerve and possibly the retinae. Symptoms of overexposure include dizziness, visual impairment, nausea, respiratory failure, muscular incoordination, and narcosia. Visual disturbances may clear temporarily, then reoccur and progress to blindness. Prolonged or repeated contact with the skin may cause dermatitis, erythema, and scaling. Vapors of methanol are mildly irritating to the eyes, while direct contact with the liquid may cause irritation, pain, and transient corneal opacity. Ingestion of methanol can cause blindness and death. The fatal dose is 100-250mL, although death from ingestion of less than 33 mL has been reported.

**Indication of any immediate medical attention and special treatment needed**

**Notes to Physician** Treat symptomatically.

## 5. FIRE-FIGHTING MEASURES

**Suitable Extinguishing Media**

Carbon dioxide (CO2). Dry chemical. Alcohol foam. Water mist. Water fog.

**Unsuitable Extinguishing Media** Not determined.

**Specific Hazards Arising from the Chemical**

Moderate explosion hazard and dangerous fire hazard when exposed to heat, sparks or flames and can react vigorously with oxidizing agents.

**Hazardous Combustion Products** Toxic gases and vapors (i.e., carbon monoxide, formaldehyde) may be released in a Methanol fire.

**Protective equipment and precautions for firefighters**

As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

## 6. ACCIDENTAL RELEASE MEASURES

**Personal precautions, protective equipment and emergency procedures**

**Personal Precautions** Use personal protective equipment as required. Remove all sources of ignition. Provide adequate ventilation.

**Environmental Precautions** See Section 12 for additional Ecological Information.

**Methods and material for containment and cleaning up**

**Methods for Containment** Prevent further leakage or spillage if safe to do so.

**Methods for Clean-Up** Small quantities may be absorbed on paper towels. Evaporate in a safe place (such as a fume hood). Burn paper in an approved incinerator or open pit away from buildings and people. Large quantities can be collected and atomized in a suitable combustion chamber. Spills in sensitive areas may be diluted and flushed to ground with a water spray. Do not flush to sewer or other confined space. Spills of 5,000 pounds or more must be reported to the National Response Center (800-424-8802) pursuant to the Comprehensive Environmental Response, Compensation and Liability Act.

## 7. HANDLING AND STORAGE

**Precautions for safe handling**

**Advice on Safe Handling** Handle in accordance with good industrial hygiene and safety practice. Wash face, hands, and any exposed skin thoroughly after handling. Do not eat, drink or smoke when using this product. Keep away from heat/sparks/open flames/hot surfaces. — No smoking. Keep container tightly closed. Ground/bond container and receiving equipment. Use explosion proof equipment. Use only non-sparking tools. Take precautionary measures against static discharges. Wear protective gloves/protective clothing and eye/face protection. Keep cool. Avoid contact with skin and eyes.

**Conditions for safe storage, including any incompatibilities**

**Storage Conditions** Store locked up. Store in a well-ventilated place. Keep container tightly closed. Store away from heat, sparks, flame. Store away from incompatible materials.

**Incompatible Materials** Strong oxidizing agents such as nitrates, perchlorates or Sulfuric acid.

## 8. EXPOSURE CONTROLS/PERSONAL PROTECTION

**Exposure Guidelines**

| Chemical Name | ACGIH TLV | OSHA PEL | NIOSH IDLH |
|---|---|---|---|
| Methyl alcohol<br>67-56-1 | STEL: 250 ppm<br>TWA: 200 ppm<br>S* | TWA: 200 ppm<br>TWA: 260 mg/m$^3$<br>(vacated) TWA: 200 ppm<br>(vacated) TWA: 260 mg/m$^3$<br>(vacated) STEL: 250 ppm<br>(vacated) STEL: 325 mg/m$^3$<br>(vacated) S* | IDLH: 6000 ppm<br>TWA: 200 ppm<br>TWA: 260 mg/m$^3$<br>STEL: 250 ppm<br>STEL: 325 mg/m$^3$ |

**Appropriate engineering controls**

**Engineering Controls** Showers. Eyewash stations. Ventilation systems.

**Individual protection measures, such as personal protective equipment**

**Eye/Face Protection** Safety glasses.

**Skin and Body Protection** Impervious gloves and protective clothing are recommended.

**Respiratory Protection** Any air-supplied respirator or self-contained breathing apparatus. Only NIOSH or MSHA approved equipment should be used.

**General Hygiene Considerations** Handle in accordance with good industrial hygiene and safety practice.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

**Information on basic physical and chemical properties**

| | | | |
|---|---|---|---|
| **Physical State** | Liquid | | |
| **Appearance** | Blue liquid | **Odor** | Characteristic slight alcohol odor |
| **Color** | Blue | **Odor Threshold** | Not determined |

| Property | Values | Remarks • Method |
|---|---|---|
| **pH** | 7-10 | |
| **Melting Point/Freezing Point** | Not determined | |
| **Boiling Point/Boiling Range** | 86.7 °C / 188 °F | |
| **Flash Point** | 38.3 °C / 101 °F | CC (closed cup) |
| **Evaporation Rate** | 5.9 | (butyl acetate = 1) |
| **Flammability (Solid, Gas)** | Liquid-Not applicable | |
| **Upper Flammability Limits** | 36.5 | |
| **Lower Flammability Limit** | 6.7 | |
| **Vapor Pressure** | 97 | @ 68°F (20 ° C) |
| **Vapor Density** | 1.1 | (Air=1) |
| **Specific Gravity** | 0.954 | (Water = 1) |
| **Water Solubility** | Fully miscible | |
| **Solubility in other solvents** | Not determined | |
| **Partition Coefficient** | Not determined | |
| **Auto-ignition Temperature** | Not determined | |
| **Decomposition Temperature** | Not determined | |
| **Kinematic Viscosity** | Not determined | |
| **Dynamic Viscosity** | Not determined | |
| **Explosive Properties** | Not determined | |
| **Oxidizing Properties** | Not determined | |

## 10. STABILITY AND REACTIVITY

**Reactivity**
Not reactive under normal conditions.

**Chemical Stability**
Stable under recommended storage conditions.

**Possibility of Hazardous Reactions**
None under normal processing.

**Hazardous Polymerization** Under normal conditions of storage and use, hazardous polymerization will not occur.

**Conditions to Avoid**
Excessive heat and fire. Strong oxidizing agents.

**Incompatible Materials**
Strong oxidizing agents such as nitrates, perchlorates or Sulfuric acid.

**Hazardous Decomposition Products**
Toxic gases and vapors (i.e., carbon monoxide, formaldehyde) may be released in a Methanol fire.

## 11. TOXICOLOGICAL INFORMATION

**Information on likely routes of exposure**

**Product Information**

**Eye Contact** Avoid contact with eyes.

**Skin Contact** Toxic in contact with skin.

**Inhalation** Toxic if inhaled.

**Ingestion** Harmful if swallowed.

**Component Information**

| Chemical Name | Oral LD50 | Dermal LD50 | Inhalation LC50 |
|---|---|---|---|
| Methyl alcohol<br>67-56-1 | = 5628 mg/kg ( Rat ) | = 15800 mg/kg ( Rabbit ) | = 83.2 mg/L ( Rat ) 4 h = 64000 ppm ( Rat ) 4 h |

**Information on physical, chemical and toxicological effects**

**Symptoms** Please see section 4 of this SDS for symptoms.

**Delayed and immediate effects as well as chronic effects from short and long-term exposure**

**Carcinogenicity** This product does not contain any carcinogens or potential carcinogens as listed by OSHA, IARC or NTP.

**STOT - single exposure** Causes damage to organs.

**Numerical measures of toxicity**
Not determined

## 12. ECOLOGICAL INFORMATION

**Ecotoxicity**
Harmful to aquatic life with long lasting effects.

**Component Information**

| Chemical Name | Algae/aquatic plants | Fish | Toxicity to microorganisms | Crustacea |
|---|---|---|---|---|
| Methyl alcohol<br>67-56-1 | | 28200: 96 h Pimephales promelas mg/L LC50 flow-through 100: 96 h Pimephales promelas mg/L LC50 static 19500 - 20700: 96 h Oncorhynchus mykiss mg/L LC50 flow-through 18 - 20: 96 h Oncorhynchus mykiss mL/L LC50 static 13500 - 17600: 96 h Lepomis macrochirus mg/L LC50 flow-through | EC50 = 39000 mg/L 25 min<br>EC50 = 40000 mg/L 15 min<br>EC50 = 43000 mg/L 5 min | |

**Persistence/Degradability**
Not determined.

**Bioaccumulation**
Not determined.

**Mobility**

| Chemical Name | Partition Coefficient |
|---|---|
| Methyl alcohol<br>67-56-1 | -0.77 |

**Other Adverse Effects**
Not determined

## 13. DISPOSAL CONSIDERATIONS

**Waste Treatment Methods**

**Disposal of Wastes** Disposal should be in accordance with applicable regional, national and local laws and regulations.

**Contaminated Packaging** Disposal should be in accordance with applicable regional, national and local laws and regulations.

**US EPA Waste Number**

| Chemical Name | RCRA | RCRA - Basis for Listing | RCRA - D Series Wastes | RCRA - U Series Wastes |
|---|---|---|---|---|
| Methyl alcohol<br>67-56-1 | | Included in waste stream:<br>F039 | | U154 |

**California Hazardous Waste Status**

| Chemical Name | California Hazardous Waste Status |
|---|---|
| Methyl alcohol<br>67-56-1 | Toxic<br>Ignitable |

## 14. TRANSPORT INFORMATION

**Note** For combination packagings (e.g. boxes) containing inner packagings (e.g. bottles) of 5 L (1.33 gal) or less, the product is shipped as a limited quantity per 49 CFR 173.150(b). For IBC's "totes", the product is shipped as UN1987, ALCOHOLS, N.O.S. (METHANOL), 3, III.

**DOT**

**UN/ID No** UN1987
**Proper Shipping Name** Alcohols, n.o.s. (Methanol)
**Hazard Class** 3
**Packing Group** III

**IATA**

**Proper Shipping Name** The product as packaged is not approved for air transportation.

**IMDG**

**UN/ID No** UN1987
**Proper Shipping Name** Alcohols, flammable, toxic, n.o.s. (Methanol)
**Hazard Class** 3
**Subsidiary Hazard Class** 6.1
**Packing Group** III
**Marine Pollutant** Methanol
**Description** For combination packagings (e.g. boxes) containing inner packagings (e.g. bottles) of 5 L (1.33 gal) or less, the product is shipped as a limited quantity per IMDG Code Chapter 3.4.

## 15. REGULATORY INFORMATION

**International Inventories**

| Chemical Name | TSCA | DSL | NDSL | EINECS | ELINCS | ENCS | IECSC | KECL | PICCS | AICS |
|---|---|---|---|---|---|---|---|---|---|---|
| Methyl alcohol | Present | X | | Present | | Present | X | Present | X | X |

**Legend:**

***TSCA*** *- United States Toxic Substances Control Act Section 8(b) Inventory*

***DSL/NDSL*** *- Canadian Domestic Substances List/Non-Domestic Substances List*

***EINECS/ELINCS*** *- European Inventory of Existing Chemical Substances/European List of Notified Chemical Substances*

***ENCS*** *- Japan Existing and New Chemical Substances*

***IECSC*** *- China Inventory of Existing Chemical Substances*

***KECL*** *- Korean Existing and Evaluated Chemical Substances*

***PICCS*** *- Philippines Inventory of Chemicals and Chemical Substances*

***AICS*** *- Australian Inventory of Chemical Substances*

## US Federal Regulations

### CERCLA

| Chemical Name | Hazardous Substances RQs | CERCLA/SARA RQ | Reportable Quantity (RQ) |
|---|---|---|---|
| Methyl alcohol<br>67-56-1 | 5000 lb | | RQ 5000 lb final RQ<br>RQ 2270 kg final RQ |

### SARA 313

| Chemical Name | CAS No | Weight-% | SARA 313 - Threshold Values % |
|---|---|---|---|
| Methyl alcohol - 67-56-1 | 67-56-1 | 33 | 1.0 |

## US State Regulations

### California Proposition 65

This product contains the following Proposition 65 chemicals.

| Chemical Name | California Proposition 65 |
|---|---|
| Methyl alcohol - 67-56-1 | Developmental |

### U.S. State Right-to-Know Regulations

| Chemical Name | New Jersey | Massachusetts | Pennsylvania |
|---|---|---|---|
| Methyl alcohol<br>67-56-1 | X | X | X |

## 16. OTHER INFORMATION

| | | | | |
|---|---|---|---|---|
| **NFPA** | **Health Hazards** | **Flammability** | **Instability** | **Special Hazards** |
| | 1 | 3 | 0 | Not determined |
| **HMIS** | **Health Hazards** | **Flammability** | **Physical Hazards** | **Personal Protection** |
| | 1 | 2 | 1 | B |

**Issue Date:** 01-April-2015
**Revision Date:** 02-Dec-2014
**Revision Note:** New format

**Disclaimer**

**The information provided in this Safety Data Sheet is correct to the best of our knowledge, information and belief at the date of its publication. The information given is designed only as a guidance for safe handling, use, processing, storage, transportation, disposal and release and is not to be considered a warranty or quality specification. The information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process, unless specified in the text.**

**End of Safety Data Sheet**

Technical Data Sheet

Formerly Known As: **Shell Albida Grease EP 2, Shell Retinax LX 2**

# Shell Gadus *S3 V220C 2*

- Extra Protection
- High Temperature
- Red Lithium Complex

***Premium multipurpose extreme-pressure grease***

Shell Gadus S3 V220C greases are premium multi-purpose greases based on high viscosity index mineral oil and a lithium complex soap thickener. They contain the latest additives to offer excellent high temperature oxidation performance and other additives to enhance its anti-oxidation, anti-wear and anti-corrosion properties. Shell Gadus S3 V220C greases are especially suitable for bearings operating at high temperature and under load.

## DESIGNED TO MEET CHALLENGES

### Performance, Features & Benefits

- **Excellent mechanical stability even under vibrating conditions.**
  Consistency retained over long periods, even in conditions of severe vibration.
- **Enhanced extreme-pressure properties.**
  Excellent load-carrying performance.
- **Good water resistance.**
  Ensures lasting protection even in the presence of large amounts of water.
- **High dropping point.**
- **Long operational life at high temperatures.**
- **Effective corrosion protection.**
  Ensures components/bearings do not fail due to corrosion.

### Main Applications



- Shell Gadus S3 V220C greases are used for the grease lubrication of heavy-duty bearings used in machinery found in the following applications:
- Vibrating sieves
- Quarries
- Continuous casting
- Roller conveyors
- Breakers

### Specifications, Approvals & Recommendations

- Certified by NLGI according to HPM + HL
- SEB 18 12 53
- ASTM D4950 LB-GC
- MB 267.1

For a full listing of equipment approvals and recommendations, please consult your local Shell Technical Helpdesk.

### Typical Physical Characteristics

| Properties | | | Method | Shell Gadus S3 V220C 2 |
|---|---|---|---|---|
| NLGI Consistency | | | | 2 |
| Colour | | | | Red |
| Soap Type | | | | Lithium complex |
| Base Oil (type) | | | | Mineral |
| Base Oil Viscosity | @40°C | cSt | IP 71 / ASTM D445 | 220 |
| Base Oil Viscosity | @100°C | cSt | IP 71 / ASTM D445 | 19 |
| Cone Penetration, Worked | @25°C | 0.1mm | IP 50 / ASTM D217 | 265-295 |
| Dropping Point | | °C | IP 396 | 240 |
| Pumpability Long Distance | | | | Fair |

| Properties | | Method | Shell Gadus S3 V220C 2 |
|---|---|---|---|
| Four Ball Weld Load | Kg minimum | ASTM D2596 | 315 |

These characteristics are typical of current production. Whilst future production will conform to Shell's specification, variations in these characteristics may occur.

## Health, Safety & Environment

- **Health and Safety**

  Shell Gadus S3 V220C Grease is unlikely to present any significant health or safety hazard when properly used in the recommended application and good standards of personal hygiene are maintained.

  Avoid contact with skin. Use impervious gloves with used oil. After skin contact, wash immediately with soap and water.

  Guidance on Health and Safety is available on the appropriate Safety Data Sheet, which can be obtained from https://www.epc.shell.com

- **Protect the Environment**

  Take used oil to an authorised collection point. Do not discharge into drains, soil or water.

## Additional Information

- **Operating Temperature**

  Operating temperature range -20°C to 140°C (peak 150°C)

- **Re-greasing Intervals**

  For bearings operating near their maximum recommended temperatures, re-greasing intervals should be reviewed

- **Advice**

  Advice on applications not covered here may be obtained from your Shell representative.

# QUAKER STATE FULL SYNTHETIC SAE 5W-30 MOTOR OIL

## PASSENGER CAR MOTOR OIL

## TECHNICAL DATA SHEET

Quaker State® Full Synthetic motor oil is the best of the Quaker State family of products, reducing friction to maximize horsepower, protecting against the formulation of sludge and harmful deposits, and providing improved fuel economy[1]. It is a high quality full synthetic motor oil specially formulated to deliver strong engine performance. Quaker State® Full Synthetic motor oil is designed to protect today's sophisticated engines such as modern turbocharged engines.

1 Based on latest industry standard

## PERFORMANCE, FEATURES & BENEFITS

- Provides improved fuel economy[1]
- Reduces friction to maximize horsepower
- Excellent protection against the formation of sludge and harmful deposits
- Superior lubrication flow and pumpability at high and low temperatures[2]
- High resistance to oxidation, keeping the oil fresher for longer

1 Based on latest industry standard

2 Compared to Quaker State® Motor Oil

## MAIN APPLICATIONS

Quaker State® Full Synthetic SAE 5W-30 Motor Oil is recommended for use in all vehicles requiring the use of SAE 5W-30 viscosity grade engine oils under all driving conditions. It can be mixed with other synthetic or mineral oils. Always consult your owner's manual for the correct viscosity grade and performance recommendation required for your vehicle.

The unique properties of Quaker State® Full Synthetic motor oil are especially apparent in the following applications:

- Technologically advanced engines
- New and older vehicles, especially high performance vehicles such as sport cars, SUVs, trucks and minivans
- Compatible with biofuels ranging from E10 to E85 and suitable for hybrid vehicles

## SPECIFICATIONS, APPROVALS & RECOMMENDATIONS

- Chrysler MS 6395
- General Motors dexos1™ Gen 3 (license D335AIDB014)
- Ford WSS-M2C961-A1

Exceeds the requirements of the following industry specifications:

- API SP-Resource Conserving, API SN PLUS and all previous Categories
- ILSAC GF-6A

For a full listing of equipment approvals and recommendations, please consult your local Technical Helpdesk.

To find the right Quaker State® product for your vehicles and equipment, please consult www.quakerstate.com to look up the right motor oil recommendation using our oil selector.

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# QUAKER STATE FULL SYNTHETIC SAE 5W-30 MOTOR OIL

## PASSENGER CAR MOTOR OIL

## TYPICAL PHYSICAL CHARACTERISTICS

| Properties | | | Method | Quaker State Full Synthetic SAE 5W-30 Motor Oil |
|---|---|---|---|---|
| Viscosity Grade | | | | 5W-30 |
| API Service | | | | SP-RC |
| ILSAC | | | | GF-6A |
| GM | | | | dexos 1™ Gen 3 |
| ACEA | | | | N/A |
| Density | | $kg/m^3$ | ASTM D4052 | 837 |
| Flash Point | | °C | ASTM D93 | 234 |
| Pour Point | | °C | ASTM D97 | -50 |
| Kinematic Viscosity | @40°C | cSt | ASTM D445 | 66.65 |
| Kinematic Viscosity | @100°C | cSt | ASTM D445 | 11.60 |
| Viscosity Index | | | ASTM D2270 | 170 |
| CCS Viscosity | @-30°C | cP | ASTM D5293 | 3 800 |
| MRV Viscosity | @-35°C | cP | ASTM D4684 | 12 550 |

These characteristics are typical of current production. Whilst future production will conform to Quaker State's® specification, variations in these characteristics may occur.

## HEALTH, SAFETY & ENVIRONMENT

### Health and Safety

This product is unlikely to present any significant health or safety hazard when properly used in the recommended application and good standards of personal hygiene are maintained.

Avoid contact with skin. Use impervious gloves with used oil. After skin contact, wash immediately with soap and water.

Guidance on Health and Safety is available on the appropriate Safety Data Sheet, which can be obtained from https://www.epc.shell.com

### Protect the Environment

Take used oil to an authorised collection point. Do not discharge into drains, soil or water.

## ADDITIONAL INFORMATION

### Advice

Advice on applications not covered here may be obtained from your Quaker State® Lubricants distributer representatives or technical helpdesks.

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TEC-GUARD

EXTREME

# TEC-GUARD EXTREME SYNTHETIC BLEND CK-4

*10W-30 & 15W-40*

## PRODUCT DESCRIPTION

**Tec-Guard EXTREME Synthetic Blend CK-4** is formulated with the use of next-generation, fuel efficient additive technology. It meets or exceeds nearly all the next generation OEM specifications including those from Ford, Cummins, Detroit Diesel, Mack, Volvo, Renault, Mercedes, MAN and Deutz. It can be recommended for new engines requiring CK-4 fluid and is backward compatible with API CJ-4, CI-4+, CI-4, CH, and CG oils.

## FEATURES

**Tec-Guard EXTREME Synthetic Blend CK-4 provides:**

- Increased fuel economy by using semi-synthetic base oils and advanced friction modifiers
- Excellent protection from deposits at all operating temperatures
- Excellent bearing corrosion protection
- Excellent anti-wear, anti-foam, and anti-rust properties
- Excellent soot control

## RECOMMENDATIONS

**Tec-Guard EXTREME Synthetic Blend CK-4 meets or exceeds all of the following requirements or OEM specifications:**

- API CK-4, CJ-4, CI-4 PLUS, CI-4, CH-4
- API SN (15W-40)
- Ford Powerstroke (WSS-W2C171-F)
- CUMMINS CES20086, CES20081
- DETROIL DIESEL 93K222, 93J218
- MACK EOS-4.5, EO-O, EO-M
- JASO DH-2
- VOLVO VDS-4.5, VDS-4
- RENAULT RLD-4, RLD-3
- ACEA E7/E9
- MB 228.31
- MAN 3575
- DEUTZ DQC III-10 LA

| SAE GRADE | 10W-30 | 15W-40 |
|---|---|---|
| Viscosity @ 40°C, cSt | 81.6 | 118 |
| Viscosity @ 100°C, cSt | 11.85 | 15.4 |
| Viscosity Index | 139 | 140 |
| Sulfated Ash, m% | 1.0 | 1.0 |
| Pour Point, °C | -36 | -32 |
| HTHS @ 150°C | 3.4 | 4.0 |
| Flash Point, °C (COC) | 241 | 241 |
| Total Base Number, mg KOH/g | 10 | 10 |
| Phosphorus, m% | 0.113 | 0.113 |



The product described above is designed for a specific use and may not be valid for other uses not specified in our specification sheet or in applications not requiring this specific product. Tec-Guard believes that the information presented in this specification is accurate at the time it was written and is based upon internally generated information and information presented by its vendors. No representation, warranty, or guarantee is made as to its accuracy or completeness. We do not accept any liability for any loss or damage that may occur from the use of this information.



# TEC-KOOL®

## MAX




**TEC-KOOL® Max Red ELC Heavy-Duty 50/50 Premix Antifreeze/Coolant** is a heavy-duty, extended life inhibitor package coolant containing organic acids, azoles, and nitrite. It contains no amines, borate, nitrate, phosphate or silicate. It will protect all engine metals from corrosion and will control cylinder liner pitting cavitation-erosion. It contains additives to minimize hot surface scaling and heat transfer surface fouling due to minor oil leakage, less susceptible to contamination than hybrid and conventional technologies, and is compatible with HD ELC, NOAT, and EC-1 systems.

**TEC-KOOL® Max Red ELC Heavy-Duty 50/50 Premix Antifreeze/Coolant** is compatible with most major brands of OAT, HOAT, and conventional antifreeze. In heavy-duty applications, it provides a service life of at least 600,000 miles with the addition of an extender at 300,000 miles, if necessary. Extenders are added when analysis of the coolant indicates that it is needed. For off-road heavy-duty applications, it will provide a service life of 12,000 hours, with the addition of the extender at 6,000 hours if needed.

- Amines, Borate, Nitrate, Phosphate, and Silicate-Free Formula
- ELC Heavy-Duty - No SCA's Required
- Protection Against Corrosion and Cavitation

**Meets or exceeds the following performance requirements and industry specifications:**

- ASTM D3306
- TMC RP 329
- TMC RP 330
- Cummins®
- Detroit Diesel®
- ASTM D6210
- TMC RP 302A-1
- International®
- Caterpillar®
- Mack®

| | Product Number | UPC Code | Pack |
|---|---|---|---|
| Concentrate | 1031012540C0NC | 859862007654 | 6/1 Gallon |
| | 1031021540C0NC | 859862007661 | Drum |
| | 1031020540C0NC | 859862007692 | 275 Gallon Tote |
| | 1031020540C0NC | 859862007708 | 330 Gallon Tote |
| 50/50 Premix | 10310125450/50 | 859862007647 | 6/1 Gallon |
| | 10310215450/50 | 859862007678 | Drum |
| | 10310205450/50 | 859862007685 | 275 Gallon Tote |
| | 10310250450/50 | 859862007715 | 330 Gallon Tote |

# TEC-KOOL® Max Red ELC Heavy-Duty 50/50 Premix Antifreeze

| Physical Properties | | |
|---|---|---|
| Antifreeze | Vol. % | 50.0 min. |
| Water | Vol. % | 50.0 min. |
| Flash Point | °F | None |
| Weight per gallon at 60°F -16°C | lbs. | 8.88 min. |
| Silicates | Mass % | Nil |

| % Antifreeze | Freezing Point | | Boiling Point* | |
|---|---|---|---|---|
| | °F | °C | °F | °C |
| 50% | -34 max | -36 max | 226 min | 107 min |

*Boiling point shown at atmospheric pressure. Add 40°F for 15psi radiator cap.

| Characteristics | Specification | Company Typical | ASTM Method |
|---|---|---|---|
| Chloride | 25 ppm, max. | 3 | D3634 |
| Specific gravity 60/60°F | 1.065 min | 1.070 | D1122 |
| Boiling Point, 50% V/V | 226°F / 108°C min. | 230 | D1120 |
| Freezing Point, 50% V/V | -34°F / -36°C max. | -34 | D1177 |
| Effect on engine or vehicle finish | No effect | Pass | -- |
| Ash content, mass% | 2.5 max. | 1.1 | D1119 |
| pH, 50% V/V | 8.0-9.0 | 8.7 | D1287 |
| Reserve alkalinity* | None specified | 4.0 | D1121 |
| Color | Distinctive | Red | -- |
| Effect on nonmetals | No adverse effect | Pass | -- |
| Storage stability | None specified | >1 year | -- |
| Foaming | 150 ml rise max.<br>5 sec. break, max. | Pass | D1881 |

* Reserve alkalinity (RA) is a value agreed between the customer and supplier. The RA listed above is the typical for the additive package being used.

**NOTE:** All laws/regulations should be observed when disposing of Antifreeze/Coolant. Dispose of contents/container, in a safe manner, to appropriate waste disposal facility, in accordance with local/state/national/international regulations.

**TEC-KOOL® Max Red is Also Available in Yellow**







# ARMOR

## TEC-GUARD DEX-MERC AUTOMATIC TRANSMISSION FLUID

**TEC-GUARD® Armor Dex/Merc Automatic Transmission Fluid** is formulated with selected Group II base oils and additives to meet demands of an automotive transmission environment and to provide excellent oxidation control and low-temperature performance required in passenger car and light truck transmissions.

Meets or exceeds the following performance requirements and industry specifications: DEXRON® III H, DEXRON® III G, DEXRON® IIE, MERCON®, or Type A, M2C138-CJ or M2C 166-H Fluids, Allison® C-4, Caterpillar® TO-2. In Chrysler® transmissions, except where Chrysler® MS-9602, MS-7176 or ATF+4 are required. In 1979 or newer transmissions built by Ford®, except Ford® FMX and pre-1980 C-4 transmissions and where MERCON® V is required. It is not recommended for Ford® Type F, Continuously Variable Transmissions (CVT), Dual Clutch Transmissions (DCT), or in transmissions requiring DEXRON® VI automatic transmission fluid. Always consult your owner's manual for specific recommendations.

- Designed to provide smooth shift performance where DEXRON® III or a MERCON® transmission fluid is required
- Provides excellent high temperature oxidation resistance
- Protects against rust, corrosion, and wear

| Test Method | | Product Numbers | |
|---|---|---|---|
| ASTM D1298 - API Gravity | 32 | Bulk | 10411205200ATF |
| ASTM D93 - Flash Point, °C | 185 | Drum | 10411215200ATF |
| ASTM D97 - Pour Point, °C | -48 | Pail | 10411245200ATF |
| ASTM D445 - Viscosity @ 40° C, cST | 32.8 | Tote | 10411205200ATF |
| ASTM D445 - Viscosity @ 100° C, cST | 7.2 | 12/1 Quart | 10411265200ATF |
| ASTM D2270 - Viscosity Index | 179 | | |
| Color | Red | | |

Always consult your owner's manual for specific recommendations. DON'T POLLUTE. CONSERVE RESOURCES. RETURN USED OIL TO APPROVED COLLECTION CENTERS.



TEC-GUARD
1320 1st Street • Rock Island, IL 61201 309-788-5631 • www.tec-guard.com







# ARMOR

## TEC-GUARD SYNTHETIC BLEND FULL SYNTHETIC PASSENGER CAR MOTOR OILS

**TEC-GUARD® Armor Full Synthetic 5W-20** is an advanced synthetic engine oil designed to prevent deposits and sludge build up and enable longer engine life. It is excellent at providing oxidation control, protect engines against low speed pre-ignition (LSPI) in turbo-charged gasoline direct injection engines (TGDI) and backward compatible with earlier API/ILSAC performance levels.

Meets or exceeds the following performance requirements and industry specifications: FORD® WSS-M2C945-A, FORD® WSS-M2C945-B1, FORD® WSS-M2C930-A, ILSAC GF-6, ILSAC GF-5, ILSAC GF-4, ILSAC GF-3, API SN PLUS, API SN, GM® 6094M, CHRYSLER® MS-6395. Always consult your owner's manual for specific recommendations.

| Test Method | | Product Numbers | |
|---|---|---|---|
| NOVACK Volatility | <13% | Bulk | 10425204905W20 |
| ASTM D93 - Flash Point, °C | 230 | Drum | 10425214905W20 |
| ASTM D97 - Pour Point, °C | -42 | Pail | 10425244905W20 |
| ASTM D445 - Viscosity @ 40° C, cST | 49.6 | Tote | 10425204905W20 |
| ASTM D445 - Viscosity @ 100° C, cST | 8.25 | 4/1 Gallon | 10425114905W20 |
| ASTM D2270 - Viscosity Index | 162 | 12/1 Quart | 10425264905W20 |
| ASTM D896 - TBN | 7.3 | | |

- Increases fuel economy
- Excellent overall lubrication and wear protection performance for all driving styles
- Outstanding thermal and oxidation stability
- Outstanding performance during the maximum oil change interval recommended in a vehicle's owner's manual

Always consult your owner's manual for specific recommendations. DON'T POLLUTE. CONSERVE RESOURCES. RETURN USED OIL TO APPROVED COLLECTION CENTERS.



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# ARMOR

## TEC-GUARD SYNTHETIC BLEND PASSENGER CAR MOTOR OILS

**TEC-GUARD® Armor Synthetic Blend 5W-20** is a synthetic blend engine oil that offers excellent oxidation stability, additional high temperature protection, better cold weather properties than conventional motor oils and it is backward compatible with earlier API/ILSAC performance levels.

**TEC-GUARD® Armor Synthetic Blend 5W-20** meets or exceeds the following performance requirements and industry specifications: FORD® WSS-M2C930-A, FORD® WSS-M2C945-B1, FORD® WSS-M2C945-A, ILSAC GF-6, ILSAC GF-5, ILSAC GF-4, ILSAC GF-3, API SN PLUS, API SN, GM® 6094M, CHRYSLER® MS-6395. Always consult your owner's manual for specific recommendations.

| Test Method | | Product Numbers | |
|---|---|---|---|
| NOVACK Volatility | <13% | Bulk | 10425204805W20 |
| ASTM D93 - Flash Point, °C | 230 | Drum | 10425214805W20 |
| ASTM D97 - Pour Point, °C | -42 | Pail | 10425244805W20 |
| ASTM D445 - Viscosity @ 40° C, cST | 49.6 | Tote | 10425204805W20 |
| ASTM D445 - Viscosity @ 100° C, cST | 8.2 | 4/1 Gallon | 10425114805W20 |
| ASTM D2270 - Viscosity Index | 162 | 12/1 Quart | 10425264805W20 |

- Outstanding wear protection under a wide variety of operating conditions
- Helps extend engine life
- Compatible with leading motor oils
- Superior cold-cranking capabilities







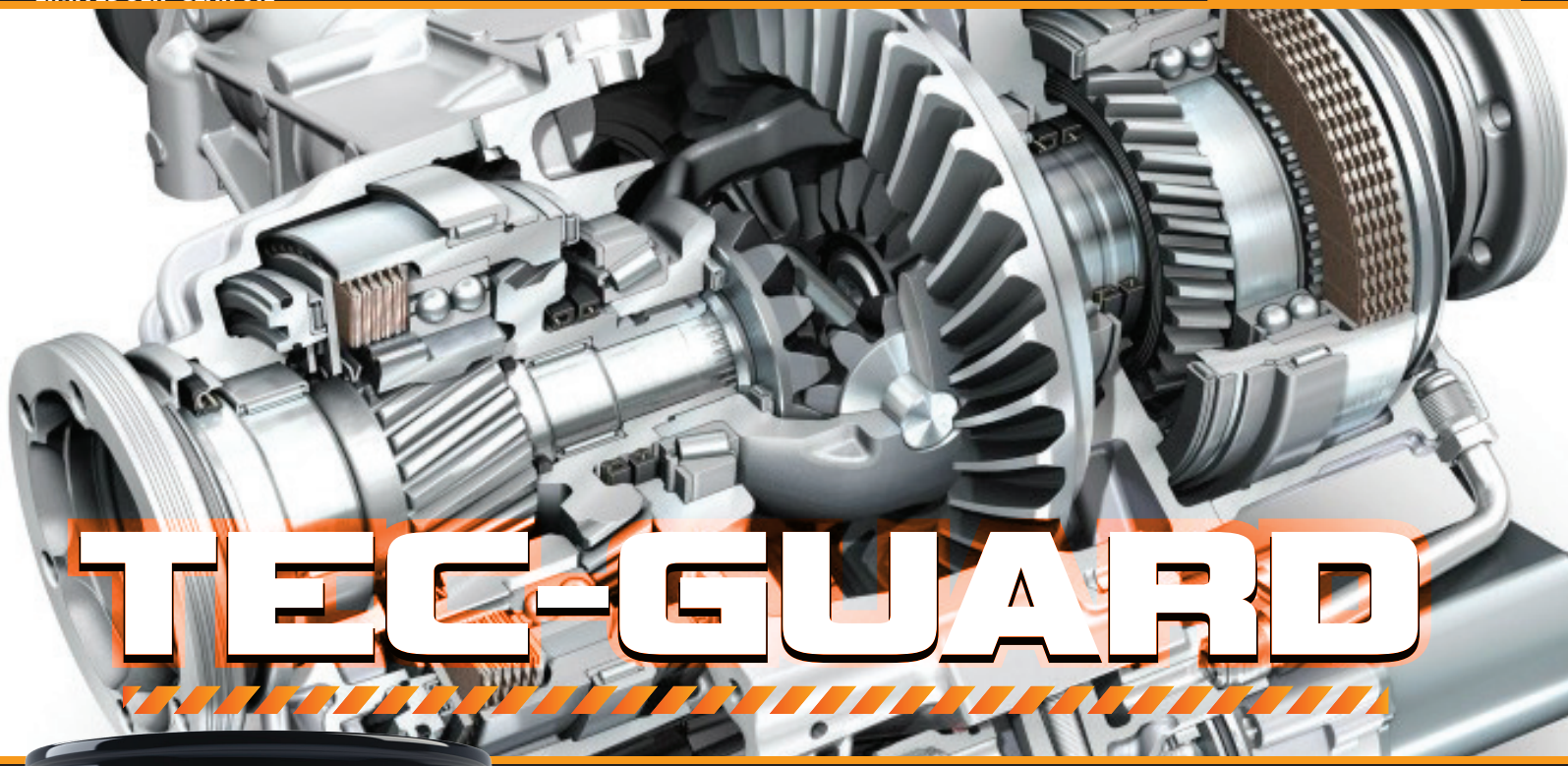
# ARMOR

## TEC-GUARD SYNTHETIC BLEND PASSENGER CAR MOTOR OILS

**TEC-GUARD® Armor Synthetic Blend 5W-30** is a synthetic blend engine oil that offers excellent oxidation stability, increases your engine's fuel economy, protects against deposits at all temperatures and it is backward compatible with earlier API/ILSAC performance levels. **TEC-GUARD® Armor Synthetic Blend 5W-30** meets or exceeds the following performance requirements and industry specifications:
ILSAC GF-6, ILSAC GF-5, ILSAC GF-4, ILSAC GF-3, API SN PLUS, API SN, FORD® WSS-M2C946-A, FORD® WSS-M2C946-B1, FORD® WSS-M2C929-A, GM® 6094M, CHRYSLER® MS-6395. Always consult your owner's manual for specific recommendations.

| Test Method | | Product Numbers | |
|---|---|---|---|
| NOVACK Volatility | <13% | Bulk | 10425204805W30 |
| ASTM D93 - Flash Point, °C | 234 | Drum | 10425214805W30 |
| ASTM D97 - Pour Point, °C | -48 | Pail | 10425244805W30 |
| ASTM D445 - Viscosity @ 40° C, cST | 60.1 | Tote | 10425204805W30 |
| ASTM D445 - Viscosity @ 100° C, cST | 10.2 | 4/1 Gallon | 1042511805W30 |
| ASTM D2270 - Viscosity Index | 158 | 12/1 Quart | 10425264805W30 |

- Excellent thermal oxidation control
- Industry leading high temperature deposit control
- Superior cold-cranking capabilities
- Enhanced anti-wear, anti-foam, bearing corrosion
- and anti-rust protection



# TEC-GUARD



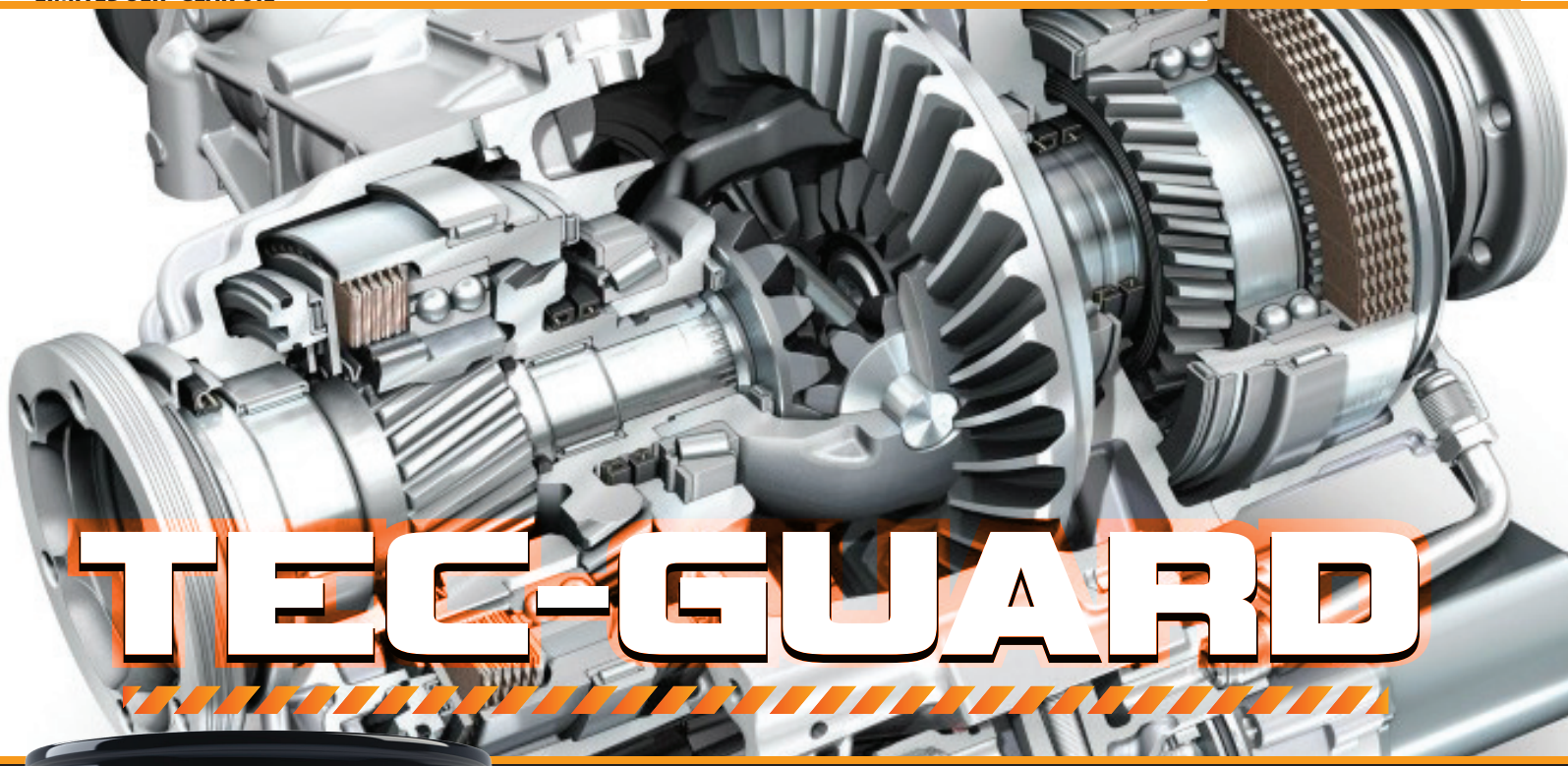

# EXTREME

## TEC-GUARD EXTREME HIGH PERFORMANCE GEAR OILS

**TEC-GUARD® Extreme High Performance Gear Oils** are premium quality limited slip gear oils blended from select base oils and an advanced additive package, they are designed to increase equipment life, lower maintenance costs, and reduce down-time. **TEC-GUARD® Extreme Limited Slip 80W-90 Gear Oil** meets the requirements of API GL-5 and API MT-1 for use in passenger cars and light-duty trucks with limited-slip differentials, always consult your owner's manual for specific recommendations.

| Test Method | | Product Numbers | |
|---|---|---|---|
| ASTM D1298A - API Gravity | 25 | Bulk | 10419203580W90 |
| ASTM D92 - Flash Point, °C | 210 | Drum | 10419213580W90 |
| ASTM D5949 - Pour Point, °C | -26 | Pail | 10419243580W90 |
| ASTM D445 - Viscosity @ 40° C, cST | 144 | Keg | 10419223580W90 |
| ASTM D2270 - Viscosity Index | 100 | Tote | 10419203580W90 |
| | | 4/1 Gallon | 10419113580W90 |
| | | 2/2.5 Gallon | 10419163580W90 |
| | | 12/1 Quart | 10419263580W90 |

- Excellent frictional properties
- Thermal stability and resistance to high temperature oxidation
- Outstanding protection against low speed/high torque wear and against high speed scoring
- Reduces wear, maintenance costs, and ease of start-up



# TEC-GUARD EXTREME




## TEC-GUARD EXTREME HIGH PERFORMANCE FULL SYNTHETIC GEAR OILS

**TEC-GUARD® Extreme High Performance Gear Oils** are premium quality limited slip gear oils blended from synthetic base oils and an advanced additive package, they are designed to provide protection under severe operating conditions, reduce operating costs, and improve fuel economy.

**TEC-GUARD® Extreme Full Synthetic Limited Slip 75W-90 Gear Oil** meets the requirements of API GL-5 and API MT-1 for use in passenger cars, light-duty trucks, axles of heavy-duty trucks, off-road equipment, tractors and outboard motors with limited-slip differentials, manual transmissions and final drives. Meets Mack® GO-J, GO-H, GO-G, MIL-L-2105D, ArvinMeritor® 076-E requirements, always consult your owner's manual for specific recommendations.

- Enhanced Frictional Properties
- Resistant To Foaming
- Potential Extended Oil Drain/Service Intervals

| Test Method | | Product Numbers | |
|---|---|---|---|
| AGMA Grade | 4 | Bulk | 10421205375W90 |
| ASTM D92 - Flash Point, °C | 202 | Drum | 10421212575W90 |
| ASTM D5949 - Pour Point, °C | -48 | Pail | 10419246375W90 |
| ASTM D445 - Viscosity @ 40° C, cST | 126 | Keg | |
| ASTM D2270 - Viscosity Index | 151 | Tote | 10421205375W90 |

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 25, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Jonathan Mickle,
Director of Facilities

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 3/11/2025 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/25/2025 |

**SUBJECT:** **Intercom/Clock System Replacement Contract**

---

**Background**

The district continues to modernize outdated clocks and intercom systems by transitioning to the new Atlas IED systems, which provide enhanced functionality and reliability. We are moving forward with Applied Communications Group (ACG) as our preferred vendor to implement this upgrade at Carpentersville Middle School, Hampshire Middle School, Golfview Elementary, Lakewood Elementary, and Oak Ridge School. This transition will significantly improve communication, synchronization, and overall efficiency, further streamlining our systems, as evidenced by the benefits observed in buildings that have already transitioned. The Atlas IED systems offer superior integration, durability, and ease of use, reinforcing the district's commitment to advancing technology and fostering a more effective learning environment.

**Administrative Recommendation**

We recommend accepting the proposal and awarding the contract to Applied Communications Group for the Community Unit School District 300 2025 Intercom Replacement Projects. This project includes replacing the existing intercom systems at Carpentersville Middle School, Golfview Elementary School, Hampshire Middle School, Lakewood Elementary School, and Oak Ridge School for a total project cost of $1,735,352.

**Fiscal Impact**

The Capital Improvement Fund (60) will fund the intercom/clock replacement at $1,735,352. The total project cost, including contingencies, fees, and other associated costs, is $2,228,551, which is $1,778,745 under the approved project budget of $4,007,296.

Supporting documentation includes the Project Budget and the Letter of Compliance from Lamp Incorporated, confirming that Applied Communications Group has met the contract requirements.

# D300 2025 Summary Renovations

## *Intercom Replacements*

## *CMS/Oak Ridge, Golfview, HMS & Lakewood*

**Project Budget**

**January 22, 2025**

| PKG # | DESCRIPTION | TRADE CONTRACTOR | ALLOWANCES | BUDGET | BIDS |
|---|---|---|---|---|---|
| | | | | | |
| 27A | Low Voltage (Intercom) | | | | |
| | Carpentersville Middle School/Oak Ridge | Applied Controls | | $ 1,148,769 | $ 721,908 |
| | Golfview Elementary School | Applied Controls | | $ 278,983 | $ 264,011 |
| | Hampshire Elementary School | Applied Controls | | $ 1,148,769 | $ 423,981 |
| | Lakewood Elementary School | Applied Controls | | $ 593,250 | $ 275,452 |
| | ALLOWANCE | Applied Controls | | | $ 50,000 |
| | | | | | |
| | | | | | |
| | | | $ - | $ 3,169,771 | $ 1,735,352 |
| | | | Preconstruction | $ 5,000 | $ 5,000 |
| | | | General Conditions | $ 57,500 | $ 48,994 |
| | | | Lamp Total CM Fee (3.50%) | $ 113,129 | $ 62,627 |
| | | | SUBTOTAL | $ 3,345,401 | $ 1,851,973 |
| | | | Contingency | $ 316,977 | $ 173,535 |
| | | | SUBTOTAL | $ 3,662,378 | $ 2,025,509 |
| | | | Architectural & Engineering Fees (9.5%) | $ 317,813 | $ 175,937 |
| | | | Architectural & Engineering Reimbursables | $ 2,100 | $ 2,100 |
| | | | SUBTOTAL | $ 319,913 | $ 178,037 |
| | | | CM Reimbursables (Construction Testing, Inspections) | $ 20,005 | $ 20,005 |
| | | | Owner Costs (testing, FFE, etc.) | $ 5,000 | $ 5,000 |
| | | | TOTAL | $ 4,007,296 | $ 2,228,551 |

| | |
|---|---|
| PROJECT BUDGET | $ 4,007,296 |
| VARIANCE OVER/(UNDER) | $ (1,778,745) |

LAMP INCORPORATED

460 N. Grove Ave.
Elgin, IL 60120
www.lampinc.net

O: 847.741.7220
F: 847.741.9677

January 22, 2025

Mr. Jonathon Mickle
Director of Facilities
Community Unit School District 300
2550 Harnish Drive
Algonquin, IL 60102

RE: Letter of Compliance
2025 Intercom Replacement Projects

Dear Mr. Mickle:

We have received a proposal from Applied Communications Group for the Community Unit School District 300 2025 Intercom Replacement Projects, which includes replacement of the existing intercom systems at Carpentersville Middle School, Golfview Elementary School, Hampshire Elementary School, Lakewood Elementary School and Oak Ridge School. Lamp Incorporated completed a work scope review with Applied Communications Group and have found them to be in compliance with the Contract Documents. Please confirm Lamp Incorporated is authorized to issue a contract as outlined below.

**27A Low Voltage (Intercom)**
Applied Communication Group

| | | |
|---|---|---|
| Base Bid: | $ | 1,735,352 |
| **Proposed Contract Amount:** | **$** | **1,735,352** |

Should you have any questions, or require any additional information, please do not hesitate to contact me at your convenience.

Respectfully,

**LAMP INCORPORATED**

Chad Alexander
Vice President of Operations

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 25, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Jonathan Mickle,
Director of Facilities

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 3/11/2025 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/25/2025 |

**SUBJECT:** **Mats, Mops, and Towels Contract (Extension)**

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**Background**

Cintas provides District 300 with Mats, Mops, and Towels service for all district-wide sites.

The administration is seeking to extend the current contract from March 1, 2025, to February 28, 2026.

We seek approval for a contract extension with no increase for the bid on mats, mops, and towels service.

**Administrative Recommendation**

The administration is recommending the following award for a one-year extension:

Cintas, Greenville, WI, to approve the extension of the contract to purchase services for mats, mops, and towels for an estimated value of $151,498.00

**Fiscal Impact**

The estimated total for the contract extension is $151,498.00. Service will be funded through the Operations and Maintenance Fund (Fund 20).

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

January 8, 2025

Ms. Christine Civinelli
Cintas Corporation No. 2
6800 Cintas Blvd.
Greenville, WI 54942

Via Email: CivinelliC@cintas.com

BID – Mats, Mops and Towel Services - District Wide - Second Extension Offer

Dear Ms. Civinelli,

On February 23, 2021, The Board of Education originally approved a contract with Cintas for the Mats, Mops and Towel Services - District Wide bid. The contract included the possibility of two one-year extensions. District 300 would like to exercise the second contract extension based on the January 19, 2021 response submitted by your firm. The extension will run from March 3, 2025 to February 28, 2026.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee and award by the board on Tuesday, February 18, 2025.

The favor of a response is requested by Friday, January 10, 2025.

Sincerely,
Nicole Kennedy **2025-01-08**
2E5C437FB41564CA096ED735A24EE71B contractworks
Diane C White, Director of Purchasing
Signed by Nicole Kennedy, Purchasing Manager, in Diane's absence

Acceptance to hold submitted pricing:

Christine Civinelli, Cintas Corporation No. 2 **2025-01-08**
51570CF492C9B384098ADBD8477C31A5 contractworks
Service Provider

DISTRICT 300

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

March 5, 2024

Ms. **C**hristine **C**ivinelli
**C**intas **C**orporation No. 2
6800 **C**intas Blvd.
Greenville, WI 54942

Email: [redacted]

Bid - Mats, Mops and Towel Services - District Wide - First **C**ontract Extension Award

Dear Ms. **C**ivinelli,

Congratulations! District 300 has awarded the contract for the Bid Mats, Mops and Towel Services - District Wide - First **C**ontract Extension to **C**intas. The Board of Education approved this contract at the regularly scheduled meeting on December 12 2023, 2023**.** This will extend the current contract to February 28, 2025.

Please sign this letter via Contract Works by Friday, March 8, 2024. Please submit your Certificate of Insurance naming District 300 as additional insured as soon as possible to bids.purchasing@d300.org.

This Agreement is entered into as of March 11, 2024.

Diane White **2024-03-05**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks.
ADMINISTRATOR *(Signature)*

Diane C. White, Director of Purchasing

Christine Civinelli, Cintas Corporation No. 2 **2024-03-12**
51570CF492C9B384098ADBD8477C31A5 contractworks.
CONTRACTOR *(Signature)*

**Christine Civinelli, Cintas Corporation No. 2** **Higher Ed Major Account Manager**
*Printed name and title)*

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White

Diane C. White, Director of Purchasing

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

November 10, 2023

Ms. Christine Civinelli
Cintas Corporation No. 2
6800 Cintas Blvd.
Greenville, WI 54942

Via email:

Bid – Mats, Mops and Towel Services - District Wide – First Contract Extension

Dear Ms. Civinelli,

On February 23, 2021, The Board of Education originally approved a contract with Cintas for the Mats, Mops and Towel Services - District Wide bid. The contract included the possibility of two one-year extensions. District 300 would like to exercise the first contract extension based on the January 19, 2021 response submitted by your firm. The extension will run from February 29, 2024 to February 28, 2025.

If your firm agrees to the pricing as shown, the administration will recommend your contract extension to the Board of Education for review by the finance committee and awarded by the board on Tuesday, December 12, 2023.

The favor of a response is requested by November 21, 2023.

Sincerely,

Diane White **2023-11-10**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
Diane C White, Director of Purchasing

Acceptance to hold submitted pricing:

Christine Civinelli, Cintas Corporation No. 2 **2023-11-13**
51570CF492C9B384098ADBD8477C31A5 contractworks
Service Provider

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**MATS, MOPS, and TOWEL SERVICES DISTRICT-WIDE**
**TUESDAY, JANUARY 23, 2018, 2:00PM , BUNKER HILL PDC**

## Walk Off Mats - Purchase Contract Pricing

| | Cintas | | Omnia Cooperative Pricing | |
|---|---|---|---|---|
| **Mat Size** | **Purchase Price** | **Replacement Cost** *(with mat and towel service)* | **Purchase Price** | **Replacement Cost** *(with mat and towel service)* |
| 3 X 4 - Black | $55.00 | | No Contract Available | No Contract Available |
| 3 X 4 - Slate | $55.00 | | | |
| 3 X 4 - BRN/BLK | $55.00 | | | |
| 3 X 5 - Black | $72.00 | | | |
| 3 X 5 - BRN/BLK | $72.00 | | | |
| 3 X 5 - Slate | $72.00 | | | |
| 3 X 5 - SCRAPER | $85.00 | | | |
| 3 X 10 - Black | $150.00 | | | |
| 3 X 10 - Slate | $150.00 | | | |
| 3 X 10 - BRN/BLK | $150.00 | | | |
| 3 X 10 - Brush Only | $0.00 | | | |
| 4 x 6 - Black | $110.00 | | | |
| 4 X 6 - Slate | $110.00 | | | |
| 4 X 6 - Scraper | $135.00 | | | |
| 4 X 10 - Black | $250.00 | | | |
| 4 X 10 - Slate | $250.00 | | | |
| 4 X 10 - Brush Only | $0.00 | | | |
| 4 X 15 - Black | $355.00 | | | |
| 4 X 15 - Slate | $355.00 | | | |
| 4 X 15 - BRN/BKK | $355.00 | | | |
| 4 X 18 - Slate | $450.00 | | | |
| 5 X 12 - Black | $375.00 | | | |
| 5 X 12 - Slate | $375.00 | | | |
| 5 X 12 - BRN/BLK | $375.00 | | | |
| BAR TOWELS | no bid | | | |
| RAG TOWELS ( $ per lb.) | no bid | | | |

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**MATS, MOPS, and TOWEL SERVICES DISTRICT-WIDE**
**TUESDAY, JANUARY 19, 2021, 11:00AM , BUNKER HILL PDC**

| Vendor List | Vendor App & W9 | References | Certificates | Notes |
|---|---|---|---|---|
| Cintas | X | X | X | Omnia Cooperative Purchasing Contract obtained 1/19/2021 |
| Cintas | X | X | X | Sealed Bid Pricing 1/19/2021 |
| Roscoe | | | | Withdraw by Email - Does Not Fall within Service Area |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Administration recommends:**

**Cintas,** Rockford, IL - Award base bid for the contract 3-year term, March 1, 2021 through February 29, 2024. Contract amount is estimated at **$143,018.96** for **Mats, Mops, and Towel service**. The

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**MATS, MOPS, and TOWEL SERVICES DISTRICT-WIDE**

**TUESDAY, JANUARY 19, 2021, 11:00AM , BUNKER HILL PDC**

| School / Bldg | Bar Towel Usage *(monthly)* | Cintas Service (Delivered) | | | Omnia Cooperative Service (Delivered) | | | 24" Dust Mop Usage *(monthly* | Cintas Service (Delivered) | | | Omnia Cooperative Service (Delivered) | | | 36" Dust Mop Usage *(monthly* | Cintas Service (Delivered) | | | Omnia Cooperative Service (Delivered) | | | 60" Dust Mop Usage *(monthly)* | Cintas Service (Delivered) | | | Omnia Cooperative Service (Delivered) | | | Wet Mop Usage *(monthly)* | Cintas Service (Delivered) | | | Omnia Cooperative Service (Delivered) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Weekly | Bi-Monthly | Monthly | Weekly | Bi-Monthly | Monthly | | Weekly | Bi-Monthly | Monthly | Weekly | Bi-Monthly | Monthly | | Weekly | Bi-Monthly | Monthly | Weekly | Bi-Monthly | Monthly | | Weekly | Bi-Monthly | Monthly | Weekly | Bi-Monthly | Monthly | | Weekly | Bi-Monthly | Monthly | Weekly | Bi-Monthly | Monthly |
| | Unit Price | 0.08 | 0.12 | 0.18 | 0.13 | 0.2 | 0.29 | | 0.58 | 0.87 | 1.31 | 0.85 | 1.28 | 1.91 | | 0.67 | 1.00 | 1.51 | 1.15 | 1.73 | 2.59 | | 0.85 | 1.28 | 1.91 | 1.61 | 2.42 | 3.62 | | 0.9 | 1.35 | 2.03 | 1.53 | 2.3 | 3.44 |
| Oak Ridge | 100 | $8.00 | $12.00 | $18.00 | $13.00 | $20.00 | $29.00 | 4 | $2.32 | $3.48 | $5.24 | $3.40 | $5.12 | $7.64 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Algonquin Lakes | 900 | $72.00 | $108.00 | $162.00 | $117.00 | $180.00 | $261.00 | 24 | $13.92 | $20.88 | $31.44 | $20.40 | $30.72 | $45.84 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 60 | $51.00 | $76.80 | $114.60 | 96.6 | 145.2 | 217.2 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| deLacey | 800 | $64.00 | $96.00 | $144.00 | $104.00 | $160.00 | $232.00 | 20 | $11.60 | $17.40 | $26.20 | $17.00 | $25.60 | $38.20 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Dundee Highlands | 200 | $16.00 | $24.00 | $36.00 | $26.00 | $40.00 | $58.00 | 8 | $4.64 | $6.96 | $10.48 | $6.80 | $10.24 | $15.28 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 2 | $1.70 | $2.56 | $3.82 | 3.22 | 4.84 | 7.24 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Eastview | 700 | $56.00 | $84.00 | $126.00 | $91.00 | $140.00 | $203.00 | 14 | $8.12 | $12.18 | $18.34 | $11.90 | $17.92 | $26.74 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 10 | $8.50 | $12.80 | $19.10 | 16.1 | 24.2 | 36.2 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Gary D. Wright | 1100 | $88.00 | $132.00 | $198.00 | $143.00 | $220.00 | $319.00 | 20 | $11.60 | $17.40 | $26.20 | $17.00 | $25.60 | $38.20 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 15 | $12.75 | $19.20 | $28.65 | 24.15 | 36.3 | 54.3 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Gilberts | 700 | $56.00 | $84.00 | $126.00 | $91.00 | $140.00 | $203.00 | 12 | $6.96 | $10.44 | $15.72 | $10.20 | $15.36 | $22.92 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 5 | $4.25 | $6.40 | $9.55 | 8.05 | 12.1 | 18.1 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Golfview | 890 | $71.20 | $106.80 | $160.20 | $115.70 | $178.00 | $258.10 | 46 | $26.68 | $40.02 | $60.26 | $39.10 | $58.88 | $87.86 | 16 | $10.72 | $16.00 | $24.16 | 18.4 | 27.68 | 41.44 | 24 | $20.40 | $30.72 | $45.84 | 38.64 | 58.08 | 86.88 | 15 | $13.50 | $20.25 | $30.45 | 22.95 | 34.5 | 51.6 |
| Hampshire Elem | 200 | $16.00 | $24.00 | $36.00 | $26.00 | $40.00 | $58.00 | 4 | $2.32 | $3.48 | $5.24 | $3.40 | $5.12 | $7.64 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 4 | $3.40 | $5.12 | $7.64 | 6.44 | 9.68 | 14.48 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Lake in the Hills | 225 | $18.00 | $27.00 | $40.50 | $29.25 | $45.00 | $65.25 | 30 | $17.40 | $26.10 | $39.30 | $25.50 | $38.40 | $57.30 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 3 | $2.55 | $3.84 | $5.73 | 4.83 | 7.26 | 10.86 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Lakewood | 1000 | $80.00 | $120.00 | $180.00 | $130.00 | $200.00 | $290.00 | 60 | $34.80 | $52.20 | $78.60 | $51.00 | $76.80 | $114.60 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 20 | $17.00 | $25.60 | $38.20 | 32.2 | 48.4 | 72.4 | 20 | $18.00 | $27.00 | $40.60 | 30.6 | 46 | 68.8 |
| Liberty | 500 | $40.00 | $60.00 | $90.00 | $65.00 | $100.00 | $145.00 | 12 | $6.96 | $10.44 | $15.72 | $10.20 | $15.36 | $22.92 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 4 | $3.40 | $5.12 | $7.64 | 6.44 | 9.68 | 14.48 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Lincoln Prairie | 750 | $60.00 | $90.00 | $135.00 | $97.50 | $150.00 | $217.50 | 10 | $5.80 | $8.70 | $13.10 | $8.50 | $12.80 | $19.10 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 4 | $3.40 | $5.12 | $7.64 | 6.44 | 9.68 | 14.48 | 10 | $9.00 | $13.50 | $20.30 | 15.3 | 23 | 34.4 |
| Meadowdale | 800 | $64.00 | $96.00 | $144.00 | $104.00 | $160.00 | $232.00 | 20 | $11.60 | $17.40 | $26.20 | $17.00 | $25.60 | $38.20 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 10 | $8.50 | $12.80 | $19.10 | 16.1 | 24.2 | 36.2 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Neubert | 200 | $16.00 | $24.00 | $36.00 | $26.00 | $40.00 | $58.00 | 8 | $4.64 | $6.96 | $10.48 | $6.80 | $10.24 | $15.28 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 12 | $10.20 | $15.36 | $22.92 | 19.32 | 29.04 | 43.44 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Parkview | 1000 | $80.00 | $120.00 | $180.00 | $130.00 | $200.00 | $290.00 | 25 | $14.50 | $21.75 | $32.75 | $21.25 | $32.00 | $47.75 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 7 | $5.95 | $8.96 | $13.37 | 11.27 | 16.94 | 25.34 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Perry | 500 | $40.00 | $60.00 | $90.00 | $65.00 | $100.00 | $145.00 | 35 | $20.30 | $30.45 | $45.85 | $29.75 | $44.80 | $66.85 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 12 | $10.20 | $15.36 | $22.92 | 19.32 | 29.04 | 43.44 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Sleepy Hollow | 300 | $24.00 | $36.00 | $54.00 | $39.00 | $60.00 | $87.00 | 6 | $3.48 | $5.22 | $7.86 | $5.10 | $7.68 | $11.46 | 8 | $5.36 | $8.00 | $12.08 | 9.2 | 13.84 | 20.72 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Westfield | 3000 | $240.00 | $360.00 | $540.00 | $390.00 | $600.00 | $870.00 | 25 | $14.50 | $21.75 | $32.75 | $21.25 | $32.00 | $47.75 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 15 | $12.75 | $19.20 | $28.65 | 24.15 | 36.3 | 54.3 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| AMS | 600 | $48.00 | $72.00 | $108.00 | $78.00 | $120.00 | $174.00 | 44 | $25.52 | $38.28 | $57.64 | $37.40 | $56.32 | $84.04 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 20 | $17.00 | $25.60 | $38.20 | 32.2 | 48.4 | 72.4 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| CMS | 1300 | $104.00 | $156.00 | $234.00 | $169.00 | $260.00 | $377.00 | 35 | $20.30 | $30.45 | $45.85 | $29.75 | $44.80 | $66.85 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 15 | $12.75 | $19.20 | $28.65 | 24.15 | 36.3 | 54.3 | 40 | $36.00 | $54.00 | $81.20 | 61.2 | 92 | 137.6 |
| DMS | 1100 | $88.00 | $132.00 | $198.00 | $143.00 | $220.00 | $319.00 | 40 | $23.20 | $34.80 | $52.40 | $34.00 | $51.20 | $76.40 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 15 | $12.75 | $19.20 | $28.65 | 24.15 | 36.3 | 54.3 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| HMS | 1900 | $152.00 | $228.00 | $342.00 | $247.00 | $380.00 | $551.00 | 36 | $20.88 | $31.32 | $47.16 | $30.60 | $46.08 | $68.76 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 16 | $13.60 | $20.48 | $30.56 | 25.76 | 38.72 | 57.92 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Dundee Crown | 1000 | $80.00 | $120.00 | $180.00 | $130.00 | $200.00 | $290.00 | 150 | $87.00 | $130.50 | $196.50 | $127.50 | $192.00 | $286.50 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 60 | $51.00 | $76.80 | $114.60 | 96.6 | 145.2 | 217.2 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Hampshire HS | 1600 | $128.00 | $192.00 | $288.00 | $208.00 | $320.00 | $464.00 | 100 | $58.00 | $87.00 | $131.00 | $85.00 | $128.00 | $191.00 | 30 | $20.10 | $30.00 | $45.30 | 34.5 | 51.9 | 77.7 | 54 | $45.90 | $69.12 | $103.14 | 86.94 | 130.68 | 195.48 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 |
| Jacobs HS | 1600 | $128.00 | $192.00 | $288.00 | $208.00 | $320.00 | $464.00 | 140 | $81.20 | $121.80 | $183.40 | $119.00 | $179.20 | $267.40 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 30 | $25.50 | $38.40 | $57.30 | 48.3 | 72.6 | 108.6 | 60 | $54.00 | $81.00 | $121.80 | 91.8 | 138 | 206.4 |
| Buildings & Grounds | 300 | $24.00 | $36.00 | $54.00 | $39.00 | $60.00 | $87.00 | 15 | $8.70 | $13.05 | $19.65 | $12.75 | $19.20 | $28.65 | 36 | $24.12 | $36.00 | $54.36 | 41.4 | 62.28 | 93.24 | 0 | $0.00 | $0.00 | $0.00 | 0 | 0 | 0 | 20 | $18.00 | $27.00 | $40.60 | 30.6 | 46 | 68.8 |
| | | $1,861.20 | $2,791.80 | $4,187.70 | $3,024.45 | $4,653.00 | $6,746.85 | | $546.94 | $820.41 | $1,235.33 | $801.55 | $1,207.04 | $1,801.13 | | $60.30 | $90.00 | $135.90 | $103.50 | $155.70 | $233.10 | | $354.45 | $533.76 | $796.47 | $671.37 | $1,009.14 | $1,509.54 | | $148.50 | $222.75 | $334.95 | $221.85 | $333.50 | $498.80 |
| | | $7,444.80 | $5,583.60 | $4,187.70 | ######### | $9,306.00 | $6,746.85 | | $2,187.76 | $1,640.82 | $1,235.33 | $3,206.20 | $2,414.08 | $1,801.13 | | | $180.00 | $135.90 | $414.00 | $311.40 | $233.10 | | $1,417.80 | $1,067.52 | $796.47 | $2,685.48 | $2,018.28 | $1,509.54 | | $594.00 | $445.50 | $334.95 | $887.40 | $667.00 | $498.80 |

**Cintas Services**

| | |
|---|---|
| $8,917.44 | Bi-Monthly M&T Annual Towels |
| $107,009.28 | and Mops |
| **$321,027.84** | 3 Year Contract Towels and Mops |
| $3,584.14 | Mats-Monthly 1 Year Contract |
| **$43,009.68** | Mats |
| **$367,621.66** | Total Three Year Estimated Contract for Mats, Mops, Towels |

FORMULA

100 % OF INVENTORY

WK= 100/4*2

BI-MN=WK INVENTORY*2
MNTH=BI MONTHLY *2
UNIT COST-.08

**Cooperative Pricing**

| | |
|---|---|
| $14,716.76 | Bi-Monthly M&T Annual Towels |
| $176,601.12 | and Mops |
| $529,803.36 | 3 Year Contract Towels and Mops |
| $5,344.74 | Mats-Monthly 1 Year Contract |
| $64,136.88 | Mats |
| $599,284.98 | Grand Total |

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**MATS, MOPS, and TOWEL SERVICES DISTRICT-WIDE**
**TUESDAY, JANUARY 23, 2018, 2:00PM , BUNKER HILL PDC**

## Walk Off Mats - monthly drop off for even exchange

| | | Cintas | | | Omnia Cooperative | | |
|---|---|---|---|---|---|---|---|
| School / Bldg | # of Mats | weekly | bi-monthly | monthly | weekly | bi-monthly | monthly |
| Oak Ridge | 3 | $17.34 | $26.00 | $39.00 | $28.25 | $42.38 | $56.50 |
| Algonquin Lakes | 4 | $26.68 | $40.00 | $60.00 | $40.00 | $60.00 | $80.00 |
| deLacey | 15 | $73.36 | $110.00 | $165.00 | $116.43 | $174.65 | $232.86 |
| Eastview | 16 | $85.36 | $128.00 | $192.00 | $146.00 | $219.00 | $292.00 |
| Gary D. Wright | 7 | $40.96 | $60.88 | $91.31 | $65.58 | $98.37 | $131.16 |
| Gilberts | 10 | $58.69 | $88.00 | $132.00 | $94.75 | $142.13 | $189.50 |
| Golfview | 7 | $40.57 | $59.76 | $89.62 | $64.66 | $96.99 | $129.32 |
| Lake in the Hills | 4 | $26.68 | $40.00 | $60.00 | $40.00 | $60.00 | $80.00 |
| Lakewood | 5 | $27.23 | $39.76 | $59.62 | $44.66 | $66.99 | $89.32 |
| Liberty | 1 | $3.61 | $4.88 | $7.31 | $7.33 | $11.00 | $14.66 |
| Lincoln Prairie | 10 | $38.00 | $57.00 | $85.50 | $77.17 | $115.76 | $154.34 |
| Meadowdale | 12 | $61.36 | $92.00 | $138.00 | $91.68 | $137.52 | $183.36 |
| Neubert | 17 | $91.14 | $134.52 | $201.74 | $148.74 | $223.11 | $297.48 |
| Parkview | 6 | $40.02 | $60.00 | $90.00 | $60.00 | $90.00 | $120.00 |
| Sleepy Hollow | 17 | $74.07 | $108.40 | $162.55 | $124.83 | $187.25 | $249.66 |
| AMS | 27 | $109.44 | $158.80 | $238.10 | $217.05 | $325.58 | $434.10 |
| CMS | 19 | $112.60 | $167.76 | $251.62 | $179.41 | $269.12 | $358.82 |
| DMS | 18 | $120.06 | $180.00 | $270.00 | $180.00 | $270.00 | $360.00 |
| HMS | 1 | $6.67 | $10.00 | $15.00 | $10.00 | $15.00 | $20.00 |
| Hampshire HS | 34 | $156.86 | $233.64 | $350.43 | $288.16 | $432.24 | $576.32 |
| Dundee-Crown HS | 22 | $125.32 | $184.16 | $276.17 | $201.31 | $301.97 | $402.62 |
| Jacobs HS | 37 | $228.10 | $342.00 | $513.00 | $357.75 | $536.63 | $715.50 |
| Buildings & Grounds | 14 | $45.27 | $64.16 | $96.17 | $88.61 | $132.92 | $177.22 |
| | | $1,609.39 | $2,389.72 | $3,584.14 | $2,672.37 | $4,008.56 | $5,344.74 |
| | | $6,437.56 | $4,779.44 | $3,584.14 | $10,689.48 | $8,017.11 | $5,344.74 |

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| Project to Purchasing | 12/1/2020 | | |
| Timeline Established | 12/9/2020 | | Purchasing Office |
| Specifications Review | 12/16/2020 | | |
| Specifications Finalized | 12/17/2020 | 3:00 PM | |
| Legal Ad Published | 12/21/2020 | | Daliy Herald |
| Bid Released to Vendors | 12/21/2020 | 3:00 PM | Purchasing Office via email |
| Pre-Bid Meeting | 12/29/2020 | 11:00 AM | Virtual on Google Meet |
| Q&A Deadline – via email | 1/13/2021 | 3:00 PM | |
| **Bid Opening** | **1/19/2021** | **11:00 AM** | Virtual on Google Meet |
| Evaluation Period | 1/19/2021 - 1/29/2021 | | Purchasing Office |
| Info. to CFO | 1/30/2021 | | Susan Harkin |
| CFOC Meeting | 2/9/2021 | | Admin. Bldg. |
| BOE Workshop | 2/9/2021 | | Admin. Bldg. |
| BOE Meeting -Approval | 2/23/2021 | | Admin. Bldg. |
| Purchase Orders Issued | 3/1/2021 | | |

Community Unit School District 300
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
Diane C. White, Director of Purchasing
PHONE: 847-551-8460 • FAX: 847-551-8463

February 24, 2021

Ms. Christine Civinelli
Cintas Corporation No. 2
6800 Cintas Blvd.
Mason, OH 45040

Bid – Mats, Mops and Towel Services – District-Wide

Dear Ms. Civinelli,

Congratulations! District 300 has awarded the Mats, Mops and Towel Services – District-Wide bid to Cintas! The Board of Education approved a three-year contract at their regular meeting of February 23, 2021.The estimated annual value of this award is $143,018.96. The total estimated contract value over three years is $367,261.33. The contract shall run from March 1, 2021 through February 28, 2024 with the possibility of two one-year extensions.

***This signed letter along with the attached documents – original Bid specifications and your final response combined serve as the contract for this project.***

Please sign this letter electronically via Contract Works.

A service agreement will be issued in accordance with this contract. Please sign and return your award letter no later than March 3, 2021. Please submit your Certificate of Insurance naming District 300 as additional insured to bids.purchasing@d300.org.

This Agreement is entered into as of February 24, 2021.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
OWNER *(Signature)*

Diane White, Director of Purchasing

Christine Civinelli, Cintas Corporation No. 2
51570CF492C9B384098ADBD8477C31A5 contractworks
CONTRACTOR *(Signature)*

**Christine Civinelli** **Education Major Acct Manager**
*(Printed name and title)*

Please return your signed copy to Diane White – diane.white@d300.org
If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C White
Diane White, Director of Purchasing

CINTAS
THE SERVICE PROFESSIONALS

Cintas Corporation
5100 26th Avenue
Rockford, IL 61109

Caroline Borsini

Cleaning and Delivery Services for
Floor Mats, Mops, and Towels
District Wide

11:00 AM

Tuesday, January 19th, 2021

REC'D D300 PURCHASING
'21 JAN 19 AM10:12

**Community Unit School District # 300**
**Purchasing Department**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**
**847-551-8460 – PHONE**

December 17, 2020

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for:

**Cleaning and Delivery Services for Floor Mats, Mops and Towels**
**- District Wide -**

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

**Community Unit School District No. 300**
**Purchasing Department – Floor Mats, Mops and Towels**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**

Sealed bids will be received until **11:00AM CT. Tuesday, January 19, 2021** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **February 23rd, 2021 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.

Diane C White

Sincerely,
Diane C. White
Director of Purchasing

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| Project to Purchasing | 12/1/2020 | | |
| Timeline Established | 12/9/2020 | | Purchasing Office |
| Specifications Review | 12/16/2020 | | |
| Specifications Finalized | 12/17/2020 | 3:00 PM | |
| Legal Ad Published | 12/21/2020 | | Daliy Herald |
| Bid Released to Vendors | 12/21/2020 | 3:00 PM | Purchasing Office via email |
| Pre-Bid Meeting | 12/29/2020 | 11:00 AM | Virtual on Google Meet |
| Q&A Deadline – via email | 1/13/2021 | 3:00 PM | |
| **Bid Opening** | **1/19/2021** | **11:00 AM** | Virtual on Google Meet |
| Evaluation Period | 1/19/2021 - 1/29/2021 | | Purchasing Office |
| Info. to CFO | 1/30/2021 | | Susan Harkin |
| CFOC Meeting | 2/9/2021 | | Admin. Bldg. |
| BOE Workshop | 2/9/2021 | | Admin. Bldg. |
| BOE Meeting -Approval | 2/23/2021 | | Admin. Bldg. |
| Purchase Orders Issued | 3/1/2021 | | |

**PUBLIC NOTICE**

**NOTICE TO BIDDERS**

**The Board of Education of Community Unit School District No. 300 is accepting sealed bids for:**

**Cleaning and Delivery Services for Floor Mats, Mops and Towels**
**- District Wide -**

**Sealed bids will be accepted until 11:00AM CT, Tuesday, January 19, 2021 at:**

**Community Unit School District 300**
**Purchasing Office**
**2605 Bunker Hill Dr.**
**Algonquin, IL, 60102**

**at which time they will be publicly opened and read.**

A public bid opening will be held at the Buildings and Grounds building located at 2605 Bunker Hill Drive, Algonquin, IL 60102. Bid opening will be conducted, observing CDC guidelines. Potential suppliers may also choose to attend the bid opening virtually via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

**A non-mandatory virtual pre-bid meeting is scheduled for 11:00AM CT, Tuesday, December 29, 2020.** At that time, prospective bidders are invited to review bid documents via a virtual meeting. Please contact the D300 Purchasing Department for access to this meeting.

**Any questions regarding this bid must be directed to:**

**Community Unit School District #300**
**Diane C. White / Director of Purchasing**
**2605 Bunker Hill Dr.**
**Algonquin, IL, 60102**
**847-551-8460**
**bids.purchasing@d300.org**

Bid specifications will be available on Monday, December 21, 2020, after 3:00PM. To obtain bid specifications, please contact The D300 Purchasing Office at 847-551-8460 or via email at bids.purchasing@d300.org

**Instructions to Bidders**

1. **GENERAL**

   a. Bids shall be signed and submitted in an envelope properly marked with the title of the bid, and date and time of opening. Unsigned bids will be rejected.

   b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened nor considered.

   c. All bids MUST be completed in the EXCEL spreadsheet provided in the Bid Response Form. All bids must be submitted in hard copy along with an electronic version on a flash drive only.

   d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

   e. Prices quoted shall include all charges for packing, transportation, unforeseen costs (tariffs), energy charges and delivery to the locations designated on the bid specification and installation if called for in the bid specifications.

   f. Correspondence shall be addressed to the Director of Purchasing.

   g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

   h. Oral, telephonic, telegraphic, facsimile or electronically transmitted bids will not be accepted.

   i. Bid award to cover a 3 year period. Awarded contract begins March 1, 2021, and ends on February 28, 2024. District 300 will be using the Urban CPI (December) to determine any increases in pricing. For any increase above this CPI %, the successful vendor(s) will have to justify in detail any additional increases to this pricing. District 300 is to be notified within 60 days of any product price increases or decrease.

2. **ERRORS AND OMISSIONS**

   All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

3. **FIRM BID**

   All bids will be considered to be firm for a period of sixty (60) days from the date established for the opening of bids.

## 4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, or telegram, or fax received by the district or in person prior to the time and date established for the opening of bids.

## 5. INVESTIGATION OF BIDDERS

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

## 6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Support Services-Purchasing to download the vendor application and W-9 form.

## 7. Compliance with the Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

## 8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

## 9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

## 10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract (whether or not federal funds are involved) the bidder agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

## 11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

## 12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

## 13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

## 14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS NOT REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

## 15. BID SECURITY IS NOT REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

16. **SERVICE POINTS**

| Building Name | Address |
|---|---|
| Algonquin Lakes Elementary | 1401 Compton Drive<br>Algonquin, IL 60102 |
| Algonquin Middle School | 520 Longwood Drive<br>Algonquin, IL 60102 |
| Carpentersville Middle School | 100 Cleveland Avenue<br>Carpentersville, IL 60110 |
| deLacey Family Education Center | 50 Cleveland Avenue<br>Carpentersville, IL 60110 |
| Dundee-Crown High School | 1500 Kings Road<br>Carpentersville, IL 60110 |
| Dundee Highlands Elementary | 407 South Fifth Street<br>West Dundee, IL 60118 |
| Dundee Middle School | 4200 W. Main Street<br>West Dundee, IL 60118 |
| Eastview Elementary | 540 Longwood Drive<br>Algonquin, IL 60102 |
| Gilberts Elementary | 729 Paperbark Lane<br>Gilberts, IL 60136 |
| Golfview Elementary | 124 Golfview Lane<br>Carpentersville, IL 60110 |
| Hampshire Elementary | 321 Terwilliger Avenue<br>Hampshire, IL 60140 |
| Hampshire Middle School | 560 South State Street<br>Hampshire, IL 60140 |
| Hampshire High School | 1600 E. Big Timber Road<br>Hampshire, IL 60140 |
| Jacobs High School | 2601 Bunker Hill Drive<br>Algonquin, IL 60102 |
| Lake in the Hills Elementary | 519 Willow Street<br>Lake in the Hills, IL 60156 |
| Lakewood School | 1651 Ravine Lane<br>Carpentersville, IL 60110 |
| Liberty Elementary | 6500 Miller Road<br>Carpentersville, IL 60110 |
| Lincoln Prairie Elementary | 500 W. Harvest Gate<br>Lake in the Hills, IL 60156 |
| Meadowdale Elementary | 14 Ash Street<br>Carpentersville, IL 60110 |
| Neubert Elementary School | 1100 Huntington Drive<br>Algonquin, IL 60102 |
| Oak Ridge School | 229 Lake Marian Road<br>Carpentersville, IL 60110 |
| Parkview Elementary | 122 Carpenter Blvd.<br>Carpentersville, IL 60110 |
| Perry Elementary | 251 Amarillo Drive<br>Carpentersville, IL 60110 |
| Sleepy Hollow Elementary | 898 Glen Oak Drive<br>Sleepy Hollow, IL 60118 |
| Westfield Community School | 2100 Sleepy Hollow Road<br>Algonquin, IL 60102 |
| Wright Elementary | 1500 Ketchum Road<br>Hampshire, IL 60140 |
| Buildings and Grounds<br>Professional Development Center | 2605 Bunker Hill Drive<br>Algonquin, IL 60102 |

## 17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of _3_ years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

## 18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

| | | |
|---|---|---|
| General Liability | General Aggregate | $2,000,000 |
| | Products-Comp/OP Agg | 2,000,000 |
| | Personal Injury | 1,000,000 |
| | Each Occurrence | 1,000,000 |
| | Fire Damage (Any one fire) | 50,000 |
| | Medical Exp. (Any one person) | 5,000 |
| Excess Liability | Each Occurrence | 2,000,000 |
| | Aggregate | 2,000,000 |
| Automobile Liability | Bodily Injury (each occ) | 1,000,000 |
| | Property Damage (each occ) | 1,000,000 |
| Worker's Compensation | Statutory Limits | |
| | Each Accident | 500,000 |
| | Disease-Policy Limit | 500,000 |
| | Disease-Each employee | 500,000 |

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a partyto whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

## 19. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

## 20. HOLD HARMLESS AND INDEMNIFICATION

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

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

## 21. DAMAGE TO PROPERTY

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

## 22. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

## 23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

## 24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

## 25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

## 26. CONTRACT DURATION

The contract duration is March 1, 2021 through February 28, 2024 with the possibility of (2) two (1) one year extensions upon favorable recommendation from administration.

## 27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

## 28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

## 29. QUALIFICATIONS

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

## 30. FINANCIAL STABILITY.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

## 31. COMPLIANCE WITH LAWS

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

## 32. GOVERNING LAW

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. 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.

## 33. BID

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

## 34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

**35. CANCELLATION** – The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

## 36. ADDITIONAL INFORMATION

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org

## REFERENCES

**LIST BELOW THE LAST THREE (3) GOVERNMENT OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES.**

1. **ORGANIZATION:**
D300 School District

**ADDRESS:**
2605 Bunker Hill Dr

**CITY, STATE, and ZIP CODE:**
Algonquin, IL 60102

**TELEPHONE NUMBER:**
847-551-8460

**CONTACT PERSON:**
Diane White

**DATE OF SERVICES:**
2015-current

**DOLLAR AMOUNT OF THE JOB:**
$1700/week

2. **ORGANIZATION:**
Woodstock Schools

**ADDRESS:**
3000 Raffel Rd

**CITY, STATE, and ZIP CODE:**
Woodstock, IL 60098

**TELEPHONE NUMBER:**
815-334-2100

**CONTACT PERSON:**
Lisa Vance

**DATE OF SERVICES:**
2014-current

**DOLLAR AMOUNT OF THE JOB:**
$1800/week

## REFERENCES (CONT.)

3. **ORGANIZATION:**
FRWRD

**ADDRESS:**
100 Purify Dr

**CITY, STATE, and ZIP CODE:**
Elgin, IL 60120

**TELEPHONE NUMBER**
847-742-2068

**CONTACT PERSON:**
Ed Brown

**DATE OF SERVICES:**
2017-current

**DOLLAR AMOUNT OF THE JOB:**
$600/week

**OFFEROR'S NAME:** Christine Civinelli

**SIGNATURE:** Christine Civinelli

**DATE:** 1/11/2021

**COMMENTS –**

## CERTIFICATE OF BIDDER ELIGIBILITY

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 for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Cintas, as part of its bid for the Delivery of Mats, Mops, & Towels work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois 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 720 ILCS 5/33-E4.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

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

Cintas, 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.*

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

**CERTIFICATE REGARDING**
**SEXUAL HARASSMENT POLICY**

Cintas, 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

**CERTIFICATE REGARDING**
**EQUAL EMPLOYMENT OPPORTUNITY**

Cintas, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

## CERTIFICATE REGARDING
## EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Cintas agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Cintas agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

## NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Cintas, as part of its bid for the Delivery of Mats, Mops, & Towels work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January 2021.

Elizabeth A. McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

Cintas, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Cintas

By: Caroline Borsini
(Signature)

Caroline Borsini Service Manager
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 19th day of January, 2021.

Elizabeth A. McRae
NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

**By:** Caroline Borsini

**Title:** Service manager

**Dated:** 1-19-2021

SUBSCRIBED and SWORN TO before me

This 19th day of January 2021.

Elizabeth A. McRae

NOTARY PUBLIC

OFFICIAL SEAL
ELIZABETH A. MCRAE
Notary Public, State of Illinois
My Commission Expires 06/27/21

## AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Christine Civinelli
(Printed or Typed Name of Applicant Employee)

Christine Civinelli
Signature of Applicant or Employee

Dated: 1/11/2021

## Scope of Work/Service

### Cleaning and Delivery Services for Floor Mats, Mops and Towels
### - District-wide -

Vendor is to provide all requested mats, towels and cleaning services where applicable. District 300 mop, mat and towel demand and consumption requirements may change over the duration of the awarded contract(s). At no time in a contract calendar year will pricing changes be accepted if consumption changes are made. Pricing is to be all inclusive of trip charges, fuel surcharges, any types of set-up fees, etc. Delivered pricing is to be quoted Weekly, Bi-Monthly and Monthly.

**Towel, Mop and Mat Services:**

Provide cleaning towel, mop and mat service to all twenty-seven (27) District 300 locations. Refer to Bid Response Form A for location needs. Towels, mops and mats should be in like new condition**. A quarterly account review and reconciliation of the awarded district-wide account is required by the District 300 Director of Purchasing**.

**Bid Categories:**

- Towels and Mops Service
- Mats Service
- Mat Purchase Contract Pricing and the purchase of raw material

**District 300 reserves the right to award this bid by category. However, it is the intent to award to a single source vendor.**

**Bids containing bid conditions will not be accepted.**

**Products:**

- Towels – Terrycloth bar towel, 15in. x 17in. *(minimum)*, hemmed.
  **Color: White Only**

- Dust Mops – Untreated in 24in., 36in., 60in. Dust mop frames and handles are to be provided free of charge to all district buildings. Replacements to be provided upon vendor receipt of broken or damaged equipment.

- Mats – All sizes stated on Bid Response Form B. **Total mat inventory is x2 the number of mats in the bid sheet.** Color: Black (Charcoal) for mat service.

**Upon owner request, mats are to be picked up and stored by the vendor in the summer months – June1st ~ August 10th.**

**Pick-Up and Delivery Process:**

Each district building will provide the vendor a soil count on towels and dust mops upon pick-up. In-turn, the driver will sign off on the stated soil count, and/or choose to count all soiled items at the time of pick-up.

**Site Account Reconciliation process – beginning inventory, pick up counts, soil counts, and out for service, etc. should be indicated on all delivery/pickup tickets**

**Pricing:**

Vendor pricing to include all shipping charges; freight will not be invoiced separately. Vendor must consider the freight costs in shipping to the school locations below, and must include those costs in the pricing of all products.

**Invoicing:**

Consolidated invoicing with individual site details should be completed on a monthly basis.

**Deliver Sealed Bid Submission To:**

**Community Unit School District #300**
**Diane C. White / Director of Purchasing**
**2605 Bunker Hill Dr. Algonquin, IL, 60102**

**All Questions Regarding This Project Should be Directed To:**

**bids.purchasing@d300.org**

*****Sealed bids are due by 11:00 AM CT, Tuesday, January 19, 2021*****

**COMMUNITY UNIT SCHOOL DISTRICT 300**

## Cleaning and Delivery Services for Floor Mats, Mops and Cleaning Towels District wide

**GUIDE TO FILLING OUT THE BID SPREADSHEET**

The bid sheets are provided in a Microsoft Excel format. Much of the four worksheets are informational. The following will provide instructions for entering your information as well as how to save and submit the spreadsheet with your bid. The pricing information is keyed by selecting the tab following the Bid Response Tab within the Excel workbook.

**Entering Information into the Spreadsheet**:

1) Once the spreadsheet is open fill in the Vendor Information Section at the top. **All fields should be completed.**
2) Columns meant as informational only are highlighted gray or colored.
3) Columns meant for your input have been left white, and are the following:

   a. Mop/Towel Service: Weekly, Bi-Monthly, Monthly
   b. Mat Service: Weekly, Bi-Monthly, Monthly
   c. Mat Purchase: Manufacturer
   d. Mat Purchase: Manufacturer Item#
   e. Mat Purchase: Vendor Item#
   f. Mat Purchase: Purchase Price
   g. Mat Purchase: Purchase Price / Replacement Cost
   h. Mat Purchase: Raw Material Pricing and Roll Size
   i. Vendor Comments

4) Vendor input columns where a dollar amount is required, have already been formatted for numeric entry. For example if you enter an 11, it will populate in the column as $11.00.
5) If you are NOT bidding on an item we ask you type in the words NO BID (in capitals) under the column labeled Vendor Number for each item the NO BID pertains to.
6) Only write notes in the column labeled Vendor Comments.
7) The spreadsheet has been formatted to print out on 11 x 14 paper in a landscape mode, when you are finished print out so the hard copy can be included with your bid submission.

**Saving and Submitting the Spreadsheet:**

1) The file must be saved to a flash drive
2) Label the flash drive with your Vendor Name, Date, and the Bid Name.
3) Submit the flash drive with a paper copy.

**BID RESPONSE FORM - Part A**

**Cleaning and Delivery Services for Floor Mats, Mops and Towels**
**- Districtwide -**

**Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District #300. It is understood that:**

1. **Where specifications indicate a particular brand name or manufacturer's catalog number, it shall be understood to mean "or equal", unless "No Substitute" is specified. Alternate bids must be identified by brand name and catalog number.**
2. **The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**
3. **Regarding mat purchases - Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.**
4. **Prices quoted shall include ALL charges for cleaning, pick-up and delivery.**
5. **All items bid are F.O.B. destination.**
6. **Community Unit School District #300 is Tax Exempt.**
   **Tax Exemption Number - E9996-0079-07.**

**Vendor has received Addendum ( IF APPLICABLE)**

**#1 – regarding no prevailing wage** **#2 - _____**

**The undersigned hereby certifies that he/she has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other document(s) will create a binding contract. Further, he/she agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx .**

Cintas Corporation No. 2
**NAME OF COMPANY /CORPORATION**

6800 Cintas Blvd.
**STREET ADDRESS**

Mason
**CITY**

**OH**
**STATE**

45040
**ZIP**

773.899.6584
**TELEPHONE NUMBER**

**NA**
**FAX NUMBER**

civinellic@cintas.com
**EMAIL ADDRESS**

**FEIN NUMBER**

311703809
**ILLINOIS LICENSE NUMBER**

128000276

**BID SUBMITTED BY:**

Christine Civinelli
**URE OF AUTHORIZED AGENT**

Christine Civinelli
**LEASE TYPE OR PRINT NAME**

1/11/2021
**DATE**

COMMUNITY UNIT SCHOOL DISTRICT 300
PURCHASING DEPARTMENT
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

| VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS) | APPLICATION DATE 1.15.21 |
|---|---|
| Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries | REVISION DATE |

DATE: 1.13.2021

| COMPANY | HOW LONG IN PRESENT BUSINESS? |
|---|---|
| Cintas Corporation No. 2 | 53 years |

| ADDRESS | CITY | STATE | ZIP |
|---|---|---|---|
| 6800 Cintas Blvd. | Mason | OH | 45040 |

| CONTACT PERSON/REPRESENTATIVE | FAX NUMBER | PHONE AND EXTENSION |
|---|---|---|
| Christine Civinelli | (na ) | 773.899.6584 |

TYPE OF ORGANIZATION (Check Applicable)
☐ INDIVIDUAL ☐ PARTNERSHIP ☑ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: Ohio

YEARS ESTABLISHED: 53

DO YOU ACCEPT PURCHASE ORDERS? YES ☑ NO ☐

DO YOU ACCEPT CREDIT CARDS? YES ☑ NO ☐

CATEGORY (Check below the category which applies to the applicant)

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☑ (F) SERVICE ESTABLISHMENT

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS https://www.cintas.com/investors/management.aspx

TAXPAYER'S I.D. NO.

FEIN 31-1703809

or

S.S. No. _____

INSURANCE INFORMATION (Check Applicable)

LIABILITY INSURANCE: $2,000,000 ☑ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☑ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☑ INSURANCE CO. Aon Risk Services

BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)

Perf. Bond ___/___ (Mo. Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. Year) ☐ Builder's Risk ___/___ (Mo. Year) ☐

PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

| NAME | OFFICIAL CAPACITY |
|---|---|
| Christine Civinelli | Major Account Manager |
| | |
| | |
| | |

| Average number of employees (including affiliates) for four preceding calendar quarters. | Average annual sales for preceding three fiscal years: | Floor Space (Square Feet) | |
|---|---|---|---|
| | | Manufacturing | Warehouse |
| 40,000 | Just over $7 billion | | |

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

**MINORITY BUSINESS ENTERPRISE ("MBE")** means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

**WOMEN'S BUSINESS ENTERPRISE ("WBE")** means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

**BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")**means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

**MINORITY GROUP MEMBER** is an individual who is one of the following:

**AFRICAN AMERICAN** OR BLACK (persons with origins in any of the Black racial groups of Africa):
**HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
**NATIVE AMERICAN** (American Indian)
**ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

na

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

| | ORGANIZATION | ADDRESS, STATE, ZIP | BUYER | PHONE NUMBER |
|---|---|---|---|---|
| 1. | D300 School District | 2605 Bunker Hill Dr Algonquin, IL 60102 | Diane White | 847-551-8460 |
| 2. | Woodstock Schools | 3000 Raffel Rd Woodstock, IL 60098 | Lisa Vance | 815-334-2100 |
| 3. | FRWRD | 100 Purify Dr Elgin, IL 60120 | Ed Brown | 847-742-2068 |
| 4. | Goodwill of Northern Illinois | 850 N Church St Rockford, IL 61103 | Jennifer Kruchten | 815-965-3795 |

Bank References

| NAME OF BANK | ADDRESS, STATE, ZIP | CONTACT PERSON | PHONE NUMBER |
|---|---|---|---|
| Fifth Third Bank | 38 Fountain Square Plaza Cincinnati, OH 45263 | Megan Szewc | 513-534-8662 |

SEE ATTACHED CREDIT REFERENCES

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

| |
|---|
| **SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION** |
| Christine Civinelli \| Major Account Manager |
| **NAME AND TITLE OF PERSON SIGNING (Please type or print)** |

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

**USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY**

| VENDOR I.D. NUMBER | APPROVED BY | DATE | W9 | COMM LIST |
|---|---|---|---|---|
| | | | | |

**Subject:** CREDIT REFERENCE LETTER

Because of the many requests for various forms of credit applications, a form letter has been initiated to list the credit and trade references for Cintas Corporation. Once credit has been established, please send your invoices to the Cintas location that requested the goods or services.

Corporation Name:
Cintas Corporation
6800 Cintas Blvd.
P.O. Box 625737
Cincinnati, OH 45262-5737
Phone: (513) 459-1200

Officers:
Scott D. Farmer, Chief Executive Officer
Mike Hansen, Vice President – Finance & CFO
Paul Adler – Vice President & Treasurer

Bank Affiliation:
Fifth Third Bank
38 Fountain Square Plaza
Cincinnati, OH 45263
Officer: Megan Szewc (513) 534-8662

Trade References:
VF Workwear
545 Marriott Drive
Nashville, TN 37214
Contact: Michelle Stewart Phone: (615)565-5209
Credit line-call between 2-3 p.m. Central Time (no fax or e-mail)

World Emblem International
1500 N.E. 131 Street
Miami FL 33161
Contact: Karla Lopez (305) 908-3333
email: klopez@worldemblem.com

RR Donnelley
4101 Winfield Road
Warrenville, IL 60555
Contact: cfscreditreferences@rrd.com

American Dawn, Inc.
401 W. Artesia Blvd.
Compton, CA 90220
Contact: Che Ward
Phone: 310-609-3234
Fax: 310-223-2013
cward@americandawn.com

Cascades Tissue Group
148 Hudson River Road
Waterford, NY 12188
Contact: Matt Norris
Fax: 518-238-0562
matt_norris@cascades.com

von Drehle Corporation
612 Third Avenue NE
Hickory, NC 28601-5164
Contact: Kristie Foster
Phone: 800-438-3631
Fax: 828-322-8075
Kristie.foster@vondrehle.com

Amrep, Inc.
425 Franklin Road
Suite 530
Marietta, GA 30067-7736
Contact: Robert J. McMillian
Phone: 770-767-2168
Fax: 770-426-8038
robert.mcmillian@amrep.com

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Cintas Corporation No. 2

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.
P.O. Box 625737

6 City, state, and ZIP code
Cincinnati, Ohio 45262-5737

Requester's name and address (optional)

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**
| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | – | | | – | | | | |

**or**

**Employer identification number**
| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 3 | 1 | – | 1 | 7 | 0 | 3 | 8 | 0 | 9 |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ Rachael Sodaro Date ▶ 1/18/21

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | INSTRUCTIONS: PLEASE FILL IN ALL SERVICE COLUMNS AND USE THE COLUMN TO THE FAR RIGHT OF THIS SHEET FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND SUBMITTED IN HARD COPY ALONG WITH AN ELECTRONIC VERSION - Flash Drive. | | | | Vendor Name | | | Cintas Corporation No. 2 | | | | | | | | | | | | | | |
| 2 | | | | | | Complete Address | | | 6800 Cintas Blvd. Mason, OH 45040 | | | | | | | | | | | | | | |
| 3 | | | | | | Phone | | | 773.899.6584 | | | | | | | | | | | | | | |
| 4 | | | | | | Fax | | | NA | | | | | | | | | | | | | | |
| 5 | | | | | | Email | | | civinellic@cintas.com | | | | | | | | | | | | | | |
| 6 | | | | | | Contact Person | | | Christine Civinelli | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | |

| 8 | School / Bldg | Bar Towel Usage (monthly) | Service (Delivered) | | | 24" Dust Mop Usage (monthly) | Service (delivered) | | | 36" Dust Mop Usage (monthly) | Service (delivered) | | | 60" Dust Mop Usage (monthly) | Service (delivered) | | | Wet Mop Usage (monthly) | Service (delivered) | | | Vendor Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 9 | | | Weekly | Bi-Monthly | Monthly | | Weekly | Bi-Monthly | Monthly | | Weekly | Bi-Monthly | Monthly | | Weekly | Bi-Monthly | Monthly | | Weekly | Bi-Monthly | Monthly | |
| | **Unit Price** | | $0.08 | $0.12 | $0.18 | | $0.58 | $0.87 | $1.31 | | $0.67 | $1.00 | $1.51 | | $0.85 | $1.28 | $1.91 | | $0.90 | $1.35 | $2.03 | |
| 10 | Oak Ridge | 100 | $8.00 | $12.00 | $18.00 | 4 | $2.32 | $3.48 | $5.24 | 0 | $0.00 | $0.00 | $0.00 | 0 | $0.00 | $0.00 | $0.00 | 0 | $0.00 | $0.00 | $0.00 | |
| 11 | Algonquin Lakes | 900 | $72.00 | $108.00 | $162.00 | 24 | $13.92 | $20.88 | $31.44 | 0 | $0.00 | $0.00 | $0.00 | 60 | $51.00 | $76.80 | $114.60 | 0 | $0.00 | $0.00 | $0.00 | |
| 12 | deLacey | 800 | $64.00 | $96.00 | $144.00 | 20 | $11.60 | $17.40 | $26.20 | 0 | $0.00 | $0.00 | $0.00 | 0 | $0.00 | $0.00 | $0.00 | 0 | $0.00 | $0.00 | $0.00 | |
| 13 | Dundee Highlands | 200 | $16.00 | $24.00 | $36.00 | 8 | $4.64 | $6.96 | $10.48 | 0 | $0.00 | $0.00 | $0.00 | 2 | $1.70 | $2.56 | $3.82 | 0 | $0.00 | $0.00 | $0.00 | |
| 14 | Eastview | 700 | $56.00 | $84.00 | $126.00 | 14 | $8.12 | $12.18 | $18.34 | 0 | $0.00 | $0.00 | $0.00 | 10 | $8.50 | $12.80 | $19.10 | 0 | $0.00 | $0.00 | $0.00 | |
| 15 | Gary D. Wright | 1100 | $88.00 | $132.00 | $198.00 | 20 | $11.60 | $17.40 | $26.20 | 0 | $0.00 | $0.00 | $0.00 | 15 | $12.75 | $19.20 | $28.65 | 0 | $0.00 | $0.00 | $0.00 | |
| 16 | Gilberts | 700 | $56.00 | $84.00 | $126.00 | 12 | $6.96 | $10.44 | $15.72 | 0 | $0.00 | $0.00 | $0.00 | 5 | $4.25 | $6.40 | $9.55 | 0 | $0.00 | $0.00 | $0.00 | |
| 17 | Golfview | 890 | $71.20 | $106.80 | $160.20 | 46 | $26.68 | $40.02 | $60.26 | 16 | $10.72 | $16.00 | $24.16 | 24 | $20.40 | $30.72 | $45.84 | 15 | $13.50 | $20.25 | $30.45 | |
| 18 | Hampshire Elem | 200 | $16.00 | $24.00 | $36.00 | 4 | $2.32 | $3.48 | $5.24 | 0 | $0.00 | $0.00 | $0.00 | 4 | $3.40 | $5.12 | $7.64 | 0 | $0.00 | $0.00 | $0.00 | |
| 19 | Lake in the Hills | 225 | $18.00 | $27.00 | $40.50 | 30 | $17.40 | $26.10 | $39.30 | 0 | $0.00 | $0.00 | $0.00 | 3 | $2.55 | $3.84 | $5.73 | 0 | $0.00 | $0.00 | $0.00 | |
| 20 | Lakewood | 1000 | $80.00 | $120.00 | $180.00 | 60 | $34.80 | $52.20 | $78.60 | 0 | $0.00 | $0.00 | $0.00 | 20 | $17.00 | $25.60 | $38.20 | 20 | $18.00 | $27.00 | $40.60 | |
| 21 | Liberty | 500 | $40.00 | $60.00 | $90.00 | 12 | $6.96 | $10.44 | $15.72 | 0 | $0.00 | $0.00 | $0.00 | 4 | $3.40 | $5.12 | $7.64 | 0 | $0.00 | $0.00 | $0.00 | |
| 22 | Lincoln Prairie | 750 | $60.00 | $90.00 | $135.00 | 10 | $5.80 | $8.70 | $13.10 | 0 | $0.00 | $0.00 | $0.00 | 4 | $3.40 | $5.12 | $7.64 | 10 | $9.00 | $13.50 | $20.30 | |
| 23 | Meadowdale | 800 | $64.00 | $96.00 | $144.00 | 20 | $11.60 | $17.40 | $26.20 | 0 | $0.00 | $0.00 | $0.00 | 10 | $8.50 | $12.80 | $19.10 | 0 | $0.00 | $0.00 | $0.00 | |
| 24 | Neubert | 200 | $16.00 | $24.00 | $36.00 | 8 | $4.64 | $6.96 | $10.48 | 0 | $0.00 | $0.00 | $0.00 | 12 | $10.20 | $15.36 | $22.92 | 0 | $0.00 | $0.00 | $0.00 | |
| 25 | Parkview | 1000 | $80.00 | $120.00 | $180.00 | 25 | $14.50 | $21.75 | $32.75 | 0 | $0.00 | $0.00 | $0.00 | 7 | $5.95 | $8.96 | $13.37 | 0 | $0.00 | $0.00 | $0.00 | |
| 26 | Perry | 500 | $40.00 | $60.00 | $90.00 | 35 | $20.30 | $30.45 | $45.85 | 0 | $0.00 | $0.00 | $0.00 | 12 | $10.20 | $15.36 | $22.92 | 0 | $0.00 | $0.00 | $0.00 | |
| 27 | Sleepy Hollow | 300 | $24.00 | $36.00 | $54.00 | 6 | $3.48 | $5.22 | $7.86 | 8 | $5.36 | $8.00 | $12.08 | 0 | $0.00 | $0.00 | $0.00 | 0 | $0.00 | $0.00 | $0.00 | |
| 28 | Westfield | 3000 | $240.00 | $360.00 | $540.00 | 25 | $14.50 | $21.75 | $32.75 | 0 | $0.00 | $0.00 | $0.00 | 15 | $12.75 | $19.20 | $28.65 | 0 | $0.00 | $0.00 | $0.00 | |
| 29 | AMS | 600 | $48.00 | $72.00 | $108.00 | 44 | $25.52 | $38.28 | $57.64 | 0 | $0.00 | $0.00 | $0.00 | 20 | $17.00 | $25.60 | $38.20 | 0 | $0.00 | $0.00 | $0.00 | |
| 30 | CMS | 1300 | $104.00 | $156.00 | $234.00 | 35 | $20.30 | $30.45 | $45.85 | 0 | $0.00 | $0.00 | $0.00 | 15 | $12.75 | $19.20 | $28.65 | 40 | $36.00 | $54.00 | $81.20 | |
| 31 | DMS | 1100 | $88.00 | $132.00 | $198.00 | 40 | $23.20 | $34.80 | $52.40 | 0 | $0.00 | $0.00 | $0.00 | 15 | $12.75 | $19.20 | $28.65 | 0 | $0.00 | $0.00 | $0.00 | |
| 32 | HMS | 1900 | $152.00 | $228.00 | $342.00 | 36 | $20.88 | $31.32 | $47.16 | 0 | $0.00 | $0.00 | $0.00 | 16 | $13.60 | $20.48 | $30.56 | 0 | $0.00 | $0.00 | $0.00 | |
| 33 | Dundee Crown | 1000 | $80.00 | $120.00 | $180.00 | 150 | $87.00 | $130.50 | $196.50 | 0 | $0.00 | $0.00 | $0.00 | 60 | $51.00 | $76.80 | $114.60 | 0 | $0.00 | $0.00 | $0.00 | |
| 34 | Hampshire HS | 1600 | $128.00 | $192.00 | $288.00 | 100 | $58.00 | $87.00 | $131.00 | 30 | $20.10 | $30.00 | $45.30 | 54 | $45.90 | $69.12 | $103.14 | 0 | $0.00 | $0.00 | $0.00 | |
| 35 | Jacobs HS | 1600 | $128.00 | $192.00 | $288.00 | 140 | $81.20 | $121.80 | $183.40 | 0 | $0.00 | $0.00 | $0.00 | 30 | $25.50 | $38.40 | $57.30 | 60 | $54.00 | $81.00 | $121.80 | |
| 36 | Buildings & Grounds | 300 | $24.00 | $36.00 | $54.00 | 15 | $8.70 | $13.05 | $19.65 | 36 | $24.12 | $36.00 | $54.36 | 0 | $0.00 | $0.00 | $0.00 | 20 | $18.00 | $27.00 | $40.60 | |
| 37 | Totals | 23265 | $1,861.20 | $2,791.80 | $4,187.70 | 943 | $546.94 | $820.41 | $1,235.33 | 90 | $60.30 | $90.00 | $135.90 | 417 | $354.45 | $533.76 | $796.47 | 165 | $148.50 | $222.75 | $334.95 | |
| 38 | | | | | | | | | | | | | | | | | | | | | | |

**COMMUNITY UNIT SCHOOL DISTRICT #300**
**PURCHASING DEPARTMENT**
**2605 BUNKER HILL DR**
**ALGONQUIN IL, 60102**
**Phone – 847-551-8460**
**Fax – 847-551-8463**

January 12, 2020

Dear Vendor:

## ADDENDUM 1

## Cleaning and Delivery Services for Floor Mats, Mops and Towels -District Wide-

PLEASE REFER TO THE ABOVE REFERENCED PROJECT AND MAKE THE FOLLOWING CHANGES:

### Vendor Question

**Q:** Is the Prevailing Wage Act applicable to this bid?
**A:** No. The Prevailing Wage Act is not required of this project.

This Addendum is to be considered part of the original bid documents. Please confirm receipt of this email by a telephone call, email or fax. This change should also be acknowledged on Bid Response Form – Part B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C White

Diane C. White / Director of Purchasing

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 11, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Diane White,
Director of Purchasing

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 3/11/2025 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/25/2025 |

**SUBJECT:** **PE Uniform Contract - Second Extension**

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**Background**

PE uniforms are purchased for middle and high school students who dress for PE classes daily. The PE uniforms are sold at registration in the summer and throughout the school year at each site. Individual students pay for the uniforms as part of their student fees.

The bid package for PE uniforms was released on February 14, 2023, and bids were opened on March 16, 2023. Thirty-seven vendors downloaded the bid documents from BidNet. Six vendors submitted bids, with nine bid options submitted. This bid was for both printed shirts and shorts. The first extension for this contract lasted from April 1, 2024, to March 31, 2025.

Educational Products, Inc. has agreed to hold their pricing and has signed the offer letter for the second contract extension. The second extension is from April 1, 2025 – March 31, 2026.

**Administrative Recommendation**

**Educational Products, Inc. of Carrolton, TX:** Award contract pricing for PE Uniforms (shirts and shorts) for an estimated total amount of $50,826.80.

**Fiscal Impact**

The total estimated award amount is $50,826.60.

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

January 22, 2025

Mr. Sean Kerr
Educational Products, Inc
1342 N. Interstate 35E
Carrolton, TX 75006

Via Email: skerr@educationalproducts.com, CC: abarnett@educationalproducts.com

BID – Contract Pricing for Physical Education Uniforms - Second Extension

Dear Mr. Kerr,

On May 23, 2023, The Board of Education originally approved a contract with Educational Products, Inc for the bid of Contract Pricing for Physical Education Uniforms. The contract included the possibility of two one-year extensions. District 300 would like to exercise the second contract extension based on the February 23, 2023 response submitted by your firm. The extension will run from April 1, 2025 to March 31, 2026. Pricing would remain at original rates given.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee and award by the board on Tuesday, February 18, 2025.

The favor of a response is requested by Friday, January 24, 2025.

Sincerely,
Nicole Kennedy **2025-01-22**
2E5C437FB41564CA096ED735A24EE71B contractworks.
Diane C White, Director of Purchasing
Signed by Nicole Kennedy, Purchasing Manager, in Diane's absence

Acceptance to hold submitted pricing:

Sean Kerr **2025-01-29**
1D27B332630DFABB57E436C5803B3189 contractworks.
Service Provider

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
**PHONE: 847-551-8460 s FAX 847-551-8463**

January 17, 2024

Mr. Sean Kerr
Educational Products, Inc
1342 N. Interstate 35E
Carrollton, TX 75006

Via email: skerr@educationalproducts.com

Bid – Contract Pricing for Physical Education Uniforms – First Extension

Dear Mr. Kerr,

Congratulations! District 300 awarded the first contract extension of the Contract Pricing for Physical Education Uniforms to Educational Products, Inc! This will extend the current contract to March 31, 2025. The Pricing will remain at the original rates given. The District 300 Board of Education awarded the original bid contract on May 23, 2023.

***This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.***

Please sign this letter electronically via Contract Works.

This Agreement is entered into as of February 7, 2024.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
ADMINISTRATOR *(Signature)*

Sean Kerr **2024-01-17**
1D27B332630DFABB57E436C5803B3189 contractworks
CONTRACTOR *(Signature)*

Diane C White, Director of Purchasing

**Sean Kerr** **Sales Manager**
*(Printed name and title)*

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane White **2024-01-17**
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks
Diane C White, Director of Purchasing

DISTRICT 300

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

May 24, 2023

Sean Kerr
Educational Products, Inc.
1342 N. Interstate 35E
Carrollton, TX 75006

Via: skerr@educationalproducts.com

RE: Bid – Contract Pricing for Physical Education Uniforms

Dear Mr. Kerr,

Congratulations! District 300 has awarded the bid for Contract Pricing for Physical Education Uniforms to Educational Products, Inc.! The Board of Education approved this award at their regular meeting of May 23, 2023. The estimated value of this contract is $50,826.60. This contract will run from May 24, 2023 through March 31, 2024 with the possibility of two one-year extensions. Purchase orders will follow contract completion.

***This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.***

Please complete this letter via Contract Works by June 6, 2023.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured to the following address prior to May 31, 2023.
.

Diane C. White, Director of Purchasing
Community Unit School District 300
2605 Bunker Hill Drive
Algonquin, IL 60102

This Agreement is entered into as of May 24, 2023.

_____
OWNER *(Signature)*

_____
CONTRACTOR *(Signature)*

Diane C. White, Director of Purchasing

_____
*(Printed name and title)*

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White

Diane C. White, Director of Purchasing

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **April 25, 2023**

**TO:** Susan Harkin, Superintendent
Board of Education

**FROM:** Diane C. White
Director of Purchasing

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 05/09/2023 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 05/09/2023 |
| **BOE 2nd Reading** | 05/23/2023 |

**SUBJECT:** **Physical Education Uniforms Bids**

**Background**

PE uniforms are purchased for middle and high school students who dress for PE classes daily. The PE uniforms are sold at registration in the summer and throughout the school year at each school site. Individual students pay for the cost of the uniforms as part of their student fees.

The bid package for PE uniforms was released on February 14, 2023. Bids were opened on March 16, 2023. Thirty-seven vendors downloaded the bid documents from BidNet. Six vendors submitted bids, with nine bid options submitted. This bid was for both printed shirts and shorts.

The contract term is from May 24, 2023 through March 31, 2024, with the possibility of two (2) full-year extensions, April 1, 2024 - March 31, 2025 and April 1, 2025 - March 31, 2026.

**Recommendation**

The administration recommends awarding the bid as follows:
**Educational Products, Inc. of Carrolton, TX:** Award contract pricing for PE Uniforms (shirts and shorts). Individual shirt and short pricing is included on the bid tab.

**Fiscal Impact**

The total estimated award amount is $50,826.60 and is funded through student fees for uniforms.

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**Contract Pricing for Physical Education Uniforms**
**Thursday, March 16, 10:00 AM - Virtual**

| COMPANY | References | Certifications | W-9 & Vendor App. | Addendum 1 | Addendum 2 | Bid Response Form A | Bid Response Form B | Sample | Comments |
|---|---|---|---|---|---|---|---|---|---|
| Educational Products Inc. | Y | Y | Y | Y | Y | Y | Y | Y | |
| Emandel Solutions Inc DBA Hyperstitch | Y | Y | Y | Y | Y | Y | Y | Y | |
| Fsp Designs | | | Y | Y | Y | | Y | Y | |
| Jonahs Enterprises Inc. | Y | Y | Y | Y | Y | Y | Y | N | |
| Riddell, Incorporated | Y | Y | Y | Y | Y | Y | Y | | |
| Triangle Sports Inc. | Y | Y | Y | Y | Y | Y | Y | Y | |
| 2 Roosters | | | | | | | | | |
| Allied Solutions | | | | | | | | | |
| Amalgamated Services Inc | | | | | | | | | |
| American Filing Solutions | | | | | | | | | |
| Aoc Impressions, Llc | | | | | | | | | |
| Armstrong Project, Llc | | | | | | | | | |
| Blink Marketing Inc | | | | | | | | | |
| Bob Barker Company, Inc. | | | | | | | | | |
| Bsn Sports/Passon's Sports | | | | | | | | | |
| Bully Mode Graphics | | | | | | | | | |
| Ed Luberda | | | | | | | | | |
| Forever Grace, Llc | | | | | | | | | |
| Image First Uniforms Dba Madim LLC | | | | | | | | | |
| International Promotional Ideas Inc. | | | | | | | | | |
| It's Greek To Me Inc. Dba Champion Teamwear | | | | | | | | | |
| Lands' End Business Outfitters | | | | | | | | | |
| LCD Uniforms And Gear LLC | | | | | | | | | |
| Local Shirt Company | | | | | | | | | |
| Middleman Media Llc | | | | | | | | | |
| Moxie Fitness Apparel | | | | | | | | | |
| Nonstop Promotions | | | | | | | | | |
| One Stone Apparel | | | | | | | | | |
| Pg Creative Inc. | | | | | | | | | |
| Pyramid School Products | | | | | | | | | |
| School Wholesale Supplies Llc | | | | | | | | | |
| Seaside Companies | | | | | | | | | |
| Uniforms & Accessories Warehouse | | | | | | | | | |

**ADMINISTRATION RECOMMENDS:**
**Educational Products, Inc. of Carrollton, TX**: Award contract pricing for PE Uniforms (shirt and shorts).
The total estimated award amount is $50,826.60.

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**Contract Pricing for Physical Education Uniforms**
**Thursday, March 16, 10:00 AM - Virtual**

| | | | | | VENDOR | Educational Products | | FSP Designs | | Hyperstitch | | Jonah's Enterprises Inc. | | Riddell | | Triangle Sports Inc. (1) | | Triangle Sports Inc. (2) | | Triangle Sports Inc. (3) | | Triangle Sports Inc. (4) | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D300 Item # | D300 Item Description | Size | D300 UOM | Estimated Purchase Amount | | Vendor Unit Price | Vendor Extended Cost | Vendor Unit Price | Vendor Extended Cost | Vendor Unit Price | Vendor Extended Cost | Vendor Unit Price | Vendor Extended Cost | Vendor Unit Price | Vendor Extended Cost | Vendor Unit Price | Vendor Extended Cost | Vendor Unit Price | Vendor Extended Cost | Vendor Unit Price | Vendor Extended Cost | Vendor Unit Price | Vendor Extended Cost |
| 35-0002 | SHIRT, PE, GREY W/LOGO | Small | EA | 1195 | | $3.95 | $ 4,720.25 | $4.50 | $ 5,377.50 | $5.31 | $ 6,345.45 | $9.56 | $ 11,424.20 | $5.30 | $ 6,333.50 | $4.85 | $ 5,795.75 | $4.85 | $ 5,795.75 | $4.85 | $ 5,795.75 | $4.72 | $ 5,640.40 |
| 35-0003 | SHIRT, PE, GREY W/LOGO | Medium | EA | 1515 | | $3.95 | $ 5,984.25 | $4.50 | $ 6,817.50 | $5.31 | $ 8,044.65 | $9.56 | $ 14,483.40 | $5.30 | $ 8,029.50 | $4.85 | $ 7,347.75 | $4.85 | $ 7,347.75 | $4.85 | $ 7,347.75 | $4.72 | $ 7,150.80 |
| 35-0004 | SHIRT, PE, GREY W/LOGO | Large | EA | 1185 | | $3.95 | $ 4,680.75 | $4.50 | $ 5,332.50 | $5.31 | $ 6,292.35 | $9.56 | $ 11,328.60 | $5.30 | $ 6,280.50 | $4.85 | $ 5,747.25 | $4.85 | $ 5,747.25 | $4.85 | $ 5,747.25 | $4.72 | $ 5,593.20 |
| 35-0005 | SHIRT, PE, GREY W/LOGO | XL | EA | 425 | | $3.95 | $ 1,678.75 | $4.50 | $ 1,912.50 | $5.31 | $ 2,256.75 | $11.93 | $ 5,070.25 | $5.30 | $ 2,252.50 | $4.85 | $ 2,061.25 | $4.85 | $ 2,061.25 | $4.85 | $ 2,061.25 | $4.72 | $ 2,006.00 |
| 35-0006 | SHIRT, PE, GREY W/LOGO | 2XL | EA | 210 | | $5.95 | $ 1,249.50 | $6.50 | $ 1,365.00 | $6.31 | $ 1,325.10 | $13.63 | $ 2,862.30 | $7.30 | $ 1,533.00 | $6.75 | $ 1,417.50 | $6.75 | $ 1,417.50 | $6.75 | $ 1,417.50 | $6.75 | $ 1,417.50 |
| 35-0007 | SHIRT, PE, GREY W/LOGO | 3XL | EA | 35 | | $5.95 | $ 208.25 | $7.50 | $ 262.50 | $7.31 | $ 255.85 | $13.63 | $ 477.05 | $8.30 | $ 290.50 | $7.75 | $ 271.25 | $7.75 | $ 271.25 | $7.75 | $ 271.25 | $7.99 | $ 279.65 |
| 35-0023 | SHIRT, PE, GREY W/LOGO | 4XL | EA | 40 | | $5.95 | $ 238.00 | $7.50 | $ 300.00 | $8.31 | $ 332.40 | $13.63 | $ 545.20 | $9.30 | $ 372.00 | $7.75 | $ 310.00 | $7.75 | $ 310.00 | $7.75 | $ 310.00 | $7.99 | $ 319.60 |
| 35-0009 | SHORT, PE, BLUE W/LOGO | Small | EA | 1315 | | $6.29 | $ 8,271.35 | $6.00 | $ 7,890.00 | $8.52 | $ 11,203.80 | $14.91 | $ 19,606.65 | $6.50 | $ 8,547.50 | $7.95 | $ 10,454.25 | $7.25 | $ 9,533.75 | $7.95 | $ 10,454.25 | $5.50 | $ 7,232.50 |
| 35-0010 | SHORT, PE, BLUE W/LOGO | Medium | EA | 1480 | | $6.29 | $ 9,309.20 | $6.00 | $ 8,880.00 | $8.52 | $ 12,609.60 | $14.91 | $ 22,066.80 | $6.50 | $ 9,620.00 | $7.95 | $ 11,766.00 | $7.25 | $ 10,730.00 | $7.95 | $ 11,766.00 | $5.50 | $ 8,140.00 |
| 35-0011 | SHORT, PE, BLUE W/LOGO | Large | EA | 1195 | | $6.29 | $ 7,516.55 | $6.00 | $ 7,170.00 | $8.52 | $ 10,181.40 | $14.91 | $ 17,817.45 | $6.50 | $ 7,767.50 | $7.95 | $ 9,500.25 | $7.25 | $ 8,663.75 | $7.95 | $ 9,500.25 | $5.50 | $ 6,572.50 |
| 35-0012 | SHORT, PE, BLUE W/LOGO | XL | EA | 175 | | $6.29 | $ 1,100.75 | $6.00 | $ 1,050.00 | $8.52 | $ 1,491.00 | $16.71 | $ 2,924.25 | $6.50 | $ 1,137.50 | $7.95 | $ 1,391.25 | $7.25 | $ 1,268.75 | $7.95 | $ 1,391.25 | $5.50 | $ 962.50 |
| 35-0013 | SHORT, PE, BLUE W/LOGO | 2XL | EA | 55 | | $8.29 | $ 455.95 | $7.00 | $ 385.00 | $10.01 | $ 550.55 | $18.51 | $ 1,018.05 | $8.50 | $ 467.50 | $7.95 | $ 437.25 | $8.25 | $ 453.75 | $7.95 | $ 437.25 | $6.50 | $ 357.50 |
| 35-0014 | SHORT, PE, BLUE W/LOGO | 3XL | EA | 5 | | $8.29 | $ 41.45 | $8.00 | $ 40.00 | $11.52 | $ 57.60 | $20.31 | $ 101.55 | $8.50 | $ 42.50 | $9.95 | $ 49.75 | $8.75 | $ 43.75 | $7.95 | $ 39.75 | $6.99 | $ 34.95 |
| 35-0025 | SHORT, PE, ROYAL BLUE W/LOGO | 4XL | EA | 30 | | $8.29 | $ 248.70 | $9.00 | $ 270.00 | $13.01 | $ 390.30 | $22.11 | $ 663.30 | $9.50 | $ 285.00 | $10.95 | $ 328.50 | $8.75 | $ 262.50 | $10.95 | $ 328.50 | $6.99 | $ 209.70 |
| 35-0015 | SHIRT, PE, GREY W/LOGO | Youth Small | EA | 20 | | $3.95 | $ 79.00 | $4.50 | $ 90.00 | $4.88 | $ 97.60 | $9.24 | $ 184.80 | $5.10 | $ 102.00 | $4.85 | $ 97.00 | $4.85 | $ 97.00 | $4.85 | $ 97.00 | $4.72 | $ 94.40 |
| 35-0016 | SHIRT, PE, GREY W/LOGO | Youth Medium | EA | 75 | | $3.95 | $ 296.25 | $4.50 | $ 337.50 | $4.88 | $ 366.00 | $9.24 | $ 693.00 | $5.10 | $ 382.50 | $4.85 | $ 363.75 | $4.85 | $ 363.75 | $4.85 | $ 363.75 | $4.72 | $ 354.00 |
| 35-0017 | SHIRT, PE, GREY W/LOGO | Youth Large | EA | 230 | | $3.95 | $ 908.50 | $4.50 | $ 1,035.00 | $4.88 | $ 1,122.40 | $9.24 | $ 2,125.20 | $5.10 | $ 1,173.00 | $4.85 | $ 1,115.50 | $4.85 | $ 1,115.50 | $4.85 | $ 1,115.50 | $4.72 | $ 1,085.60 |
| 35-0018 | SHIRT, PE, GREY W/LOGO | Youth XL | EA | 120 | | $3.95 | $ 474.00 | $4.50 | $ 540.00 | $4.88 | $ 585.60 | $9.24 | $ 1,108.80 | $5.10 | $ 612.00 | $4.85 | $ 582.00 | $4.85 | $ 582.00 | $4.85 | $ 582.00 | $4.72 | $ 566.40 |
| 35-0024 | SHORT, PE, BLUE W/LOGO | Youth X-Small | EA | 5 | | $6.29 | $ 31.45 | $5.25 | $ 26.25 | $7.64 | $ 38.20 | $13.32 | $ 66.60 | $5.70 | $ 28.50 | $7.50 | $ 37.50 | $6.75 | $ 33.75 | $7.50 | $ 37.50 | $5.93 | $ 29.65 |
| 35-0019 | SHORT, PE, BLUE W/LOGO | Youth Small | EA | 20 | | $6.29 | $ 125.80 | $5.25 | $ 105.00 | $7.64 | $ 152.80 | $13.32 | $ 266.40 | $5.70 | $ 114.00 | $7.50 | $ 150.00 | $6.75 | $ 135.00 | $7.50 | $ 150.00 | $5.93 | $ 118.60 |
| 35-0020 | SHORT, PE, BLUE W/LOGO | Youth Medium | EA | 75 | | $6.29 | $ 471.75 | $5.25 | $ 393.75 | $7.64 | $ 573.00 | $13.32 | $ 999.00 | $5.70 | $ 427.50 | $7.50 | $ 562.50 | $6.75 | $ 506.25 | $7.50 | $ 562.50 | $5.93 | $ 444.75 |
| 35-0021 | SHORT, PE, BLUE W/LOGO | Youth Large | EA | 230 | | $6.29 | $ 1,446.70 | $5.25 | $ 1,207.50 | $7.64 | $ 1,757.20 | $13.32 | $ 3,063.60 | $5.70 | $ 1,311.00 | $7.50 | $ 1,725.00 | $6.75 | $ 1,552.50 | $7.50 | $ 1,725.00 | $5.93 | $ 1,363.90 |
| 35-0022 | SHORT, PE, BLUE W/LOGO | Youth XL | EA | 205 | | $6.29 | $ 1,289.45 | $5.25 | $ 1,076.25 | $7.64 | $ 1,566.20 | $13.32 | $ 2,730.60 | $5.70 | $ 1,168.50 | $7.50 | $ 1,537.50 | $6.75 | $ 1,383.75 | $7.50 | $ 1,537.50 | $5.93 | $ 1,215.65 |
| | | | | | | | $ 50,826.60 | | $ 51,863.75 | | $ 67,595.80 | | $ 121,627.05 | | $ 58,278.00 | | $ 63,038.75 | | $ 59,676.50 | | $ 63,038.75 | | $ 51,189.75 |
| | Note: A call to Gildan Customer Service confirmed that the Item 5000 and the Item G500 are the exact same shirt. | | | | | Gildan G500; A4 N5296; Gildan G500B; A4 NB5301 - Vendor also quotes products in Adult X-Small. | | Port & Company PC 54; A4 N5296; Port & Company PC54Y; A4 NB5301 - Vendor also quotes products in Adult X-Small. | | Port & Company PC 54; Badger 7207; Gildan 5000B; Badger 2207 | | Fruit of the Loom 3930R; Badger 7209; Fruits of the Loom 3930BR; Badger 2207 - Vendor also quotes products in Adult X-Small. | | Gildan 5000; A4 N5296; Gildan 500B; A4 NB5301 - Vendor also quotes products in Adult X-Small. | | Fruit of the Loom 3931; Badger 7239; Fruit of the Loom 3931B; Badger 2207 - Vendor also quotes products in Adult X-Small. | | Gildan G500; A4 N5184; Gildan G500B; A4 NB5184 - Vendor also quotes products in Adult X-Small. | | Hanes 5280; Badger 7209; Hanes 5480; Badger 2237 - Vendor also quotes products in Adult X-Small. | | Port & Company PC 54; A4 N5296; Port & Company PC54Y; A4 NB5301 - Vendor also quotes products in Adult X-Small. | |

**Community Unit School District # 300**
**Purchasing Department**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**
**847-551-8460 – PHONE**

February 14, 2023

Dear Vendor,

The Board of Education of Community Unit School District No. 300 (the "District") invites you to submit a sealed bid for:

**Contract Pricing for Physical Education Uniforms**

The enclosed bid form(s) **must** be used in submitting bid. Bid must be addressed as follows:

**Community Unit School District No. 300**
**Purchasing Department – Physical Education Uniforms**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**

Sealed bids will be received via BidNet until **10:00 AM CT, Thursday, March 16, 2023** at which time they will be publicly opened and read.

The required Contractor's Certification forms must be completed and returned with the bid.

It is the intention of the Board of Education to award the bid at the **Tuesday, May 23, 2023 regular meeting.** The Board of Education may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all bids if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. District further reserves the right to waive any minor irregularities or minor defects in the bids, which do not affect the price nor constitute some type of substitution for a designated item, and to accept the bid, which is in the best interest of the District. Conditional bids will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a bid without any specification of reason for the rejection. Any request for information shall be made to Diane C. White, Director of Purchasing, but the response may not be used as a condition to any bid being submitted.

Diane C White

Sincerely,
Diane C. White
Director of Purchasing

# PUBLIC NOTICE

## NOTICE TO BIDDERS

**The Board of Education of Community Unit School District No. 300 is accepting sealed bids for:**

**Contract Pricing for Physical Education Uniforms**

**Sealed bids will be accepted until 10:00 AM CT, Thursday, March 16, 2023 via Bidnet:**

A public bid opening will be held virtually, via Google Meet. Meeting information will be posted to BIDNET.

**Instruction to Bidders**

**Bids** should be submitted via BidNet, District 300's online bid submittal service. **Bid samples** should be in a sealed envelope with the date and time of the bid opening, and the Contractor's name and address.

Bid Samples only to:
**Community Unit School District 300**
**Purchasing Office**
**2605 Bunker Hill Dr.**
**Algonquin, IL, 60102**

A non-mandatory document review pre-bid meeting will be held virtually on Thursday, February 23, 2023 at 10:00 AM

**Bid specifications will be available on Tuesday, February 14, 2023 after 4:00 PM. To obtain bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 BidNet website.**

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 60102
847-551-8460
bids.purchasing@d300.org

## Contract Pricing for Physical Education Uniforms

## TIMELINE – 2/10/2023

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| | | | |
| **Establish Timeline** | **Friday, February 10, 2023** | | |
| **Specifications Review** | **Tuesday, February 14, 2023** | | |
| **Specifications Finalized** | **Tuesday, February 14, 2023** | | |
| **Legal Ad** | **Wednesday, February 15, 2023** | | Daily Herald |
| **Specifications Released** | **Tuesday, February 14, 2023** | **4:00 PM** | |
| **Pre-Bid Meeting** | **Thursday, February 23, 2023** | **10:00 AM** | Virtual |
| **Q&A Deadline** | **Tuesday, March 7, 2023** | **Noon** | BidNet |
| **Bid Opening** | **Thursday, March 16, 2023** | **10:00 AM** | Virtual |
| **Evaluation Period** | **Thursday, March 16, 2023 to Thursday, April 27, 2023** | | Purchasing |
| **To COO** | **Thursday, April 27, 2023** | | Purchasing |
| **BFC Packet** | **Tuesday, May 9, 2023** | | |
| **CFOC Meeting** | **Tuesday, May 9, 2023** | | |
| **BOE Workshop / Approval** | **Tuesday, May 23, 2023** | | |
| **CONTRACT ISSUED** | **Wednesday, May 24, 2023** | | |
| **BOE Workshop / Approval** | **Tuesday, March 15, 2022** | | |
| **CONTRACT ISSUED** | **Wednesday, March 16, 2022** | | |

**Instructions to Bidders**

## 1. GENERAL

a. Proposal shall be signed and with the title of the proposal, and date and time of opening. Unsigned proposals will be rejected.

b. Seal and deliver bid to the purchasing office on or before the time scheduled for the opening. Late bids will not be opened nor considered.

c. All bids MUST be completed in the EXCEL® spreadsheet provided in the Bid Response Form.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Bids should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation, unforeseen costs (tariffs), energy charges, and delivery to the individual locations designated on the bid specification and installation if called for in the bid specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Bids are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

h. Oral, telephonic, telegraphic, facsimile or electronically transmitted bids will not be accepted.

i. Proposal shall be submitted electronically to BidNet. District 300 is utilizing BidNet to post Invitations to Bid (IFB), Request for Proposals (RFP), and Request for Quotes (RFQ) documents. There is no charge to register. Follow the registration path and select the "Limited Access" option. District 300 will notify you via email through BidNet when there are matching solicitations and addenda.

   i. For Vendor Registration or login: Click here: Click here

   ii. For Vendor Registration Help Document: Click here

   iii. For Electronic Bid Submission (EBS) Guide Click here

   Pre-Bid/RFP Meetings and Openings will be conducted via virtual meetings. Meeting links will be provided in the IFB/RFP/RFQ documents. Onsite meeting may be recommended depending on the project.

## 2. ERRORS AND OMISSIONS

All bids shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for bid opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda.

## 3. FIRM BID

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

## 4. WITHDRAWAL OF BIDS

Bids may be withdrawn in writing by email, letter, or fax received by the district or in person prior to the time and date established for the opening of bids.

## 5. INVESTIGATION OF BIDDERS

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

b. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final. All items bid shall be new unless otherwise specified in the requirements.

## 6. VENDOR APPLICATION AND W-9 FORM

The District requires that a current Vendor Application and W-9 form be included with your sealed bid. These forms can be found on the District website – www.d300.org. Go to Support Services-Purchasing to download the vendor application and W-9 form.

## 7. COMPLIANCE WITH THE ILLINOIS PREVAILING WAGE ACT

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

## 8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

## 9. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

## 10. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract (whether or not federal funds are involved) the bidder agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

## 11. COMPLETION DELIVERY TIME

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidders state the delivery time by each respective item. All prices must be quoted FOB. Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

## 12. EVALUATIONS

The District reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to a different bidder or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

## 13. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a bid for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the bid, and include in its own bid all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a bid, each bidder shall be held to represent that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

## 14. PERFORMANCE: LABOR AND MATERIAL PAYMENT BONDS IS NOT REQUIRED OF THIS PROJECT

Within ten days after the date of the Notice of Award, the successful contractor shall enter into a formal contract with the District and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. Each bond shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties. The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

## 15. BID SECURITY IS NOT REQUIRED OF THIS PROJECT

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the bid shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the bidder shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof. The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds have been provided.

## 16. SERVICE POINTS

**See Scope of work for service point details.**

## 17. WARRANTY

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 1 year. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

## 18. INSURANCE (REQUIRED)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

MINIMUM INSURANCE REQUIREMENTS

| | | |
|---|---|---|
| General Liability | General Aggregate | $2,000,000 |
| | Products-Comp/OP Agg | 2,000,000 |
| | Personal Injury | 1,000,000 |
| | Each Occurrence | 1,000,000 |
| | Fire Damage (Any one fire) | 50,000 |
| | Medical Exp. (Any one person) | 5,000 |
| Excess Liability | Each Occurrence | 2,000,000 |
| | Aggregate | 2,000,000 |
| Automobile Liability | Bodily Injury (each occ) | 1,000,000 |
| | Property Damage (each occ) | 1,000,000 |
| Worker's Compensation | Statutory Limits | |
| | Each Accident | 500,000 |
| | Disease-Policy Limit | 500,000 |
| | Disease-Each employee | 500,000 |

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

With respect to the insurance required herein, the contractor shall provide such insurance naming the District, the Board of Education and its members individually, and its employees and agents as **additional named insured**. The contractor shall also purchase and maintain such insurance as will protect the District from and against all claims, damages, loss and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

## 19. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid form before signing and submitting the bid.

## 20. HOLD HARMLESS AND INDEMNIFICATION

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

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

## 21. DAMAGE TO PROPERTY

In the event the bidder or bidder's agent damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

## 22. LATE BIDS

Bids received after the time specified in the Invitation to Bid will not be opened or considered. The method of transmittal of the bid is at the bidder's risk of untimely receipt by the Board of Education. The use of Board of Education equipment for transmission of bids is prohibited.

## 23. RECYCLED PRODUCTS

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

## 24. PAYMENT

Payment to be made within 45 days after the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

## 25. MANUALS

The successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.

## 26. COMPLETION OF WORK & CONTRACT

Contract period is from May 24, 2023 through March 31, 2024, with the possibility of two (2) full-year extensions, April 1, 2024 – March 31, 2025 and April 1, 2025 – March 31, 2026 with a favorable recommendation to the Community Unit School District 300 Board of Education. District 300 will be using the Urban CPI (December) to evaluate any increases in pricing. For any increase above this CPI %, the successful vendor(s) will have to justify in detail any additional increases to this pricing. District 300 is to be notified within 60 days of any product price increases or decreases.

## 27. PERSONNEL

If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

## 28. SEXUAL HARASSMENT

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and

(vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to the Department upon request.

**29. QUALIFICATIONS**

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

**30. FINANCIAL STABILITY**.

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

**31. COMPLIANCE WITH LAWS**

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

**32. GOVERNING LAW**

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. 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.

**33. BID**

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All bids shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the bid. Unless the bidder so indicates, it is understood that the bidder has submitted the bid in strict accordance with the specification requirements. The bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such bid is in the District's best interest. All quotes shall be

deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bids as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the bid, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

## 34. BIDDER'S AGREEMENT

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with (1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

## 35. CANCELLATION

The District reserves the right to cancel this contract at any time for reasons of unsatisfactory services.

## 36. ADDITIONAL INFORMATION

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hours of 8:00AM and 4:30PM, or by email – bids.purchasing@d300.org

# REFERENCES

**LIST BELOW (3) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE UNIFORMS, T-SHIRTS & SHORTS FOR EDUCATIONAL, LIBRAIRIES, OR OTHER MUNICIPAL ENTITIES IN THE LAST (5) YEARS.**

**Please be sure that contact information for references is current.**

---

**1. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT OF PROVIDED ITEMS:**

**2. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT OF PROVIDED ITEMS:**

## REFERENCES (CONT.)

**3. ORGANIZATION:**

**ADDRESS:**

**CITY, STATE, and ZIP CODE:**

**CONTACT PERSON:**

**TELEPHONE NUMBER:** **EMAIL:**

**DATES OF SERVICE:** **DOLLAR AMOUNT OF PROVIDED ITEMS:**

**OFFEROR'S NAME**

**SIGNATURE:** **DATE:**

## CERTIFICATE OF BIDDER ELIGIBILITY

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 for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois 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 720 ILCS 5/33-E4.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

**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 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.*

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

**CERTIFICATE REGARDING**
**SEXUAL HARASSMENT POLICY**

_____, 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

**CERTIFICATE REGARDING**
**EQUAL EMPLOYMENT OPPORTUNITY**

_____, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

**CERTIFICATE REGARDING**
**EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS**

_____ agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then _____ agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

## NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____ work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____

NOTARY PUBLIC

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Title: _____

Dated: _____

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____

NOTARY PUBLIC

**AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____

(Printed or Typed Name of Applicant Employee)

_____

Signature of Applicant or Employee

Dated: _____

**COMUNITY UNIT SCHOOL DISTRICT 300**
**PURCHASING DEPARTMENT**
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

| **VENDOR APPLICATION FORM** (SUBJECT TO LOCAL LAWS) | **APPLICATION DATE** |
|---|---|
| Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries | **REVISION DATE** |

**DATE:** _____

| **COMPANY** | HOW LONG IN PRESENT BUSINESS? |
|---|---|
| **ADDRESS** CITY STATE ZIP | |
| **CONTACT PERSON/REPRESENTATIVE** | FAX NUMBER ( ) / PHONE AND EXTENSION ( ) |
| **TYPE OF ORGANIZATION (Check Applicable)** ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION | IF INCORPORATED INDICATE IN WHICH STATE |
| **YEARS ESTABLISHED:** | DO YOU ACCEPT PURCHASE ORDERS? YES ☐ NO ☐ / DO YOU ACCEPT CREDIT CARDS? YES ☐ NO ☐ |

**CATEGORY** **(Check below the category which applies to the applicant)**

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR

☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

**NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

(A) PRESIDENT (B) VICE PRESIDENT

(C) SECRETARY (D) TREASURER

(E) OWNERS, PARTNERS, OR STOCKHOLDERS

**TAXPAYER'S I.D. NO.**

FEIN _____

or

S.S. No. _____

**INSURANCE INFORMATION (Check Applicable)**

LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐

Workers' Compensation : State Minimum ☐ Greater than Minimum ☐

Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

**BONDING INFORMATION** **(Check each area in which you have been bonded and the latest date of bonding)**

Perf. Bond ____/____ (Mo. Year) ☐ Payment Bond (Labor and Materials) ____/____ (Mo. Year) ☐ Builder's Risk ____/____ (Mo. Year) ☐

**PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:**

| NAME | OFFICIAL CAPACITY |
|---|---|
| | |
| | |
| | |
| | |

| Average number of employees (including affiliates) for four preceding calendar quarters. | Average annual sales for preceding three fiscal years: | Floor Space (Square Feet) | |
|---|---|---|---|
| | | Manufacturing | Warehouse |
| | | | |

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____
DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

**MINORITY BUSINESS ENTERPRISE ("MBE")** means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

**WOMEN'S BUSINESS ENTERPRISE ("WBE")** means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

**BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")** means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

**MINORITY GROUP MEMBER** is an individual who is one of the following:

**AFRICAN AMERICAN** OR BLACK (persons with origins in any of the Black racial groups of Africa):
**HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
**NATIVE AMERICAN** (American Indian)
**ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

| | ORGANIZATION | ADDRESS, STATE, ZIP | BUYER | PHONE NUMBER |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Bank References

| NAME OF BANK | ADDRESS, STATE, ZIP | CONTACT PERSON | PHONE NUMBER |
|---|---|---|---|
| | | | |

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

| |
|---|
| **SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION** |
| |
| **NAME AND TITLE OF PERSON SIGNING (Please type or print)** |

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

**USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY**

| VENDOR I.D. NUMBER | APPROVED BY | DATE | W9 | COMM LIST |
|---|---|---|---|---|
| | | | | |

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.

**6** City, state, and ZIP code

Requester's name and address (optional)

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**2550 HARNISH DRIVE**
**ALGONQUIN, IL 60102**

**7** List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

☐☐☐ – ☐☐ – ☐☐☐☐

**or**

**Employer identification number**

☐☐ – ☐☐☐☐☐☐☐

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** | **Signature of U.S. person** ▶ | **Date** ▶

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

# SCOPE OF WORK/SERVICE

## PHYSICAL EDUCATION UNIFORMS

Community Unit School District is seeking a contract from May 24, 2023 through March 31, 2024, with the possibility of two (2) full-year extensions, April 1, 2024 – March 31, 2025 and April 1, 2025 – March 31, 2026 with a favorable recommendation to the Community Unit School District 300 Board of Education. District 300 will be using the Urban CPI (December) to evaluate any increases in pricing. For any increase above this CPI %, the successful vendor(s) will have to justify in detail any additional increases to this pricing. District 300 is to be notified within 60 days of any product price increases or decreases.

District 300 Purchase Orders will be written to fulfill uniforms needed by location regardless of delivery location. This will result in multiple orders. Samples are required for this bid.

### Physical Education Uniforms

Gym uniforms for approximately 11,300 current Middle and High School students: 5000 shorts and 5300 PE shirts.

Gym uniforms consist of one each T-shirt and one pair of nine-inch inseam, fused liner shorts, priced individually. Youth shorts shall have a six-inch inseam. Each T-shirt and pair of shorts shall be **silk-screened** with three (3) lines of **one-color** printing. One line consists of a blank box for the student's name. Gym shirt and short screening styles have been attached to this Scope of Work.

Complete uniforms or separate shirts and shorts, will be shipped to 8 individual schools during the summer break and throughout the school year. Gym uniform shirt and short unit pricing shall include all shipping, energy/fuel, and tariff costs and set up charges; shipping **must not** be invoiced separately. Vendor is strictly responsible for all shipping costs.

Proofs should be emailed to Elizabeth.duran@d300.org with a cc to: bids.purchasing@d300.org.

### Specifications

District 300 will a accept shirts and shorts as outlined in the following specifications chart.

Adult and Youth sized T-Shirts are acceptable from the following manufacturers only: Fruit of the Loom, Hanes, Gildan, or Port & Company.

Adult and Youth sized Shorts are acceptable from the following manufacturers only: A4, Badger, or Ramco

Note specified item numbers and colors.

No substitutions will be accepted.

Specifications chart follows this page.

# Community Unit School District 300 Specifications for PE Shirts and Shorts

## T-SHIRTS

### ADULT

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | WEIGHT | FABRIC | AVAILABLE ADULT SIZES | LINK |
|---|---|---|---|---|---|---|---|
| **Fruit of the Loom** | Original Heavyweight Unisex T-Shirt | 3930R | Athletic Heather | 5.0 oz | 90% Cotton / 10% Polyester | S - 6XL | https://www.fruitactivewear.com/shop/p/hd-cotton-unisex-t-shirt/3930R?color=ATHLETIC%20HEATHER |
| **Hanes** | Hanes Essentials Unisex 5.2 oz | 5280 | Ash | 5.2 oz | 99% Cotton, 1% Polyester | S - 4XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-5280.pdf |
| **Gildan** | Heavy Cotton T-Shirt | 5000 | Sport Grey | 5.3 oz | 90% Cotton / 10% Polyester | S - 5XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000.pdf |
| **Port & Company** | Core Cotton Tee | PC54 | Athletic Heather | 5.4 oz | 90% Cotton / 10% Polyester | S - 4XL | https://www.portandcompany.com/p/3985_AthlHthr#?doScrollToGrid=true |

### YOUTH

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | WEIGHT | FABRIC | AVAILABLE YOUTH SIZES | LINK |
|---|---|---|---|---|---|---|---|
| **Fruit of the Loom** | HD Cotton™ Youth T-Shirt | 3930BR | Athletic Heather | 5.0 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://www.fruitactivewear.com/shop/p/hd-cotton-youth-t-shirt/3930BR?color=ATHLETIC%20HEATHER |
| **Hanes** | Hanes 54500 Youth Authentic-T | 54500 | Ash | 5-6 oz | 99% Cotton, 1% Polyester | YOUTH XS - XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-54500.pdf |
| **Gildan** | Youth Heavy Cotton T-Shirt | 500B | Sport Grey | 5.3 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000b.pdf |
| **Port & Company** | Youth Core Cotton Tee | PC54Y | Athletic Heather | 5.4 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://www.portandcompany.com/p/3986_AthlHthr#?doScrollToGrid=true |

## SHORTS

### ADULT

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | FABRIC | AVAILABLE ADULT SIZES | LINK |
|---|---|---|---|---|---|---|
| **A4** | Sprint 9" Lined Tricot Mesh Short | N5296 | Royal | 100% Polyester Mesh body, 3.4 ounces | XS - 4XL | https://www.a4.com/n5296#color=389 |
| **A4** | 9" Lined Micromesh Shorts | N5255 | Royal | 100% Polyester Mesh body, 3.4 ounces | XS - 3XL | https://www.a4.com/n5255#color=389 |
| **Badger** | 7209 Badger Sport Mesh/Tricot 9 Inch Short | 7209 | Royal | 100% Polyester, 70 denier mesh with solid tricot liner | S - 5XL | https://www.badgerteamwear.com/7209-mesh-tricot-9-inch-short/ |
| **Badger** | 7239 Badger Sport Mini Mesh 9 Inch Short | 7239 | Royal | 100% Polyester Pro Mesh with solid Tricot liner | S - 4XL | https://www.badgerteamwear.com/7239-badger-sport-mini-mesh-9-inch-short/ |
| **Ramco** | Pro Mesh Short 9" | 909 | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | S - 4XL | https://ramcoapparel.com/prod-21-1-27-1/pro-mesh-short-9-.htm |
| **Ramco** | Mini Mesh Short 9" Inseam | 709 | Royal | 100% polyester 70 Denier mini mesh. | S - 4XL | https://ramcoapparel.com/prod-21-1-50-1/mini-mesh-short-9-inseam.htm |

### YOUTH

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | FABRIC | AVAILABLE YOUTH SIZES | LINK |
|---|---|---|---|---|---|---|
| **A4** | Youth Sprint 6" Lined Tricot Mesh Short | NB5301 | Royal | 100% Polyester Mesh body, 3.4 ounces per square yard 100% Polyester liner, 2.5 ounces per square yard | XXS - XL | https://www.a4.com/nb5301#color=389 |
| **A4** | Youth 6" Lined Micromesh Short | NB5184 | Royal | 100% Polyester Mesh body, 3.4 ounces | XXS - XL | https://www.a4.com/nb5184#color=389 |
| **Badger** | 2207 Badger Sport Mesh/Tricot 6 Inch Youth Short | 2207 | Royal | 100% Polyester, 70 denier mesh with solid tricot liner | XS - XL | https://www.badgerteamwear.com/2207-mesh-tricot-6-inch-youth-short/ |
| **Badger** | 2237 Badger Sport Mini Mesh Youth 6 Inch Short | 2237 | Royal | 100% Polyester mesh with solid tricot liner | XS - L | https://www.badgerteamwear.com/2237-badger-sport-mini-mesh-youth-6-inch-short/ |
| **Ramco** | Pro Mesh Short 6" - Youth | 907Y | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | XS - XL | https://ramcoapparel.com/prod-21-1-52-19/pro-mesh-short-6-youth.htm |
| **Ramco** | Mini Mesh Short 6" - Youth | 707Y | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | XS - XL | https://ramcoapparel.com/prod-21-1-58-19/mini-mesh-short-6-youth.htm |

## Samples

**Vendors must provide a sample of each T-shirt and pair of shorts proposed in the color indicated.**
**Sample package should be sent to:**

**Diane C. White, Director of Purchasing**
**Attn: PE Uniform Bid**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**

**The Sample package should be clearly marked with the vendor's name. The Sample package must arrive to the above address by the time of the bid opening. Samples will not be returned to the vendor.**

## DELIVERY POINTS

Vendor pricing must include all shipping, energy/fuel, and tariff charges; freight must not be invoiced separately. Vendor must consider the freight costs in shipping to the locations below, and must include those costs in the uniform unit pricing.

### District Delivery Points:

**Algonquin Middle School**
520 Longwood Drive - Algonquin, IL 60102

**Carpentersville Middle School**
100 Cleveland Avenue - Carpentersville, IL 60110

**Dundee Middle School**
4200 West Main St. - West Dundee, IL 60118-9590

**Hampshire Middle School**
560 South State Street - Hampshire, IL 60140

**Dundee-Crown High School**
1600 Kings Road - Carpentersville, IL 60110

**Hampshire High School**
1600 East Big Timber Road - Hampshire, IL 60140

**Jacobs High School**
2601 Bunker Hill Drive - Algonquin, IL 60102

**Westfield Community School**
2100 Sleepy Hollow Road - Algonquin, IL 60102

**Buildings & Grounds**
2605 Bunker Hill Drive – Algonquin, IL 60102

*****Bids are due to BIDNET by 10:00 AM, CT, Thursday, March 16, 2023*****

**T-Shirt logo**

Shirt Color-Sports Grey
1 Color Front
11.5" Wide
Royal #293




Back---

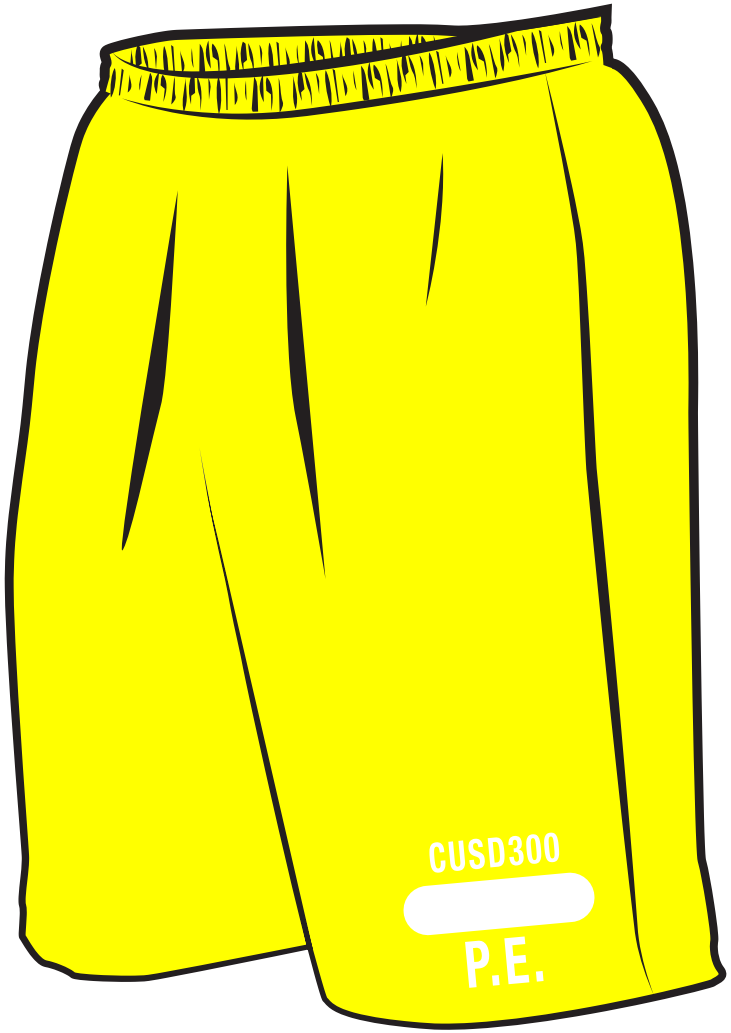


CUSD300

PHYSICAL EDUCATION

**Sample of shorts logo**

Mesh Shorts Color - Royal Blue
1 Color Left Leg
4”Wide
White




Back -



CUSD300

P.E.

# BID RESPONSE FORM A

## Contract Pricing for Physical Education Uniforms

**Bid Response Form B, in Excel® format, must be included with your sealed bid.**

**Include a sample of the PE uniform Shirt and Shorts with your bid. Please note the name of the bid and due date & time on the sample package. This sample must arrive to the District 300 purchasing department by the time of bid opening. All documents must be uploaded to Bidnet by the time of the bid opening.**

**Send Samples to: Community Unit School District 300 – PE Uniform Bid, 2605 Bunker Hill Drive, Algonquin, IL 60102.**

**Vendor has received Addendum #1 Yes _____ No _____**
**Addendum #2 Yes _____ No_____**

***COMMENTS AND ADDITIONAL INFORMATION***

_____

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

_____
Name of Company/Corporation

90 Days
Length of time bid is firm

_____
Street Address

Bid Submitted by:

_____
City, State, Zip Code

_____
Authorized Signature

_____
Telephone Number

_____
Please Type or Print Name

_____
Fax Number

_____
Illinois License Number

Email address - _____

*****Documents and samples are due by 10:00 AM CT, Thursday, March 16, 2023*****

# BID RESPONSE FORM
## PHYSICAL EDUCATION AND CUSTODIAL UNIFORMS

**Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District 300. It is understood that:**

1. **No substitutions will be accepted. Vendors must use manufacturers and item numbers as noted in the Bid Scope of Work and attached Item Specifications.**
2. **The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**
3. **Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.**
4. **Prices quoted shall include ALL charges for handling, transportation and delivery.**
5. **All items bid are F.O.B. destination.**
6. **Community Unit School District 300 is Tax Exempt.**
   **Tax Exemption Number - E9996-0079-07.**

**Vendor has received Addendum ( IF APPLICABLE)**

**#1 - _____ #2 - _____**

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

**NAME OF COMPANY /CORPORATION**

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP**

**TELEPHONE NUMBER**

**FAX NUMBER**

**EMAIL ADDRESS**

**FEIN NUMBER**

**ILLINOIS LICENSE NUMBER**

**BID SUBMITTED BY:**

**SIGNATURE OF AUTHORIZED AGENT**

**PLEASE TYPE OR PRINT NAME**

**DATE**

*****Sealed bids & Samples are due by 10:00 AM, CT, Thursday, March 16, 2023*****

**INSTRUCTIONS:** PLEASE FILL IN COLUMNS **B,C,D**, and J **.** PLEASE USE COLUMN **L** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED IN HARD COPY ALONG WITH AN ELECTRONIC VERSION OF BID ON A Flash Drive.
MULTIBLE BID SHEETS WITH PE UNIFORM CLOTHING MANUFACTURES CALLED OUT IN THIS PROJECT'S SCOPE OF WORK, WILL BE ACCEPTED AND CONSIDERED UPON BID SUBMITTAL.

| | |
|---|---|
| **Vendor Name** | |
| **Complete Address** | |
| **Phone** | |
| **Fax** | |
| **Email** | |
| **Contact Person** | |

| Manufacturer's Name | Manufacturer's Item # | Vendor Item # | D300 Item # | D300 Item Description | Size | D300 UOM | Estimated Purchase Amount | Vendor Unit Price | Vendor Comments |
|---|---|---|---|---|---|---|---|---|---|
| | | | 35-0001 | SHIRT, PE, GREY W/LOGO | X-Small | EA | 100 | | |
| | | | 35-0002 | SHIRT, PE, GREY W/LOGO | Small | EA | 1195 | | |
| | | | 35-0003 | SHIRT, PE, GREY W/LOGO | Medium | EA | 1515 | | |
| | | | 35-0004 | SHIRT, PE, GREY W/LOGO | Large | EA | 1185 | | |
| | | | 35-0005 | SHIRT, PE, GREY W/LOGO | XL | EA | 425 | | |
| | | | 35-0006 | SHIRT, PE, GREY W/LOGO | 2XL | EA | 210 | | |
| | | | 35-0007 | SHIRT, PE, GREY W/LOGO | 3XL | EA | 35 | | |
| | | | 35-0023 | SHIRT, PE, GREY W/LOGO | 4XL | EA | 40 | | |
| | | | 35-0008 | SHORT, PE, BLUE W/LOGO | X-Small | EA | 50 | | |
| | | | 35-0009 | SHORT, PE, BLUE W/LOGO | Small | EA | 1315 | | |
| | | | 35-0010 | SHORT, PE, BLUE W/LOGO | Medium | EA | 1480 | | |
| | | | 35-0011 | SHORT, PE, BLUE W/LOGO | Large | EA | 1195 | | |
| | | | 35-0012 | SHORT, PE, BLUE W/LOGO | XL | EA | 175 | | |
| | | | 35-0013 | SHORT, PE, BLUE W/LOGO | 2XL | EA | 55 | | |
| | | | 35-0014 | SHORT, PE, BLUE W/LOGO | 3XL | EA | 5 | | |
| | | | 35-0025 | SHORT, PE, ROYAL BLUE W/LOGO | 4XL | EA | 30 | | |
| | | | 35-0015 | SHIRT, PE, GREY W/LOGO | Youth Small | EA | 20 | | |
| | | | 35-0016 | SHIRT, PE, GREY W/LOGO | Youth Medium | EA | 75 | | |
| | | | 35-0017 | SHIRT, PE, GREY W/LOGO | Youth Large | EA | 230 | | |
| | | | 35-0018 | SHIRT, PE, GREY W/LOGO | Youth XL | EA | 120 | | |
| | | | 35-0024 | SHORT, PE, BLUE W/LOGO | Youth X-Small | EA | 5 | | |
| | | | 35-0019 | SHORT, PE, BLUE W/LOGO | Youth Small | EA | 20 | | |
| | | | 35-0020 | SHORT, PE, BLUE W/LOGO | Youth Medium | EA | 75 | | |
| | | | 35-0021 | SHORT, PE, BLUE W/LOGO | Youth Large | EA | 230 | | |
| | | | 35-0022 | SHORT, PE, BLUE W/LOGO | Youth XL | EA | 205 | | |

## Community Unit School District 300 Specifications for PE Shirts and Shorts

### T-SHIRTS

**ADULT**

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | WEIGHT | FABRIC | AVAILABLE ADULT SIZES | LINK |
|---|---|---|---|---|---|---|---|
| Fruit of the Loom | Original Heavyweight Unisex T-Shirt | 3930R | Athletic Heather | 5.0 oz | 90% Cotton / 10% Polyester | S - 6XL | https://www.fruitactivewear.com/shop/p/hd-cotton-unisex-t-shirt/3930R?color=ATHLETIC%20HEATHER |
| Hanes | Hanes Essentials Unisex 5.2 oz | 5280 | Ash | 5.2 oz | 99% Cotton, 1% Polyester | S - 4XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-5280.pdf |
| Gildan | Heavy Cotton T-Shirt | 5000 | Sport Grey | 5.3 oz | 90% Cotton / 10% Polyester | S - 5XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000.pdf |
| Port & Company | Core Cotton Tee | PC54 | Athletic Heather | 5.4 oz | 90% Cotton / 10% Polyester | S - 4XL | https://www.portandcompany.com/p/3985_AthlHthr#?doScrollToGrid=true |

**YOUTH**

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | WEIGHT | FABRIC | AVAILABLE YOUTH SIZES | LINK |
|---|---|---|---|---|---|---|---|
| Fruit of the Loom | HD Cotton™ Youth T-Shirt | 3930BR | Athletic Heather | 5.0 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://www.fruitactivewear.com/shop/p/hd-cotton-youth-t-shirt/3930BR?color=ATHLETIC%20HEATHER |
| Hanes | Hanes 54500 Youth Authentic-T | 54500 | Ash | 5-6 oz | 99% Cotton, 1% Polyester | YOUTH XS - XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-54500.pdf |
| Gildan | Youth Heavy Cotton T-Shirt | 500B | Sport Grey | 5.3 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000b.pdf |
| Port & Company | Youth Core Cotton Tee | PC54Y | Athletic Heather | 5.4 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://www.portandcompany.com/p/3986_AthlHthr#?doScrollToGrid=true |

### SHORTS

**ADULT**

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | FABRIC | AVAILABLE ADULT SIZES | LINK |
|---|---|---|---|---|---|---|
| A4 | Sprint 9" Lined Tricot Mesh Short | N5296 | Royal | 100% Polyester Mesh body, 3.4 ounces | XS - 4XL | https://www.a4.com/n5296#color=389 |
| A4 | 9" Lined Micromesh Shorts | N5255 | Royal | 100% Polyester Mesh body, 3.4 ounces | XS - 3XL | https://www.a4.com/n5255#color=389 |
| Badger | 7209 Badger Sport Mesh/Tricot 9 Inch Short | 7209 | Royal | 100% Polyester, 70 denier mesh with solid tricot liner | S - 5XL | https://www.badgerteamwear.com/7209-mesh-tricot-9-inch-short/ |
| Badger | 7239 Badger Sport Mini Mesh 9 Inch Short | 7239 | Royal | 100% Polyester Pro Mesh with solid Tricot liner | S - 4XL | https://www.badgerteamwear.com/7239-badger-sport-mini-mesh-9-inch-short/ |
| Ramco | Pro Mesh Short 9" | 909 | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | S - 4XL | https://ramcoapparel.com/prod-21-1-27-1/pro-mesh-short-9-.htm |
| Ramco | Mini Mesh Short 9" Inseam | 709 | Royal | 100% polyester 70 Denier mini mesh. | S - 4XL | https://ramcoapparel.com/prod-21-1-50-1/mini-mesh-short-9-inseam.htm |

**YOUTH**

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | FABRIC | AVAILABLE YOUTH SIZES | LINK |
|---|---|---|---|---|---|---|
| A4 | Youth Sprint 6" Lined Tricot Mesh Short | NB5301 | Royal | 100% Polyester Mesh body, 3.4 ounces per square yard | XXS - XL | https://www.a4.com/nb5301#color=389 |
| A4 | Youth 6" Lined Micromesh Short | NB5184 | Royal | 100% Polyester Mesh body, 3.4 ounces | XXS - XL | https://www.a4.com/nb5184#color=389 |
| Badger | 2207 Badger Sport Mesh/Tricot 6 Inch Youth Short | 2207 | Royal | 100% Polyester, 70 denier mesh with solid tricot liner | XS - XL | https://www.badgerteamwear.com/2207-mesh-tricot-6-inch-youth-short/ |
| Badger | 2237 Badger Sport Mini Mesh Youth 6 Inch Short | 2237 | Royal | 100% Polyester mesh with solid tricot liner | XS - L | https://www.badgerteamwear.com/2237-badger-sport-mini-mesh-youth-6-inch-short/ |
| Ramco | Pro Mesh Short 6" - Youth | 907Y | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | XS - XL | https://ramcoapparel.com/prod-21-1-52-19/pro-mesh-short-6-youth.htm |
| Ramco | Mini Mesh Short 6" - Youth | 707Y | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | XS - XL | https://ramcoapparel.com/prod-21-1-58-19/mini-mesh-short-6-youth.htm |

**COMMUNITY UNIT SCHOOL DISTRICT #300**
**PURCHASING DEPARTMENT**
**2605 BUNKER HILL DR**
**ALGONQUIN IL, 60102**
**Phone – 847-551-8460**
**Fax – 847-551-8463**

February 27, 2023

**ADDENDUM 1**

## Contract Pricing for Physical Education Uniforms

**Vendor Question**

**Question: Please advise minimum order quantity per order.**
**Answer: There are no minimum quantity requirements.**

**Question: Please provide previous bid tabulation.**
**Answer: Recent bid results may be obtained through the Community Unit School District 300 website via the Board of Education page (https://www.d300.org/BoardofEducation) "Board Meeting agendas and minutes". Please follow this link: https://meetings.boardbook.org/Public/Agenda/1453?meeting=520448 and scroll down to item 10.2. Approval of PE Uniform Bid.**

**Question: Will the district provide the logo file in order to prepare the samples?**
**Answer: The Logo file be provided to the successful bidder. Samples need not be imprinted.**

**Question: Is there a requirement for MBE and WBE Certification for enter into this contract?**
**Answer: No, there is no minority requirement attached to this bid.**

**Question: Are we required to provide 20 samples? One for each item number on the list?**
**Answer: Bidding vendors should provide four samples: 1 adult t-shirt, 1 youth t-shirt, 1 adult shorts, and 1 youth shorts according to the brand and style they are bidding.**

**Question: Please clarify if we needed to complete all 36 pages of the document attached to the bid? Or just complete the excel spread sheet with the type of apparel and price we are able to honor?**
**Answer: Both Excel® sheet and pages 14 through 33 of the 36-page pdf documents should be fully completed.**

**Question: Is payment issued at the end of the project?**
**Answer: Payment is issued when all of the product on any invoice is fully received and in good order.**

**Question: Do the forms need to be notorized prior to being awarded and submitted wth bid documents?**
**Answer: Yes**

## Changes

**1) Note: The notary seals for pages 22, 23, and 24 flowed on to the subsequent pages. Please see attached Exhibit A for corrected documents which require the bidder's signature for the following titled documents:**

- **CERTIFICATE REGARDING COMMUNITY UNIT SCHOOL DISTRICT 300 VENDOR/CONTRACTOR CONFLICT OF INTEREST**
- **CRIMINAL BACKGROUND INVESTIGATIONS**
- **AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

**2) The Timeline on page 3 inappropriately cited dates in 2022. Please see attached Exhibit B for the corrected document.**

**This Addendum along with any Exhibits and Attachments is to be considered part of the original RFP documents.** Please confirm receipt of this email or fax by a telephone call, email, or fax and on Response Forms A & B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,



Diane C. White / Director of Purchasing

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

_____, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: _____

By: _____
(Signature)

_____
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____
NOTARY PUBLIC

**EXHIBIT A**

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: _____

Title: _____

Dated: _____

SUBSCRIBED and SWORN TO before me

This _____ day of _____, 2023.

_____

NOTARY PUBLIC

Revised Page 23 of 36

**EXHIBIT A**

## AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

_____
(Printed or Typed Name of Applicant Employee)

_____
Signature of Applicant or Employee

Dated: _____

**EXHIBIT B**

## Contract Pricing for Physical Education Uniforms

### TIMELINE – 2/10/2023

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| | | | |
| Establish Timeline | Friday, February 10, 2023 | | |
| Specifications Review | Tuesday, February 14, 2023 | | |
| Specifications Finalized | Tuesday, February 14, 2023 | | |
| Legal Ad | Wednesday, February 15, 2023 | | Daily Herald |
| Specifications Released | Tuesday, February 14, 2023 | 4:00 PM | |
| Pre-Bid Meeting | Thursday, February 23, 2023 | 10:00 AM | Virtual |
| Q&A Deadline | Tuesday, March 7, 2023 | Noon | BidNet |
| Bid Opening | Thursday, March 16, 2023 | 10:00 AM | Virtual |
| Evaluation Period | Thursday, March 16, 2023 to Thursday, April 27, 2023 | | Purchasing |
| To CFO | Thursday, April 27, 2023 | | Purchasing |
| BFC Packet | Tuesday, May 9, 2023 | | |
| CFOC Meeting | Tuesday, May 9, 2023 | | |
| BOE Workshop / Approval | Tuesday, May 23, 2023 | | |
| CONTRACT ISSUED | Wednesday, May 24, 2023 | | |

# REFERENCES

**LIST BELOW (3) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE UNIFORMS, T-SHIRTS & SHORTS FOR EDUCATIONAL, LIBRAIRIES, OR OTHER MUNICIPAL ENTITIES IN THE LAST (5) YEARS.**

**Please be sure that contact information for references is current.**

**1. ORGANIZATION:** Plano ISD

**ADDRESS:** 2700 W. 15th Street

**CITY, STATE, and ZIP CODE:**
Palno Texas 75075

**CONTACT PERSON:**
Tarrah Lantz

**TELEPHONE NUMBER:**
214-557-7690

**EMAIL:**
tarrahjlantz@gmail.com

**DATES OF SERVICE:**
25 Plus years

**DOLLAR AMOUNT OF PROVIDED ITEMS:**

**2. ORGANIZATION:** Customer: Mentors Care

**ADDRESS:** 661 E. Main St.

**CITY, STATE, and ZIP CODE:**
Midlothian, Texas 76065

**CONTACT PERSON:**
Dena Petty

**TELEPHONE NUMBER:** 501-625-4252

**EMAIL:** dena.petty@mentors.care

**DATES OF SERVICE:** 10 Plus years

**DOLLAR AMOUNT OF PROVIDED ITEMS:**

## REFERENCES (CONT.)

**3. ORGANIZATION:** Frisco ISD

**ADDRESS:** 5515 Ohio Dr.

**CITY, STATE, and ZIP CODE:** Frisco, Texas 75035

**CONTACT PERSON:** Lori Naquin

**TELEPHONE NUMBER:** 469-633-6000

**EMAIL:** naquil@friscoisd.org

**DATES OF SERVICE:** 10 plus years

**DOLLAR AMOUNT OF PROVIDED ITEMS:**

**OFFEROR'S NAME**

Jennie O'Leary

**SIGNATURE:**

2/16/2023

**DATE:**

## CERTIFICATE OF BIDDER ELIGIBILITY

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 for bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Educational Products, Inc. , as part of its bid for the Physical Education Uniforms work for Community Unit School District #300, Carpentersville, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois 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 720 ILCS 5/33-E4.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O'Leary Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

Norma Dupree
NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

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

Educational Products, Inc., 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.*

Firm: Educational Products, Inc.

By: Jennie O'Leary
(~~Signature~~)

Jennifer O'Leary Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Norma Dupree
NOTARY PUBLIC

## CERTIFICATE REGARDING
## SEXUAL HARASSMENT POLICY

Educational Products, Inc., 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer, Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Norma Dupree
NOTARY PUBLIC

## CERTIFICATE REGARDING
## EQUAL EMPLOYMENT OPPORTUNITY

Educational Products, Inc., does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O' Leary, Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Norma Dupree
NOTARY PUBLIC

## CERTIFICATE REGARDING
## EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS

Educational Products, Inc. agrees if at the time the Agreement is executed, or if during the term of the Agreement, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0/01 et seq., as two consecutive months of unemployment exceeding 5%, then Educational Products, Inc. agrees to employ Illinois laborers in accordance with the Employment of Illinois Workers on Public Works Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O'Leary, Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

Norma Dupree
NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

## NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Educational Products, Inc., as part of its bid for the Physical Education Uniforms work for Community Unit School District #300, Carpentersville, Illinois certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O'Leary, Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

Norma Dupree
NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

**EXHIBIT A**

## CERTIFICATE REGARDING
## COMMUNITY UNIT SCHOOL DISTRICT 300
## VENDOR/CONTRACTOR CONFLICT OF INTEREST

Educational Products, Inc., does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Educational Products, Inc.

By: Jennie O'Leary
(Signature)

Jennifer O'Leary Marketing Director
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 14th day of March, 2023.

Norma Dupree
NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Revised Page 22 of 36

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

Educational Products, Inc., does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

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820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Educational Products, Inc.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

By: Jennie O'Leary
(Signature)

Jennifer O'Leary Director of Marketing
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 23rd day of February, 2023.

**EXHIBIT A**

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By: Jennifer O'Leary

Title: Director of Marketing

Dated: 3/1/2023

SUBSCRIBED and SWORN TO before me

This 14th day of March, 2023.

Norma Dupree

NOTARY PUBLIC

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

Revised Page 23 of 36

Norma Dupree

NOTARY PUBLIC

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the School Code or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

NORMA DUPREE
Notary Public, State of Texas
Comm. Expires 02-15-2024
Notary ID 5614123

By: Jennifer O'Leary

Title: Director of Marketing

Dated: 2/16/2023

SUBSCRIBED and SWORN TO before me

This 23rd day of February 2023.

Nora Dupree

NOTARY PUBLIC

**AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION**

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Carpentersville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Jennifer O'Leary

(Printed or Typed Name of Applicant Employee)

Jennie O'Leary

Signature of Applicant or Employee

Dated: 2/16/2023

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

EDUCATIONAL PRODUCTS, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.

1342 N INTERSTATE 35E

Requester's name and address (optional)

6 City, state, and ZIP code

CARROLLTON TX 75006

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | – | | | – | | | | |

or

**Employer identification number**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 7 | 4 | – | 2 | 1 | 4 | 2 | 1 | 2 | 4 |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ Wayne Chambers Date ▶ 2/7/23

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

PRINT RESET




**COMUNITY UNIT SCHOOL DISTRICT 300**
**PURCHASING DEPARTMENT**
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

| VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS) | APPLICATION DATE |
|---|---|
| Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries | REVISION DATE |

DATE: 2/16/2023

| COMPANY | HOW LONG IN PRESENT BUSINESS? |
|---|---|
| Educational Products, Inc. | 40 years |

| ADDRESS | CITY | STATE | ZIP |
|---|---|---|---|
| 1342 N. Interstate 35E | Carrollton, | TX | 75006 |

| CONTACT PERSON/REPRESENTATIVE | FAX NUMBER | PHONE AND EXTENSION |
|---|---|---|
| Sean Kerr | ( ) | (310)427-7435 |

**TYPE OF ORGANIZATION (Check Applicable)**
☐ INDIVIDUAL ☐ PARTNERSHIP ☑ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE

**YEARS ESTABLISHED:**

DO YOU ACCEPT PURCHASE ORDERS? YES ☑ NO ☐
DO YOU ACCEPT CREDIT CARDS? YES ☑ NO ☐

**CATEGORY (Check below the category which applies to the applicant)**
☐ (A) MANUFACTURER OR PRODUCER ☑ (C) RETAILER ☑ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☐ (F) SERVICE ESTABLISHMENT

**NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

(A) PRESIDENT (B) VICE PRESIDENT Ron Phelan
(C) SECRETARY (D) TREASURER
(E) OWNERS, PARTNERS, OR STOCKHOLDERS

**TAXPAYER'S I.D. NO.**
FEIN 74-2142124
or
S.S. No. _____

**INSURANCE INFORMATION (Check Applicable)**
LIABILITY INSURANCE: $2,000,000 ☐ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☐ Greater than Minimum ☐
Required that CUSD be named as an Additional Insured ☐ INSURANCE CO. _____

**BONDING INFORMATION (Check each area in which you have been bonded and the latest date of bonding)**
Perf. Bond ___/___ (Mo. Year) ☐ Payment Bond (Labor and Materials) ___/___ (Mo. Year) ☐ Builder's Risk ___/___ (Mo. Year) ☐

**PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:**

| NAME | OFFICIAL CAPACITY |
|---|---|
| Sean Kerr | Director of Sales |
| | |
| | |
| | |

| Average number of employees (including affiliates) for four preceding calendar quarters. | Average annual sales for preceding three fiscal years: | Floor Space (Square Feet) | |
|---|---|---|---|
| | | Manufacturing | Warehouse |
| 147 | 40-50 Million | 55,000 | 185,000 |

MINORITY/WOMEN BUSINESS ENTERPRISE
(Check One) See Definitions Below

☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE

FOR USE BY CONTRACT COMPLIANCE ONLY:
BY:_____

DATE_____ ☐ C ☐ NC

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

**MINORITY BUSINESS ENTERPRISE ("MBE")** means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

**WOMEN'S BUSINESS ENTERPRISE ("WBE")** means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

**BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")** means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

**MINORITY GROUP MEMBER** is an individual who is one of the following:

**AFRICAN AMERICAN** OR BLACK (persons with origins in any of the Black racial groups of Africa):
**HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
**NATIVE AMERICAN** (American Indian)
**ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

N/A

Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

| | ORGANIZATION | ADDRESS, STATE, ZIP | BUYER | PHONE NUMBER |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Bank References

| NAME OF BANK | ADDRESS, STATE, ZIP | CONTACT PERSON | PHONE NUMBER |
|---|---|---|---|
| J.P. Morgan Chase Bank | 270 Park Ave. New York, NY 10017 | | |

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.

Jennie O'Leary

**SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION**

Jennifer O'Leary, Director of Marketing

**NAME AND TITLE OF PERSON SIGNING (Please type or print)**

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

**USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY**

| VENDOR I.D. NUMBER | APPROVED BY | DATE | W9 | COMM LIST |
|---|---|---|---|---|
| | | | | |

# BID RESPONSE FORM A

## Contract Pricing for Physical Education Uniforms

**Bid Response Form B, in Excel® format, must be included with your sealed bid.**

**Include a sample of the PE uniform Shirt and Shorts with your bid. Please note the name of the bid and due date & time on the sample package. This sample must arrive to the District 300 purchasing department by the time of bid opening. All documents must be uploaded to Bidnet by the time of the bid opening.**

**Send Samples to: Community Unit School District 300 – PE Uniform Bid, 2605 Bunker Hill Drive, Algonquin, IL 60102.**

**Vendor has received Addendum #1** Yes ✓ No ____
**Addendum #2** Yes ✓ No ____

***COMMENTS AND ADDITIONAL INFORMATION***

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "...not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

Educational Products, Inc.
Name of Company/Corporation

1342 N. I-H35E
Street Address

Carrollton, TX 75006
City, State, Zip Code

310-427-7435
Telephone Number

Fax Number

Email address - skerr@educationalproducts.com

90 Days
Length of time bid is firm

Bid Submitted by:

Jennie O'Leary
Authorized Signature

Jennifer O'Leary
Please Type or Print Name

24163-5502
Illinois License Number

***Documents and samples are due by 10:00 AM CT, Thursday, March 16, 2023***

**INSTRUCTIONS:** PLEASE FILL IN COLUMNS **B,C,D**, and **J** . PLEASE USE COLUMN L FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED IN HARD COPY ALONG WITH AN ELECTRONIC VERSION OF BID ON A Flash Drive. MULTIBLE BID SHEETS WITH PE UNIFORM CLOTHING MANUFACTURES CALLED OUT IN THIS PROJECT'S SCOPE OF WORK, WILL BE ACCEPTED AND CONSIDERED UPON BID SUBMITTAL.

| | |
|---|---|
| Vendor Name | Educational products, Inc. |
| Complete Address | 1342 N. Interstate 35E Carrollton, TX 75006 |
| Phone | 310-427-7435 |
| Fax | |
| Email | skerr@educationalproducts.com |
| Contact Person | Sean Kerr |

| Manufacturer's Name | Manufacturer's Item # | Vendor Item # | D300 Item # | D300 Item Description | Size | D300 UOM | Estimated Purchase Amount | Vendor Unit Price | Vendor Comments |
|---|---|---|---|---|---|---|---|---|---|
| Gildan | G500 | 06201 | 35-0001 | SHIRT, PE, GREY W/LOGO | X-Small | EA | 100 | $3.95 | |
| Gildan | G500 | 06201 | 35-0002 | SHIRT, PE, GREY W/LOGO | Small | EA | 1195 | $3.95 | |
| Gildan | G500 | 06201 | 35-0003 | SHIRT, PE, GREY W/LOGO | Medium | EA | 1515 | $3.95 | |
| Gildan | G500 | 06201 | 35-0004 | SHIRT, PE, GREY W/LOGO | Large | EA | 1185 | $3.95 | |
| Gildan | G500 | 06201 | 35-0005 | SHIRT, PE, GREY W/LOGO | XL | EA | 425 | $3.95 | |
| Gildan | G500 | 06201 | 35-0006 | SHIRT, PE, GREY W/LOGO | 2XL | EA | 210 | $5.95 | |
| Gildan | G500 | 06201 | 35-0007 | SHIRT, PE, GREY W/LOGO | 3XL | EA | 35 | $5.95 | |
| Gildan | G500 | 06201 | 35-0023 | SHIRT, PE, GREY W/LOGO | 4XL | EA | 40 | $5.95 | |
| A4 | N5296 | N5296 | 35-0008 | SHORT, PE, BLUE W/LOGO | X-Small | EA | 50 | $6.29 | |
| A4 | N5296 | N5296 | 35-0009 | SHORT, PE, BLUE W/LOGO | Small | EA | 1315 | $6.29 | |
| A4 | N5296 | N5296 | 35-0010 | SHORT, PE, BLUE W/LOGO | Medium | EA | 1480 | $6.29 | |
| A4 | N5296 | N5296 | 35-0011 | SHORT, PE, BLUE W/LOGO | Large | EA | 1195 | $6.29 | |
| A4 | N5296 | N5296 | 35-0012 | SHORT, PE, BLUE W/LOGO | XL | EA | 175 | $6.29 | |
| A4 | N5296 | N5296 | 35-0013 | SHORT, PE, BLUE W/LOGO | 2XL | EA | 55 | $8.29 | |
| A4 | N5296 | N5296 | 35-0014 | SHORT, PE, BLUE W/LOGO | 3XL | EA | 5 | $8.29 | |
| A4 | N5296 | N5296 | 35-0025 | SHORT, PE, ROYAL BLUE W/LOGO | 4XL | EA | 30 | $8.29 | |
| Gildan | G500B | 06201 | 35-0015 | SHIRT, PE, GREY W/LOGO | Youth Small | EA | 20 | $3.95 | |
| Gildan | G500B | 06201 | 35-0016 | SHIRT, PE, GREY W/LOGO | Youth Medium | EA | 75 | $3.95 | |
| Gildan | G500B | 06201 | 35-0017 | SHIRT, PE, GREY W/LOGO | Youth Large | EA | 230 | $3.95 | |
| Gildan | G500B | 06201 | 35-0018 | SHIRT, PE, GREY W/LOGO | Youth XL | EA | 120 | $3.95 | |
| A4 | NB5301 | NB5301 | 35-0024 | SHORT, PE, BLUE W/LOGO | Youth X-Small | EA | 5 | $6.29 | |
| A4 | NB5301 | NB5301 | 35-0019 | SHORT, PE, BLUE W/LOGO | Youth Small | EA | 20 | $6.29 | |
| A4 | NB5301 | NB5301 | 35-0020 | SHORT, PE, BLUE W/LOGO | Youth Medium | EA | 75 | $6.29 | |
| A4 | NB5301 | NB5301 | 35-0021 | SHORT, PE, BLUE W/LOGO | Youth Large | EA | 230 | $6.29 | |
| A4 | NB5301 | NB5301 | 35-0022 | SHORT, PE, BLUE W/LOGO | Youth XL | EA | 205 | $6.29 | |

**COMMUNITY UNIT SCHOOL DISTRICT #300**
**PURCHASING DEPARTMENT**
**2605 BUNKER HILL DR**
**ALGONQUIN IL, 60102**
**Phone – 847-551-8460**
**Fax – 847-551-8463**

March 8, 2023

**ADDENDUM 2**

## Contract Pricing for Physical Education Uniforms

**Vendor Question**

**Question: Is insurance still required by bidder if a third party such as Fed Ex, UPS delivers the items?**
**Answer: Yes, vendors doing business with District 300 should supply the COI as shown on Page 9, Paragraph 18 of the Complete Bid Documents for this bid.**

**This Addendum along with any Exhibits and Attachments is to be considered part of the original RFP documents.** Please confirm receipt of this email or fax by a telephone call, email, or fax and on Response Forms A & B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C. White / Director of Purchasing

# BID RESPONSE FORM
## PHYSICAL EDUCATION AND CUSTODIAL UNIFORMS

**Bids are as indicated on the attached sheets are hereby presented to the Board of Education of Community Unit School District 300. It is understood that:**

1. **No substitutions will be accepted. Vendors must use manufacturers and item numbers as noted in the Bid Scope of Work and attached Item Specifications.**
2. **The Board of Education reserves the right to reject any and all bids and to accept all or part of any bids submitted.**
3. **Separate purchase orders will be issued to the successful bidders for delivery to any of the district sites, located in Algonquin, Carpentersville, West Dundee, Hampshire, Lake in the Hills, Gilberts and Sleepy Hollow.**
4. **Prices quoted shall include ALL charges for handling, transportation and delivery.**
5. **All items bid are F.O.B. destination.**
6. **Community Unit School District 300 is Tax Exempt.**
   **Tax Exemption Number - E9996-0079-07.**

**Vendor has received Addendum ( IF APPLICABLE)**

**#1 - _____ #2 - _____**

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract. The bidder must comply with all State and Federal Regulations including FEPC, the Illinois Laborer's Act and the Illinois Prevailing Wage Act, with preference to Public Act 86-799 which states "…not less than the prevailing rate of wages as found by the public body or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under the contract." The Illinois Department of Labor prevailing wages for the county where the project will be undertaken is posted online at https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx

**Educatiional Products Inc**
**NAME OF COMPANY /CORPORATION**

**1342 N Insterstate 35E**
**STREET ADDRESS**

**Carrollton**
**CITY**

**TX**
**STATE**

**75006**
**ZIP**

**310-427-7435**
**TELEPHONE NUMBER**

**FAX NUMBER**

skerr@educationalproducts.com
**EMAIL ADDRESS**

**FEIN NUMBER**

**ILLINOIS LICENSE NUMBER**

**BID SUBMITTED BY:**

**SIGNATURE OF AUTHORIZED AGENT**

**Sean Kerr**
**PLEASE TYPE OR PRINT NAME**

**3/16/2023**
**DATE**

*****Sealed bids & Samples are due by 10:00 AM, CT, Thursday, March 16, 2023*****

**INSTRUCTIONS:** PLEASE FILL IN COLUMNS **B,C,D**, and J **.** PLEASE USE COLUMN **L** FOR VENDOR COMMENTS. ALL BIDS MUST BE COMPLETED IN THE EXCEL SPREADSHEET PROVIDED AND MUST BE SUBMITTED IN HARD COPY ALONG WITH AN ELECTRONIC VERSION OF BID ON A Flash Drive.
MULTIBLE BID SHEETS WITH PE UNIFORM CLOTHING MANUFACTURES CALLED OUT IN THIS PROJECT'S SCOPE OF WORK, WILL BE ACCEPTED AND CONSIDERED UPON BID SUBMITTAL.

| | |
|---|---|
| **Vendor Name** | Educational Products Inc. |
| **Complete Address** | 1342 N Interstate 35E, Carrollton, TX 75006 |
| **Phone** | 310-427-7435 |
| **Fax** | |
| **Email** | skerr@educationalproducts.com |
| **Contact Person** | Sean Kerr |

| Manufacturer's Name | Manufacturer's Item # | Vendor Item # | D300 Item # | D300 Item Description | Size | D300 UOM | Estimated Purchase Amount | Vendor Unit Price | Vendor Comments |
|---|---|---|---|---|---|---|---|---|---|
| Gildan | G500 | 6201 | 35-0001 | SHIRT, PE, GREY W/LOGO | X-Small | EA | 100 | $3.95 | |
| Gildan | G500 | 6201 | 35-0002 | SHIRT, PE, GREY W/LOGO | Small | EA | 1195 | $3.95 | |
| Gildan | G500 | 6201 | 35-0003 | SHIRT, PE, GREY W/LOGO | Medium | EA | 1515 | $3.95 | |
| Gildan | G500 | 6201 | 35-0004 | SHIRT, PE, GREY W/LOGO | Large | EA | 1185 | $3.95 | |
| Gildan | G500 | 6201 | 35-0005 | SHIRT, PE, GREY W/LOGO | XL | EA | 425 | $3.95 | |
| Gildan | G500 | 6201 | 35-0006 | SHIRT, PE, GREY W/LOGO | 2XL | EA | 210 | $5.95 | |
| Gildan | G500 | 6201 | 35-0007 | SHIRT, PE, GREY W/LOGO | 3XL | EA | 35 | $5.95 | |
| Gildan | G500 | 6201 | 35-0023 | SHIRT, PE, GREY W/LOGO | 4XL | EA | 40 | $5.95 | |
| | A4 | N5296 | 35-0008 | SHORT, PE, BLUE W/LOGO | X-Small | EA | 50 | $6.29 | |
| | A4 | N5296 | 35-0009 | SHORT, PE, BLUE W/LOGO | Small | EA | 1315 | $6.29 | |
| | A4 | N5296 | 35-0010 | SHORT, PE, BLUE W/LOGO | Medium | EA | 1480 | $6.29 | |
| | A4 | N5296 | 35-0011 | SHORT, PE, BLUE W/LOGO | Large | EA | 1195 | $6.29 | |
| | A4 | N5296 | 35-0012 | SHORT, PE, BLUE W/LOGO | XL | EA | 175 | $6.29 | |
| | A4 | N5296 | 35-0013 | SHORT, PE, BLUE W/LOGO | 2XL | EA | 55 | $8.29 | |
| | A4 | N5296 | 35-0014 | SHORT, PE, BLUE W/LOGO | 3XL | EA | 5 | $8.29 | |
| | A4 | N5296 | 35-0025 | SHORT, PE, ROYAL BLUE W/LOGO | 4XL | EA | 30 | $8.29 | |
| | Gildan | G500B | 35-0015 | SHIRT, PE, GREY W/LOGO | Youth Small | EA | 20 | $3.95 | |
| | Gildan | G500B | 35-0016 | SHIRT, PE, GREY W/LOGO | Youth Medium | EA | 75 | $3.95 | |
| | Gildan | G500B | 35-0017 | SHIRT, PE, GREY W/LOGO | Youth Large | EA | 230 | $3.95 | |
| | Gildan | G500B | 35-0018 | SHIRT, PE, GREY W/LOGO | Youth XL | EA | 120 | $3.95 | |
| | A4 | NB5301 | 35-0024 | SHORT, PE, BLUE W/LOGO | Youth X-Small | EA | 5 | $6.29 | |
| | A4 | NB5301 | 35-0019 | SHORT, PE, BLUE W/LOGO | Youth Small | EA | 20 | $6.29 | |
| | A4 | NB5301 | 35-0020 | SHORT, PE, BLUE W/LOGO | Youth Medium | EA | 75 | $6.29 | |
| | A4 | NB5301 | 35-0021 | SHORT, PE, BLUE W/LOGO | Youth Large | EA | 230 | $6.29 | |
| | A4 | NB5301 | 35-0022 | SHORT, PE, BLUE W/LOGO | Youth XL | EA | 205 | $6.29 | |

# Community Unit School District 300 Specifications for PE Shirts and Shorts

## T-SHIRTS

### ADULT

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | WEIGHT | FABRIC | AVAILABLE ADULT SIZES | LINK |
|---|---|---|---|---|---|---|---|
| Fruit of the Loom | Original Heavyweight Unisex T-Shirt | 3930R | Athletic Heather | 5.0 oz | 90% Cotton / 10% Polyester | S - 6XL | https://www.fruitactivewear.com/shop/p/hd-cotton-unisex-t-shirt/3930R?color=ATHLETIC%20HEATHER |
| Hanes | Hanes Essentials Unisex 5.2 oz | 5280 | Ash | 5.2 oz | 99% Cotton, 1% Polyester | S - 4XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-5280.pdf |
| Gildan | Heavy Cotton T-Shirt | 5000 | Sport Grey | 5.3 oz | 90% Cotton / 10% Polyester | S - 5XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000.pdf |
| Port & Company | Core Cotton Tee | PC54 | Athletic Heather | 5.4 oz | 90% Cotton / 10% Polyester | S - 4XL | https://www.portandcompany.com/p/3985_AthlHthr#?doScrollToGrid=true |

### YOUTH

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | WEIGHT | FABRIC | AVAILABLE YOUTH SIZES | LINK |
|---|---|---|---|---|---|---|---|
| Fruit of the Loom | HD Cotton™ Youth T-Shirt | 3930BR | Athletic Heather | 5.0 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://www.fruitactivewear.com/shop/p/hd-cotton-youth-t-shirt/3930BR?color=ATHLETIC%20HEATHER |
| Hanes | Hanes 54500 Youth Authentic-T | 54500 | Ash | 5-6 oz | 99% Cotton, 1% Polyester | YOUTH XS - XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/hanes-54500.pdf |
| Gildan | Youth Heavy Cotton T-Shirt | 500B | Sport Grey | 5.3 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://d1l2kcmc130e06.cloudfront.net/2/specs/gildan-5000b.pdf |
| Port & Company | Youth Core Cotton Tee | PC54Y | Athletic Heather | 5.4 oz | 90% Cotton / 10% Polyester | YOUTH XS - XL | https://www.portandcompany.com/p/3986_AthlHthr#?doScrollToGrid=true |

## SHORTS

### ADULT

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | FABRIC | AVAILABLE ADULT SIZES | LINK |
|---|---|---|---|---|---|---|
| A4 | Sprint 9" Lined Tricot Mesh Short | N5296 | Royal | 100% Polyester Mesh body, 3.4 ounces | XS - 4XL | https://www.a4.com/n5296#color=389 |
| A4 | 9" Lined Micromesh Shorts | N5255 | Royal | 100% Polyester Mesh body, 3.4 ounces | XS - 3XL | https://www.a4.com/n5255#color=389 |
| Badger | 7209 Badger Sport Mesh/Tricot 9 Inch Short | 7209 | Royal | 100% Polyester, 70 denier mesh with solid tricot liner | S - 5XL | https://www.badgerteamwear.com/7209-mesh-tricot-9-inch-short/ |
| Badger | 7239 Badger Sport Mini Mesh 9 Inch Short | 7239 | Royal | 100% Polyester Pro Mesh with solid Tricot liner | S - 4XL | https://www.badgerteamwear.com/7239-badger-sport-mini-mesh-9-inch-short/ |
| Ramco | Pro Mesh Short 9" | 909 | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | S - 4XL | https://ramcoapparel.com/prod-21-1-27-1/pro-mesh-short-9-.htm |
| Ramco | Mini Mesh Short 9" Inseam | 709 | Royal | 100% polyester 70 Denier mini mesh. | S - 4XL | https://ramcoapparel.com/prod-21-1-50-1/mini-mesh-short-9-inseam.htm |

### YOUTH

| WHOLESALE VENDOR | ITEM NAME | ITEM # | COLOR | FABRIC | AVAILABLE YOUTH SIZES | LINK |
|---|---|---|---|---|---|---|
| A4 | Youth Sprint 6" Lined Tricot Mesh Short | NB5301 | Royal | 100% Polyester Mesh body, 3.4 ounces per square yard | XXS - XL | https://www.a4.com/nb5301#color=389 |
| A4 | Youth 6" Lined Micromesh Short | NB5184 | Royal | 100% Polyester Mesh body, 3.4 ounces | XXS - XL | https://www.a4.com/nb5184#color=389 |
| Badger | 2207 Badger Sport Mesh/Tricot 6 Inch Youth Short | 2207 | Royal | 100% Polyester, 70 denier mesh with solid tricot liner | XS - XL | https://www.badgerteamwear.com/2207-mesh-tricot-6-inch-youth-short/ |
| Badger | 2237 Badger Sport Mini Mesh Youth 6 Inch Short | 2237 | Royal | 100% Polyester mesh with solid tricot liner | XS - L | https://www.badgerteamwear.com/2237-badger-sport-mini-mesh-youth-6-inch-short/ |
| Ramco | Pro Mesh Short 6" - Youth | 907Y | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | XS - XL | https://ramcoapparel.com/prod-21-1-52-19/pro-mesh-short-6-youth.htm |
| Ramco | Mini Mesh Short 6" - Youth | 707Y | Royal | 100% Polyester 70 Denier promesh with solid Tricot liner | XS - XL | https://ramcoapparel.com/prod-21-1-58-19/mini-mesh-short-6-youth.htm |

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 25, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Diane White,
Director of Purchasing

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 3/11/2025 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/25/2025 |

**SUBJECT:** **Student Photography Contract (Extension)**

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**Background**

Administration is recommending a contract extension for Student Photography Services to be awarded to Visual Image Photography, Inc. VIP's communication plan, scheduling, and quality of pictures is exceptional. We have had positive feedback from school administration, athletic coaches, and parents.

The extension will run from June 1, 2025 through May 31, 2027. Pricing will remain at original rates given.

The RFP extension includes Student Photography Services K-12, ID Badges, and Senior Graduation Day picture services.

The original RFP documents were released on Monday, March 28, 2022, via Bidnet. Thirteen prospective bidders downloaded the documents from Bidnet. Electronic proposals were publicly opened via Google Meet on Wednesday, April 12, 2022. Three complete bids were received, in addition to three formal declines. The RFP is for District-Wide Student Photography and ID badges. The initial contract term was three years, beginning June 1, 2022, and ending May 31, 2025.

**Administrative Recommendation**

**Visual Image Photography, Inc** – Cedarburg, WI: Extension of student photography services.

**Fiscal Impact**

D300 parents will pay for student photography packages purchased from this contract.

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

January 23, 2025

Ms. Courtney Lutz
Visual Image Photography, Inc
W63 N582 Hanover Avenue
Cedarburg, WI 53012
Chicago, IL 60707

RFP - Student Photography Services K-12, ID Badges and Graduation Day Picture Services

Via Email: Courtney@vipis.com CC: kbarbel@vipis.com

Dear Ms. Lutz,

On May 12, 2022, District 300 originally approved a contract with Visual Image Photography, Inc for Student Photography Services. District 300 would like to exercise a contract extension based on the April 28, 2022 response submitted by your firm. This contract would be for Student Photography (Fall, Spring, Athletic/Group, Seniors and Staff), ID Badges and Graduation Day Picture Services. The extension will run from June 1, 2025 through May 31, 2027. Pricing would remain at original rates given.

If your firm agrees to the pricing as shown in the following original contract, the administration will recommend your contract extension to the Board of Education for review by the finance committee and award by the board on Tuesday, February 18, 2025.

The favor of a response is requested by Wednesday, January 29, 2025.

Sincerely,
Nicole Kennedy **2025-01-23**
2E5C437EB41564CA096ED735A24EE71B contractworks
Diane C White, Director of Purchasing
Signed by Nicole Kennedy, Purchasing Manager, in Diane's absence

Acceptance to hold submitted pricing:

Courtney Lutz **2025-01-23**
E3E63C36CD8938887FDFFB7C940B3176 contractworks
Service Provider

DISTRICT 300

**Community Unit School District 300**
2605 BUNKER HILL DRIVE
ALGONQUIN, IL 60102
**Diane C. White, Director of Purchasing**
PHONE: 847-551-8460 · FAX 847-551-8463

August 24, 2022

Mr. Peter Heck
Central Valley Studios
PO Box 10
Hampshire, IL 60140

Via Email: pete@cvstudios.com

RFP-Student Photography and ID Services

Dear Mr. Heck,

Congratulations! District 300 has awarded the contract for the graduation photo portion of Student Photography and ID Services RFP to Central Valley Studios! The Board of Education approved this award at their regular meeting of August 23, 2022. The awarded contract pricing is shown on the following page with a three-year contract term from June 1, 2022 through May 31, 2025.

***This signed letter along with the attached documents – original Bid specifications, addenda, and your final response combined serve as the contract for this project.***

Please send this signed letter via Contract Works by September 6, 2022.

Please submit your Certificate of Insurance naming the District, the Board of Education and its members individually, and its employees and agents as additional named insured prior to September 6, 2022 to the bids.purchasing@d300.org.

This Agreement is entered into as of August 24, 2022.

Diane White
8375D43E716D90C09E2DBCBD5C76FBD7 contractworks **2022-08-31**
OWNER *(Signature)*

Peter Heck, CV Studios
48A902AA84E3F52E52B65F14731F0E52 contractworks **2022-08-31**
CONTRACTOR *(Signature)*

Diane C. White, Director of Purchasing

**Peter Heck, CV Studios President**
*(Printed name and title)*

If you have any further questions regarding this contract, please feel free to contact me at (847) 551-8460.

Sincerely,

Diane C. White
Diane C. White, Director of Purchasing

Central Valley Studios Inc.
Processing Center
P.O. Box 10
Hampshire, IL 60140
877-446-2196

Pin#:«NameID»

$3.00 late charge after «DeadlineDate»

«FirstName» «LastName»

«Address»

«City», «State» «Zip»

Phone:

See Details on New Pearlized Portraits at bottom of sheet

*Order by Web at:
www.gradphotonetwork.com
*Online orders can zoom & crop photo

*Order by Phone: 877-446-2196
*Order by Fax: 847-683-0611
*Order by mail to address above.
*All Prints imprinted with event title

**Package A**
2-8x10's, 4-5x7's
16-Wallets
$112 New Pearlized Portraits
$98 Laminated with Folders
$92 Laminated $84 Matte prints

**Package B**
1-8x10, 2-5x7's
8-Wallets
$60 New Pealized Portraits
$54 Laminated with Folders
$50 Laminated $46 Matte prints

**Package C** 4-5x7's
$46 New Pealized Portraits
$38 Laminated with Folders
$36 Laminated $31 Matte prints

**Package D** 8-Wallets
$22.95 New Pearlized Portraits
$17.95 Laminated $15.95 Matte prints

**Package E** 1-8x10
$22.95 New Pearlized Portraits
$19.95 Laminated w/ Folders
$17.95 Laminated $15.00 Matte print

**Package F** 1-5x7
$12 New Pearlized Portraits
$10.50 Laminated w/ Folders
$9.50 Laminated $7.95 Matte print

**Package G** 4-3x5's
$22.95 New Pearlized Portraits
$19.95 Laminated $17.95 Matte prints

**Package H** 2-5x7's special
$15.00 Matte prints only

**Package I** $15.00 Retouching
This custom service minimizes blemishes and lines for an improved complexion, as well as brightening eyes and teeth for a more polished appearance

**Package GP** $49.95 Grad Plaque
Includes Name, School & Graduation Year.
*Name to appear on plaque*



**Tassel – Photo Frames**





**See enclosed flyer and website for more products →**
**www.cvstudios.com &**
**www.gradphotonetwork.com**

Go to website for better view
«OrderNumber1»
«Roll1»-«Frame1»

«Picture1»

| | New Pearlized Portraits Price | Qty. | Laminated w/Folders Price | Qty. | Laminated Prints Price | Qty. | Matte Prints Price | Qty. | Total |
|---|---|---|---|---|---|---|---|---|---|
| Pkg. A | $112 | | $98 | | $92 | | $84 | | |
| Pkg. B | $60 | | $54 | | $50 | | $46 | | |
| Pkg. C | $46 | | $38 | | $36 | | $31 | | |
| Pkg. D | $22.95 | | NA | | $17.95 | | $15.95 | | |
| Pkg. E | $22.95 | | $19.95 | | $17.95 | | $15.00 | | |
| Pkg. F | $12.95 | | $11.95 | | $9.95 | | $7.95 | | |
| Pkg. G | $22.95 | | NA | | $19.95 | | $17.95 | | |
| Pkg. H | 2-5x7's special | | | | | | $15.00 | | |
| Pkg. I | Retouching | | | | | | $15.00 | | |

Go to website for better view
«OrderNumber1»
«Roll2»-«Frame2»

«Picture2»

| | New Pearlized Portraits Price | Qty. | Laminated w/Folders Price | Qty. | Laminated Prints Price | Qty. | Matte Prints Price | Qty. | Total |
|---|---|---|---|---|---|---|---|---|---|
| Pkg. A | $112 | | $98 | | $92 | | $84 | | |
| Pkg. B | $60 | | $54 | | $50 | | $46 | | |
| Pkg. C | $46 | | $38 | | $36 | | $31 | | |
| Pkg. D | $22.95 | | NA | | $17.95 | | $15.95 | | |
| Pkg. E | $22.95 | | $19.95 | | $17.95 | | $15.00 | | |
| Pkg. F | $12.95 | | $11.95 | | $9.95 | | $7.95 | | |
| Pkg. G | $22.95 | | NA | | $19.95 | | $17.95 | | |
| Pkg. H | 2-5x7's special | | | | | | $15.00 | | |
| Pkg. I | Retouching | | | | | | $15.00 | | |

Go to website for better view
«OrderNumber1»
«Roll3»-«Frame3»

«Picture3»

| | New Pearlized Portraits Price | Qty. | Laminated w/Folders Price | Qty. | Laminated Prints Price | Qty. | Matte Prints Price | Qty. | Total |
|---|---|---|---|---|---|---|---|---|---|
| Pkg. A | $112 | | $98 | | $92 | | $84 | | |
| Pkg. B | $60 | | $54 | | $50 | | $46 | | |
| Pkg. C | $46 | | $38 | | $36 | | $31 | | |
| Pkg. D | $22.95 | | NA | | $17.95 | | $15.95 | | |
| Pkg. E | $22.95 | | $19.95 | | $17.95 | | $15.00 | | |
| Pkg. F | $12.95 | | $11.95 | | $9.95 | | $7.95 | | |
| Pkg. G | $22.95 | | NA | | $19.95 | | $17.95 | | |
| Pkg. H | 2-5x7's special | | | | | | $15.00 | | |
| Pkg. I | Retouching | | | | | | $15.00 | | |

Subtotal

| Shipping Scale | | |
|---|---|---|
| $0.00 | $20.00 | =$4.00 |
| $20.01 | $50.00 | =$6.00 |
| $50.01 | $120.00 | =$7.00 |
| $120.01+ | | =$8.00 |

Add $49.95 for Package GP if you ordered it
ILL Res. Add 7% sales tax
Add total from special product flyer
USA Shipping–See Scale on Left
(add $50.00 if shipping outside the USA) Total Payment

Orders mailed within 10 days of receipt. Allow 3 weeks additional for frame and plaque delivery.

Payment by: ☐ Check/MO ☐ MC, Visa, Discover, AMX
Name on Card
Card# Exp Date
Signature

Light or Dark Proofs will be corrected on Final prints.
100% Satisfaction Guarantee

☐ *Change My Address*-Indicate New Address Below
New Street
New City St Zip
New Phone#



Grad Collage



Thank you Cards

**New Pearlized Portraits**
Make your image a hi-definition photo with brighter colors, increased clarity and richer tones that create an intense result

**Lamination**
*Glossy coating to protect photos from spills, fingerprints and fading.*

**Black Presentation Folders**
Great for displaying photos.



DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **August 9, 2022**

**TO:** Susan Harkin, Superintendent
Board of Education

**FROM:** Diane C. White
Director of Purchasing

| **Presented at the following Board Meetings** | |
|---|---|
| **Construction/Facility** | |
| **Finance** | 8/9/2022 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 08/09/2022 |
| **BOE 2nd Reading** | 08/23/2022 |

**SUBJECT:** **Approval of Student Photography – Grad Photos Agreement**

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**Background**

RFP documents were released on Monday, March 28, 2022, via Bidnet. Thirteen prospective bidders downloaded the documents from Bidnet. Electronic proposals were publicly opened on Google Meet on Wednesday, April 12, 2022. Three complete bids were received in addition to three formal declines. Central Valley Studios of Hampshire, IL, is the only one of the three bids submitted specializing in graduation photography. Central Valley Studios has had favorable reviews from our three high schools over the last five years. This contract is for a three-year contract term with the possibility of two one-year extensions. The new initial contract will begin June 1, 2022, and go through May 31, 2025. D300 parents will pay for graduation photo packages purchased from this contract.

**Administrative Recommendation**

Central Valley Studios, Hampshire, IL: Award contract for Student Photography - Graduation Photos for a three-year term, June 1, 2022, through May 31, 2025, with the possibility of two one-year extensions.

**Fiscal Impact**

No fiscal impact on District 300. If interested, photos are purchased by District 300 families directly from Central Valley Studios.

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**RFP-Student Photography and ID Services**
**Wednesday, April 13, 2022, 12:00PM**

| COMPANY | Addendum 1 | Privacy Addendum | Questionaire | Signed RFP Response Form | References | Certifications | W-9 | Vendor App. | Comments |
|---|---|---|---|---|---|---|---|---|---|
| Central Valley Studios | Y | Y | Y | Y | Y | Y | Y | Y | Grad photos only |
| Enterprise Pals, Inc. | | | | | | | | | |
| School Wholesale Supplies | | | | | | | | | |
| Bobbi Rose Photography | | | | | | | | | |
| Color Portraits, Inc. | | | | | | | | | |
| Data Entry Outsourcing Services LLC | | | | | | | | | |
| Allied Solutions | | | | | | | | | |
| Shutterfly Lifetouch, LLC | Y | Y | Y | Y | Y | Y | Y | Y | $2/RFID card |
| HR Imaging Partners, Inc. | | | | | | | | | Decline |
| Interstate Studio | | | | | | | | | Decline |
| Sport Pics, LLC | | | | | | | | | |
| Jostens | | | | | | | | | Decline |
| Visual Image Photography | Y | Y | Y | Y | Y | Y | Y | Y | |

**Administrative Recommendation**

**Central Valley Studios, Hampshire, IL**: Award contract for Student Photography - Graduation Photos for a three-year term, June 1, 2022 through May 31, 2025 with the possibility of two, one-year extensions.

**Community Unit School District # 300**
**Purchasing Department**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**
**847-551-8460 - PHONE**
**bids.purchasing@d300.org**

March 29, 2022

Dear Vendor:

The Board of Education of Community Unit School District No. 300 invites you to submit an electronicproposal for:

**RFP – Student Photography Services K-12**

The enclosed proposal form(s) **must** be used in submitting your proposal. Proposal must be addressed asfollows:

**Community Unit School District No. 300**
**Purchasing Department–Student Photography Services K-12**
**2605 Bunker Hill Drive**
**Algonquin, IL 60102**

Electronic proposals will be received until **12:00 NOON CT, Wednesday, April 13, 2022** at which time they will
be opened and read publicly in a virtual meeting. Enter proposals via BidNet.

The required Contractor's Certifications must be completed and returned with the proposal.

It is the intention of the Board of Education to award the proposal at **the Tuesday, May 10, 2022 regular meeting.** The Board of Education may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. The District further reserves the right to waive any minor irregularities or minor defects in the proposals, which do not affect the price no constitute some type of substitution for a designated item, and to accept the proposal, which is in the best interest of the District. Conditional proposals will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for the rejection. Any request for information shall be made to Diane C White, Director of Purchasing, but the response may not be used as a condition to any proposal being submitted.

Sincerely,

Diane C White

Diane C. White
Director of
Purchasing

## PUBLIC NOTICE

## NOTICE TO BIDDERS

The Board of Education of Community Unit School District No. 300 is accepting sealed Requests for Proposal for:

**RFP – Student Photography Services K-12**

Proposals will be accepted until **12:00 NOON CT, Wednesday, April 13, 2022** at:

Community Unit School District 300
Purchasing Office
2605 Bunker Hill Drive
Algonquin, IL 60102
Via Bidnet

A public RFP opening will be held virtually, via Google Meet. Meeting information will be supplied to potential suppliers via bid invitation.

**Instruction to Vendors**

Proposals should be submitted via Bidnet, District 300's online bid submittal service.

A non-mandatory document review Pre-Bid meeting will be held virtually on **Tuesday, April 5, 2022 at 10:00 AM CT.**

**Bid specifications will be available on Monday, March 28, 2022, after 3:00 PM. To obtain bid specifications, please visit - www.d300.org/Purchasing - Click on Vendor Registration or Login. This Link will direct you to the District 300 Bidnet website.**

Questions regarding this legal ad should be directed to:

Community Unit School District #300
Diane C. White / Director of Purchasing
2605 Bunker Hill Dr.
Algonquin, IL 20102
847-5551-8460
bids.purchasing@d300.org

The Board of Education of Community Unit School District 300 reserves the right to reject any and all proposals or waive any bid irregularities.

**RFP - Student Photography and ID Services**
**Tentative Project Timeline (Subject to Change)**
**All Times are Central Time**

| ACTION | DATE | TIME | LOCATION |
|---|---|---|---|
| | | | |
| Establish Project Timeline | Monday, March 21, 2022 | | Purchasing Dept |
| Meet with stakeholders to establish scope of service | Monday, March 21, 2022 | | APO/CFO |
| Establish annual Calendar of Events with stakeholders beginning with June Senior pictures | Wednesday, March 23, 2022 | | APO and Purchasing |
| Scope Review with Stakeholders | Thursday, March 24, 2022 | | APO and Purchasing |
| Specifications Draft | Thursday, March 24, 2022 | | Purchasing Dept |
| Finalize Scope of Work Review with stakeholders | Friday, March 25, 2022 | | APO and Purchasing |
| Documents Finalized | Friday, March 25, 2022 | | Purchasing Dept |
| Documents Released | Monday, March 28, 2022 | 3:00PM | Bidnet |
| Legal Ad Publication | Tuesday, March 29, 2022 | | Daily Herald |
| Pre-RFP Meeting | Tuesday, April 5, 2022 | 10:00am | Google Meet |
| Q&A Deadline | Friday, April 8, 2022 | 4:00PM | Bid Net |
| RFP Submittal Deadline | Wednesday, April 13, 2022 | 12:00Noon | Bid Net |
| Evaluation Period | 4/13-14/22 | | Committee |
| Vendor Short List - Notification | Thursday, April 14, 2022 | 3:00PM | Purchasing Dept |
| District 300 Questions for Short List Vendors | Thursday, April 14, 2022 | 3:00PM | Purchasing Dept |
| Vendor Interviews w/Committee | 4/19-20/22 | TBD | Google Meet |
| Best and Final Offer Requested | Thursday, April 28, 2022 | | Purchasing Dept |
| Recommendation to CFO | Tuesday, May 3, 2022 | | Purchasing Dept |
| BOE Workshop/Approval Packet | Tuesday, May 3, 2022 | | Purchasing Dept |
| BFC Committee Meeting | Tuesday, May 10, 2022 | 4:30PM | Central Office |
| BOE MEETING Approval | Wednesday, May 11, 2022 | 6:30PM | Central Office |
| Contract or Purchase Order Released | Thursday, May 12, 2022 | | Purchasing Office |
| Kick-off Meeting | Friday, May 13, 2022 | TBD | TBD |
| Bi-Weekly Virtual Status Meeting Schedule | TBD | TBD | TBD |

## Instructions to Bidders

### 1. General

a. Proposals shall be signed and submitted in an envelope properly marked with the title of the proposal, and date and time of opening. Unsigned proposals will be rejected.

b. Seal and deliver proposal to the purchasing office on or before the time scheduled for the opening. Late proposals will not be opened nor considered.

c. All proposals shall be made on this form.

d. The District is not subject to Federal Excise Tax or Illinois Sales or Retailers Occupational Tax. Proposals should not include sales or excise tax.

e. Prices quoted shall include all charges for packing, transportation and delivery to the locations designated on the proposal specification and installation, if called for, in the proposal specifications.

f. Correspondence shall be addressed to the Director of Purchasing.

g. Proposals are available for inspection in the purchasing office by appointment for 10 days after the date of the award of an order.

h. Oral, telephonic, telegraphic, or facsimile bids will not be accepted.

i. Electronic bids may be submitted via BidNet.

### 2. Errors and Omissions

All proposals shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidders find any claimed discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, bidder shall advise the purchasing official first orally, followed by written (FAX or letter) with specification of the claimed problems which must be received during regular working hours at least 10 days before the date set for proposal opening so that a written notification can be prepared by any purchasing official, who will issue the necessary clarifications to all prospective bidders by means of addenda

### 3. Firm Proposal

All proposals will be considered to be firm for a period of sixty (60) days from the dateestablished for the opening of proposals.

### 4. Withdrawal of Proposals

Proposals may be withdrawn by letter, or telegram, or fax received by the district orin person prior to the time and date established for the opening of proposals.

## 5. Investigation of Bidders

a. The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill proposal requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the proposal.

b. The Board of Education reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligations of the contract. The Board of Education reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is considered to be in the best interest of the District. Any such decision shall be considered final. All items proposed shall be new unless otherwise specified in the requirements.

## 6. Vendor Application and W-9 Form

District 300 requires that a current Vendor Application and W-9 form be included withyour electronic proposal. These forms can be found on the District website https://www.d300.org/Purchasing

## 7. Compliance with Illinois Prevailing Wage Act

It shall be mandatory upon the bidder and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages as found by the District or Department of Labor for each craft or type of worker or mechanic needed to execute the contract and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. The prevailing wage rates are revised by the Department of Labor periodically and are available on its website. The bidder shall comply with all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.*, applicable to the work. Payment of any bidder shall not be processed without receipt of certified employee records required by 820 ILCS 130/5.

## 8. Signature Constitutes Acceptance

The signing of these proposal forms shall be construed as acceptance of allprovisions contained herein.

## 9. Contracts

The successful bidder will be required to enter into a contract incorporating the termsand conditions of this proposal.

## 10. Equal Employment Opportunity

During the performance of this Contract (whether or not federal funds are involved)the contractor agrees as follows:

a. The bidder will not unlawfully discriminate against any employee or applicant for employment because of age, race, creed, color, sex, religion, ancestry, marital status, handicap, military status, unfavorable discharge from military service or national origin, as those terms are contained in the Illinois Human Rights Act (775ILCS 5/1-10 et. seq., hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth theprovisions of this nondiscrimination clause.

b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without unlawful discrimination.

## 11. Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, bidder state the delivery time by each respective item. All prices must be quoted FOB Destination. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

## 12. Evaluations

The District reserves the right to reject any and all proposals, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on proposal request, and to determine whether in the opinion of the District: (1) an early delivery date is entitled to more consideration than price, (2) an earlier delivery date is to be disregarded because of the reputation of the bidder for not meeting delivery dates, (3) a bidder is not a responsible bidder and should be disregarded. The District will authorize the release of purchase orders upon acceptance of proposals. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

## 13. Examination of Documents and Site

Before submitting a proposal for work on any project, each bidder shall carefully examine the project site and the contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the proposal, and include in its own proposal all sums sufficient to provide all

work required by the contract documents. After opening of proposals, no additional allowance will be made for changes in project scope and/or price due to work, which would have been apparent, by examination of the documents and sites. By submitting a proposal, each bidder shall be held to represent that that bidder has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of thework.

## 14. Performance: Labor and Material Payment Bonds (IS NOT REQUIRED FORTHIS PROJECT)

Within ten days of the date of the Notice of Award, the successful contractor shall enter into a formal contract with the Board of Education and shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract. The bonds shall be in accordance with AIA. Document A31 1. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor, and a certificate of the authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond and the Labor and Material Payment Bond shall guarantee the performance of the duties placed on the contractor by the Prevailing Wage Act, as well as all other duties undertaken pursuant to the contract with the District, and shall indemnify the District from any liability or loss resulting to the District from any failure of the contractor fully to perform each or all of said duties.

The Performance Bond and the Labor and Material Payment Bond herein provided shall be placed with a Surety company or companies having a policy holder's rating not lower than "A" and a financial rating not lower than "AAA" in Best's Insurance Guide (current edition).

## 15. Bid Security (IS NOT REQUIRED FOR THIS PROJECT)

A Bid Bond or certified check made payable to the District in the amount of ten percent (10%) of the proposal shall accompany each bid as a guarantee that the bidder, if awarded the contract, will furnish the required Performance Bond and Labor and Material Payment bonds, execute the contract and proceed with the work. Upon failure to do so, the contractor shall forfeit the check or the district shall be entitled to the principal amount of bid bonds as liquidated damages. No mistakes or errors on the part of the bidder shall excuse the bidder or entitle bidder to a return of the check or bid bond. No bidder may withdraw a bid for a period of 60 days after the date of opening thereof.

The bid bonds or checks will, with the exception of those of the three lowest bidders, be returned within seven days after the opening of bids and the remaining checks or bid bonds will be returned when the contract is executed and all required bonds havebeen provided.

## 16. Service Points

- **See site listing in scope of work/service**
- **Project Manager – Diane C. White, Director of Purchasing**
- Email: diane.white@d300.org

## 17. Warranty

The bidder shall warrant the work services, and/or products to be free of defects in material and workmanship for a period of 2 years. This warranty shall obligate the contractor to repair or replace the products at no additional charge to the District.

## 18. Total Price for All Items Proposal

A total proposal dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the proposal form before signing and submitting the proposal.

## 19. Insurance

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the District:

**MINIMUM INSURANCE REQUIREMENTS**

| | | |
|---|---|---|
| General Liability | General Aggregate | $2,000,000 |
| | Products-Comp/OP Agg | 2,000,000 |
| | Personal Injury | 1,000,000 |
| | Each Occurrence | 1,000,000 |
| | Fire Damage (Any one fire) | 50,000 |
| | Medical Exp. (Any one person) | 5,000 |
| Excess Liability | Each Occurrence | 2,000,000 |
| | Aggregate | 2,000,000 |
| Automobile Liability | Bodily Injury (each occ) | 1,000,000 |
| | Property Damage (each occ) | 1,000,000 |
| Worker's Compensation | Statutory Limits | |
| | Each Accident | 500,000 |
| | Disease-Policy Limit | 500,000 |
| | Disease-Each employee | 500,000 |

**Umbrella liability** insurance with a minimum combined single limit of Two Million dollars ($2,000,000.00) per occurrence and Two Million Dollars ($2,000,000) general aggregate.

The insurance shall include sexual abuse and molestation coverage if the Contractor will be on District premises. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or comparable rating service. The comprehensive general liability, property damage, auto liability, and umbrella liability insurance policy shall name the District, its Board, Board members, employees, volunteers, and agents as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the District (if the Contractor will be on the District's premises the waiver of subrogation shall also apply to the workers' compensation insurance the waiver of subrogation shall also apply to the workers' compensation insurance). The Contractor shall provide the District with certificates of insurance reasonably acceptable to the District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. If requested the Contractor shall provide copies of applicable policy endorsements. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the District by certified mail, return receipt requested.

It is MANDATORY within ten (10) days after the proposal award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the District.

## 20. Hold Harmless and Indemnification

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

A. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to thiscontract.

B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

-Caused in whole or in part by an act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

-Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

-Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

## 21. Damage to Property

In the event the bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

## 22. Late Proposals

Proposals received after the time specified in the Invitation for Proposal may not be opened or considered. The method of transmittal of the proposal is at the bidder's risk of untimely receipt by the institution. The use of institution equipment for transmission of proposals is prohibited.

## 23. Recycled Products

The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as proposal alternatives. Notations are to be included as to the percentage of recycled products in each item.

## 24. Payment

Payment is to be made within 45 days of the project completion.

Does your company accept ACH payments?
Does your company accept credit cards?
Does your company allow discounts for early payments?

Discounts examples –
2% 10 days net 30
1% 20 days net 30

## 25. Manuals

The successful bidder shall supply, at no cost to the district, a detailed service manual, parts list, and list of service locations.

## 26. Completion of Work – Contract Term

Three (3) year contract with the possibility of Two (2), one (1) year extensions with favorable recommendation from District 300 stakeholders.

## 27. Personnel

If any person employed on the work site were, in the opinion of the District Project Manager, intemperate, disorderly, incompetent, willfully negligent or dishonest on the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.

## 28. Sexual Harassment

775 ILCS 5/2-105, Human Rights Act Requirement – Written Sexual Harassment Policies contained as follows: Bidder shall have written sexual harassment policies that shall include, 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) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act. A copy of the policies shall be provided to theDepartment upon request.

## 29. Qualifications

Vendor must be an authorized dealer and installer of products vendor is bidding on. Vendor must supply a list of references of like products and installations. Reference sheet is attached.

## 30. Financial Stability

The District may require, upon request, evidence as to the financial stability of the contractor. Upon request, the contractor shall provide the following information to the District within 48 hours:

a. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person.

b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

## 31. Compliance with Laws

Successful bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety.

## 32. Governing Law

The terms of this quote shall be governed and construed in accordance with the laws of the State of Illinois. 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.

## 33. Proposal

The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All proposals shall be submitted with each space properly completed. Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal. Unless the bidder so indicates, it is understood that the bidder has submitted the proposal in strict accordance with the specification requirements. The Bidder acknowledges that any variation from the specifications will be grounds for the District to reject the quote, although the District may accept the quote with the verification if, in its sole discretion, it determines that such proposal is in the District's best interest. All quotes shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt as to their meanings, the bidder shall submit questions as provided in this document. Bidders must satisfy themselves upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from a bidder.

## 34. Bidder's Agreement

The bidder hereby declares understanding, agreement, and certification of compliance to provide the services, work, and/or products to the District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications

contained in these documents, and any issued amendments. The contractor further agrees that the language of this document shall govern in the event of a conflict with
(1) the bidder's bid or (2) any subsequent purchase order between the bidder and the District. The bidder should, as a matter of clarity and assurance, also sign and submit all amendment(s) issued by the District related to this work. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the District countersigns this document, a binding contract shall exist between the bidder and the District. This document combined with amendments, the bidder's bid, the required submittals, and the purchase order, if any, shall comprise the binding contract.

## 35. Cancellation

The District reserves the right to cancel this contract at any time for reasons ofunsatisfactory services.

## 36. Additional Information

Contact Diane C. White, Director of Purchasing, (847) 551-8460, between the hoursof 8:00AM and 4:30PM, or by email – diane.white@d300.org

**Proposal Content and Proposal Format Submittal to include:**

**One complete electronic copy of proposal**

**Section 1 - Firm Experience and Capabilities**

- Provide a list of all School District clients for which you have provided services for in the last five years.
- Highlight your experience in performing work such as described in the Proposal.
- Examples of implementations that demonstrate experience with large organizations in education and government organizations.

**Section 2 - Project Approach**

- Provide a brief discussion of the following:
- The methodology that your firm would use in collaborating with District personnel. Please provide an adequate description and summary of capabilities.
- Provide staffing resumes who would be proposed to oversee our account, along with resumes of potential employees that would be assigned to District 300.
- Your approach for providing the necessary support to District 300 to insure the successful implementation of the contract for Student Photography project.
- Your procedure for training personnel to adhere to the District 300 guidelines of this contract.

**Section 3 – Economic Impact – Pricing and Proposal Questionnaire**

- Include Proposal Response Forms A and B in this section.
- Include any related price sheets and specification sheets.

**Section 4 – Required District 300 certificates, Vendor Application, W-9 form, Student Data Privacy Addendum. These forms are included in Exhibit B.**

**Section 5 – Your firm's Sample Contract (if applicable)**

**Section 6 – Other information proposed that is not included in the questionnaire**

**Section 7 – Please provide audited financials or financials for the past five years. You may provide a link to these documents for the district to review.**

## Scope of Work/Services
## Student Photography
## Services K-12

**Community Unit School District 300 is seeking a firm to provide Student Photography Services for Grades K-12. The vendor must bid on all items in one or multiple categories. It is the intention of the District to award this project by category, which may also be awarded to a single vendor.**

**About the District:** District 300 has approximately 20,290 students, 2596 employees, and it is governed by an elected seven-member Board of Education. District 300 is located in four counties, Cook, DeKalb, Kane, and McHenry. District 300 serves families residing in Algonquin, Carpentersville, East Dundee, Gilberts, Hampshire, Lake in the Hills, Pingree Grove, Sleepy Hollow, and West Dundee.

Currently, we have one (1) Pre-K school, sixteen (17) elementary schools (with one (1) dual language school), four (4) middle schools, one (1) K-8 school, three (3) High Schools, and one (1) Alternative School.

Community Unit School District 300 is a unit of local government and is entitled to exemption from Illinois State Sales Tax.

Link to District 300 financial reporting - https://www.d300.org/Page/1371

| Total Student Enrollment | |
|---|---|
| Pre-K | 770 |
| Elementary | 8550 |
| Middle | 4714 |
| High | 6493 |
| Total Number of Juniors | |
| Dundee Crown HS | 660 |
| Hampshire HS | 497 |
| Jacobs HS | 519 |
| Total Staff | |
| Elementary | 725 |
| Middle | 388 |
| High | 539 |
| Misc - Coaches, etc. | 100 |
| Total Central Office and Contractors | |
| Central Office Staff | 243 |
| Contractor - Food Service | 225 |
| Contractor - Transportation | 300 |
| Contractor - NIA | 50 |

**Requirements for photo upload into our systems.**

1. Photos must be placed in a zip file (no larger than 100MB) along with a mapping file.The mapping file named "idlink.txt" which has a line for each photo and the line consists of the patron barcode (ID#) with no leading zeros, and the name of the photo separated by a comma. Tab Delimited TXT Mapping file with Student Number, Photo File Name
2. 72DPI, 120X150 Pixels for student photography
3. 72DPI, 480X600 Pixels for staff photography
4. Jpg format, "######.jpg"
5. 200 x 300 resolution is preferred (3:2 aspect ratio)
6. A file transfer site from your company would be preferred.

**Additional requirements:**

1. All staff, including District 300 contractors must have their ID's prior to August 1, 2022.
2. ID's must work for barcode reading for, Kronos (Timekeeping System for payroll and attendance), One Source – (Point of Sale software for Food Service) and Destiny (Asset tracking system for library and resources). ID Badge proofs must be submitted to District 300 IT department for proof of concept for all three systems.
3. Vendor to adhere to District 300's scheduling requests.
4. Take staff pictures during WOW week for new staff and existing staff prior to start of school.
5. Take pictures for contracted employees' start-up sessions prior to the start of school.
6. Different color or distinctive layout for each year to differentiate the current year tags from prior years.
7. District 300 will require an annual report for purchases and provide a commission report.
8. Generic school tags for
    a. **S** for Substitutes
    b. **V** for Visitors
    c. **VOL** for Volunteers
9. 2 of ea. – Software, camera, and ID Badge printing machine that remains at the Administration Center. District 300 is currently using a Fargo DTC 1250e for our non-RFID badges.
10. Vendor to provide maintenance and maintenance supplies for all id printers provided to District.
11. Replacement ribbons and replacement ID cards to be pre-punched.
12. Master copy of software – made available to IT department for backup.
13. Pictures backup either locally or on the network.
14. D300 templates are included with the scope of work.
15. Ability to provide an online website for ordering that details picture packets available and pricing.
16. Ability to accept cash, checks and credit cards as forms of payment. There needs to be an option for prepayment.
17. Required virtual bi-weekly status meetings with Project Manager. A District-Wide google form will be utilized to record any issues that need resolution, either with the successful vendor or with the school.

**Student ID Cards – PVC plastic ID cards** and **RFID (Elementary only) two-sided printed.**

1. All cards are to be pre-printed with a message on the back. A small stock of blank cards are to be made available to the District for onsite replacement badge printing for both types of cards.
2. PVC plastic ID cards for each student and staff member photographed. The ID cards will be pre-printed and delivered prior August 1st.
3. RFID cards will be used for **K-5 students only**. These cards must be compatible with our transportation system (Zonar). RFID card specification are as follows:
   - ✓ 125kHz RFID circuit.
   - ✓ Rectangular antennae for maximum read range.
   - ✓ ISO card ID-1 package type.
   - ✓ Full color printing on both sides
     - Includes variable photos, logos, names and barcodes for students
   - ✓ Slot Punching
   - ✓ Shrink wrapped in 100's
   - ✓ Programmed value is sequential.
   - ✓ Unique card number etched on the outside of housing.
4. RFID Card Printer Specifications – supplies to all elementary schools
   - ✓ Direct color sublimation printing
   - ✓ Print speed: 190+ cards/hour
   - ✓ Feeder capacity: 100 cards
     - Slot for non-RFID cards
   - ✓ Output hopper capacity: 25+ cards
   - ✓ Card thickness: 20-50 mil
   - ✓ Ribbon capacity: 250 - 300 Prints/Roll (YMCKO)
   - ✓ Display
     - Printer notifications: feeder empty/almost empty, cleaning alerts, ribbon finished, almost finished.
   - ✓ Operating systems
     - Compatible with Windows (32/64 Bit): XP SP3, Vista, W7, W8, W10
   - ✓ Contactless RFID encoder
     - 125 KHZ
     - 13.56 MHZ
   - ✓ Warranty
     - Three Years
   - ✓ Service
     - Three Years Hot Swap Printer Replacement
     - All Parts, Labor and Loaner Provision
5. New Preschool and Kindergarten ID Cards will be delivered to each school after picture retake.
6. ID card will be designed to the school's specifications and will include the following:
   a. Photo
   b. Name
   c. ID #
   d. Grade
   e. Additional fields as needed

7. Production equipment at Administration Center (1 ea.), five (5) Middle Schools (1 ea.), three (3) High Schools (1 ea.), one (1) Alternative School (1 ea.), and eighteen (18) Elementary Schools (1 ea.). Replacements as needed, and annual maintenance. Equipment ownership remains with vendor.
    a. Webcam
    b. Printer – USB connect, RFID badge printer for elementary schools, all other schools should receive a PVC badge printer for one sided printing.
    c. Software – to print id cards on demand
8. Vendor to provide a sample of each of the ID templates provided with the scope of work.
9. Vendor to provide training and technical support
10. Vendor to provide yearbook staff with photos.
11. Vendor to provide two (2) complimentary sessions for training students on the yearbook staff to take candid photos of sports and activities.

**Category A - Student Portraits**

1. Vendor will photograph students and staff on dates mutually agreed between the vendor and school. Retake photo days will be scheduled.
2. Sufficient staff will be provided to ensure an efficient picture day with minimal disruption to schedules.
3. Proofs will be posted to the vendor's website for viewing and purchase.
4. Vendor will provide a copy of all images taken at school.
5. Bilingual staff can be made available upon District 300's request.
6. Ability to provide an online ordering website that details picture packets available and pricing.
7. Ability to accept cash, checks and credit cards as forms of payment. Receipts must be issued with all cash payments to the student or as an electronic receipt process.

**Dances and designated Special events and or activities**

1. School and vendor will cooperatively determine the number of photographers needed at various events.
2. All sales will be conducted online. Proofs will be posted to the vendor's website for viewing and purchase within 5 days of the event.
3. Complimentary digital images will be provided to the yearbook staff and/or PTO
4. All products are unconditionally guaranteed, and are fully refundable.

**Category B - Sports/Clubs program - (Middle and High School)**

1. Provide team/club and varsity individual headshots
2. Coaches/Sponsors will receive a complimentary package and 8x10 group photo.
3. Varsity Athletes will receive an individual 2x3 free of charge.
4. Proofs will be posted to the vendor's website for viewing and purchase within 5 days of the event.
5. Vendor will work with the Athletic Department to create a picture day schedule that meets the needs of all teams/clubs.
6. Sufficient staff will be provided to ensure an efficient picture day with minimal disruption to practice schedules.
7. Middle School recognition night – Photographer is required.
8. Custom sports/clubs' flyers offering a variety of packages and options will be provided tothe Athletic Department for distribution prior to picture day.
9. When photographing outdoors, vendor will provide its own risers for all large teams and group photos.
10. Complimentary Wall of Fame photographs up to a 16x20 in size that includes school logo, graphics and text for all Varsity Teams.
11. Upon request vendor will take photographs of administrators, athletic staff, coaches, sponsors, managers and others.
12. Vendor will provide a copy of all images taken at school.
13. All products are unconditionally guaranteed, and are fully refundable.
14. Ability to provide an internet ordering website that details picture packets available.
15. Ability to accept cash, checks and credit cards as forms of payment. Receipts must be issued with all cash payments to the student or as an electronic receipt process.
16. High School candid events will be limited to 60 events per high school

**Category C - Senior Portraits**

1. Seniors will be photographed at the school.
2. Proofs will be posted to the vendor's website for viewing and purchase within10 days of the event.
3. No senior is under any obligation to purchase. Seniors must be photographed by vendor to be included in the yearbook. No charge will be required for a "yearbook only" sitting.
4. Vendor will photograph all seniors in traditional head and shoulder pose. Seniors will be photographed in attire deemed appropriate by the school.
5. Timely delivery of senior images to yearbook staff.
6. Vendor will initiate "portrait sign up days" during lunch periods or online.
7. Vendor will schedule appointments, promotions, reminders and follow-ups.
8. Ability to provide an internet ordering website that details picture packets available.
9. Ability to accept cash, checks and credit cards as forms of payment. Receipts must be issued with all cash payments to the student or as an electronic receipt process.
10. All products are unconditionally guaranteed, and are fully refundable.

**Category D - Graduation Ceremony – Starting May 2023**

1. Schedule professional photographers to arrive at least ninety (90) minutes before each ceremony to arrange the photographer's position with the school contact.
2. Mail and/or email each graduate photographed a passport-sized photo proof image within 5 days of the graduation, along with the opportunity to select from a variety of photo packages, with no obligation to purchase.
3. Fulfill the orders of graduates and ship them within 7 days of receiving their orders.
4. Protect the students' right to privacy by not selling or providing the names and addresses of our candidates for graduation to another company for any purpose.
5. Provide this service at no cost to the school.
6. Provide photographer on location to take public relations photos before, during and after the graduation of various faculty members, administration, and candid photos of graduates.
7. Provide the school with documentation of the ceremony, speakers and dignitaries through images furnished in a digital format. Rights of these images are property of the school for promotion, documentary or advertising purposes within 7-10 days of the event.
8. Guarantee complete satisfaction to the students and their parents, or their money will be refunded.
9. Graduations are held at the NOW Center in Hoffman Estates.

**Vendor Evaluation:**

The Purchasing Department will contact vendors for Vendor Interviews and software demonstrations once a short list has been determined. Evaluations will be assessed on the following basis:

| | Scoring Matrix | |
|---|---|---|
| | **Definition** | **Point Values** |
| **Customer Service Protocol and options for parents and staff** | Defined customer service options to resolve address any questions and resolve issues with service and orders. | 25 |
| **Ability to implement project including, your proposed project team** | Provided a complete proposal for implementation, including team members resumes, including technology contact for District-wide contract. | 25 |
| **Quality of Photo Samples for All categories** | Provided samples of defined categories which may include the following: student photos, activity photos, sport team group photos, indoor and outdoor, candid photos of activities, senior portraits, graduations ceremony photos. | 25 |
| **Proposed Package Options and pricing** | Provided package options available for a range of pricing to accommodate all families | 10 |
| **References** | Provided current and past references for like services. | 10 |
| **Commission Rates, Gratuities, and additional Services** | Provided detailed proposal for commission options, and other items. | 5 |
| **TOTAL POINTS POSSIBLE** | | **100** |

**Evaluation Team will consist of:**

- **Administration**
- **Principal of Operations**
- **Athletic Directors**
- **Principals**
- **Support Staff**

**Exhibit A and Exhibit B are to be considered part of the Complete RFP documents.**

**Following are questions as they appear on Response Form A**
**Please provide answers on Response Form A in the provided Excel Document for ease of entry.**

Please list members of your implementation team

| | Name | Phone Number | Cell Number | Email |
|---|---|---|---|---|
| **School Pictures** | | | | |
| Primary Contact | | | | |
| Secondary Contact | | | | |
| | | | | |
| **Senior Portraits** | | | | |
| Primary Contact | | | | |
| Secondary Contact | | | | |
| | | | | |
| **Candid's** | | | | |
| Primary Contact | | | | |
| Secondary Contact | | | | |
| | | | | |
| **Sales Manager** | | | | |
| | | | | |
| **Director of Sales** | | | | |
| | | | | |
| **Technology Representative** | | | | |
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| # | Question | Yes/No | Comments |
|---|---|---|---|
| A | **Customer Service** | | |
| A.1 | What is the process for escalating issues? | | |
| A.2 | What type of customer service portal do you have for parents to resolve issues? | | |
| A.3 | How does your firm currently handle customer service? | | |
| A.4 | Do you have bilingual customer service staff? | | |
| B | **Scheduling** | | |
| B.1 | Please explain the process for scheduling class pictures. | | |
| B.2 | Please explain the process for scheduling senior pictures. Online registration, mailings, etc. | | |
| B.3 | Please explain the process for scheduling Athletic/activities/dances/etc. pictures | | |
| B.4 | How will your organization work with the school's office staff to setup scheduling? | | |
| B.5 | What is your method of communication for scheduling? | | |
| B.6 | Is your organization willing to accommodate the existing requested dates of service? | | |
| B.7 | Is there any concern that your organization does not have enough staff to meet our picture demand? | | |
| B.8 | Will your firm be able to accommodate the requested dates provided in the RFP? | | |
| C | **Picture Quality - Expectations** | | |
| C.1 | What kind of resources do you have available to help adjust students to look their best for pictures? | | |
| C.2 | How can you ensure that the overall quality/coloring of the pictures is ideal for skin tones? | | |
| C.3 | Do you provide on-site review or approval of the photo on picture day? | | |
| C.4 | What method is used to transmit school day picture to your processing plant? | | |
| C.5 | Will we have the option to choose backdrops for school pictures for both Fall and Spring? If no, can you provide the background color to the school prior to picture day? | | |

| | | | |
|---|---|---|---|
| C.6 | What kind of back drops are available to use for team sports photos? | | |
| C.7 | Will your logo appear on the photos? Where and how big will it be? | | |
| C.8 | Do you require a copyright letter to print any photo? (Print or Digital) | | |
| C.9 | Will you provide samples for us to review? | | |
| **D** | **Equipment** | | |
| D.1 | Will you be able to provide cameras, ID printers (that will accommodate RFID badges), and software at each of our sites/buildings (including elementary schools and central office) for ID badge printing? | | |
| D.2 | What kind of maintenance is provided for this equipment? | | |
| D.3 | What type of equipment is allocated for use with indoor photos vs. outdoor photos (still and action)? | | |
| D.4 | Do you provide data back up in the event that data is deleted due to a camera or computer malfunction? | | |
| **E** | **Templates** | | |
| E.1 | Will the annual templates be available for the new school year by July 1? | | |
| E.2 | Can card templates be changed remotely? | | |
| E.3 | Are you able to combine our data from last year with this year's data without duplicates or missing information? | | |
| E.4 | Can you provide several different templates based on our needs (staff, non-staff, foodservice, etc.)? | | |
| **F** | **Cost of Packages, Rebates, Commissions** | | |
| F.1 | Describe your photo packages and costs for each. | | |
| F.2 | Can packages be viewed/purchased online as well as packets taken home for purchase? | | |
| F.3 | Will each package have a digital option? | | |
| **G** | **Staffing and Training** | | |
| G.1 | Do you provide photographers, receptionists and other staff to ensure a smooth process on picture day? | | |
| G.2 | Do you require background checks on all staff when hired? | | |

| | | | |
|---|---|---|---|
| G.3 | Is your staff fully trained to ensure a smooth process? | | |
| G.4 | What is the average years of service of your photographers? | | |
| G.5 | Will bilingual staff be available upon request? | | |
| G.6 | Is your staff trained to work with students of different ages? | | |
| G.7 | Explain your initial and ongoing training protocol for your photographers. | | |
| G.8 | Do you have a pool of photographers to pull from if the one assigned is not able to make it that day? | | |
| G.9 | How has Covid impacted your ability to service customers and what provisions have been implemented to insure staffing is covered on scheduled days.? | | |
| G.10 | Please explain your process for training office staff, yearbook sponsors, and athletic secretaries. | | |
| H | **Photos for Yearbook** | | |
| H.1 | How are images shared with yearbook staff? | | |
| H.2 | How are images shared with the yearbook publishing company? | | |
| H.3 | How does scheduling work? | | |
| H.4 | How many sports events will you cover? | | |
| H.5 | How many candid events will you cover? (Homecoming, prom, plays, musicals, etc.) | | |
| H.6 | Do you provide cameras to yearbook staff? | | |
| I | **Turnaround Time** | | |
| I.1 | What is the turn-around time on digital copies of photos? | | |
| I.2 | What is the turn around time for [packages to be delivered to the school or mailed to the students home? | | |
| I.3 | How long after an event would we have access to the photos? | | |
| J | **Capabilities/Strong Points** | | |
| J.1 | Please describe your Student ID capabilities. | | |

| | | | |
|---|---|---|---|
| J.2 | Please describe your Athletic Photo capabilities. | | |
| J.3 | Please describe your capabilities at the High School Level. | | |
| J.4 | Please describe your capabilities at the Middle School Level. | | |
| J.5 | Please describe your capabilities at the Elementary School Level. | | |
| J.6 | Would it be possible for us to use you and another vendor based on capabilities? | | |
| K | **References and Past Experience** | | |
| K.1 | Please describe a past positive experience with a customer. | | |
| K.2 | Please describe a past negative experience with a customer and how it was resolved. | | |
| L | **Non-Monetary Services** | | |
| L.1 | Do you provide any non-monetary gratuities? If yes, please describe. | | |
| M | **Presentation and Implementation** | | |
| M.1 | Will you be able to provide a written proposal highlighting services your company provides? | | |
| M.2 | Please describe your implementation plan if you are awarded the contract. | | |
| N | **Student and Staff ID's and ID card blanks** | | |
| N.1 | Do you provide student/staff ID's? | | |
| N.2 | Can you provide a staff ID card embedded with RFID? | | |
| N.3 | Can your blank ID card embedded with RFID be printed on both sides? (Backside with message from D300 on all blank badges) | | |
| N.4 | Does your firm have the option for digital ID for students? | | |

## RFP RESPONSE FORM – PART B

## RFP – Student Photography Services K-12

**This completed signed form is to be included in Section 3 along with your completed questionnaire, your offered Photo Packages and pricing lists by category which you are submitting a proposal for, and any additional costs for RFID cards for elementary schools.**

**If applicable:**

**Vendor has received:** **Addendum #1** **Yes _____ No _____**
**Addendum #2** **Yes _____ No_____**
**Addendum #3** **Yes _____ No_____**

***COMMENTS AND ADDITIONAL INFORMATION***

_____

_____

_____

_____

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

_____ _____
Name of Company/Corporation Length of time bid is firm

_____
Street Address Bid Submitted by:

_____ _____
City, State, Zip Code Authorized Signature

_____ _____
Telephone Number Please Type or Print Name

_____ _____
Fax Number Illinois License Number

Email address - _____

*****Proposals are due by 12:00 NOON CT, Wednesday, April 13, 2022.*****

**COMMUNITY UNIT SCHOOL DISTRICT #300**
**PURCHASING DEPARTMENT**
**2605 BUNKER HILL DR**
**ALGONQUIN IL, 60102**
**Phone – 847-551-8460**
**Fax – 847-551-8463**

April 8, 2022

Dear Vendor:

**ADDENDUM 1**

**RFP: Student Photography**

**Vendor Questions**

**Question:** Can you provide the parameters for the barcodes for the three systems?

**Answer:** See Code 39 Information Guide attached.

**Question:** How do you encode the correct student to the correct code for RFID cards?

**Answer:** D300 will provide a file with student name, ID#, grade, photo and any additional field as needed

**Question:** Do RFID cards have images?

**Answer:** Yes, everyone except for Pre-K and kindergarteners. Photos will be from previous calendar year.

**Question:** Can pouches and lanyards be used instead of slot punching the RFID student ID cards?

**Answer:** Provide pricing for pre-slotted RFID cards that can be used in the equipment provided. D300 will purchase pouches and lanyards if needed.

**Question:** What provisions will be taken to keep company financials confidential?

**Answer:** All documents provided are stored on a secure server with limited access.

**Question:** Are company financials subject to a FOIA request? If you are FOIA'd, would you be sharing private company financials?

**Answer:** Yes, company financial are subject to FOIA. Yes, if they are specifically requested, we are required to comply.

**Question:** Do the middle and high school students receive rollover ID's also?

**Answer:** Yes, everyone except for Pre-K and kindergarteners. Photos will be from previous calendar year.

## Changes

**Original Scope of Work/Services Introduction Page 14:** Community Unit School District 300 is seeking a firm to provide Student Photography Services for **Grades K-12.**

**Change:** Community Unit School District 300 is seeking a firm to provide Student Photography Services for **Grades Pre-K-12.**

**Original About the District Page 14:** Currently, we have one (1) Pre-K school, **sixteen** (17) elementary schools (with one (1) dual language school), four (4) middle schools, one (1) K-8 school, three (3) High Schools, and one (1) Alternative School.

**Change:** Currently, we have one (1) Pre-K school, **seventeen** (17) elementary schools (with one (1) dual language school), four (4) middle schools, one (1) K-8 school, three (3) High Schools, and one (1) Alternative School.

**Original Student ID Cards Page 16 #3:** RFID cards will be used for **K-5 students only**.

**Change**: RFID cards will be used for K-5 students that are eligible bus riders. Estimated number of eligible bus riders is 6000. The number of required cards is 7200 which contains 20% spare cards.

**Original Section 7 Page 13:** Please provide audited financials or financial for the past five years. You may provide a link to these documents for the district to review.

**Change**: Financial are not required with original RFP submittal. After shortlisted vendors are notified, they must provide financials at that time.

**This Addendum and all Exhibits are to be considered a part of the original RFP documents.** Please confirm receipt of this addendum via email or fax and on RFP Response Forms A and B.

Telephone Number – 847-551-8460.
E-mail - bids.purchasing@d300.org
Fax Number – 847-551-8463

If you have any questions, please feel free to contact the numbers listed above.

Sincerely,

Diane C. White

Diane C. White / Director of Purchasing

**COMMUNITY UNIT SCHOOL DISTRICT 300**
**PURCHASING DEPARTMENT**
2605 Bunker Hill Drive
Algonquin, IL 60102
847-551-8300
Fax: 847-551-8463

| VENDOR APPLICATION FORM (SUBJECT TO LOCAL LAWS) | APPLICATION DATE |
|---|---|
| | 4/11/2022 |
| Fill in all spaces. Insert "NA" in blocks not applicable. Type all entries | REVISION DATE |

DATE: 4/11/2022

| COMPANY | HOW LONG IN PRESENT BUSINESS? |
|---|---|
| Central Valley Candid Color Co. dba Central Valley Studios Inc. | 42 |

| ADDRESS | CITY | STATE | ZIP |
|---|---|---|---|
| 398 E. Jefferson Av. Unit 2 | Hampshire | IL | 60140 |

| CONTACT PERSON/REPRESENTATIVE | FAX NUMBER | PHONE AND EXTENSION |
|---|---|---|
| Pete Heck | ( ) | 847-683-7130 |

**TYPE OF ORGANIZATION (Check Applicable)**
☐ INDIVIDUAL ☐ PARTNERSHIP ☑ CORPORATION

IF INCORPORATED INDICATE IN WHICH STATE: illinois

**YEARS ESTABLISHED:** 1980

**DO YOU ACCEPT PURCHASE ORDERS?** YES ☑ NO ☐

**DO YOU ACCEPT CREDIT CARDS?** YES ☑ NO ☐

**CATEGORY** (Check below the category which applies to the applicant)

☐ (A) MANUFACTURER OR PRODUCER ☐ (C) RETAILER ☐ (E) DISTRIBUTOR
☐ (B) WHOLESALER ☐ (D) MANUFACTURER'S AGENT ☑ (F) SERVICE ESTABLISHMENT

**NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.**

(A) PRESIDENT Peter A. Heck
(B) VICE PRESIDENT
(C) SECRETARY Ethel J. Heck
(D) TREASURER Ethel J. Heck
(E) OWNERS, PARTNERS, OR STOCKHOLDERS Peter A Heck(50%) and Ethel J Heck (50%)

**TAXPAYER'S I.D. NO.**
FEIN 36-3092033
or
S.S. No. _____

**INSURANCE INFORMATION (Check Applicable)**
LIABILITY INSURANCE: $2,000,000 ☑ $2,500,000 ☐ $5,000,000 ☐ OTHER ☐
Workers' Compensation : State Minimum ☐ Greater than Minimum ☑
Required that CUSD be named as an Additional Insured ☑ INSURANCE CO. CNA 20443

**BONDING INFORMATION** (Check each area in which you have been bonded and the latest date of bonding)
Perf. Bond na / na (Mo. / Year) ☐ Payment Bond (Labor and Materials) na / na (Mo. / Year) ☐ Builder's Risk na / na (Mo. / Year) ☐

**PERSONS AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:**

| NAME | OFFICIAL CAPACITY |
|---|---|
| Peter A. Heck | President of Corporation |
| Ethel J. Heck | Sec.- Tres. of Corporation |
| | |
| | |

| Average number of employees (including affiliates) for four preceding calendar quarters. | Average annual sales for preceding three fiscal years: | Floor Space (Square Feet) | |
|---|---|---|---|
| | | Manufacturing | Warehouse |
| 18 | 300,000 | na | na |

| MINORITY/WOMEN BUSINESS ENTERPRISE (Check One) See Definitions Below | FOR USE BY CONTRACT COMPLIANCE ONLY: |
|---|---|
| ☐ MBE ☐ MBE/WBE ☐ WBE ☐ PBE | BY:_____ DATE_____ ☐ C ☐ NC |

MINORITY GROUP MEMBERSHIP (Check One) See Definitions Below

NOTE: DO NOT COMPLETE THIS SECTION UNLESS YOU HAVE CHECKED ONE OF THE BOXES IN THE MINORITY/WOMEN BUSINESS ENTERPRISE SECTION ABOVE.

☐ AFRICAN AMERICAN OR BLACK ☐ HISPANIC AMERICAN ☐ NATIVE AMERICAN ☐ ASIAN-PACIFIC AMERICAN

CERTIFICATION DATE ISSUED: _____ EXPIRATION: _____

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE DEFINITIONS

**MINORITY BUSINESS ENTERPRISE ("MBE")** means a certified participating business at least 51 percent (51%) of which is owned and controlled by one or more members or one or more minority groups, or in the case of a publicly held corporation, 51 percent (51%) of the stock is owned by one or more members of one or more minority groups and whose daily business operations are controlled by one or more such individuals.

**WOMEN'S BUSINESS ENTERPRISE ("WBE")** means a certified participating business at least 51 percent (51%) of which is owned by one or more women, or in the case of a publicly held corporation, 51 percent (51%) of the stock of which is owned by one or more women and whose daily operations are controlled by one or more such individuals. Determination of whether a business is at least 51 percent (51%) owned by a woman or women shall be made without regard to community property laws.

**BUSINESS OWNED AND OPERATED BY A PERSON WITH A DISABILITY ("PBE")** means a business concern of which at least 51 percent (51%) is owned by one or more persons with a disability, or in the case of the corporation, one in which at least 51 per centum of the stock is owned by one or more persons with a disability or by a not for profit agency for the disabled organized pursuant to Section 501 of the Internal Revenue Code 1954; and the management and daily business operations of which are controlled by one or more of the persons with a disability who own it.

**MINORITY GROUP MEMBER** is an individual who is one of the following:

**AFRICAN AMERICAN** OR BLACK (persons with origins in any of the Black racial groups of Africa):
**HISPANIC AMERICAN** (persons of Spanish culture with origins in Puerto Rico, Mexico, Cuba, South or Central America, Spain, Portugal or the Caribbean Islands regardless of race).
**NATIVE AMERICAN** (American Indian)
**ASIAN-PACIFIC AMERICAN** (persons with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, or the Indian subcontinent).

IF YOU HAVE EVER DONE BUSINESS WITH THE SCHOOL DISTRICT UNDER ANOTHER NAME, PLEASE INDICATE NAME OR NAMES.

Central Valley Studios

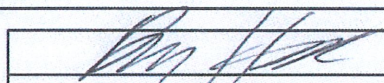
Give names, complete addresses, buyer's names and phone numbers of four of your customers. (Please include Federal, State or City Governments).

| | ORGANIZATION | ADDRESS, STATE, ZIP | BUYER | PHONE NUMBER |
|---|---|---|---|---|
| 1. | Elgin Community College | 1700 Spartan Dr. Elgin, IL 60124 | Sean Varner | 847-214-7667 |
| 2. | University of Wisconsin-Parkside | 900 wood rd. Kenosha, WI 53141 | Julie Lee | 262-595-2261 |
| 3. | University of St. Francis | 500 Wilcox St. Joliet, IL 60435 | Arlene Finkle | 815-740-3398 |
| 4. | Rockford University | 5050 E. State St. Rockford, IL 61108 | Emma Bergstrom | 815-394-5041 |

Bank References

| NAME OF BANK | ADDRESS, STATE, ZIP | CONTACT PERSON | PHONE NUMBER |
|---|---|---|---|
| Chase | 12130 princeton dr. Huntley, IL 60142 | | 847-669-6767 |
| First American | 201 s. state st. Hampshire, IL 60140 | | |

I certify that the information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is not debarred or otherwise declared ineligible by any public agency from furnishing materials, supplies or services to any agency thereof.



**SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION**

Peter Heck - President

**NAME AND TITLE OF PERSON SIGNING (Please type or print)**

PERSONS OR BUSINESSES INTERESTED IN BEING ADDED TO THE BIDDER'S LIST MUST FILE THIS APPLICATION WITH THE PURCHASING DEPARTMENT.

AFTER PLACEMENT ON THE BIDDERS' LIST, A VENDOR'S FAILURE TO RESPOND TO INVITATIONS FOR BIDS WILL BE UNDERSTOOD BY THE SCHOOL DISTRICT TO INDICATE LACK OF INTEREST AND SHALL RESULT IN THE REMOVAL OF THE VENDOR'S NAME FROM THE BIDDERS' LIST FOR THE ITEMS CONCERNED.

NOTE: ANY CHANGES TO INFORMATION SUBMITTED (ADDRESSES, AUTHORIZED PERSONNEL, ETC.,) WILL REQUIRE A REVISED COPY OF THIS FORM. ADDITIONAL FORMS MAY BE OBTAINED BY CONTACTING THE PURCHASING DEPARTMENT AT THE ADDRESS SHOWN ON THE FRONT OF THIS FORM.

**USE BY COMMUNITY UNIT SCHOOL DISTRICT 300 ONLY**

| VENDOR I.D. NUMBER | APPROVED BY | DATE | W9 | COMM LIST |
|---|---|---|---|---|
| | | | | |

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Central Valley Candid Color Co.

2 Business name/disregarded entity name, if different from above
Central Valley Studios Inc

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.
398 E. Jefferson Ave. Unit 2

6 City, state, and ZIP code
Hampshire, IL 60140

Requester's name and address (optional)
COMMUNITY UNIT SCHOOL DISTRICT 300
2550 HARNISH DRIVE
ALGONQUIN, IL 60102

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**
| | | | - | | - | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

or

**Employer identification number**
| 3 | 6 | - | 3 | 0 | 9 | 2 | 0 | 3 | 3 |
|---|---|---|---|---|---|---|---|---|---|

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ [signature] Date ▶ 4/11/2022

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*

## REFERENCES

**LIST BELOW (3) BUSINESSES OR OTHER ORGANIZATIONS FOR WHICH YOU HAVE PROVIDED COMPARABLE SERVICES PERFORMED ON EDUCATIONAL, LIBRARIES, OR OTHER MUNICIPALITIES IN THE LAST (5) YEARS.**

**Please be sure that contact information for references is current.**

---

**1. ORGANIZATION:**

University of Wisconsin - Whitewater

**ADDRESS:**

800 West Main St.

**CITY, STATE, and ZIP CODE:**

Whitewater, WI 53190

**CONTACT PERSON:**

Heather Chermak

**TELEPHONE NUMBER:** 262-472-1570

**EMAIL:** chermakh@uww.edu

**DATES OF SERVICE:** May 2021 + Dec. 2021

**DOLLAR AMOUNT:** 40,925.83

**2. ORGANIZATION:**

Huntley High School

**ADDRESS:**

13719 Harmony Rd.

**CITY, STATE, and ZIP CODE:**

Huntley, IL 60142

**CONTACT PERSON:**

Megan Wheeler

**TELEPHONE NUMBER:** 847-659-6600

**EMAIL:** mwheeler@district158.org

**DATES OF SERVICE:** May 2021

**DOLLAR AMOUNT:** 6937.29

## REFERENCES (CONT.)

**3. ORGANIZATION:**

Elgin Community College

**ADDRESS:**

1700 Spartan Dr.

**CITY, STATE, and ZIP CODE:**

Elgin, IL 60123

**CONTACT PERSON:**

Sean Varner

**TELEPHONE NUMBER:** 847-214-7667

**EMAIL:** svarner@elgin.edu

**DATES OF SERVICE:** May and Dec 2019

**DOLLAR AMOUNT:** 6528.64

**OFFEROR'S NAME**

**SIGNATURE:**

**DATE:** 4/11/2022

## CERTIFICATE OF BIDDER ELIGIBILITY

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 for bid rigging or bidrotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURETO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Central Valley Studios Inc, as part of its bid for the RFP student photo service work for Community Unit School District #300, Algonquin, Illinois, of Cook, DeKalb, Kane, and McHenry Counties, Illinois 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 720 ILCS5/33-E4.

Firm: Central Valley Studios Inc

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11TH day of APRIL, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

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

Central Valley Studios Inc, 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 certifiesthat it in not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11TH day of APRIL, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

**CERTIFICATE REGARDING**
**SEXUAL HARASSMENT POLICY**

Central Valley Studios Inc, 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11th day of APRIL, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

**CERTIFICATE REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

Central Valley Studios Inc., does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunityprovisions of the Illinois Human Rights Act.

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11TH day of April, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

## NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for thelegitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal. FAILURE TODO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

Central Valley Studios Inc., as part of its bid for the RFP Student Photo Services work for Community Unit School District #300, Algonquin, Illinois certifies that said Contractor is notbarred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11TH day of APRIL, 2022

_____
NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

**CERTIFICATE REGARDING**
**COMMUNITY UNIT SCHOOL DISTRICT 300**
**VENDOR/CONTRACTOR CONFLICT OF INTEREST**

Central Valley Studios Inc, does hereby certify that they have read and fully understand the Vendor/Contractor Conflict of Interest Board Policy as stated below:

Anyone violating this provision could be subject to having their contract terminated at the sole discretion of the Board of Education.

Board Policy -
Vendor/Contractor Conflict of Interest
Any vendor or contractor doing $5,000 - $25,000 in business with the District within a fiscal year shall not contribute to any political campaign that directly affects the District while doing business for the District or for a period of two years after completion of business with the District. Further, the District will not enter into significant business with a vendor or contractor that has contributed to a political campaign that directly affects the District within two years prior to commencing business. Any vendor or contractor that participates and is awarded a contract through the competitive bidding process is exempt from this policy.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 510-22.34c, and 5/19b-1 et seq.
820 ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation) 4:150 (Facility Management and Building Programs)

ADOPTED: February 10, 2003

Firm: Central Valley Studios Inc.

By: _____
(Signature)

Peter Heck President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 11th day of April, 2022

_____

NOTARY PUBLIC

OFFICIAL SEAL
DANIEL KRULL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES:10/08/24

## CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Codeof 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution), 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act, " 720 ILCS 570/100 et seq., any of the offenses that would subject a certificated employee to suspension or revocation pursuant to Section 21-23a of the SchoolCode or anyone found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shallfurnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the District to request a criminal background investigation of said applicant pursuant to Section 5/10-
21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drugoffenses enumerated above. Contractor further agrees to submit with said authorization payment for any costsand expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact withthe students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its dulyauthorized officer.

**By** Peter Heck

**Its:** President

**Dated:** 4/11/2022

## AUTHORIZATION FOR CRIMINAL BACKGROUND INVESTIGATION

The undersigned hereby authorizes the Board of Education of Community Unit School District 300, Algonquin, Illinois to request a criminal background investigation from the IllinoisState Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9and to receive criminal history record information pursuant thereto.

Peter Heck

(Printed or Typed Name of Applicant Employee)

Signature of Applicant or Employee

Dated: 4/11/2022

## RFP RESPONSE FORM – PART B

**RFP – Student Photography Services K-12**

**This completed signed form is to be included in Section 3 along with your completed questionnaire, your offered Photo Packages and pricing lists by category which you are submitting a proposal for, and any additional costs for RFID cards for elementary schools.**

**If applicable:**

| | | | |
|---|---|---|---|
| **Vendor has received:** | **Addendum** | **#1** | **Yes** X **No** ____ |
| | **Addendum** | **#2** | **Yes** X **No** ____ |
| | **Addendum** | **#3** | **Yes** X **No** ____ |

***COMMENTS AND ADDITIONAL INFORMATION***

The undersigned hereby certifies that she/he has read, understands and agrees that acceptance by the Board of Education of the bidder's offer by issuance of a purchase order(s) or other documents(s) will create a binding contract. Further, she/he agrees to fully comply with the specifications and other documentary forms and regulations made a part of this specific procurement of contract.

Central Valley Studios Inc
Name of Company/Corporation

90 Days
Length of time bid is firm

398 E. Jefferson Av. Unit 2
Street Address

Bid Submitted by:

Hampshire, IL. 60140
City, State, Zip Code

Authorized Signature

847-683-7130
Telephone Number

Peter Heck
Please Type or Print Name

NA
Fax Number

Corp file # D5217-792-8
Illinois License Number

Email address - Pete@cvstudios.com

***Proposals are due by 12:00 NOON CT, Wednesday, April 13, 2022.***

## Appendix "A"

**Insert a brief description. "*Nature of Products or Services Provided.* The Company has agreed to provide the School District the products and/or services outlined below:**

Click or tap here to enter text.

We specialize in Graduation Photography for over 42 years.

We take a portrait photo and stage photo of each graduate at no charge to the school or students.

Using the Gradphotonetwork about 3 to 5 days after the event we will email, text and mail out FREE proofs to each student photographed with no obligation to buy.

Portrait photos are taken on a greenscreen so students can pick their own background with 100's to choose from.

Light or Dark Proofs will be corrected on Final prints 100% Satisfaction Guarantee

Final prints and product are mailed directly to their homes.

All customer service is handled by us from our office in Hampshire.

Photos of all the stage speakers will be available to download in the school portal.

| | | |
|---|---|---|
| | Homeroom | ☐ |
| | Guidance counselor | ☐ |
| | Specific curriculum programs | ☐ |
| | Year of graduation | ☐ |
| | Other enrollment information-Please specify: | ☐ |
| Parent/Guardian Contact Information | Address | ☑ |
| | Email | ☑ |
| | Phone | ☑ |
| Parent/Guardian ID | Parent ID number (created to link parents to students) | ☐ |
| Parent/Guardian Name | First and/or Last | ☑ |
| Schedule | Student scheduled courses | ☐ |
| | Teacher names | ☐ |
| Special Indicator | English language learner information | ☐ |
| | Low income status | ☐ |
| | Medical alerts/health data | ☐ |
| | Student disability information | ☐ |
| | Specialized education services (IEP or 504) | ☐ |
| | Living situations (homeless/foster care) | ☐ |
| | Other indicator information-Please specify: | ☐ |
| Student Contact Information | Address | ☑ |
| | Email | ☑ |
| | Phone | ☑ |

We use the information to only send out Free proofs after the Graduation

| Company Name<br>Central Valley Studios Inc. | **Community Unit School District 300** |
|---|---|
| Signature | Signature |
| Peter Heck<br>Name | Jennifer Porter |
| President<br>Title | Chief Financial Officer |
| 4/11/2022<br>Date | Date |

| # | Question | Yes/No | Comments |
|---|---|---|---|
| A | **Customer Service** | yes | |
| A.1 | What is the process for escalating issues? | | we talk to the customer and fix issues within our control and get the quality product out to them. |
| A.2 | What type of customer service portal do you have for parents to resolve issues? | yes | contact us to resolve issues. Schools can use our portal to download grad photos for yearbook use. |
| A.3 | How does your firm currently handle customer service? | yes | ability. Replace or refund for the product. And in extreme cases recreate the photo on green screen and photoshop them into the original background. |
| A.4 | Do you have bilingual customer service staff? | yes | |
| B | **Scheduling** | | |
| B.1 | Please explain the process for scheduling class pictures. | na | |
| B.2 | Please explain the process for scheduling senior pictures. Online registration, mailings, etc. | na | |
| B.3 | Please explain the process for scheduling Athletic/activities/dances/etc. pictures | na | |
| B.4 | How will your organization work with the school's office staff to setup scheduling? | | We specialize in Graduation Photography so we know the dates and times months in advance. |
| B.5 | What is your method of communication for scheduling? | na | |
| B.6 | Is your organization willing to accommodate the existing requested dates of service? | yes | |
| B.7 | Is there any concern that your organization does not have enough staff to meet our picture demand? | no | |
| B.8 | Will your firm be able to accommodate the requested dates provided in the RFP? | yes | |
| C | **Picture Quality - Expectations** | | |
| C.1 | What kind of resources do you have available to help adjust students to look their best for pictures? | yes | students can pick your own background on the portrait photos and crop their photo's on the website. The stage photo's can also be cropped |
| C.2 | How can you ensure that the overall quality/coloring of the pictures is ideal for skin tones? | yes | We use light meters and camera settings to get the skin tone correct. Also my lab color corrects each image to insure quality and coloring. |
| C.3 | Do you provide on-site review or approval of the photo on picture day? | yes | phones about 3 to 5 days after the ceremonies once the names are matched to the photos. If cell phone numbers are provided. |
| C.4 | What method is used to transmit school day picture to your processing plant? | yes | We FTP them to my lab Candid Color Systems in OKC. |
| C.5 | Will we have the option to choose backdrops for school pictures for both Fall and Spring? If no, can you provide the background color to the school prior to picture day? | na | |

| | | | |
|---|---|---|---|
| C.6 | What kind of back drops are available to use for team sports photos? | na | |
| C.7 | Will your logo appear on the photos? Where and how big will it be? | no | |
| C.8 | Do you require a copyright letter to print any photo? (Print or Digital) | yes | We provide a copyright release to anyone who purchases a digital image and print apon request. |
| C.9 | Will you provide samples for us to review? | yes | |
| **D** | **Equipment** | | |
| D.1 | Will you be able to provide cameras, ID printers (that will accommodate RFID badges), and software at each of our sites/buildings (including elementary schools and central office) for ID badge printing? | na | |
| D.2 | What kind of maintenance is provided for this equipment? | yes | Clean and service them often and replace every few years. |
| D.3 | What type of equipment is allocated for use with indoor photos vs. outdoor photos (still and action)? | yes | we use nikon cameras and metz's flashes with 60" umbrella's on the portraits and nikon cameras and hand held flashes on stage.. |
| D.4 | Do you provide data back up in the event that data is deleted due to a camera or computer malfunction? | yes | |
| **E** | **Templates** | | |
| E.1 | Will the annual templates be available for the new school year by July 1? | na | |
| E.2 | Can card templates be changed remotely? | na | |
| E.3 | Are you able to combine our data from last year with this year's data without duplicates or missing information? | na | |
| E.4 | Can you provide several different templates based on our needs (staff, non-staff, foodservice, etc.)? | na | |
| **F** | **Cost of Packages, Rebates, Commissions** | | |
| F.1 | Describe your photo packages and costs for each. | yes | 5x7's for $15.00 also 2-8x10's, 4-5x7's, 16 wallets for $84.00 and 1-8x10, 2-5x7's, 8 wallets for $46.00 and 4-5x7's for $31.00. Are just a few of our print |
| F.2 | Can packages be viewed/purchased online as well as packets taken home for purchase? | yes | We send out FREE proofs with email, phone and USPS mail. |
| F.3 | Will each package have a digital option? | yes | |
| **G** | **Staffing and Training** | | |
| G.1 | Do you provide photographers, receptionists and other staff to ensure a smooth process on picture day? | yes | photographers yes but no need for receptionist. |
| G.2 | Do you require background checks on all staff when hired? | yes | |

| | | | |
|---|---|---|---|
| G.3 | Is your staff fully trained to ensure a smooth process? | yes | |
| G.4 | What is the average years of service of your photographers? | 10 | |
| G.5 | Will bilingual staff be available upon request? | yes | |
| G.6 | Is your staff trained to work with students of different ages? | yes | |
| G.7 | Explain your initial and ongoing training protocol for your photographers. | | photographers. My lab Candid color systems is a worldwide Graduation company and has training and seminars 4 times a year. We also run a mock |
| G.8 | Do you have a pool of photographers to pull from if the one assigned is not able to make it that day? | yes | |
| G.9 | How has Covid impacted your ability to service customers and what provisions have been implemented to insure staffing is covered on scheduled days.? | | Like all businesses covid has had an impact but I have a good core of photographers that are ready to work. |
| G.10 | Please explain your process for training office staff, yearbook sponsors, and athletic secretaries. | na | |
| H | **Photos for Yearbook** | | |
| H.1 | How are images shared with yearbook staff? | | We provide a portal code to the schools so they can download any photo they need for the yearbook from Graduation. |
| H.2 | How are images shared with the yearbook publishing company? | | As many as they want. |
| H.3 | How does scheduling work? | na | |
| H.4 | How many sports events will you cover? | na | |
| H.5 | How many candid events will you cover? (Homecoming, prom, plays, musicals, etc.) | na | |
| H.6 | Do you provide cameras to yearbook staff? | na | |
| I | **Turnaround Time** | | |
| I.1 | What is the turn-around time on digital copies of photos? | y | 3 to 5 days |
| I.2 | What is the turn around time for [packages to be delivered to the school or mailed to the students home? | y | After the order is placed 7 days |
| I.3 | How long after an event would we have access to the photos? | y | 15 years online. |
| J | **Capabilities/Strong Points** | | |
| J.1 | Please describe your Student ID capabilities. | na | |

| | | | |
|---|---|---|---|
| J.2 | Please describe your Athletic Photo capabilities. | na | |
| J.3 | Please describe your capabilities at the High School Level. | y | Graduation Photos. |
| J.4 | Please describe your capabilities at the Middle School Level. | y | 8th Grade Promotional photos |
| J.5 | Please describe your capabilities at the Elementary School Level. | na | |
| J.6 | Would it be possible for us to use you and another vendor based on capabilities? | yes | |
| **K** | **References and Past Experience** | | |
| K.1 | Please describe a past positive experience with a customer. | | Graduation because of Covid. So we had her come to my office for a free sitting and took some excellent photos which made her a little happier. |
| K.2 | Please describe a past negative experience with a customer and how it was resolved. | | of a wheelchair blockage. So we went to her home with a greenscreen and took many photos with her shaking her mothers hand. Then we cut out her |
| **L** | **Non-Monetary Services** | | |
| L.1 | Do you provide any non-monetary gratuities? If yes, please describe. | no | |
| **M** | **Presentation and Implementation** | | |
| M.1 | Will you be able to provide a written proposal highlighting services your company provides? | yes | |
| M.2 | Please describe your implementation plan if you are awarded the contract. | yes | we would continue to work with the district and each school like we have in the past. |
| **N** | **Student and Staff ID's and ID card blanks** | | |
| N.1 | Do you provide student/staff ID's? | na | |
| N.2 | Can you provide a staff ID card embedded with RFID? | na | |
| N.3 | Can your blank ID card embedded with RFID be printed on both sides? (Backside with message from D300 on all blank badges) | na | |
| N.4 | Does your firm have the option for digital ID for students? | na | |

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 25, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Todd Rohlwing,
Director of School Safety

| **Presented at the following Board Meetings** | |
|---|---|
| **Board Operations Committee** | 03/11/2025 |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 03/11/2025 |
| **BOE 2nd Reading** | 03/25/2025 |

**SUBJECT:** **Village of Hampshire Intergovernmental Agreement - VirTra 300 Training for School Resource Officers**

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**Background**

District 300 and the Hampshire Police Department are partnering in a unique training opportunity for our School Resource Officers. The training is done using a system called VirTra 300, a virtual reality training simulator for law enforcement. It has the ability to present officers with valuable scenarios such as de-escalation, mental health issues, and response to school violence. This system can be customized to show the incidents occurring in our schools after the area has been videotaped and downloaded to their computer. All eight School Resource Officers will receive this 8-hour training annually for $250.00 per officer.

**Administrative Recommendation**

The Administration recommends the approval of the Village of Hampshire SRO Intergovernmental Agreement.

**Fiscal Impact**

$2,000.00 annually from the Director of School Safety budget.

**INTERGOVERNMENTA AGREEMENT FOR**
**SCHOOL RESOURCE OFFICER TRAINING**

This Agreement is dated as of the effective date set forth in Section 11 (the "**Effective Date**") by and between Community Unit School District 300 (the "**School District**"), and the Village of Hampshire (the "**Village**").

**WHEREAS,** Article VII, Section 10 of the Illinois Constitution of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues and other resources to pay costs related to intergovernmental activities; and

**WHEREAS,** the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq*. provides that any power or powers, privileges, functions, or authority exercised, or which may be exercised by a public agency of this State, which includes units of local government and school districts, may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State; and

**NOW, THEREFORE,** the School District and the Village have determined that entering into this Agreement is in their collective best interest and agree as follows:

1. **Recitals**. The above recitals are incorporated into and made a part of this Agreement as if fully stated in this Agreement.

2. **Village Training of SROs.** The Village provides training sessions through its VirTra 300 system ("**Village Training**") to school resource officers ("**SROs**" or individually an "**SRO**"). The School District has numerous SROs assigned to various schools within the School District who the School District and the municipalities that employ the SROs feel would benefit from the Village Training.

3. **Scope.** The Village Training shall consist of, without limitation, the following:
    a. Training for de-escalation, addressing mental health issues, and responding to school violence and shall include, at a minimum:
        i. Unlimited scheduled use of the VirTra 300 system (the "**Simulator**"), subject to the reasonable availability of a certified instructor and approval by the Chief of Police of the Hampshire Police Department or his designee; and
        ii. One (1) annual eight (8)-hour course taught by Hampshire Police personnel at the Hampshire Police Department.
    b. Sufficient personnel, materials, and equipment to administer the Village Training.

4. **Payment.** As compensation for the Village Training, the School District will pay the Village $250.00 per year per SRO that is assigned by the School District and undertakes the Village Training. The Village will provide an invoice to the School District after

Village Training and the School District agrees to remit payment in accordance with the Illinois Local Government Prompt Payment Act.

5. **Term.** The term of this Agreement shall be from the Effective Date until December 31, 2025. The Agreement may be renewed upon the written agreement of the parties.

6. **Termination.** The School District or the Village may terminate this Agreement upon 30 days' prior written notice to the other party. If this Agreement is so terminated, the Village shall be paid for Village Training performed, if any, prior to termination.

7. **Use of Village Equipment and Facilities.** The Village does not insure the personal property of the School District or any SRO against damage or loss by any means. The SROs shall take all reasonable actions to assure their safety and to prevent damage to the Simulator and shall conform to the applicable policies, practices, procedures, rules and regulations set forth by VirTra when using and operating the Simulator.

8. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

9. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Kane County, Illinois, or the federal district court for the Central District of Illinois.

10. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties as it pertains the Village Training and supersedes all related prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

11. **Authority to Execute.** Each individual signing this Agreement on behalf of the entity that constitutes the School District and the Village, represents and warrants that the individual is duly authorized to execute and deliver this Agreement on behalf of the entity, and that this Agreement is binding on the School District and the Village, as the case may be, in accordance with its terms.

12. **Severability**. If any provision, word or part of this Agreement is held to be void, invalid or contrary to law by a court of competent jurisdiction, it will be deemed removed from this Agreement, and the remainder of this Agreement will continue to have its intended full force and effect.

13. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, but altogether shall constitute the same Agreement.

14. **No Personal Liability.** No official, officer, director, agent, employee, consultant or

attorney of the Village or the School District shall be personally liable under this Agreement or be subject to any personal liability or accountability by reason for or in connection with or arising out of the execution, delivery and performance of this Agreement or any failure in connection therewith.

15. **No Employment Relationship.** Nothing contained in this Agreement, nor any act of the Village or the School District, shall be deemed or construed by either of the parties or by third persons to create any employment relationship or relationship of a third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the Village, the School District or the SROs.

16. **Effective Date.** This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

| | |
|---|---|
| COMMUNITY UNIT<br>SCHOOL DISTRICT 300<br><br>Signature:_____<br><br>Title: _____<br><br>Date: _____ | VILLAGE OF HAMPSHIRE<br><br><br>Signature:_____<br><br>Title: _____<br><br>Date: _____ |

**Freedom of Information**
**Board Report**
**March 11, 2025**

| FOIA# | Date of Request | Requestor | Subject | Date Completed/ STATUS | Time to complete in hours |
|---|---|---|---|---|---|
| 14-2025 | 2/4/2025 | Sheri Reid<br>**SmartProcure** | **Commercial Purpose** - Requesting general purchasing records from 10/10/2024 to the current request date of 2/4/2025. Responsive reports include those containing the following details per purchase: (1) 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) (2) Purchase Date (3) Line item details, (4) Line item quantity, (5) Line item price, (6) Vendor ID number, name, address, contact person and their email address. | Pending | |
| 18-2025 | 2/10/2025 | Chris Scafidi<br>**Community Member** | Requesting email and text correspondence with safety inspections of playgrounds for 2024-2025 school year along with information regarding the plan to replace parks going forward as stated in the master facility plan including what year Neubert Elementary playground will be replaced. | Completed 2/25/2025 | 4 |
| 19-2025 | 2/11/2025 | Justin Wenig<br>**Runstar Jump** | Requesting the active/most recent contracts possessed by Cusd 300 for all of the following vendors with which you have a relationship: Imagine Learning, Kendall Hunt, Carolina Biological, Amplify | Completed 2/24/2025 | 2.5 |
| 20-2025 | 2/12/2025 | Alan Vu<br>**Ro Health** | **Commercial Purpose** - Requesting the contracts for the 2023-2024 and 2024-2025 school years between Community Unit School District 300 and any and all external staffing or temporary work agencies that provide nursing, therapy, and/or behavioral services. Specifically, requesting (1) Current and/or expired board-approved contracts between staffing agencies and the district for Nursing Services (including RN, LPN, and CNA provider certifications), Behavioral Services (including Paraeducator, BCBA, RBT, BT/BI, SPED Teacher), Psych Services (Psychologist), and Therapy Services (SLP, OT, and PT, and together with paraeducator, BCBA, RBT, BT/BI, SPED Teacher, RN, LPN, CNA the "Certifications" and each a "Certification")rendered in the 2023-2024 and 2024-2025 school year, and total spend per contract; (2) Any and all information regarding bill rates for each Certification; (3) Any and all records containing information regarding compensation, including but not limited to pay rates and salaries for employees holding the Certifications who the district directly employs during the 2023-2024 and 2024-2025 school years. | Completed 2/28/2025 | 3 |
| 21-2025 | 2/13/2025 | Abbas Khan<br>**Inovo AI Solutions LLC** | **Commercial Purpose** - Requesting all purchasing records from 07/01/2020 to date for all schools under your jurisdiction. Specifically, (1) Vendor Number or Vendor ID, (2) Vendor Name, (3) Identifier for each purchase, such as purchase order number (PO#) or, alternatively, an invoice or check number, (4) Purchase Date, (5) Line item details or description of each purchase, (6) Line item quantity, and (7) Line item price. | Pending | |
| 22-2025 | 2/19/2025 | Sheri Reid<br>**SmartProcure** | **Commercial Purpose** - Requesting general purchasing records from 6/18/2024 to the current request date of 2/19/2025. Responsive reports include those containing the following details per purchase: (1) 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) (2) Purchase Date (3) Line item details, (4) Line item quantity, (5) Line item price, (6) Vendor ID number, name, address, contact person and their email address. | Pending | |
| 23-2025 | 2/26/2025 | Eric Johnson<br>**Community Member** | Requesting copies of any and all records, including but not limited to emails, text messages, internal documents, reports, notes, and any other written or electronic communications, that mentions my son XXX. This request includes but is not limited to communications among school staff, administrators, teachers, and third parties regarding XXX and/or his parents. Please include emails, attachments, text messages, memos, meeting notes, and any other relevant documents from [Date Range, if applicable] | Completed 2/27/2025 | 1 |
| 24-2025 | 2/26/2025 | Kim Shallcross<br>**Community Member** | Requesting a copy of the following FOIAs: (1) #15-2025, and (2) #16-2025 | Completed 2/27/2025 | 1 |
| 25-2025 | 2/26/2025 | Jenn Weith<br>**Walsworth Publishing Company** | Requesting the current yearbook contract(s) for 2024-2025 for D300 from Herff Jones/Varsity. It's my understanding this contract(s) cover(s) all schools in the district. I also like to see the RFP and proposals for the last time the yearbook business was evaluated in 2014. | Completed 2/28/2025 | 1.5 |
| 26-2025 | 2/26/2025 | Wallace "Sonny" Ellen III<br>**Lakeshore Recycling Systems** | **Commercial Purpose** - Current contract for waste and recycling for the school district.<br>Last bid package for waste and recycling Last 3 months of invoices for waste and recycling. | Completed 2/27/2025 | 2 |
| 27-2025 | 2/26/2025 | Antonio Martinez<br>**Community Member** | Requesting copies of the following records related to Liberty Elementary School and my son XXX. | Completed 2/27/2025 | 1 |
| 28-2025 | 2/28/2025 | Jenn Weith<br>**Walsworth Publishing Company** | Requesting the final invoice from each school in the district for their yearbooks from last year (2023-2024). | Completed 3/3/2025 | 1.5 |
| 29-2025 | 3/3/2025 | Samantha Abbott<br>**Community Member** | Requesting (1)Mr. Vincent Serritella attendance record for 2024-2025 school year. (2)All electronic communication of Mr. Serritella from 2/1/25-3/3/25. (3)All electronic communication between Ms. Jamee Kenney and Mr. Spencer Brown from 2/1/25-3/3/25 | Pending | |

**Community Unit School District 300**

A/P Board Bill Listing for March 11,2025

| Fund | | Amount |
|---|---|---|
| Educational | $ | 3,266,834.53 |
| Health Insurance Fund | $ | 2,952.67 |
| Grant Fund | $ | 1,069,607.19 |
| COVID 19 Fund | | |
| Operations & Maintenance | $ | 965,157.72 |
| Bond & Interest | | |
| Transportation | $ | 2,392,218.93 |
| Site & Construction | | |
| Impact Fees | | |
| Tort Immunity Fund | | |
| Total All Funds | $ | 7,696,771.04 |

Approved at a meeting of the Board of Education, Community Unit School District No. 300

Date: _____

Signed: _____ _____

President Secretary

# AP Check Register

**AP Run: 20250311 AP — Post Date: 2025-03-11 — AP Run Type: R** **COMMUNITY UNIT SCHOOL DIST 300**

| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4573 | Check | ACS ENTERPRISES | 9,239.60 |
| 03/11/2025 | 4574 | Check | ACT | 3,843.13 |
| 03/11/2025 | 4575 | Check | ACT EDUCATION CORP | 78,201.00 |
| 03/11/2025 | 4576 | Check | ADKINS, KASEY R | 4.20 |
| 03/11/2025 | 4577 | Check | ADVENTIST GLENOAKS HOSPITAL | 12,522.42 |
| 03/11/2025 | 4578 | Check | AGC EDUCATION INC | 985.85 |
| 03/11/2025 | 4579 | Check | AL WARREN OIL COMPANY INC | 135,748.66 |
| 03/11/2025 | 4580 | Check | ALLENDALE ASSOCIATION | 12,420.00 |
| 03/11/2025 | 4581 | Check | ALLISON, CHRISTINE C | 31.98 |
| 03/11/2025 | 4582 | Check | ALUMINUM ATHLETIC EQUIPMENT CO | 27,396.56 |
| 03/11/2025 | 4583 | Check | AMAZON CAPITAL SERVICES INC | 9.95 |
| 03/11/2025 | 4584 | Check | AMELIO, BRIDGET A | 99.68 |
| 03/11/2025 | 4585 | Check | AMERICAN OUTFITTERS LTD | 257.00 |
| 03/11/2025 | 4586 | Check | AMERICAN TAXI DISPATCH INC | 34,649.00 |
| 03/11/2025 | 4587 | Check | AMS STORE AND SHRED LLC | 500.00 |
| 03/11/2025 | 4588 | Check | APPLIED COMMUNICATIONS GROUP | 1,625.78 |
| 03/11/2025 | 4589 | Check | ART OF EDUCATION UNIVERSITY | 58,716.00 |
| 03/11/2025 | 4590 | Check | ASSURED HEALTHCARE STAFFING | 2,292.85 |
| 03/11/2025 | 4591 | Check | AUTHORIZED FOOD EQUIPMENT | 1,826.49 |
| 03/11/2025 | 4592 | Check | AUTOMATIC FIRE SYSTEMS INC | 17,566.00 |
| 03/11/2025 | 4593 | Check | AWARDS INTERNATIONAL | 1,676.98 |
| 03/11/2025 | 4594 | Check | B.E. PUBLISHING | 4,895.00 |
| 03/11/2025 | 4595 | Check | BALCAZAR, KATHY A | 44.87 |
| 03/11/2025 | 4596 | Check | BATTERIES PLUS | 251.95 |
| 03/11/2025 | 4597 | Check | BATTERIES PLUS 1028 | 97.87 |
| 03/11/2025 | 4598 | Check | BAYCOM INC | 6,238.21 |
| 03/11/2025 | 4599 | Check | BERINGER, ROBERT J | 75.60 |
| 03/11/2025 | 4600 | Check | BIO-RAD LABORATORIES | 333.69 |
| 03/11/2025 | 4601 | Check | BOTTS WELDING & TRUCK SVC INC | 54.00 |
| 03/11/2025 | 4602 | Check | BOYS & GIRLS CLUB OF DUNDEE TO | 800.00 |
| 03/11/2025 | 4603 | Check | BRIDGES FOR LANGUAGE | 2,642.13 |
| 03/11/2025 | 4604 | Check | BRIGHTMONT ACADEMY | 16,001.82 |
| 03/11/2025 | 4605 | Check | BRITO, JAZMIN | 46.20 |

# AP Check Register



| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4606 | Check | BROOKES PUBLISHING COMPANY | 499.90 |
| 03/11/2025 | 4607 | Check | BRYAN BELO | 575.00 |
| 03/11/2025 | 4608 | Check | BSN SPORTS LLC | 5,339.75 |
| 03/11/2025 | 4609 | Check | C&L RENTAL SALES AND SERVICE | 2,493.75 |
| 03/11/2025 | 4610 | Check | CAMELOT THERAPEUTIC SCHOOLS LL | 61,193.39 |
| 03/11/2025 | 4611 | Check | CANDOR HEALTH EDUCATION | 975.00 |
| 03/11/2025 | 4612 | Check | CASSANDRA STRINGS | 264.74 |
| 03/11/2025 | 4613 | Check | CDI CORPORATION | 48.00 |
| 03/11/2025 | 4614 | Check | CENTER FOR PSYCHOLOGICAL SVCS | 2,800.00 |
| 03/11/2025 | 4615 | Check | CHICAGO HEARING SOCIETY | 990.00 |
| 03/11/2025 | 4616 | Check | CLARE WOODS ACADEMY | 32,264.28 |
| 03/11/2025 | 4617 | Check | CLASSROOM CONNECTION DAY SCHOO | 15,630.54 |
| 03/11/2025 | 4618 | Check | COLLEY ELEVATOR | 2,611.00 |
| 03/11/2025 | 4619 | Check | COMMUNITY CONSOLIDATED SCHOOL | 1,032.00 |
| 03/11/2025 | 4620 | Check | CONNECTION DAY SCHOOL | 11,168.64 |
| 03/11/2025 | 4621 | Check | CONSERV FS | 16,734.70 |
| 03/11/2025 | 4622 | Check | CORE MECHANICAL INC | 15,075.00 |
| 03/11/2025 | 4623 | Check | CORNELL INTERVENTIONS INC | 1,216.81 |
| 03/11/2025 | 4624 | Check | CRAIG R ELLIOTT | 270.00 |
| 03/11/2025 | 4625 | Check | CROWLEY, SHONDA MARIE | 126.70 |
| 03/11/2025 | 4626 | Check | DATAMATION IMAGING SERVICES CO | 10,524.23 |
| 03/11/2025 | 4627 | Check | DEERE AND COMPANY | 3,114.36 |
| 03/11/2025 | 4628 | Check | DEMCO INC | 158.56 |
| 03/11/2025 | 4629 | Check | EASTER SEALS METROPOLITAN CHIC | 12,112.18 |
| 03/11/2025 | 4630 | Check | EDS RENTAL AND SALES INC | 750.00 |
| 03/11/2025 | 4631 | Check | EDS TESTING STATION AND AUTOMO | 485.40 |
| 03/11/2025 | 4632 | Check | FACILISERV | 30,482.00 |
| 03/11/2025 | 4633 | Check | FELICITY SCHOOLS | 9,349.60 |
| 03/11/2025 | 4634 | Check | FERGUSON ENTERPRISES INC | 2,089.08 |
| 03/11/2025 | 4635 | Check | FERGUSON ENTERPRISES LLC | 4,461.60 |
| 03/11/2025 | 4636 | Check | FLOLO CORPORATION | 2,006.28 |
| 03/11/2025 | 4637 | Check | FOLLETT CONTENT SOLUTIONS LLC | 3,156.09 |
| 03/11/2025 | 4638 | Check | FOX TECH CENTER | 11,532.81 |

# AP Check Register



| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4639 | Check | FRANKLIN COVEY CO. | 9,766.20 |
| 03/11/2025 | 4640 | Check | FREEMAN, PATRICIA L | 72.10 |
| 03/11/2025 | 4641 | Check | FULL COMPASS SYSTEMS LTD | 599.99 |
| 03/11/2025 | 4642 | Check | G AND O THERMAL SUPPLY CO | 16,214.40 |
| 03/11/2025 | 4643 | Check | GENESIS TECHNOLOGIES | 681.44 |
| 03/11/2025 | 4644 | Check | GIFFORD, ANNIE M | 11.00 |
| 03/11/2025 | 4645 | Check | GLENBROOK HIGH SCHOOL DISTRICT | 300.00 |
| 03/11/2025 | 4646 | Check | GOOBER PRINTS LLC | 958.50 |
| 03/11/2025 | 4647 | Check | GORDON FOOD SERVICE INC | 1,221.78 |
| 03/11/2025 | 4648 | Check | GRANDZIEL, VICTORIA L | 210.49 |
| 03/11/2025 | 4649 | Check | GROSS, RICHARD A | 106.82 |
| 03/11/2025 | 4650 | Check | GUTIERREZ, INEABELLE | 121.32 |
| 03/11/2025 | 4651 | Check | HAASE, TONYA M | 67.90 |
| 03/11/2025 | 4652 | Check | HARGRAVE BUILDERS INC | 620.39 |
| 03/11/2025 | 4653 | Check | HARTWIG MECHANICAL | 3,631.53 |
| 03/11/2025 | 4654 | Check | HASTINGS, DARICE A | 110.00 |
| 03/11/2025 | 4655 | Check | HAWKINS, HEATHER M | 19.60 |
| 03/11/2025 | 4656 | Check | HERSEY HIGH SCHOOL | 250.00 |
| 03/11/2025 | 4657 | Check | HEY AND ASSOCIATES INC | 2,440.00 |
| 03/11/2025 | 4658 | Check | HIGHLAND WOODWORKING | 3,487.50 |
| 03/11/2025 | 4659 | Check | HINCKLEY SPRINGS | 3,617.04 |
| 03/11/2025 | 4660 | Check | HOMEPRO VACUUM LLC | 1,690.00 |
| 03/11/2025 | 4661 | Check | HOPE LEARNING ACADEMY | 20,455.92 |
| 03/11/2025 | 4662 | Check | HOWARD, JEANNE L | 29.19 |
| 03/11/2025 | 4663 | Check | HUNTLEY COMM SCHOOL DIST 158 | 300.00 |
| 03/11/2025 | 4664 | Check | IACTE | 2,190.00 |
| 03/11/2025 | 4665 | Check | IACTE | 1,050.00 |
| 03/11/2025 | 4666 | Check | IASA | 700.00 |
| 03/11/2025 | 4667 | Check | IDSA | 300.00 |
| 03/11/2025 | 4668 | Check | ILLINOIS ASSOCIATION OF SCHOOL | 100.00 |
| 03/11/2025 | 4669 | Check | ILLINOIS DESIGN EDUCATORS ASSO | 315.00 |
| 03/11/2025 | 4670 | Check | ILLINOIS HIGH SCHOOL ASSN | 1,654.20 |
| 03/11/2025 | 4671 | Check | ILLINOIS TRACK AND CC COACHES | 1,030.00 |

# AP Check Register



| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4672 | Check | INFINITY TRANSPORTATION MANAGE | 8,630.67 |
| 03/11/2025 | 4673 | Check | INTELLIAS INC | 370.00 |
| 03/11/2025 | 4674 | Check | J AND D ENTERPRISES | 3,660.00 |
| 03/11/2025 | 4675 | Check | JACOBS BOOSTER CLUB | 38.00 |
| 03/11/2025 | 4676 | Check | JC LICHT | 236.23 |
| 03/11/2025 | 4677 | Check | JOHNSON CONTROLS | 4,755.49 |
| 03/11/2025 | 4678 | Check | JOHNSON CONTROLS FIRE PROTECTI | 3,492.44 |
| 03/11/2025 | 4679 | Check | JUSTIN KECK | 750.00 |
| 03/11/2025 | 4680 | Check | JW PEPPER | 526.33 |
| 03/11/2025 | 4681 | Check | KARI BATKA | 1,000.00 |
| 03/11/2025 | 4682 | Check | KEEN, BETH A | 100.10 |
| 03/11/2025 | 4683 | Check | KELLY SERVICES INC | 1,954.67 |
| 03/11/2025 | 4684 | Check | KOLAKOWSKI, BARBARA MARY | 119.70 |
| 03/11/2025 | 4685 | Check | KRAUSE, GARY A | 168.98 |
| 03/11/2025 | 4686 | Check | KYLLOE, JUSTINE M | 162.42 |
| 03/11/2025 | 4687 | Check | LAKE PARK HIGH SCHOOL | 225.00 |
| 03/11/2025 | 4688 | Check | LAKESHORE LEARNING MATERIALS | 378.00 |
| 03/11/2025 | 4689 | Check | LAKESHORE LEARNING MATERIALS | 498.00 |
| 03/11/2025 | 4690 | Check | LAKEWOOD ELEM ACTIVITY ACCT | 2,500.00 |
| 03/11/2025 | 4691 | Check | LARGE UNIT DISTRICT ASSOC | 2,450.00 |
| 03/11/2025 | 4692 | Check | LEARNWELL | 21,215.40 |
| 03/11/2025 | 4693 | Check | LERETTE-KAUFFMAN, HEIDI A | 181.30 |
| 03/11/2025 | 4694 | Check | LIBERTY LANES | 6,300.00 |
| 03/11/2025 | 4695 | Check | LINDSEY GERTZ | 200.00 |
| 03/11/2025 | 4696 | Check | LIPPERER, JESSICA L | 84.63 |
| 03/11/2025 | 4697 | Check | LITTLE CITY FOUNDATION | 18,730.39 |
| 03/11/2025 | 4698 | Check | LOUIS, SHARON | 39.20 |
| 03/11/2025 | 4699 | Check | LUMEN ACADEMY | 35,752.30 |
| 03/11/2025 | 4700 | Check | M AND A PRECISION TRUCK REPAIR | 317.00 |
| 03/11/2025 | 4701 | Check | MADER SOLUTIONS LLC | 3,769.87 |
| 03/11/2025 | 4702 | Check | MAGSAMEN, TRACI A | 22.40 |
| 03/11/2025 | 4703 | Check | MARENGO COMMUNITY HIGH SCHOOL | 140.00 |
| 03/11/2025 | 4704 | Check | MARKLUND | 19,682.10 |

# AP Check Register



| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4705 | Check | MARTINA SMITH | 218.40 |
| 03/11/2025 | 4706 | Check | MARYVILLE ACADEMY | 9,115.06 |
| 03/11/2025 | 4707 | Check | MATBOSS LLC | 599.00 |
| 03/11/2025 | 4708 | Check | MATTER HACKERS INC | 260.64 |
| 03/11/2025 | 4709 | Check | MCGINN, ANTHONY J | 74.97 |
| 03/11/2025 | 4710 | Check | MEDICALESHOP, INC | 515.76 |
| 03/11/2025 | 4711 | Check | MENARDS | 793.97 |
| 03/11/2025 | 4712 | Check | MF ATHLETIC CO INC | 518.00 |
| 03/11/2025 | 4713 | Check | MICKLE, JONATHAN W | 1,121.70 |
| 03/11/2025 | 4714 | Check | MILLER, DANIEL J | 44.10 |
| 03/11/2025 | 4715 | Check | MITCHELL, KATHLEEN M | 18.90 |
| 03/11/2025 | 4716 | Check | MOBILE MINI | 314.56 |
| 03/11/2025 | 4717 | Check | MORA, EBERTO | 841.41 |
| 03/11/2025 | 4718 | Check | MORENO, ALYSSA M | 34.48 |
| 03/11/2025 | 4719 | Check | MURNANE PAPER COMPANY | 6,810.80 |
| 03/11/2025 | 4720 | Check | MUSIC AND ARTS CENTER | 849.00 |
| 03/11/2025 | 4721 | Check | NATHAN S JONAS | 325.00 |
| 03/11/2025 | 4722 | Check | NEUCO INC | 27,378.08 |
| 03/11/2025 | 4723 | Check | NEURORESTORATIVE CHICAGO | 27,146.79 |
| 03/11/2025 | 4724 | Check | NEW CONNECTIONS ACADEMY | 6,544.26 |
| 03/11/2025 | 4725 | Check | NEW LEADER ACADEMY | 10,947.42 |
| 03/11/2025 | 4726 | Check | NICOR GAS | 373.81 |
| 03/11/2025 | 4727 | Check | NIEVES, MARIA L | 94.50 |
| 03/11/2025 | 4728 | Check | NORTH AMERICAN CORPORATION | 4,285.12 |
| 03/11/2025 | 4729 | Check | NORTHWEST SUBURBAN SPECIAL | 39,345.29 |
| 03/11/2025 | 4730 | Check | NORTHWESTERN ILLINOIS ASSOCIAT | 1,310,240.15 |
| 03/11/2025 | 4731 | Check | OAK FIRE & SECURITY SYSTEMS | 22,299.00 |
| 03/11/2025 | 4732 | Check | OLVERA, MANDY M | 14.00 |
| 03/11/2025 | 4733 | Check | OMBUDSMAN EDUCATIONAL SERVICE | 19,222.50 |
| 03/11/2025 | 4734 | Check | ON TARGET SALES | 465.00 |
| 03/11/2025 | 4735 | Check | OREGON HIGH SCHOOL | 45.00 |
| 03/11/2025 | 4736 | Check | PACE | 1,600.00 |
| 03/11/2025 | 4737 | Check | PALERMO, LUILIA E | 23.24 |

# AP Check Register



| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4738 | Check | PARISI, TOMMY J | 184.80 |
| 03/11/2025 | 4739 | Check | PARKLAND PREPARATORY ACADEMY SOUTH INC | 6,577.92 |
| 03/11/2025 | 4740 | Check | PARKVIEW ELEMENTARY SCHOOL | 2,500.00 |
| 03/11/2025 | 4741 | Check | PARTS TOWN LLC | 406.93 |
| 03/11/2025 | 4742 | Check | PAZ, ANDREW | 296.24 |
| 03/11/2025 | 4743 | Check | PEERLESS NETWORK | 13,680.24 |
| 03/11/2025 | 4744 | Check | PETERSEN FUELS INC. | 949.98 |
| 03/11/2025 | 4745 | Check | PLANTE & MORAN PLLC | 15,000.00 |
| 03/11/2025 | 4746 | Check | POSTAL SOURCE | 259.90 |
| 03/11/2025 | 4747 | Check | POSTMASTER | 146.00 |
| 03/11/2025 | 4748 | Check | PRO-ED | 297.00 |
| 03/11/2025 | 4749 | Check | QUINLAN AND FABISH MUSIC CO | 10,185.47 |
| 03/11/2025 | 4750 | Check | RAKOWSKI, ANDY T | 19.60 |
| 03/11/2025 | 4751 | Check | RAPTOR TECHNOLOGIES LLC | 730.00 |
| 03/11/2025 | 4752 | Check | RAY WINESBURG | 112.00 |
| 03/11/2025 | 4753 | Check | RAYNER AND RINN-SCOTT INC | 4,226.84 |
| 03/11/2025 | 4754 | Check | REALITYWORKS | 2,472.20 |
| 03/11/2025 | 4755 | Check | REALLY GOOD STUFF INC | 2,031.09 |
| 03/11/2025 | 4756 | Check | RED WING BUSINESS ADVANTAGE AC | 252.98 |
| 03/11/2025 | 4757 | Check | RICH TOWNSHIP HS DISTRICT 227 | 425.00 |
| 03/11/2025 | 4758 | Check | RICOH USA INC | 40.26 |
| 03/11/2025 | 4759 | Check | RIFTON EQUIPMENT | 3,750.00 |
| 03/11/2025 | 4760 | Check | RIVERA, LUIS R | 111.37 |
| 03/11/2025 | 4761 | Check | ROBERT PENNEL | 300.00 |
| 03/11/2025 | 4762 | Check | RODRIGUEZ, BRANDON M | 67.62 |
| 03/11/2025 | 4763 | Check | ROMAN, HILDA E | 74.48 |
| 03/11/2025 | 4764 | Check | RSCHOOL TODAY | 20.00 |
| 03/11/2025 | 4765 | Check | RUSSO POWER EQUIPMENT | 1,433.88 |
| 03/11/2025 | 4766 | Check | SANCHEZ, ADRIAN | 290.50 |
| 03/11/2025 | 4767 | Check | SARGENTS EQUIPMENT AND REPAIR | 3,441.43 |
| 03/11/2025 | 4768 | Check | SAVAGE PRO AUDIO INC | 1,050.00 |
| 03/11/2025 | 4769 | Check | SCHEURICH, MARK J | 128.10 |
| 03/11/2025 | 4770 | Check | SCHOLASTIC INC | 191.68 |

# AP Check Register



| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4771 | Check | SCHOOL HEALTH CORPORATION | 1,787.81 |
| 03/11/2025 | 4772 | Check | SCHOOL SPECIALTY, LLC | 39,414.32 |
| 03/11/2025 | 4773 | Check | SEAL OF ILLINOIS | 164,134.60 |
| 03/11/2025 | 4774 | Check | SECOND CHANCE CARDIAC SOLUTION | 199.80 |
| 03/11/2025 | 4775 | Check | SERRA, STEVEN | 550.00 |
| 03/11/2025 | 4776 | Check | SIFUENTES, VINCE G, JR | 200.27 |
| 03/11/2025 | 4777 | Check | SITKIE, THOMAS A | 203.00 |
| 03/11/2025 | 4778 | Check | SLAVICH, LAURA D | 8.40 |
| 03/11/2025 | 4779 | Check | SMITHEREEN COMPANY | 1,180.00 |
| 03/11/2025 | 4780 | Check | SNAP-ON INDUSTRIAL | 789.04 |
| 03/11/2025 | 4781 | Check | SOCIAL THINKING/SOCIAL THINKIN | 1,387.87 |
| 03/11/2025 | 4782 | Check | SOUTHEASTERN EQUIPMENT AND SUP | 636.09 |
| 03/11/2025 | 4783 | Check | SPECIAL EDUCATION SERVICES | 82,190.55 |
| 03/11/2025 | 4784 | Check | SPECIAL EDUCATION SERVICES | 22,716.78 |
| 03/11/2025 | 4785 | Check | SPECIAL EDUCATION SYSTEMS | 24,022.76 |
| 03/11/2025 | 4786 | Check | SPECIAL EDUCATION SYSTEMS | 8,714.73 |
| 03/11/2025 | 4787 | Check | SPECIALIZED EDUCATION OF ILLINOIS INC | 6,525.93 |
| 03/11/2025 | 4788 | Check | SPIRO, NICHOLAS M | 150.01 |
| 03/11/2025 | 4789 | Check | SPORTS IMPORTS INC | 284.85 |
| 03/11/2025 | 4790 | Check | SPRING HILL AUTO BODY,INC. | 10,703.33 |
| 03/11/2025 | 4791 | Check | ST CHARLES NORTH HIGH SCHOOL | 400.00 |
| 03/11/2025 | 4792 | Check | STAPLES | 26.81 |
| 03/11/2025 | 4793 | Check | STATE INDUSTRIAL PRODUCTS | 4,276.19 |
| 03/11/2025 | 4794 | Check | STEGGE, KIMBERLY D | 43.47 |
| 03/11/2025 | 4795 | Check | STREAMWOOD BEHAVIORAL HEALTH | 17,501.94 |
| 03/11/2025 | 4796 | Check | SUMMIT SCHOOL INC | 53,631.60 |
| 03/11/2025 | 4797 | Check | SUPER DUPER PUBLICATIONS | 1,101.88 |
| 03/11/2025 | 4798 | Check | SUPERPSYCHED SUPPORT | 16,865.70 |
| 03/11/2025 | 4799 | Check | SWEETWATER SOUND INC | 603.62 |
| 03/11/2025 | 4800 | Check | SYSCO FOOD SERVICE OF CHICAGO | 994.04 |
| 03/11/2025 | 4801 | Check | T S LIVINGSTON INC | 975.00 |
| 03/11/2025 | 4802 | Check | TALKTOOLS LLC | 58.61 |
| 03/11/2025 | 4803 | Check | THE HORTON GROUP | 7,000.00 |

# AP Check Register

**AP Run: 20250311 AP — Post Date: 2025-03-11 — AP Run Type: R** **COMMUNITY UNIT SCHOOL DIST 300**

| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4804 | Check | THE JUICE PLUS+ COMPANY LLC | 995.00 |
| 03/11/2025 | 4805 | Check | THE RESPONSIVE MAILROOM INC | 158.28 |
| 03/11/2025 | 4806 | Check | THERMOSYSTEMS, INC. | 689.37 |
| 03/11/2025 | 4807 | Check | THOMAS DUNCAN PARKER | 1,000.00 |
| 03/11/2025 | 4808 | Check | TIMOTHY GORDON FREITAS | 1,100.00 |
| 03/11/2025 | 4809 | Check | TLK MARKETING & SPORTS | 2,475.00 |
| 03/11/2025 | 4810 | Check | TRADUCCIONNOW | 1,865.86 |
| 03/11/2025 | 4811 | Check | TRANE COMPANY | 7,297.38 |
| 03/11/2025 | 4812 | Check | TREES R US INC | 1,900.00 |
| 03/11/2025 | 4813 | Check | TROPHIES BY GEORGE | 1,099.10 |
| 03/11/2025 | 4814 | Check | TROY, JENNIFER E | 54.30 |
| 03/11/2025 | 4815 | Check | TYSKI, PATRICK N | 154.07 |
| 03/11/2025 | 4816 | Check | UHS OF HARTGROVE INC | 111.85 |
| 03/11/2025 | 4817 | Check | ULINE SHIPPING SUPPLY | 405.13 |
| 03/11/2025 | 4818 | Check | VARSITY YEARBOOK | 2,470.02 |
| 03/11/2025 | 4819 | Check | VILLAGE OF ALGONQUIN | 10,683.50 |
| 03/11/2025 | 4820 | Check | VILLAGE OF CARPENTERSVILLE | 176,942.51 |
| 03/11/2025 | 4821 | Check | VILLAGE OF LAKE IN THE HILLS | 339.50 |
| 03/11/2025 | 4822 | Check | VIRCO INC | 280.80 |
| 03/11/2025 | 4823 | Check | VISION SERVICE PLAN | 2,952.67 |
| 03/11/2025 | 4824 | Check | VISUAL IMAGE PHOTOGRAPHY INC | 427.50 |
| 03/11/2025 | 4825 | Check | VT SERVICES INC | 115.00 |
| 03/11/2025 | 4826 | Check | WARDS NATURAL SCIENCE EST IN | 1,429.74 |
| 03/11/2025 | 4827 | Check | WARDS NATURAL SCIENCE EST IN | 806.65 |
| 03/11/2025 | 4828 | Check | WAREHOUSE DIRECT INC | 19,590.72 |
| 03/11/2025 | 4829 | Check | WAREHOUSE DIRECT INC | 205.80 |
| 03/11/2025 | 4830 | Check | WARNEKE, ROBERT J | 11.20 |
| 03/11/2025 | 4831 | Check | WASHINGTON, RACQUEL W | 354.20 |
| 03/11/2025 | 4832 | Check | WAYSIDE PUBLISHING | 1,765.38 |
| 03/11/2025 | 4833 | Check | WEGER, RICK G | 396.41 |
| 03/11/2025 | 4834 | Check | WELDEN, PAUL M | 222.25 |
| 03/11/2025 | 4835 | Check | WEST SIDE ELECTRIC SUPPLY INC. | 739.20 |
| 03/11/2025 | 4836 | Check | WESTERN PSYCHOLOGICAL SERVICES | 1,111.00 |

# AP Check Register



| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 4837 | Check | WHEATON NORTH HIGH SCHOOL | 450.00 |
| 03/11/2025 | 4838 | Check | WOOD, KATIE L | 59.64 |
| 03/11/2025 | 4839 | Check | WOODSTOCK NORTH HIGH SCHOOL | 250.00 |
| 03/11/2025 | 4840 | Check | WURTZ, KIMBERLY A | 11.20 |
| 03/11/2025 | 4841 | Check | ZACHARY LEAHY | 25.00 |
| 03/11/2025 | 4842 | Check | ZYER, JILL E | 159.88 |
| 03/11/2025 | 9000000435 | ACH | AIRGAS USA, LLC | 601.15 |
| 03/11/2025 | 9000000436 | ACH | ALLIED BENEFIT SYSTEMS, LLC | 964.70 |
| 03/11/2025 | 9000000437 | ACH | AMAZON CAPITAL SERVICES INC | 11,420.61 |
| 03/11/2025 | 9000000438 | ACH | AMERICAN CAPITAL FINANCIAL SER | 85,848.00 |
| 03/11/2025 | 9000000439 | ACH | ANDERSON LOCK COMPANY | 4,816.36 |
| 03/11/2025 | 9000000440 | ACH | APEX3 SYSTEMS LLC | 3,437.50 |
| 03/11/2025 | 9000000441 | ACH | ATSCO | 2,277.20 |
| 03/11/2025 | 9000000442 | ACH | AUGUST, JAMES C, II | 38.29 |
| 03/11/2025 | 9000000443 | ACH | AXESS TRANSPORTATION | 21,456.00 |
| 03/11/2025 | 9000000444 | ACH | BRODERICK, SANDRA L | 90.16 |
| 03/11/2025 | 9000000445 | ACH | BRUCKER CO | 1,740.00 |
| 03/11/2025 | 9000000446 | ACH | CDW-G | 310,078.36 |
| 03/11/2025 | 9000000447 | ACH | CONSTELLATION NEW ENERGY | 133,536.29 |
| 03/11/2025 | 9000000448 | ACH | COVE SCHOOL | 11,089.80 |
| 03/11/2025 | 9000000449 | ACH | CREATIVE PROMOTIONAL APPAREL | 938.50 |
| 03/11/2025 | 9000000450 | ACH | DURHAM SCHOOL SERVICES | 2,158,968.09 |
| 03/11/2025 | 9000000451 | ACH | EDUSTAFF LLC | 333,023.35 |
| 03/11/2025 | 9000000452 | ACH | FRANCZEK PC | 2,701.00 |
| 03/11/2025 | 9000000453 | ACH | GECAN, MATTHEW ALEXANDER | 102.69 |
| 03/11/2025 | 9000000454 | ACH | GRAINGER | 3,647.06 |
| 03/11/2025 | 9000000455 | ACH | GRANITE TELECOMMUNICATIONS LLC | 6,388.30 |
| 03/11/2025 | 9000000456 | ACH | HEARTSPRING INC | 30,053.33 |
| 03/11/2025 | 9000000457 | ACH | JDK SERVICES | 167,194.50 |
| 03/11/2025 | 9000000458 | ACH | KIMLEY-HORN AND ASSOCIATES INC | 4,235.00 |
| 03/11/2025 | 9000000459 | ACH | KLEIN THORPE & JENKINS LTD | 4,174.70 |
| 03/11/2025 | 9000000460 | ACH | LINDE GAS & EQUIPMENT INC | 471.63 |
| 03/11/2025 | 9000000461 | ACH | LRP PUBLICATIONS | 11,730.00 |

# AP Check Register



| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/11/2025 | 9000000462 | ACH | MANPOWER | 19,168.28 |
| 03/11/2025 | 9000000463 | ACH | ORGANIC LIFE LLC | 780,159.98 |
| 03/11/2025 | 9000000464 | ACH | PARKLAND PREPARATORY ACADEMY | 70,482.64 |
| 03/11/2025 | 9000000465 | ACH | REINDERS INC | 144,689.38 |
| 03/11/2025 | 9000000466 | ACH | ROSALES, RICKY R | 150.50 |
| 03/11/2025 | 9000000467 | ACH | SHRUB OAK INTERNATIONAL SCHOOL | 35,067.50 |
| 03/11/2025 | 9000000468 | ACH | SOLUTION TREE | 10,400.00 |
| 03/11/2025 | 9000000469 | ACH | SPEECH KIDZ LLC | 15,582.50 |
| 03/11/2025 | 9000000470 | ACH | SUNRISE SOUTHWEST LLC | 1,649.16 |
| 03/11/2025 | 9000000471 | ACH | SUPERIOR OVERHEAD DOOR | 7,240.00 |
| 03/11/2025 | 9000000472 | ACH | THE WINSTON KNOLLS SCHOOL | 39,543.18 |
| 03/11/2025 | 9000000473 | ACH | WEST MUSIC COMPANY | 615.85 |
| | | | **Total:** | **7,615,687.86** |

**20250311 AP Summary**

| Type | Count | Amount |
|---|---|---|
| Regular Checks: | 270 | 3,179,916.32 |
| ACH Checks: | 39 | 4,435,771.54 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| **Total:** | **309** | **7,615,687.86** |

| Fund | Total |
|---|---|
| 10 - EDUCATION FUND | 3,229,897.41 |
| 11 - HEALTH INSURANCE FUND | 2,952.67 |
| 14 - GRANT FUND | 1,069,522.19 |
| 20 - OPERATIONS & MAINTENANCE FUND | 924,614.06 |
| 40 - TRANSPORTATION FUND | 2,388,701.53 |
| | **7,615,687.86** |

# AP Check Register

**AP Run: 20250304 OFFCYCLE — Post Date: 2025-03-04 — AP Run Type: R** **COMMUNITY UNIT SCHOOL DIST 300**

| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 03/04/2025 | 4571 | Check | D300 FOUNDATION FOR EXCELLENCE | 1,225.00 |
| 03/04/2025 | 4572 | Check | ILLINOIS ASSOCIATION OF FACS | 85.00 |
| | | | **Total:** | **1,310.00** |

**20250304 OFFCYCLE Summary**

| Type | Count | Amount |
|---|---|---|
| Regular Checks: | 2 | 1,310.00 |
| ACH Checks: | 0 | 0.00 |
| Wire Transfers: | 0 | 0.00 |
| Epayables: | 0 | 0.00 |
| **Total:** | **2** | **1,310.00** |

# AP Check Register



| Fund | Total |
|---|---|
| 10 - EDUCATION FUND | 1,225.00 |
| 14 - GRANT FUND | 85.00 |
| | **1,310.00** |

# AP Check Register

**AP Run: 20250221 OFFCYCLE — Post Date: 2025-02-21 — AP Run Type: R** **COMMUNITY UNIT SCHOOL DIST 300**

| Check Date | Check Number | Payment Type | Name | Check Amount |
|---|---|---|---|---|
| 02/21/2025 | 0196 | Wire Transfer | ATHLETICNET | 255.00 |
| 02/21/2025 | 4568 | Check | EAB GLOBAL INC | 27,645.00 |
| 02/21/2025 | 4569 | Check | RIPPLE EFFECTS INC | 1,170.00 |
| 02/21/2025 | 4570 | Check | VILLAGE OF SLEEPY HOLLOW | 1,615.08 |
| 02/21/2025 | 9000000434 | ACH | ENTERPRISE FM TRUST | 49,088.10 |
| | | | **Total:** | **79,773.18** |

**20250221 OFFCYCLE Summary**

| Type | Count | Amount |
|---|---|---|
| Regular Checks: | 3 | 30,430.08 |
| ACH Checks: | 1 | 49,088.10 |
| Wire Transfers: | 1 | 255.00 |
| Epayables: | 0 | 0.00 |
| **Total:** | **5** | **79,773.18** |

# AP Check Register



| Fund | Total |
|---|---|
| 10 - EDUCATION FUND | 35,712.12 |
| 20 - OPERATIONS & MAINTENANCE FUND | 40,543.66 |
| 40 - TRANSPORTATION FUND | 3,517.40 |
| | **79,773.18** |

**COMMUNITY UNIT SCHOOL DISTRICT 300**

**HUMAN RESOURCES REPORT**

March 11, 2025



## ADMINISTRATORS

None

## RESIGNATION - ADMINISTRATORS

1. Recommend approval of the following letters of resignation:

| Name | Position | Location | Effective |
|---|---|---|---|
| Gifford, Ann | Director of Literacy - Early Childhood & Elementary | Central Office | June 30, 2025 |
| Hermann, Lori | Assistant Principal | Hampshire Middle School | June 30, 2025 |
| Richardi, Elizabeth | Assistant Principal | Perry Elementary School | June 30, 2025 |

2. Recommend approval of the following letters of resignation with intent to return to the classroom:

| Name | Position | Location | Effective |
|---|---|---|---|
| Glenn, Gary | Division Head - Social Studies | Dundee-Crown High School | June 30, 2025 |
| Sitter, Michael | Athletic Director | Hampshire High School | June 30, 2025 |

## RETIREMENT – ADMINISTRATORS

1. Recommend approval of the following request to retire:

| Name | Position | Location | Effective |
|---|---|---|---|
| Rohlwing, Todd | Director of School Safety | Central Office | June 30, 2025 |

## CERTIFIED PERSONNEL

1. Recommend the following be employed by Community Unit School District 300 for the **2024-2025** school year and be compensated according to the LEAD negotiated agreement:

| Name | Position | Location | FTE | Salary | Type |
|---|---|---|---|---|---|
| Caballero Sosa, Sara | Dual Language | Carpentersville Middle School | 1.0 | MA Step A | Replacement |

## OTHER EMPLOYMENT – CERTIFIED PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.

## RESIGNATION – CERTIFIED PERSONNEL

1. Recommend approval of the following letters of resignation:

| Name | Position | Location | Effective |
|---|---|---|---|
| Andriakos, Jenna | 1st Grade | Lincoln Prairie Elementary School | End of the 2024-2025 school year |
| Balongag, Mark | Cognitive Disabilities | Hampshire High School | End of the 2024-2025 school year |
| Bredlau, Rose | Business | Hampshire High School | End of the 2024-2025 school year |
| Brown, Adam | Music | Lake In The Hills Elementary School | End of the 2024-2025 school year |
| Clark, Ashley | 8th Grade Language Arts | Dundee Middle School | End of the 2024-2025 school year |
| Ishak, Olivia | Guidance Counselor | Jacobs High School | March 6, 2025 |
| DeVito, Ryan | Cross Categorical | Parkview Elementary School | End of the 2024-2025 school year |
| Kraemer, Kathy | 3rd Grade | Wright Elementary School | End of the 2024-2025 school year |
| Layer, Timothy | 3rd Grade | Perry Elementary School | End of the 2024-2025 school year |
| Libman, Allen | 3rd Grade | Wright Elementary School | End of the 2024-2025 school year |
| Lithall, Lisa | SPED | Golfview Elementary School | End of the 2024-2025 school year |
| Magdaleno, Joanna | Speech & Language Pathologist | Sleepy Hollow Elementary School | End of the 2024-2025 school year |
| Martinez, Megan | Math | Hampshire High School | End of the 2024-2025 school year |
| Melendy, Kasey | School Social Worker | Wright Elementary School | End of the 2024-2025 school year |
| Melton, Christine | 7th Grade Language Arts | Westfield Community School | End of the 2024-2025 school year |
| Miller, Daniel | Physical Education | Perry Elementary School | End of the 2024-2025 school year |
| Ni, Christopher | Cognitive Disabilities | Lincoln Prairie Elementary School | End of the 2024-2025 school year |
| Przybylka, Jeffrey | Physical Education (.75) & Health (.25) | Carpentersville Middle School | End of the 2024-2025 school year |
| Rivera, Elvira | Guidance Counselor | Dundee-Crown High School | End of the 2024-2025 school year |

Leave of absence requests are attached separately for Board of Education approval.

| Name | Position | Location | Effective |
|---|---|---|---|
| Rodwell, Allison | Music | Parkview Elementary School | End of the 2024-2025 school year |
| Rose, Audrey | Speech & Language Pathologist | deLacey Family Education Center | End of the 2024-2025 school year |
| Salazar, Alondra | 2nd Grade Dual Language | Lakewood Elementary School | End of the 2024-2025 school year |
| Schutzenhofer, Jackson | Math | Jacobs High School | End of the 2024-2025 school year |
| Sikora, Jessica | Speech & Language Pathologist | Gilberts Elementary School | End of the 2024-2025 school year |
| Smiley, Mia | 8th Grade Science | Carpentersville Middle School | End of the 2024-2025 school year |
| Yonamine, Rachel | Music | Gilberts Elementary School | End of the 2024-2025 school year |

## OTHER RESIGNATION – CERTIFIED PERSONNEL

None

## RETIREMENT – CERTIFIED PERSONNEL

None

## SUPERVISOR/MANAGER – EDUCATIONAL SUPPORT PERSONNEL

None

## RESIGNATION – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

None

## RETIREMENT – SUPERVISOR/MANAGER EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following request to retire:

| Name | Position | Location | Effective |
|---|---|---|---|
| Kobos, Fred | Technology Systems Manager | Central Office | June 6, 2025 |

Leave of absence requests are attached separately for Board of Education approval.

2. Recommend approval of the following request to rescind retirement:

| Name | Position | Location | Effective |
|---|---|---|---|
| Kobos, Fred | Technology Systems Manager | Central Office | June 27, 2025 |

## EDUCATIONAL SUPPORT PERSONNEL

1. Recommend employment of the following educational support personnel:

| Name | Position | Location | Hourly Rate | Type |
|---|---|---|---|---|
| Armintrout, Joseph | Groundskeeping Lead | Jacobs High School | $19.51 | Replacement |
| Davis, Ellen | Registrar Secretary | Hampshire High School | $19.51 | Replacement |
| Diebold, Susan | Accounts Payable Specialist | Central Office | $20.68 | Replacement |
| Dugger, Kayleigh | Paraeducator | Dundee-Crown High School | $18.72 | Replacement |
| Heine, Jeffrey | Paraeducator | Parkview Elementary School | $18.72 | Replacement |
| Khan, Iram | Paraeducator | deLacey Family Education Center | $20.43 | Replacement |
| Lopez Coy, Catalina | Paraeducator | deLacey Family Education Center | $20.43 | Additional |
| McMillen, Kimberly | Paraeducator | Lincoln Prairie Elementary School | $18.72 | Replacement |
| Pacheco, Michelle | Paraeducator | deLacey Family Education Center | $20.43 | Replacement |
| Sackett, Adelaide | Nurse (Non-Certified) | Jacobs High School | $30.87 | Replacement |

## RESIGNATION – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following letters of resignation:

| Name | Position | Location | Effective |
|---|---|---|---|
| Ford, Alexandria | Paraeducator | Neubert Elementary School | March 7, 2025 |
| Galto, Daniel | Safety Staff | Hampshire High School | March 4, 2025 |
| Gomez, Samantha | Principal's Secretary | Hampshire Elementary School | March 14, 2025 |
| Gordon, Matthew | District Custodian | Buildings & Grounds | February 28, 2025 |

Leave of absence requests are attached separately for Board of Education approval.

## DISMISSAL – EDUCATIONAL SUPPORT PERSONNEL

None

## RETIREMENT – EDUCATIONAL SUPPORT PERSONNEL

1. Recommend approval of the following request to retire:

| Name | Position | Location | Effective |
|---|---|---|---|
| Wise, Catherine | Paraeducator | Dundee Middle School | May 23, 2025 |

## COACHING/VOLUNTEER – EDUCATIONAL SUPPORT PERSONNEL

None

Leave of absence requests are attached separately for Board of Education approval.

## DISTRICT POSITION TRANSFERS

1. Recommend position transfers of the following personnel:

| Current Class | Name | Current Position | Current Location | New Class | New Position | CBA/ Handbook | Lane-Step | New Location | Effective Date |
|---|---|---|---|---|---|---|---|---|---|
| DESPA | Salgado, Cindy | Family School Liaison | DHES | Same | Registrar Secretary | DESPA | B, 14 | LBES | February 24, 2025 |
| DESPA | Teran Sosa, Yamilet | Secretary (10 Month) | DCHS | Same | Purchasing Specialist | DESPA | B, 2 | CO | March 3, 2025 |
| DESPA | Ward, Holly | Registrar Secretary | JHS | Same | SIS Specialist | DESPA | F, 5 | CO | March 3, 2025 |

Leave of absence requests are attached separately for Board of Education approval.

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** February 18, 2025

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Dr. Melanie Gravel
Assistant Superintendent of
Curriculum and Instruction

Mrs. Patty Schmidt,
Executive Director of School
Improvement and Accountability

| Presented at the following Board Meetings | Date |
|---|---|
| **Board Operations Committee** | |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 2/18/2025 |
| **BOE 2nd Reading** | 3/11/2025 |

**SUBJECT:** **Early Childhood Programming Comprehensive Review Agreement**

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**Background**

District 300 recently underwent a monitoring visit for our Preschool for All (PFA) and Preschool for All Expansion (PFAE) grant programs through the Illinois State Board of Education (ISBE). The primary purpose of this monitoring is to assess various aspects of our PFA/PFAE programming, including both compliance and a range of quality indicators within each classroom environment. We are currently reviewing the data and feedback provided as a result of our monitoring visit. Based on this analysis, we will be submitting a Continuous Quality Improvement Plan (CQIP) to ISBE by the end of this month.

As we work toward continuous improvement in our Early Childhood Programming, it is important to note that significant changes are on the horizon for Early Childhood Education in Illinois. In June of 2024, the governor signed Senate Bill 0001 into law, officially establishing the Illinois Department of Early Childhood. As part of this shift, the Early Childhood Block Grant Program—currently managed by ISBE and which funds programs like Preschool for All and the Prevention Initiative—will transition to the new department. As an administrative team, we are actively discussing the potential impact of these changes on District 300's programming, particularly as the new department begins its work in July 2026.

Given the timing of the recent monitoring visit and the upcoming transition of Early Childhood Programming to the new Illinois Department of Early Childhood, we believe this is an opportunity to assess all aspects of our Early Childhood Programming. We also believe it is imperative that District 300 work with a consulting group, the District Management Group (DMGroup), to complete a comprehensive review of our Early Childhood Programming.

DISTRICT 300

The comprehensive review of District 300 Early Childhood Programming will focus on the following:

- move beyond compliance to assess our District's current Early Childhood Programming for overall effectiveness and operational performance
- prepare for the upcoming transition to the Illinois Department of Early Childhood

Through this comprehensive review, the DMGroup will support District 300 by sharing recommendations, drawing insights, and making an action plan for our Early Childhood Programming.

**Recommendation**

The Administration recommends the Board approve the request to enter into an agreement with the District Management Group (DMGroup) for the purpose of obtaining their consulting services for a comprehensive review of District 300 Early Childhood Programming. The cost for the services is $140,000, and these services will be paid out of the Education Fund.

District Management Group

Helping Schools and Students Thrive

133 Federal Street, Boston, MA 02110
877-362-3500
www.dmgroupK12.com

February 13, 2025

Martina Smith
Superintendent
Patty Schmidt
Executive Director of School Improvement and Accountability
Community Unit School District 300
2550 Harnish Drive
Algonquin, IL 60102

Dear Patty and Martina,

The District Management Group (DMGroup) is pleased to provide a proposal to Community Unit School District 300 (CUSD300) to provide a comprehensive program evaluation of Early Childhood Programming through the Academic Return on Investment (Academic-ROI) approach to program evaluations. This will allow CUSD300 to make data-informed decisions about how their precious resources of time, people, and dollars are invested in ways that work for students who need it.

CUSD300 is investing significant dollars and time into Early Childhood Programming, but needs a deep understanding of how the programming is run, how it's working, and how to create systemic and lasting improvement in the programs. Without evaluating the program, CUSD leaders do not have comprehensive answers to the questions:

1. How do we currently provide services in our Early Childhood Programming?
2. What are the short and long-term outcomes we hope to see from these programs? And are we seeing these outcomes realized?
3. Is the program working better for some groups of students than others?
4. Are we aligning our program to the right degree of fidelity to state requirements?
5. How much are we investing in Early Childhood Programming, and how cost-effective is this program?

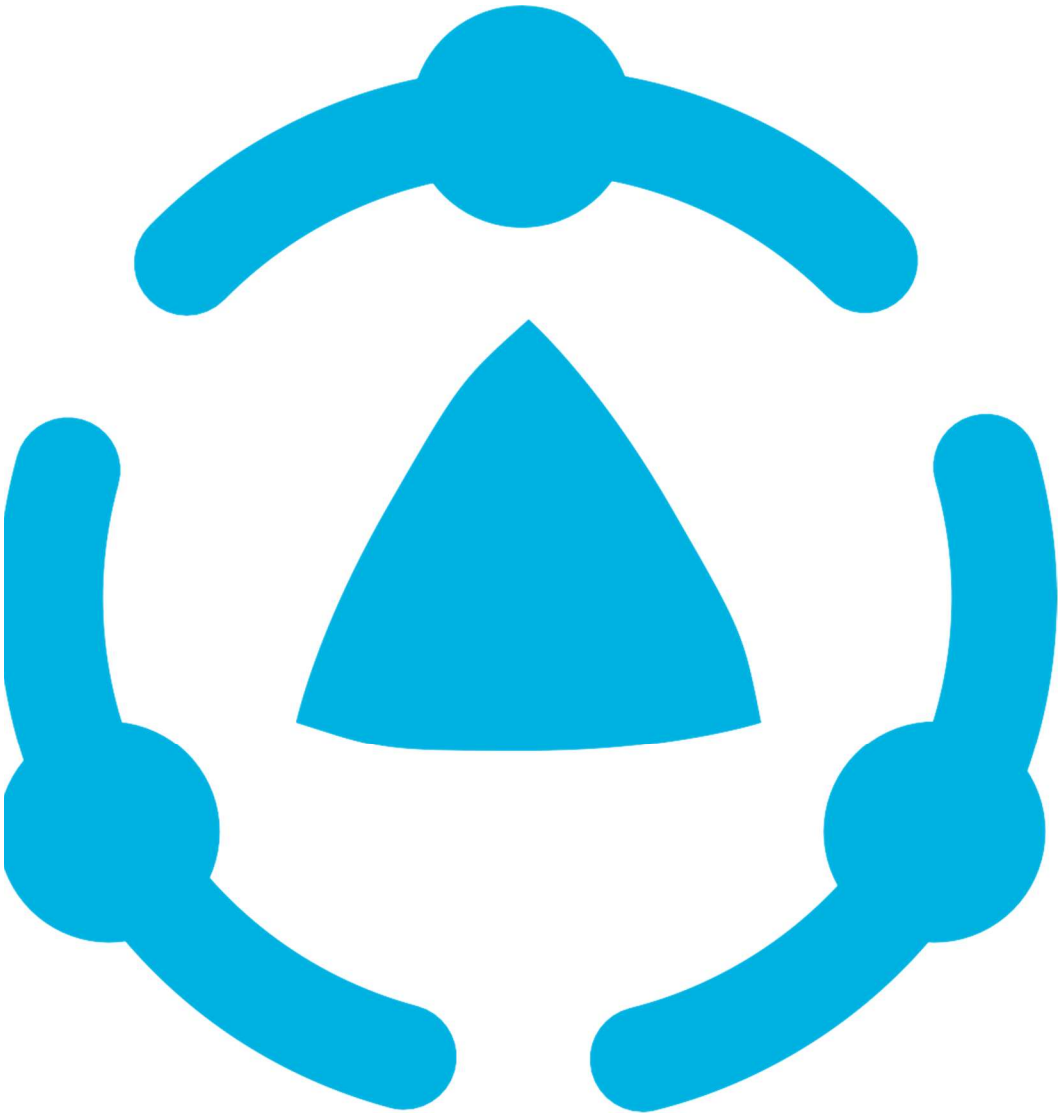
To answer these questions, DMGroup will conduct an in-depth **Program Evaluation of CUSD300's Early Childhood Programming**. By utilizing this data-driven and rigorous approach, you will have the opportunity to further align and streamline your Early Childhood Programming towards what is actually working for students and the budget. DMGroup will provide you with a set of recommendations for how to improve your Early Childhood Programming, with the goal of planning during the 2025-26 school year, and implementing changes in the 2026-27 school year and beyond.

We look forward to the opportunity to work with you and your district.

Sincerely,

John J-H Kim
Chief Executive Officer

Simone Carpenter
Director, DMConsulting



# Program Evaluation of Early Childhood Programming

Proposal for

## Community Unit School District 300

February 13, 2025

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# Scope of Services

DMGroup proposes to provide services to Community Unit School District 300 (CUSD300) to review the effectiveness and cost-effectiveness of Early Childhood Programming across the district.

Throughout this process, DMGroup will work with CUSD300 leaders to conduct an in-depth evaluation of the program through an Academic-Return on Investment (Academic-ROI) program review. This includes identifying goals and outcomes for Early Childhood Programming and collecting and analyzing detailed implementation, outcomes, and cost data on the effectiveness and cost-effectiveness of this program. DMGroup and key CUSD300 staff will work together to define success and design the analysis for both initiatives, collect and analyze data, and draw insights and make actionable decisions about tutoring and intervention programming.

Ultimately, this will allow CUSD300 to understand how Early Childhood Programming is conducted, how it is performing, the cost-effectiveness of said programming, and how to move forward in maximizing the efficacy of Early Childhood Programming for students and families.

## Program Evaluation of Early Childhood Programming in CUSD 300

DMGroup has deep expertise in reviewing the effectiveness and cost-effectiveness of initiatives through Academic-ROI, an analytical approach to assessing what works, for which students and at what cost. However, just as important as the analysis is the decision-making process used to act on the data and information.

DMGroup will support the CUSD300 to:

1. Gain a deep understanding of the current Early Childhood Programming
2. Conduct Academic-ROI analyses of Early Childhood Programming in CUSD300
3. Share recommendations, draw insights, and make an action plan for Early Childhood Programming

DMGroup has extensive experience in researching best practices for specialized programming nation-wide, including Early Childhood, Special Education, and Multi-Lingual Supports, and in conducting detailed program reviews to assess the effectiveness of these programs and alignment to best practices. Ultimately, through this process CUSD300 will gain an understanding of answers to the following questions:

- What is the purpose and goals of Early Childhood Programming?
- Who is served by Early Childhood Programming? Does this look different depending on the specific program or location?
- How are services delivered (by which staff, using which programs, etc.)?
- How is success defined for Early Childhood Programming? How is this currently measured?

- What is the total cost of Early Childhood Programming? How is this different by school, program, or facility?
- What data is available on Early Childhood Programming (both short and long term data)?
- How effective the program overall in achieving its goals?
- Is the program more effective for some students but not others? What may be driving these differences?

With the answers to these questions, DMGroup will support CUSD300 in making decisions on how to move forward with the successful implementation of Early Childhood Programming to ensure an effective use of funds to support student and family needs across the district.

A detailed description of the steps to conduct these evaluations is included below.

## 1. Gain a deep understanding of the current Early Childhood Programming
*June – September 2025*

The goal of this step is for DMGroup and CUSD300 to gain a deep understanding of the existing Early Childhood Programming, including understanding how this program is run, what materials are being used, which students are served, and how the program is aligned with state requirements for Early Childhood Programming.

This begins with a systematic review of CUSD300's services, programs, procedures, and staffing as it relates to Early Childhood Programming. This will be achieved through analysis and synthesis of CUSD300's documentation and data, along with interviews and focus groups representing a wide range of roles and responsibilities. CUSD300 will help determine the interviewees to aid in the creation of a full and rich picture of Early Childhood Programming.

At the end of this phase of work, DMGroup will share with CUSD300 leaders their current understanding of the programming, along with an understanding of some of the current successes and challenges of the program.

## 2. Conduct Academic-ROI Analyses of Early Childhood Programming
*October – December 2025*

The goal of this step is to then evaluate Early Childhood Programming through an Academic-ROI analysis. DMGroup will draw on experience with other districts to plan the evaluation, collect and analyze data, and draw insights on key programming. DMGroup will follow the 10-step process outlined below for Early Childhood Programming.

**DMGroup's 10-Step Process for A-ROI Analysis**




DMGroup's Academic-ROI review work plan may include the following:

### *Understand the Intended Implementation and Desired Outcomes of the Program*

This step will involve identifying the district's most crucial questions about each program, such as:

- What problems or needs is the program intended to address?
- What is the relative order of importance of the many aspects of the program?

Since it is critical for any Academic-ROI review to have a clear set of measures of success to serve as the point of comparison when evaluating, at the end of this step DMGroup will produce a written definition of success for each program. DMGroup will draw upon insights gained from the prior step to draft a short list of definitions of success for feedback and approval from CUSD300 leaders before proceeding further.

### *Identify and Obtain Existing Data Available for the Analysis*

DMGroup will utilize existing data to help with the evaluation. This will include:

- Student enrollment data
- Student achievement data (both formative and summative, for students in the program and not in the program)
- Fully loaded staffing costs, including average benefit costs
- Other available and relevant data and program costs (direct, indirect)

### *Analyze Qualitative and Quantitative Data and Conduct a Cost-Benefit Analysis*

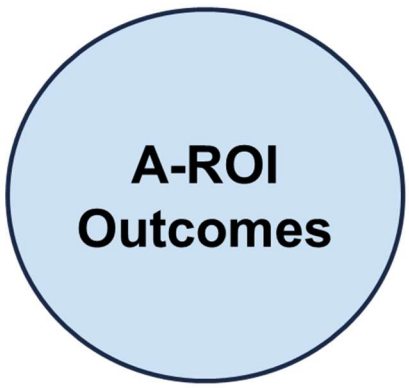
DMGroup and the district team will conduct a thorough analysis of all the data collected. The analysis will also include a financial review to determine the level of investment in each of the key aspects of the program. In this step, DMGroup will conduct a quantitative analysis of program outcomes, comparing across models, schools, and student groups, to help CUDS300 understand:

- How is Early Childhood Programming, as it currently exists, meeting its goals and expectations?
- Which models, schools, or student groups are most effective in supporting student need and meeting the definitions of success?
- What are the fully loaded costs of Early Childhood Programming in CUSD300? What is driving those costs?
- Overall, how effective and cost-effective is Early Childhood Programming in CUSD300?

## 3. Share Recommendations, Draw Insights, and Make Action Plans for Early Childhood Programming

*January/February 2026*

The goal of this step is to make decisions and action plans for how to keep, adjust, fix, or eliminate the initiatives reviewed through the in-depth Academic-ROI process. Below includes potential actions for given programs, based on the design of the program discovered in step 1 and the effectiveness and cost-effectiveness discovered in step 2.




**Potential Actions**

**Expand:** Highly cost-effective programs that increase student learning should be expanded.

**Keep:** Cost-effective and successful programs in their current scope should be kept as is.

**Segment and Target:** Programs that are successful only for some segments of the student population.

**Reduce:** Expensive programs with some successes should be reduced to keep only the crucial portions.

**Fix:** Programs with limited success that could increase success if structural or systemic problems were fixed.

**Eliminate:** Programs that prove to be either ineffective or cost-ineffective should be eliminated to release funds.

DMGroup will provide a report for CUSD300 that summarizes key findings from the Academic-ROI analysis of Early Childhood Programming, including:

- How is the current Early Childhood Programming designed and implemented?
- What is the effectiveness and cost-effectiveness of Early Childhood Programming? How does this look different for different students, schools, or staff?
- Is the district seeing the outcomes they expected for Early Childhood Programming?
- What are some opportunities for the district to better aligned their programming to their definitions of success and needs of students?
- What are some next steps that the district may take based on these results?
- How should CUSD300 sequence any changes to these programs to improve the effectiveness?

After sharing our findings, we help CUSD300 begin its prioritization and planning process. Our goal is not to simply produce a report, but to help CUSD300 begin the process of producing real improvements for students and families despite tight budgets.

Our well-developed approach to the change management process dramatically increases the chances of a successful implementation in the years to come. We view this phase of our work as a joint effort and respect the expertise that resides in CUSD300. DMGroup and CUSD300 leaders will convene for a half-day planning retreat. Our objective for the retreat is two-fold:

- CUSD300 leadership team will prioritize opportunities for improvement that are the most feasible and impactful to improving programming, services, and performance.
- In parallel, the CUSD300 team will begin to plan and craft action steps that are tightly tailored to the culture of the district and can help to bring about new ways to serve students in the district moving forward. This ensures the plan is home grown, relevant, and realistic, because CUSD300 leaders and staff created it.

## Complimentary DMCouncil Membership

**Included in this offer is a complimentary, one-year membership to District Management Council (a $4,500 value). You will join a community of forward-thinking education leaders from across the country committed to driving sustainable, measurable improvements to help schools and students thrive. As a member, you will have access to District Management Group's national conferences, our additional convenings such as our virtual roundtable discussions, professional development opportunities, our research, and our expert advice.**
**Your one-year membership will begin on the first of the month following the contract award. If you are not already familiar with the benefits of DMCouncil membership, we look forward to scheduling a membership onboarding call to introduce you to all the benefits of membership and to help us understand your most pressing needs so we can guide you to the District Management Group resources that can be most helpful to you.**

### BENEFITS

- Connect, share ideas, and collaborate with a **community of forward-thinking leaders** from across the country
- Deepen your knowledge and stay at the forefront of the **latest research** on management and education best practices
- Strengthen management capacity through an array of **professional development** opportunities:
  - ✓ **Superintendents' Strategy Summit:** DMGroup's signature two-day professional development event specifically for superintendents provides superintendents a unique opportunity to learn and to share ideas with fellow superintendents from around the country. Membership includes conference materials, hotels, and meals.
  - ✓ **Member Discounts to DMInstitutes:** DMCouncil members receive discounts to our structured professional development programs for district teams. DMInstitute's cohort-based coursework and coaching delivered over a period of multiple months builds skills that last. Past topics include Accelerating Learning, Academic Return on Investment, and Secondary Scheduling.
  - ✓ **Virtual roundtables:** Monthly member-only virtual roundtables provide opportunities for superintendents and district staff to stay abreast of management and educational best practices and to share ideas with their peers.
- Stay abreast of what works with ***District Management Journal*:** Receive ten subscriptions for your district leaders to our signature publication that includes research, toolkits, and case studies
- Access **expert advice:** consult with our experts to discuss your district's specific challenges

## DMCouncil

- Established 2004 -

**JOIN A NATIONAL NETWORK OF OVER 1,400 DISTRICT LEADERS**

**142** districts
**28** states
**1,450** district leaders
**3.5 million** students served



## Pricing Proposal

DMGroup can complete all steps outlined in the Academic-ROI Analysis of Community Unit School District 300's Early Childhood Programming between June 2025 – February 2026.

The total fee for delivering the services outlined, including a deep study of Early Childhood Programming, and an Academic-ROI analysis of this programming, is **$140,000**. This price includes all expenses such as travel time, airfare, hotel, printing, and supplies.

The pricing in this proposal will remain valid for 60 days from the date of the proposal. If the proposal is not agreed and signed within 60 days, the offer made herein expires and pricing and availability of services cannot be guaranteed.

**Accepted by:**

**District** _____

**Name** _____

**Signature** _____

**Date** _____

**Accepted by:**

**District Management Group** _____

**Name** _____

**Signature** _____

**Date** _____

District Management Group

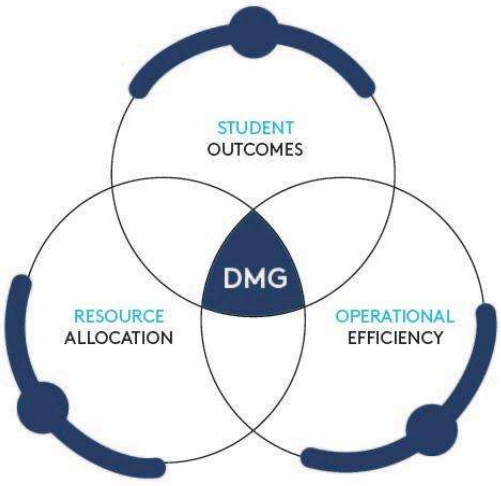
Helping Schools and Students Thrive

## About District Management Group

Founded in 2004, District Management Group seeks to address the most important management challenges facing American public-school leaders.

The leaders of our school systems are charged with the enormous responsibility of providing students with the resources to succeed in school and beyond. To achieve this, district and school leaders must not only be great educators, they must also be great managers. District Management Group seeks to provide district leaders with the best management and educational practices, tools, and techniques to produce measurable, sustainable improvements that help schools and students thrive.

Our unwavering focus is on solutions that improve student outcomes, and simultaneously enhance operational efficiency and resource allocation. It is in achieving these three objectives simultaneously that improvements in student outcomes and the public education system as a whole can be made sustainable.



## Our Services

### DMLearning

Best-in-class knowledge and professional development, and a membership community of forward-thinking leaders learning, sharing, and making a difference for students.

- **DMCouncil**
  - Annual membership
  - Executive Partner Program
- **DMInstitutes**
  - A-ROI Institute
  - Secondary Scheduling Institute
- **DMEquityOffice**
  Partnering with Districts to Strengthen Equitable and Inclusive Practices
- **DMJournal**
  DMGroup's signature publication

### DMSchedules

Cloud-based software and/or service to help districts optimize use of resources through scheduling.

- DMSchedules for Elementary Schools
- DMSchedules for Special Education
- Secondary Scheduling

### DMConsulting

Customized management consulting support across a variety of practice areas.

- Strategic Planning
- Special Education and Social, Emotional Learning
- Strategic Budgeting
- Initiative Inventory
- Program Evaluation
- Weighted Student Funding
- Implementation/Change Management
- Superintendent Entry Plan Development
- Custom Consulting

### Breakthrough Results

The Breakthrough Results approach achieves measurable results while building team members' skills and leadership capacity. This approach provides on-the-job experience, targeted professional development, and coaching to build meaningful and enduring skills.

- Increase ELA achievement
- Increase math achievement
- Address equity issues
- Raise graduation rates
- Improve attendance rates
- Increase engagement
- Increase operational efficiencies

## Our Values



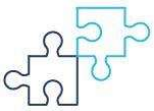
### Partnership

We believe that each district's unique history, context, and culture matter. We get to know our partner districts, gaining a deep quantitative and qualitative understanding, so that we can work alongside your leadership team to help identify the right solutions and tailor implementation for long-term success.



### Impact

We seek to help school districts achieve measurable and sustainable improvement, and, unlike many other firms, our work does not end with delivering a report. We aim to strengthen our partner districts' internal capacity and, if desired, provide implementation support. For us, the measure of success is client satisfaction and real results for students and schools.



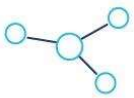
### Collaboration

We believe we know more together than we do alone. This is why we draw on best practices from the education sector as well as management techniques with proven results in the private sector and public sector, and we leverage the collective knowledge of our nationwide network of school districts.



### Equity and Inclusiveness

We know that equity and inclusiveness make us stronger. We unequivocally commit to making sure this belief shines through in our work, both by reviewing our recommendations with an equity-focused lens to ensure that the work we do with school districts not only reduces racism but is proactively anti-racist, and by continuing to create a more inclusive environment within our own organization guided by our equity statement.



### Systems Thinking

We believe that true and enduring solutions require looking beyond the specific challenge at hand and taking a broad, holistic approach to achieve coherence and alignment. We deliver systems-level solutions that align with your strategic priorities and position you to bring about transformational improvement.

District Management Group is committed to partnering with districts to bring about transformational, measurable, and sustainable improvements in public education. We are committed to helping schools and students thrive.



**District Management Group**

Helping Schools and Students Thrive

If you have any comments or questions about the contents of this document, please contact District Management Group:

**Tel:** (877) 362-3500

**Email:** info@dmgroupK12.com

**Fax:** (617) 491-5266

**Web:** www.dmgroupK12.com

**Mail:** 133 Federal Street, Boston, MA 02110

DISTRICT 300

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300**
**BOARD of EDUCATION MEMO**

**DATE:** **March 11, 2025**

**TO:** Dr. Martina Smith, Superintendent
Board of Education

**FROM:** Colleen O'Keefe, Chief Legal Counsel

| | |
|---|---|
| **Presented at the following Board Meetings** | |
| **Board Operations Committee** | |
| **Policy/Legislative** | |
| **School Utilization** | |
| **BOE 1st Reading** | 3/11/2025 |
| **BOE 2nd Reading** | 3/11/2025 |

**SUBJECT:** **Approval of Superintendent Contract 2025-2030**

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**Background**

The Superintendent's contract is a multi-year, performance based contract for the period of July 1, 2025 through June 30, 2030.

**Administrative Recommendation**

The Administration recommends approval of the contract.

# Community Unit School District No. 300

2550 Harnish Drive
Algonquin, IL 60102

## SUPERINTENDENT'S EMPLOYMENT CONTRACT
## July 1, 2025 through June 30, 2030

This Employment Contract is made and entered into this 11th day of March, 2025**,** by and between the Board of Education of Community Unit School District 300 (hereinafter referred to as "Board"), and **Martina D. Smith (#202123)** hereinafter referred to as "Superintendent"). As of July 1, 2025, this performance-based Contract replaces the employment contract currently in effect between the Board and Superintendent. In accordance with 105 ILCS 5/10-23.8, the Superintendent and Board confirm that the Superintendent met the goals and indicators of student performance and academic improvement in the last contract.

The BOARD and the Superintendent agree as follows:

1. **TERM**. The Superintendent shall be employed as Superintendent of Community Unit School District 300 from July 1, 2025 through June 30, 2030. In accordance with Section 10-23.8 of the Illinois School Code (105 ILCS 5/10-23.8)**.** The contract year is July 1 through the immediately following June 30. The Parties agree that this Employment Contract supersedes and replaces all previous employment contracts between the Superintendent and the Board.

2. **SALARY**. The Board, as compensation for the duties set forth in this Contract, shall pay the Superintendent a salary of two hundred fifty-three thousand dollars ($253,000.00) for the 2025-2026 school year, a salary of two hundred sixty-five thousand dollars ($265,000.00) for the 2026-2027 school year, a salary of two hundred seventy-seven thousand dollars ($277,000.00) for the 2027-2028 school year, a salary of two hundred ninety thousand dollars ($290,000.00) for the 2028-2029 school year, and a salary of three hundred three thousand dollars ($303,000.00) for the 2029-2030 school year. All salaries shall be payable in equal installments in the same manner as the salaries of other 12-month administrators in the School District are paid.

The Board reserves the right, in its sole discretion, to increase from time to time the salary and benefits payable hereunder, without entering into a new contract or extending the terms of this Contract. Additionally, the Board may provide the Superintendent an annual performance-based stipend, provided the Superintendent meets or exceeds the goals and performance indicators set forth in the annual performance evaluation.

3. **TEACHERS' RETIREMENT SYSTEM AND HEALTH INSURANCE SECURITY FUND**. In addition to the salary provided for above and all other creditable benefits, the Board shall pay on behalf of the Superintendent the entire "member" and "health insurance" contributions to the Illinois Teachers' Retirement System (TRS) and the Teacher Health Insurance Security Fund (THIS) required by Section 16-152.1 of the *Illinois Pension Code*, as amended from time to time.

Although designated by the *Illinois Pension Code* as employee contributions, the amounts herein required to be covered by the Board shall be paid by the Board in lieu of contributions by the Superintendent. The Superintendent shall not have the option of choosing to receive directly the amounts contributed to the TRS by the Board on her behalf, nor any right or claim to the contributions to the TRS except as such may subsequently become available pursuant to the provisions of the *Pension Code* and TRS rules and regulations. Both parties acknowledge that the Superintendent did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Superintendent's future services, knowledge and experience. If the current employee contribution rate required by TRS to be remitted decreases or if legislation is implemented that limits the ability of the Board to fulfill its obligations under this section, the Board shall pay the difference to the Superintendent as salary to the extent the Board's total cost for salary and pick up of the TRS contribution does not exceed the Board's total cost before the TRS contribution rate decrease and/or legislative change.

4. **LICENSE**. The Superintendent must, throughout the term of this Contract, furnish to the Board of Education a valid and appropriate license to act as Deputy Superintendent or Superintendent of Schools, as appropriate, in accordance with the laws and statutes of the State of Illinois and the rules and regulations of the State Board of Education.

5. **MEDICAL EXAMINATION**. Effective July 1, 2024, the Superintendent shall submit, at Board expense, to a comprehensive health or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Superintendent also agrees to comply with all health requirements established by law.

6. **TENURE.** The parties acknowledge that Superintendent has achieved tenure in the District and that upon acceptance of a multi-year contract, the Superintendent shall not lose any previously acquired tenure credit with the District (see 105 ILCS 5/10-23.8). The parties recognize that should the terms of this contract end for any reason, the Superintendent shall have all rights of due process and other protections afforded to other tenured employees of the District by law, in equity, or pursuant to any applicable collective bargaining agreement in effect in the District.

7. **BENEFITS.** The benefits and/or terms of employment for the Superintendent shall be the greater of what is provided in the "Certified Superintendents and Supervisory Staff Compensation and Benefits Handbook" as approved and/or modified by the Board during the term of this Contract or what is set forth below:

a. **Sick, Personal and Other Leaves.** The Superintendent shall be entitled to 12 paid sick leave days per year for each contract year, which may accumulate without limitation. The Superintendent shall be entitled to 2 paid personal days per year for each contact year, which if unused may accumulate to sick leave. In

addition, the Superintendent shall be entitled to bereavement and religious holiday leave and other leaves of absence as afforded to all administrators in the District.

b. **Vacation.** The Superintendent shall receive 25 working days of vacation each contract year at full pay plus any vacation days that have been carried over from the previous year pursuant to this Contract or previous contracts. The Superintendent shall also be entitled to all legal school holidays. The President of the Board of Education, or Vice-President in the absence of the President, shall be advised in advance of all vacations.

The Board encourages the Superintendent to use all vacation days during each contract year. Vacation time must be used within twelve months of the year in which it is earned and shall not accumulate unless otherwise agreed to by the Board. If the Superintendent uses at least twelve (12) vacation days each contract year, the Board agrees to pay the Superintendent at her per diem rate for the remaining unused vacation days per contract year. Such payments will be made on or before June 30 of the contract year and shall be paid into a tax-sheltered annuity pursuant to Section 403(b) and/or a deferred compensation plan pursuant to Section 457 of the *Internal Revenue Code*, as amended, or via cash payout, as determined by the Superintendent. If the Superintendent uses less than twelve (12) vacation days each contract year, the Board agrees to pay the Superintendent at her per diem rate for half of the remaining unused vacation days per contract year. Such payments will be made on or before July 31 annually and shall be paid into a tax-sheltered annuity pursuant to Section 403(b) and/or a deferred compensation plan pursuant to Section 457 of the *Internal Revenue Code*, as amended, or via cash payout, as determined by the Superintendent.

c. **Life Insurance.** The Board shall provide the Superintendent, at its cost, with term life insurance coverage in the amount of two (2) times the Superintendent's base salary, provided the Superintendent meets the ordinary qualification requirements of the Board's insurer. At the Board's discretion, the insurance may be group term insurance generally provided to the Board's twelve-month certified Superintendents, except that the amount shall not be less than that defined in this paragraph.

d. **Health, Vision, Dental and Liability Insurance.** The Board shall provide and pay one hundred percent (100%) of the cost of premiums for health insurance, as either individual or family coverage, in accordance with the insurance coverage provided to twelve-month certified administrative employees. The Board shall provide the Superintendent with vision, dental and liability insurance benefits, as may be amended from time to time, under the same terms, conditions and cost sharing ratios as the Board's twelve-month certified administrative employees.

e. **Disability Insurance.** Should the Superintendent be incapable of performing the duties and obligations covenanted herein by reason of illness, accident or other disability, and such disability is continuous for a period of time in excess of

accumulated sick leave and vacation benefits due and owing the Superintendent, then the Board shall continue the Superintendent's full pay for a period of ninety (90) calendar days after the exhaustion of said benefits. Thereafter, if the same disability should continue, the Board shall cause to be paid to the Superintendent such benefits as may be payable under a contract of Long-Term Disability Pay to be purchased by the Board, and for which the Board shall pay the premiums therefor. Said contract shall provide in the form of benefits, income continuation of at least sixty-six percent (66%) of the amount specified in Section A of this Contract when coordinated with any other benefits to which the Superintendent may be entitled for a term which is the lesser of the length of the disability or age 65. Said contract shall insure the Superintendent for the performance of her professional duties as specified herein. The Board shall pay the full cost of providing said Long Term Disability contract/policy for the duration of this Contract.

f. **Automobile Expenses.** In light of the unique nature of her professional duties, the Board shall reimburse the Superintendent for a gasoline allowance in the amount of four hundred dollars ($400.00) per month, which shall be paid when her base compensation is paid.

g. **Professional Memberships and Expenses.** Membership fees in Board approved community service organizations, the Illinois Association of School Administrators, the American Association of School Administrators as well as other civic and professional organizations and associations to which the Superintendent is expected to belong, shall be paid by the Board, to the extent approved by the Board. To the extent provided in the Board's annual budget or as otherwise approved in advance by the Board, the reasonable and necessary costs of attendance at appropriate professional meetings at the local, state and national levels shall be paid directly by the Board.

The Board shall pay, or reimburse the Superintendent for, reasonable expenses approved by the Board and incurred by the Superintendent in the continuing performance of her duties. The Superintendent shall be required to have all expense reimbursement submittals approved by the President of the Board of Education before they will be reimbursed. The Superintendent shall inform the Board in writing each contract year of professional memberships purchased and conferences attended at the Board's expense.

h. **Deferred Compensation.** From the annual salary stated in Section 2 of this Contract, the Superintendent may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the Internal Revenue Code, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b) eligible product for the Superintendent as described in Section 403(b) of the Internal Revenue Code.

In addition to all other contributions to retirement plans made under this Contract, the annuity contribution in Section 7.b, and the salary stated in Section 2 of this

Contract, on behalf of and for the benefit of the Superintendent, the Board shall make a non-elective employer contribution no later than July 31st each contract year to the Superintendent's 403(b) plan in in the amount of five percent (5%) of the Superintendent's salary for that contract year.

8. **SICK LEAVE GRANT**. On July 1, 2025, the Superintendent shall receive a one-time grant of thirty-three (33) sick days in addition her normal annual allotment. On July 1, 2026, the Superintendent shall receive a one-time grant of thirty-three (33) sick days in addition her normal annual allotment.

9. **DUTIES**. As Superintendent, The Superintendent's duties shall be those as prescribed by the laws and regulations of the State of Illinois and by the policies, regulations and directions of the Board, all as may be amended or modified from time to time, and as are reasonably incidental thereto.

10. **EVALUATION**. Provided the Superintendent notifies the Board during the month of January of each contract year of the Board's evaluation obligations, the Board shall thereafter, at such time as the business of the Board reasonably permits, meet with the Superintendent to review her performance, including the progress toward achievement of the performance goals as provided in this Contract, assess the working relationship of the Superintendent with the Board, the faculty, the staff, students and the community and consider a salary increase and benefit adjustments for subsequent years. The Board shall begin the evaluation process by April 1 and complete the process as close to June 30 of each year of the Contract as possible; provided, however, in the last year of this Contract, the Superintendent shall notify the Board by October 1 and the Board shall complete the process by March 15.

11. **EXTENT OF SERVICE**. The Superintendent shall devote her entire time, attention, and energy to the business of the School District and related professional activities. With the permission of the Board President, the Superintendent may attend university courses, seminars, or other professional growth activities; lecture; and engaged in writing activities and speaking engagements. The Superintendent may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities, however, the Superintendent will be provided ten (10) professional service days, in which she can attend to any educational activities, without use of other leave provided in this Contract. The Superintendent shall notify the Board President, prior to use of these days.

12. **PERFORMANCE GOALS AND INDICATORS**. In accordance with the requirements of the *Illinois School Code*, the Parties agree that the following performance goals and indicators for the Superintendent have been established with respect to student performance and academic improvement, including the indicators included with the goals that shall be used by the Board to measure the Superintendent's performance:

Goal 1. Increase the amount of student voice as measured by the following indicator:

a. Provide 4 opportunities for students to participate in feedback sessions regarding programming in D300.

Goal 2. Strengthen partnerships within D300 and the community as measured by the following indicator:

a. Engage in 2 community projects that directly impact students and the community.

Goals 3: Increase the academic growth and achievement of all students as measured by the following indicator:

a. Nominate 2 schools to apply for the Model PLC school recognition program.

Goal 4: Cultivate and strengthen collaborative partnerships with all stakeholders as measured by the following indicator:

a. Facilitate an inclusive and transparent master facility planning process, ensuring that district facilities effectively support student achievement and the overall growth and well-being of the District 300 community.

Throughout the term of this Contract, the Board and Superintendent shall review the District Goals, and, in consultation with one another, shall establish revised written Performance Goals no later than October 1 of each contract year. Such newly established goals shall be incorporated into this paragraph D.3 or as Appendix A by reference for such contract year. The Parties acknowledge that the action to incorporate such additional goals into this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

The Board shall, as part of the annual evaluation of the Superintendent, determine whether the Performance Goals for the contract year have been achieved and/or whether adequate progress is being made toward achievement of the goals. If so, the Board may consider an extension or rollover of this Contract, although nothing prevents the Board and Superintendent from entering into a new contract at the end of this Contract.

13. **RENEWAL, EXTENSION AND AMENDMENT OF CONTRACT**.

a. **Non-Renewal.** Notice of intent not to renew this Contract shall be given to the Superintendent by the Board by February 1 of the year in which the Contract expires. Said notice shall be in writing. Failure to provide timely notice of non-renewal shall extend this Contract for one (1) additional year. The Superintendent shall notify the President and Secretary of the Board by January 1 of the year in which the Contract expires that failure of the Board to give the Superintendent said notice of intent not to renew shall extend this Contract for one (1) additional year. The failure of the Superintendent to give the required reminder notice to the Board shall waive the obligation of the Board hereunder to give its notice of intent by February 1.

b. **Renewal and Extensions.** Prior to the end of any year of this Contract, the Board and Superintendent may mutually agree to renew or extend the employment of the Superintendent for a multi-year period, provided that the performance goals and indicators set forth in this Contract have been met. In such event, the Board shall take specific action to discontinue this Contract and enter into a new multi-year contract of employment.

c. **Amendment.** Any salary or other adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Superintendent or as an extension of the termination date of this Contract.

14. **TERMINATION**. Should this Contract be terminated for any reason, the Superintendent shall be entitled to the applicable requirements of Sections 24-11 through 24-16.5 of the Illinois School Code (105 ILCS 5/24-11 to 105 ILCS 5/24-16.5), as the Superintendent does not waive his/her rights under the Illinois School Code as a tenured teacher.

This Contract may be terminated by:

A. Mutual agreement of the parties.

B. Disability of the Superintendent. The Board may terminate this Contract during its term by written notice to the Superintendent at any time after the Superintendent has exhausted all accumulated sick leave and such other leave as may be available and is permanently disabled or has been absent from the Superintendent's employment for whatever cause for an additional continuous period of ninety (90) work days. All obligations of the Board shall cease upon such termination, notwithstanding any long-term disability benefits. Prior to termination for disability, the Superintendent is entitled to a hearing before the Board in closed session.

C. Discharge for Cause. During the term of this Contract, the Superintendent may be discharged for just cause, which shall constitute conduct which is seriously prejudicial to the Board, including, but not limited to, material breach of contract or any cause set forth in Section 10-22.4 of the Illinois School Code (105 ILCS 5/10-22.4). Notice of discharge for cause shall set forth specific reasons and shall be given in writing. The Superintendent shall be entitled to appear before the BOARD in closed session to be afforded a hearing. If the Superintendent chooses to be accompanied by legal counsel at such meeting, he/she shall bear any costs therein involved. The Superintendent shall be provided a written decision describing the results of the meeting. If the Superintendent is tenured, termination under this paragraph may be only from his/her assignment as a Superintendent. In the event the Board also seeks to dismiss the Superintendent from his/her tenured teaching status, such dismissal will be subject to the provisions of Sections 24-11 to 24-16.5 of the Illinois School Code (105 ILCS 5/24-11 to 105 ILCS 5/24-16.5).

In the event that the BOARD offers to terminate the Contract by paying the amount specified in Paragraph D, the requirement of cause and the hearing before the BOARD is hereby waived by the Superintendent.

D. Unilateral Termination by Board. The Board may, at its option, and by a minimum of sixty (60) days' notice to the Superintendent, unilaterally terminate this Contract during its term. In the event of such termination, the Board shall pay to the Superintendent, as liquidated damages, all of the aggregate compensation and benefits, the Superintendent would have earned within this Contract from the actual date of termination to the termination date set forth

in this Contract. If the Superintendent is tenured, termination under this paragraph shall only be from his/her assignment as a Superintendent, and the Superintendent shall be subject to reassignment at the discretion of the Board.

E. Death

15. **MISCELLANEOUS**.

A. This Contract has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

B. This Contract sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the Superintendent's employment by the Board. No modifications of this Contract shall be binding on the parties, unless in writing and duly approved and signed by each party. This Contract shall be binding on the heirs, executors, and successors of the parties, and shall become effective as of the date the last of the parties signs this contract, as set forth below.

C. If, during the term of this Contract, it is found that a specific clause of the Contract is illegal under federal or State law, the remainder of the Contract not affected by such a ruling shall remain in force.

D. The failure of the Board to exercise, or the Boards waiver of, any of its rights, or the BOARD's failure to require the Superintendent to perform any particular duty, under this Contract shall not be deemed a waiver of such right or duty in any future instance unless otherwise expressly so stated in writing by the Board.

E. Any notice or communication permitted or required under this Contract shall be made in writing and shall become effective on the day of service thereof by personal service or by first class mail, registered or certified, return receipt requested, postage prepaid, sent to the parties at their respective addresses listed below, or at such other addresses as the parties may from time to time advise in writing. Service by mail as provided above shall be deemed made upon deposit in the mail.

F. This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

G. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

If to the Board: President, Board of Education
Community Unit School District 300
2550 Harnish Drive
Algonquin, Illinois 60102

If to the Superintendent: Home Address on file in District Office

**IN WITNESS WHEREOF,** the Board caused this Employment Contract to be signed by its duly authorized officers and the Superintendent has approved and signed this Employment Contract effective on the day and year specified above.

**BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT 300, Kane, McHenry, Cook, and DeKalb Counties, Illinois**

By: _____
President, Board of Education Date

By: _____
Secretary, Board of Education Date

**MARTINA D. SMITH**

By: _____
Martina D. Smith Date