



Vernon Hills Park District

**Lakeview Fitness and Little Learners Child Care
Cleaning Contract 2024**

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ADVERTISEMENT FOR BID

June, 2024

**Project Name: Lakeview Fitness and Little Learners Child Care Cleaning Contract 2024
(the "Project")**

The Vernon Hills Park District (the "District," "Park District" or "Owner") will receive sealed bids for the above referenced Project until 1:00 p.m., June 28, 2024, at the Vernon Hills Park District Lakeview Fitness, 700 Lakeview Pkwy, Vernon Hills, Illinois 60061, and thereafter will be publicly opened and read aloud.

Each bid must be placed in a sealed opaque envelope and shall be clearly marked "**Sealed Bid: Lakeview Fitness and Little Learners Child Care Cleaning Contract 2024**" and addressed and delivered to the Vernon Hills Park District, Attn: Lacy Marinenko – Facility Manager, 700 Lakeview Pkwy, Vernon Hills, Illinois 60061.

Bid Documents may be obtained from the Vernon Hills Park District's website, www.vhparkdistrict.org. For more information, contact Lacy Marinenko, Facility Manager at 847-996-3485.

A mandatory Pre-Bid meeting will be held at the Vernon Hills Park District, Lakeview Fitness on June 19, 2024 at 1:00pm. This meeting will be used to review the overall scope of the project, the bidding requirements, the project specifications, and other relevant project information, and give potential bidders the opportunity to discuss any questions or concerns with the Owner. No bids will be accepted by persons not having been in attendance.

The District reserves the right to waive all technicalities, to accept or reject any or all bids, to accept only portions of a bid and reject the remainder. Owner will award the Contract to the lowest cost and responsive Bidder, as determined by Owner. In considering the Bidder's responsibility, the Owner may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the Work, the financial capability of the Bidder, and the performance of the Bidder on other projects.

Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of the Work. A tax exemption certificate will be furnished by the Park District at the request of the Bidder. The Park District's tax exemption number shall only be used by the successful Bidder for the Work of this Project. After the bid opening, no bid may be withdrawn and all bids shall remain firm for sixty (60) days.

The Work of this Project is not subject to the Illinois *Prevailing Wage Act*, 820 ILCS 130/0.01 *et seq.* A prevailing wage determination has been made by the Park District, which is the same as that determined by the Illinois Department of Labor for public works projects in Lake County.

The Contractor(s) selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders, including but not limited to those pertaining to equal employment opportunity.

The Vernon Hills Park District is an Equal Opportunity Employer and encourages minority business firms to submit bids on the approved Project and encourages the successful Contractor(s) to utilize minority businesses as sub-Contractors for supplies, equipment, services and construction.

Dated at the Vernon Hills Park District, Vernon Hills, Illinois, _____, 2024

By _____

Jeff Fougousse, Executive Director

PROJECT MANUAL/BID SPECIFICATIONS

Project Title: Lakeview Fitness and Little Learners Child Care Cleaning Contract
2024

Job Site/Delivery Lakeview Fitness

Address: 700 Lakeview Pkwy, Vernon Hills, IL

Owner: Vernon Hills Park District
635 North Aspen Drive
Vernon Hills, Illinois 60061

Owner's Rep: Lacy Marinenko, Facility Manager, 847-996-3485

Bid Documents: Plans and/or specifications are available online
www.vhparkdistrict.org
• District Information

**Mandatory
Pre-Bid Meeting** June 19, 2024 at 1:00pm
700 Lakeview Pkwy
Vernon Hills, Illinois 60061

Bid Due Date: Bids will be received until 1:00pm, June 28, 2024

Location: 700 Lakeview Pkwy
Vernon Hills, Illinois 60061
847-996-6930

Bids will be publicly opened and read aloud at that time.

INSTRUCTIONS TO BIDDERS

DATE: June, 2024

BID REQUEST: Lakeview Fitness and Little Learners Child Care Cleaning Contract 2024 (the "Project")

Sealed bids will be accepted until 1:00pm on June 28, 2024 and immediately thereafter, publicly opened and read aloud at Vernon Hills Park District, 700 Lakeview Pkwy, Vernon Hills, IL 60061. Bids arriving after this time will be rejected and will be returned unopened, including mailed bids regardless of when post marked. All Bidders are welcome to attend the bid opening. After bid opening, bids will be submitted for approval to the Vernon Hills Park District Board of Park Commissioners at a regularly scheduled meeting.

Preparation and Submission of Bid Proposal

It is the sole responsibility of the Bidder to see that his bid is received in proper time. **No faxed or e-mail bid or modification of a bid will be considered.** The Park District is not responsible for the premature opening of bids not marked as required. Any bid opened prematurely due to the failure of the Bidder to mark the envelope in accordance with these Bid Documents will be considered non-responsive. Bidders' prices are to include the delivery of all materials; including plant, equipment, supplies, tools, scaffolding, transportation, insurances, bonds, warranties, and all other items and facilities, and the performance of all labor and services, necessary for the proper completion of the Work except as may be otherwise expressly provided in the Contract Documents. Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of, the Work. An exemption certificate will be furnished by the Park District upon request of the Bidder.

Bidder must acknowledge all Addenda received in the spaces provided on the Contractor Bid Form. By submitting a bid, Bidder indicates that all considerations issued by Addendum are incorporated in the bid.

Bidders shall return all Bid Documents, including Drawings and Specifications with the bid, and **no sheets shall be detached from any part of the Bid Documents.**

Attached to the Bid Form will be one or more certifications regarding the Bidder's compliance with applicable laws. **Failure of a Bidder to complete/submit a required certification shall be the basis**

for immediate rejection of that Bidder's bid. The certification of the successful Bidder shall become a part of the Contract with the Park District.

The Bidder shall submit its prices on the attached Contractor Bid Form. The Bid Form shall be executed properly and all writing, including all signatures, shall be with black ink. **Failure to use the Bid Form provided could result in rejection of the bid. Do not detach any portion of this document; invalidation of the bid could result.**

The Bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the Bid Form.

1. Requirement of Bidders

Bidders must be able to demonstrate that they: 1) have experience in performing and have successfully performed and are still actively engaged in performing work similar in kind and scope to the Work of the Project; and 2) are able to show that they have adequate laborers and materials to successfully complete the Work as indicated in the Bid Documents and within the time required by the Bid Documents. The Contractor shall not have been debarred or determined ineligible for public contracts by any governmental agency.

The following information must be attached to the bid proposal. Failure to do so may result in disqualification of the Bidder.

- On a separate sheet, list all janitorial contracts your organization has in progress, giving the name of the project, project description, project address, owner and telephone number, architect and telephone number, contract amount, percent complete, and scheduled completion date.
- On a separate sheet, list all janitorial contracts your organization has completed in the past two years, which are comparable in scope, giving the name of the project, project description, project address, owner, and telephone number. Also, provide the original contract amount, the final contract amount, the substantial and final completion dates provided for in the contract and the actual dates of substantial and final completion. Where the final contract amount is materially greater than the contract amount included in the contract at the time of execution by both parties, provide an explanation of the reason(s) for the increase. Where the actual dates of substantial and/or final completion differ from those dates as included in the contract at time of execution by both parties, explain the reason for the delay in the substantial and/or final completion of the Work.
- On a separate sheet, list all administrative proceedings and litigation filed by or against Bidder in the past five (5) years, including the name and case number, name/jurisdiction of the court or administrative agency, and a summary of each claim/case, including current status and if no longer pending, the disposition. The foregoing includes but is not limited to information regarding any proceedings and actions taken by any governmental agency to debar or disqualify the Bidder from

bidding on public contracts, including the name of the agency initiating the proceeding/action, the nature of the proceeding/action, the claimed basis for the proceeding/action and the current status or disposition of the proceeding/action.

- On a separate sheet, indicate all instances in which Bidder has been rejected for not being a responsible bidder, giving the name of the project, project description, project address, owner and telephone number, architect and telephone number, contract amount, and an explanation of the circumstances surrounding the rejection.
- On a separate sheet, provide a list of all contracts to which you were a party and with respect to which you were declared to be in breach of one or more provisions, giving the type of contract, the project location where applicable, the names and addresses of the parties to the contract, the name of the party declaring the breach, the nature of the claimed breach and current status or resolution of the claim. If this is a construction contract, also provide the name, address, and telephone number of the architect and, if applicable, also the construction manager or Owner's representative.

Other required submittals include: Bid proposal, Contractor's Compliance and Certification Attachment/ Substance Abuse Prevention Program Certification. **Failure of a Bidder to complete/submit these documents shall be the basis for immediate rejection of that Bidder's bid.**

2. Examination of Site, Drawings, Specifications

Each Bidder shall visit the site(s) of the proposed Work and fully acquaint himself/herself with conditions, as they exist, and shall undertake such additional inquiry and investigation as he / she shall deem necessary so that he/she may fully understand the requirements, facilities, possible difficulties and restrictions attending the execution of the Work under the Contract. Bidder shall thoroughly examine and be familiar with all of the Bid Documents including but not limited to the Drawings and the written Specifications. Any conflicts or discrepancies found between or among Bid Documents including but not limited to the Drawings and written Specifications and the site conditions, or any errors, omissions or ambiguities in the Drawings or written Specifications shall be immediately reported to the Park District and the Parks Foreman and written clarification requested prior to submission of a bid.

The failure or omission of any Bidder to obtain, receive or examine any form, instrument, or information or to visit the Project site(s), and become knowledgeable with respect to conditions there existing, or to seek needed clarification shall in no way relieve any Bidder from any obligations with respect to his/her bid. By submitting a bid, the Bidder agrees, represents and warrants that he has undertaken such investigation as he deemed necessary, has examined the site(s) and the Bid Documents, has obtained all needed clarifications and where the Bid Documents indicate in any part of the Work, that a given result be produced, that the Bid Documents are adequate and the required result can be produced as indicated in the Specifications and Drawing(s). Once the award has been made, failure to have undertaken and completed the foregoing tasks shall not be cause to alter the original Contract or to request additional compensation.

3. Acceptance or Rejection of Bids

The Park District may accept the bid of, and award the contract for the Work to, the lowest responsive and responsible Bidder as determined by and in the sole discretion of the Park District.

The Owner reserves the right to (1) reject all bids; (2) reject only certain bids which are non-conforming or non-responsive to the bid requirements; (3) accept only a portion, part or specific items of Work of all and reject others, as the Owner shall in its sole discretion determine to be in its best interest; and/or (4) award the Contract to the responsible Bidder submitting the lowest bid responsive to the bidding requirements. No bid will be accepted from or Contract awarded to any person, firm or corporation that is in arrears or is in default to the Park District upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Park District or that has failed to perform faithfully any previous contract with the Park District.

In the event of a rejection of a portion, part, or certain items of Work of all bids, the bid of each Bidder shall automatically be deemed reduced by the amount of such rejected part or item at the unit price or other cost designated therefore by that Bidder on its submitted Contractor Bid Form. The successful Bidder so selected may not refuse to enter into a Contract with the Owner on the basis that the Owner awarded a Contract for less than all portions or items of the Work specified in the Bid Documents. The Vernon Hills Park District Board of Park Commissioners reserves the right to waive any technicalities or irregularities, and to disregard any informality on the bids and bidding, when in its opinion the best interest of the Park District will be served by such actions and in accordance with applicable law.

4. Surety

All bids must be accompanied by a bid bond or bank cashier's check payable to the Vernon Hills Park District for ten percent (10 %) of the amount of the bid and drawn on a responsive and responsible bank doing business in the United States. All bids not accompanied by a bid security, when required, will be rejected.

The bid security of all except the three (3) lowest responsive and responsible Bidders will be returned after the decision to accept or reject bids by the Vernon Hills Park District Board of Park Commissioners. The bid security of the successful Bidder will be returned after acceptance by the Park District of an acceptable Performance Bond, Labor and Materials/Payment Bond and a certificate of insurance naming the Vernon Hills Park District as the certificate holder and as additional insured, and the successful Bidder has executed and returned to the Park District the Contract for the Work presented by the Park District.

Prior to beginning Work, the successful Bidder shall furnish a Performance Bond, and Labor and Materials/Payment Bond in the amount of 110% of the Contract Sum, using a form similar to the AIA-A312-2010 form, or its current equivalent, or one acceptable to Owner, cosigned by a surety company licensed to conduct business in the State of Illinois and with at least an "A" rating and a financial rating of at least "X" in the latest edition of the Best Insurance Guide. Said bond shall guarantee the faithful performance of the

Work in accordance with the Contract, the payment of all indebtedness incurred for labor and materials, and guarantee correction of Work for a period of one (1) year after Final Completion. The cost of each bond shall be included in the Contract Sum. The Bidder and all Subcontractors shall name the Park District as an obligee on all bonds. Said bonds shall meet the requirements of the Illinois Public Construction Bond Act, 30 ILCS 550/0.01 et seq. and any further amendments thereto. Bidder shall include in its Performance Bond and Labor and Material Payment Bond such language as shall guarantee the faithful performance of the Prevailing Wage Act as required in these Bid Documents.

The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Bidder to enter into the Contract and supply the required bonds and evidence of insurance within ten (10) days after the Contract is presented for signature, or within such extended period as the Park District may grant, shall constitute a default, and the Park District may either award the Contract to the next responsible Bidder, or re-advertise for bids. In the event of a default, the Owner need not return the defaulting Bidder's bid surety and may charge against the defaulting Bidder for the full difference between the amount for the bid and the amount for which a Contract for the Work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the defaulting Bidder's bid surety.

5. Withdrawal of Bid

Bidders may withdraw or cancel their bids at any time prior to the advertised bid opening time by signing and submitting a request for said withdrawal. After the bid opening time, no bid shall be withdrawn or canceled for a period of sixty (60) calendar days.

6. Award, Acceptance and Contract

Owner will award the Contract to the lowest most responsible and responsive Bidder, as determined by Owner. In considering the Bidder's responsibility, the Owner may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, conformity with the Specifications, serviceability, quality, and the financial capability of the Bidder, and the performance of the Bidder on other projects.

Bids will be awarded to one Bidder for the entire Project or to any series of Bidders for an appropriate proportion of the Project. If specified in the Bid Form, awards will be based upon the submitted unit prices.

The acceptance of a bid will be by a Notice of Award, signed by a duly authorized representative of the Park District; no other act by the Park District shall constitute the acceptance of a bid. The acceptance of a bid by the Park District shall bind the successful Bidder to execute and perform the Work of the Contract. The successful Bidder to whom the Contract is awarded by the Park District shall sign and deliver to the Park District for execution by the Park District all required copies of the Contract, along with all required insurance and surety documents within ten (10) days after presentation to him of the Contract for signature. In case the Bidder shall fail or neglect to do so, he will be considered as having abandoned the

Contract, and as being in default to the Owner. The Owner may thereupon re-advertise or otherwise award said Contract and forfeits the Bid Security.

The Invitation to Bid, Instructions to Bidders, General Conditions, Supplementary and/or Special Conditions, if any, Drawings, Specifications/ Scope of Work, Contractor Bid Form, Addenda, if any, Contractors Compliance and Certifications Attachment, and Substance Abuse Certification and the Prevailing Wage Determination and Supersedes Notice comprise the Bid Documents. The Bid Documents, together with the Standard /Form of Agreement between Owner and Contractor AIA Document A101-2007, as modified by the Park District and included in these Bid Documents, and proof of insurance comprise the Contract Documents.

7. Interpretation of the Contract Documents

The Park District shall in all cases determine the amount or quantity of the several kinds of Work which are to be paid for under this Contract, and shall decide all questions which may arise relative to the execution of the Contract on the part of the Contractor, and all estimates and decisions shall be final and conclusive. The Park District shall have the right to make alterations in the lines, grades, plans, forms, or dimensions of the Work herein contemplated either before or after the commencement of the Work. If such alterations diminish the quantity of the Work to be done, they shall not constitute a claim for damage or for anticipated profits on the work dispensed with, or if they increase the amount of Work, such increase shall be paid according to the quantity actually done and at the price or prices stipulated for such Work in the Contract. The Park District reserves the right to approve, an equal to or superior to product or equipment required under the Specifications, or to reject as not being and equal to or superior to the product or equipment required under the Specifications. If the Bidder is in doubt as to the interpretation of any part of the Bid Documents, or finds errors, discrepancies or omissions from any part of the Contract Documents, he must submit a written request for interpretation thereof not later than five (5) days prior to opening of bids to the Park District. Address all communications to **Lacy Marinenko at the Park District**. If an error or omission is discovered in the Bid Documents after the bid opening, the Park District reserves the right: i) to determine whether to require the submission of new bids; or ii) if the error or omission is of such a nature that it was reasonably discoverable upon a careful review of the Bid Documents, to award the Contract to the lowest responsive and responsible Bidder as determined by the Park District and to require that Contractor to perform the Work in accordance with an issued correction by the Park District and/or Architect and for the amount bid by the Contractor. Such decisions are final and not subject to recourse. Errors and omissions made by the Bidder cannot be corrected after the bid opening.

8. Addenda

Any interpretation, correction to, or addition to the Bid Documents will be made by written Addendum and will be delivered by e-mail or through availability via Dropbox on the District website, to each prime Bidder

of record. The written Addenda constitute the only interpretations of the Bid Documents; the Park District accepts no responsibility for any other claimed interpretations or communications.

It is the responsibility of each Bidder to verify that he has received all Addenda prior to submitting a bid. It is also the responsibility of each Bidder to verify that all subcontractors and material suppliers whose prices are incorporated in the Bidder's bid are familiar with the Bid Documents in their entirety, including all Addenda issued up to the time of bid opening.

In the event a conflict or omission is discovered in the Bid Documents after the issuing of the last Addendum such that an interpretation cannot be issued by the Park District prior to bidding, the Bidder is directed to estimate on and provide the quantity and quality of material and labor consistent with the overall represented and indicated Work so as to provide all materials, equipment, labor, and services necessary for the completion of the Work in accordance with the Bid Documents.

9. Substitutions during Bidding

Unless otherwise indicated, the use of brand names in the Specifications is used for the purpose of establishing a grade or quality. Bidders proposing to use an alternate that is equal to or superior to in every respect to that required by the Specifications must request approval in writing to the Park District at least seven (7) business days prior to the bid opening and mark the item as 'or approved equal'.

Additionally, Bidders requesting approval for use of an alternate must provide certification by the manufacturer that the substitute proposed is equal to or superior in every respect to that required by the Contract Documents, and that its in-place performance will be equal to or superior to the product or equipment specified in the application indicated. The Bidder, in submitting the request for substitution, waives the right to additional payment or an extension of Contract Time because of the failure of the substitute to perform as represented in the request for substitution.

The Park District may request additional information or documentation necessary for evaluation of the request for substitution. The Park District will notify all Bidders of acceptance of the proposed substitute by means of an Addendum to the Bid Documents. Park District's approval of a substitute during bidding does not relieve the Contractor of the responsibility to submit required shop drawings and to comply with all other requirements of the Contract Documents, including but not limited to proper performance of all components of the Work and suitability for the uses specified. Bids proposing alternates not previously approved by the Park District will be considered non-responsive and rejected. The Park District reserves the right to determine whether a substituted selection, in its judgment, is equal to or better quality and therefore an acceptable alternate. Such decisions are final and not subject to recourse.

Scope of Work

Work Summation

The Vernon Hills Park District (referred as “owner” herein out) is currently seeking a professional, efficient, and thorough janitorial service for our Lakeview Center. Lakeview Center (referred as “location” herein out) is approximately 40,000 sq. ft. facility which services Vernon Hills with fitness, spa and whirlpool, lap pool, and childcare fully licensed by the Illinois Department of Child and Family Services (DCFS) .

Please refer to document A for complete list of duties.

The work that is to be done is seven (7) days a week year around accept certain Holidays.

Please refer to document B for list of operational days.

We are also looking for a porter service. This day porter is a service to maintain the cleanliness of the facility, especially in the locker rooms and other common areas, during operational hours. All washrooms and locker rooms will remain open; we ask that each submission include the services of both genders present for each day the services are required. This service WILL BE re-evaluated after six months to determine its viability within our organization. Special provisions may be made to compensate the early termination if deemed necessary. Please refer to document A for list of duties.

This request for bid is an eighteen (12) month janitorial service agreement starting August 1, 2024. There will be a comprehensive evaluation by the owner (and contractor if desired) at the conclusion of the 11th month of service.

During the first month of service we will require a weekly meeting with a manager of the contractor and owner to discuss any and all issues. After the first month; we will require a monthly meeting for the duration of the contract.

We request that ALL bidders provide at least five (5) references and at least (5) current contracts in which similar job tasks are being performed. Please include owner, address, phone number, contact name, and a list of duties performed.

We request that ALL bidders break down, to the best ability, the base bid price structure on a separate document. Please include the average number of people, hourly wage, and time it takes to perform duties on the Document A. Please include price structure for chemicals that will be used by contractor if preferred. Please include any other fees that would be incorporated with each invoice.

All invoices submitted must be approved by the Vernon Hills Park District Board of Commissioners at public board meetings that will occur on the third or fourth Thursday of each month. Checks may be released as soon as the next business day.

Mounted Key System will be provided by owner for access to facility. Contractor will be given a specific code to access keys and must return keys to Mounted Key System. Contractor is will NOT leave premises with keys. Contractor will also be given alarm code and must engage alarm upon completion of work each night.

Background checks for all contractor employees must be provided to owner to keep on file. This includes any and all persons substituting in the event of a leave of absence of any kind.

Chemicals, Supplies, and Equipment

If the contractor wishes to submit a bid using their chemical cleaning methods, using their own supplies, and using their equipment exclusively; PLEASE indicate this on your bid submittal.

The owner will NOT provide the following:

- Vacuums of any kind
- Carpet Extractors
- Floor scrubber and/or burnisher
- Tile and grout cleaning machines
- Ladders of any kind
- Eye protective gear
- Hearing protective gear
- Dust mask or respirator
- Disposable gloves

The owner may provide the following:

- All garbage can liners
- Toilet Paper
- Paper Towels
- Soaps
- Hand Sanitizers
- Waxed lined sanitary bags
- Urinal screens
- Micro Fiber cloths
- Two – 55 gal. garbage cans on rollers
- Cleaning cart
- Floor disinfecting microfiber mop for Day Porter Service ONLY
- Toilet Brushes
- Certain Cleaning Chemicals - TO BE DETERMINED

General Safety Practices

- All safety trainings must be Occupational Safety and Health Administration (herein as OSHA) approved and documented for the Owner
- All chemicals MUST have a Safety Data Sheet (SDS) inserted into the appropriate binder supplied by Owner
- All chemicals must be stored in a proper fashion according to the appropriate SDS
- Any and all equipment must in good working condition and clearly marked as “contractor name”
- During working hours; there must be a minimum of two (2) people present to perform tasks throughout the night
- Recommended Personal Protective Equipment (provided by contractor) as per OSHA standards
- Includes but not limited to gloves (disposable and non-disposable), safety glasses, hearing protection equipment, air particulate masks, etc...
- Any and all injuries must be reported to owner in written form.
- Any and all emergencies must be reported immediately to owner.

BID FORM

Vernon Hills Park District

Lakeview Fitness and Little Learners Child Care Janitorial Service 2024

Proposal of (name of Contractor) _____ hereinafter called "Contractor",
(a)/ (an) (corporation, partnership, individual) doing business as _____.

To the Vernon Hills Park District, herein after called the "Owner". The Contractor, in response to the Owner's advertisement for bids for Vernon Hills Park District, Lakeview Fitness and Little Learners Child Care Janitorial Service, having examined the Plans and Specifications, hereby proposes to furnish and deliver all labor, materials and supplies in accordance with the specifications, within the time set forth therein and at the prices stated below. These prices are to cover all expenses including delivery to Vernon Hills, Illinois.

Contractor acknowledges receipt of the following Addenda (if applicable), which will be part of the Contract Documents: Numbers:

Contractor hereby agrees to start work by August 1, 2024 after receipt of "Notice to Proceed" from the Owner and to substantially complete the project/provide the services as and when specified.

Communications concerning this Bid shall be addressed to the Contractor indicated below:

Name: _____

Street Address: _____

Phone: _____

If Contractor is:

An Individual:

By: _____ **(SEAL)**

(Individual's Name)

Doing business as _____

Business Address: _____

Phone Number: _____

Lakeview Fitness and Little Learners Child Care Janitorial Service 2024

To include daily cleaning of Lakeview Fitness, five days a week of daycare cleaning, seasonal porter service

1) Line Item: Monthly Cleaning of Lakeview Fitness (7 days a week)

2) Line Item: Monthly Cleaning of Little Learners Child Care (Mon-Fri)

3) Line Item: Seasonal Porter Service Mon-Fri, Sep-Apr

4) Line Item: (Optional) Maintenance Hourly Wage

Unsatisfactory Clause

This clause has been inserted to ensure that both parties, Owner and Contractor, are willing and able to work within the contract. If after several attempts of documented corrective action, whether initiated by the Owner or Contractor, there are still issues that make it impossible to continue the services agreed upon; both parties will part ways without any compensation or legal action.

If agreed please print and sign and submit with bid.

Name _____ **Title** _____

Signature _____ **Date** _____

CONTRACT RENEWAL

THIS AGREEMENT, made and entered into this _____ day, of _____ party of the first part, hereinafter referred to as "the Owner," and _____, party of the second part, hereinafter referred to as "the Contractor."

WITNESSETH:

THAT WHEREAS the Owner has heretofore caused to be prepared certain Plans, Specifications, Special Provisions, and Proposal Form for:

2024 Lakeview Fitness and Little Learners Child Care Janitorial Service Contract, 2nd Year Renew

Contract Period

The term of the contract may be extended for additional one-year periods, up to three (3) years, if approved and accepted in writing by both the contractor and the Vernon Hills Park District. In the event this contract is extended, the unit prices shall be adjusted each year to the Bureau of Labor Statistics Consumers Price Index for all Urban Consumers for the previous calendar year.

Bureau of Labor Statistics *Consumers Price Index* percent increase for 2025 is _____
If you accept the terms of the renewable contract, please sign and return the attached contract documents.

Under the terms and conditions therein fully stated and set forth, and WHEREAS said Plans, Specifications, Special Provisions, and Proposal Form accurately and fully describe the terms and conditions upon which the Contractor offers to furnish all labor, materials, and equipment and to perform the work specified.

NOW, THEREFORE, IT IS AGREED:

1. That the Owner hereby accepts the Proposal of the Contractor for the work and for the unit price listed therein.

2. That this Contract consists of the following components which are made a part of this agreement and Contract as fully and absolutely as if they were set out in detail in this Contract:

2025 Contract Renewal

Name: _____

Street Address: _____

(City) (State) (Zip)

Phone: _____

If Contractor is:

An Individual:

By: _____ **(SEAL)**

(Individual's Name)

Doing business as _____

Business Address: _____

Phone Number: _____

CONTRACTOR COMPLIANCE AND CERTIFICATIONS

ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Owner and Contractor. Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.

- B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.

- ~~C. All contracts for this Project are subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work. Contractor shall pay prevailing rates of wages in accordance with the wage determination included with the Contract Documents and any subsequent determinations issued by the Illinois Department of Labor which shall supersede the determination included in the Contract Documents, all in accordance with applicable law. Contractor is responsible for determining the applicable~~

~~prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of Contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. Contractor shall also comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll records and inspection of records. Contractor is not barred from entering into public contracts under Section 11a of the Illinois Prevailing Wage Act due to its having been found to have disregarded its obligations under the Act.~~

- D. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.

- E. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.

- F. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

- G. Contractor shall abide by the "Employment of Illinois Workers on Public Works Act" (30 ILCS 570/0.01 et seq.) which stipulates that whenever there is a period of excessive unemployment in Illinois, defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in Illinois exceeds five percent (5%) as measured by the U.S. Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the Contractor shall employ only Illinois laborers unless otherwise exempted as so stated in the Act. ("Illinois laborer" means any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident). Other laborers may be used if Illinois laborers are not available or are incapable of performing the particular type of work involved if so certified by the Contractor and approved by the Owner.
- H. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- I. Contractor knows and understands the Equal Employment Opportunity Clause administrated by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.

- J. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- K. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.

- L. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq.) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.

- M. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 et seq. A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.
- N. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 et. seq.) and, upon request of the Vernon Hills Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

CONTRACTOR

By: _____

Its: _____

STATE OF _____)

)SS

COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify

that _____ appeared before me this day and, being first duly

sworn on oath, acknowledged that he executed the foregoing instrument as his/her free act

and deed and as the act and deed of the Contractor.

Dated:

(Notary Public)

(SEAL)

GENERAL CONDITIONS AND INSURANCE REQUIREMENTS

The American Institute of Architects "AIA Document A201-2007 General Conditions of the Contract for Construction," 2007 Edition, as modified by Owner, and included in this Project Manual are the General Conditions.

SUPPLEMENTAL CONDITIONS

The "General Conditions of the Contract, AIA Document A201, 2007 Edition" (the "General Conditions"), as modified by Owner, are hereby amended to include the following:

Insurance and Indemnity Requirements

Contractor shall procure and maintain for the duration of the contract, insurance against claims for death, injuries to persons, or damages to property which may arise from or in connection with the performance of work hereunder by the Contractor, his agents, representatives, employees or subcontractors of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner and Architect. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. Continuing Completed Operations Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work. Continuing CGL insurance shall be written on ISO occurrence form CG 00 01, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract. Continuing CGL insurance shall have a products-completed operation aggregate of at least two times its each occurrence limit. Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

C. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, or a substitute form providing equivalent liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

D. Workers Compensation Insurance

Contractor shall maintain workers compensation as required by statute and employer's liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease. If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractors work.

General Insurance Provisions

A. Evidence of Insurance Prior to Beginning Work

Contractor shall furnish Owner with a certificate of insurance and applicable policy endorsements, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days written notice to Owner prior to the cancellation or material change of insurance

referred to therein. Written notice to Owner shall be by certified mail, return receipt requested. Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner. Failure to maintain the required insurance may result in termination of this Contract at Owner's option. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate shall provide certified copies all insurance policies required above within 10 days of Owner's written request for said copies.

B. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Bests Key Rating Guide. If the Bests rating is less than A VII or a Best's rating is not obtained, tile Owner has the right to reject insurance written by an insurer it deems unacceptable.

C. Cross-Liability Coverage

If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

D. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

E. Subcontractors

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

Indemnification

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

Execution, Correlation, Intent and Interpretations

- Figured dimensions and marked data shall take precedence over scale measurements, and details shall take precedence over smaller scale general Drawings. Discrepancies or ambiguities found in Drawings or Specifications shall at once be reported to the Owner for clarification.
- If Work is required in a manner to make it impossible to produce first-class work, or should discrepancies appear among Contract Documents, or if the Contractor has any questions regarding the meaning of Contract Documents, the Contractor must request the Owner's interpretation and clarification before proceeding with Work. If the Contractor fails to make such request, no excuse will thereafter be entertained for failure to carry out the Work in a satisfactory manner. Should any conflict occur in or between Drawings and Specifications, the Contractor is deemed to have estimated on, and agreed to provide the greater quantity or better quality of materials and Work unless he shall have, before submission of proposal, asked for and obtained written decision of the Owner as to which method or materials will be required.
- Wherever any provision of the Specifications conflict with any agreements or regulations of any kind at any time in force among members of any trade associations, unions or councils, which regular or distinguish what work shall not be included in the work of any particular trade, the Contractor shall make all necessary arrangements to reconcile any such conflict without delay, damage or cost to the Owner and without recourse to the Owner. In case the progress of the Work is affected by any undue delay in furnishing or installing any items of material or equipment required under the Contract because of a conflict involving any such agreement or regulation, the Architect/Owner may require that other material or equipment of equal kind or quality be provided at no additional cost to the Owner.
- The obligations of the Contractor shall be construed to include, but not be limited to, injury or damage consequent upon failure to use or misuse of the Contractor, his agents and employees, of any scaffold, hoist, crane, stay, ladder, support or other mechanical contrivance erected or constructed by any person; or any or all other kinds of equipment whether or not owned or furnish by the Owner.
- The Owner is exempt from the payment of sales tax. The Owner will provide Contractor with its tax-exempt number, which Contractor can use to make purchases of materials and equipment for this Project. This requirement excludes taxes and assessments on real property comprising site of project.

Sub-contractors

- Proper and complete execution of all Work shall be the responsibility of the Contractor and should contractor properly subcontract certain parts of the Work, the Owner will hold the Contractor responsible for proper and complete execution thereof. If the Contractor elects to enter into subcontracts for any section of the Work, contractor shall assume all responsibility of ascertaining that the sub-Contractor for the Work is thoroughly acquainted with all conditions of Work and that the sub-Contractor has included all materials and appurtenances in connection therewith. It shall also be the responsibility of the Contractor to notify sub-Contractors at time of request for bids of all requirements of the Contract Documents that, the Contractor, intends to include as part of subcontract.
- The Contractor shall not subcontract any Work without prior written approval of the Owner, which approval will not be given until the Contractor submits to the Owner a written statement concerning the proposed subcontract, which statement shall contain such information as the Owner may require.
- The Contractor shall submit with the bid, the names of sub-Contractors for other parts of the Work. The Contractor shall not employ any sub-Contractor that the Owner may, within a reasonable time, object to as incompetent or unfit.
- The Contractor shall be as fully responsible to the Owner for the acts and omissions of the sub-Contractors, and of persons either directly or indirectly employed by them, as the contractor is for their acts and the acts and omissions of persons directly employed by said contractor.
- The Contractor shall cause the appropriate provisions to be inserted in all subcontracts relative to the Work to bind sub-Contractors to the Contractor by the terms of the Contract Documents, and to require sub-Contractors to comply with the Contract Documents, and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provision of the Contract Documents.
- Nothing contained in the Contract shall create any contractual relation between any sub-Contractor and the Owner.
- Contractor shall cause each sub-Contractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each sub-Contractor.

Payments and Completion

Partial progress payments may be made, as the Work progresses, once each calendar month, based on receipt of an itemized invoice/application for payment and partial/final lien waivers for the amount shown on the invoice and otherwise in accordance with the Contract Documents.

Upon completion of the work, contractor shall supply monthly invoices to Owner with a certified payroll sheet indicating individuals who performed duties. Any and all "a la carte" duties shall be itemized on invoices.

The Owner may withhold or nullify all or part of any payment to such an extent as may be necessary to protect the Owner from loss on account of defective Work not remedied, claims filed or reasonable evidence indicating probable filing of claims, failure of Contractor to make payments to sub-Contractors or for material or labor, or for any other reason as specified in the Contract Documents.

Uncovering and Correction of Work

Contractor's duty to correct Work shall not be limited to a period of one (1) year from the date of completion if the defect was of a latent nature or occurred in materials or workmanship covered by Contractor before Owner was able to inspect same contrary to the requirements of the Contract Documents, or as otherwise specified by the Contract Documents. All correction of unacceptable work shall be made before final payment is made.

Miscellaneous Provisions

Protection of Work and Property - The Contractor shall continuously maintain adequate protection of all the Work from damage and shall protect the Owner's property from injury or loss arising in connection with this Contract.

Contractor shall comply with all federal, state and local laws, rules and regulations applicable to the work, all Village of Vernon Hills' building codes, and all laws and regulations pertaining to occupational and work safety and disposal of landscape waste and construction debris.

Access to Work - The Owner and his representatives shall at all times have access to the Work whenever it is in preparation or progress.

Clean Up - The Contractor shall at all times keep the Work site free from accumulation of waste materials or rubbish caused by his employees or work and, at the daily completion of the Work, he shall remove all waste materials/rubbish from the worksite.

Progress Schedule, Sequence, Meetings and Reports

- The Contractor will be required to provide a schedule within ten (10) calendar days of receipt of the executed Contract, outlining the necessary steps to meet the Completion Dates listed in the Specifications. All critical dates must be shown on the maintenance schedule. This schedule will also be required to describe the maintenance schedule that will be followed for the implementation of the maintenance contained within this set of contract documents.
- The proposed sequence shall either follow the sequence outlined herein, or describe why it is in the Owner's best interest to follow a difference sequence.
- Progress meetings with contractor will be held with the Owner weekly, unless both the Owner and Contractor modify the schedule. The Contractor is required to send a representative who can commit to the Contractor decision at the meeting.

Incidental Items of Work

- ANY items of work shown on the drawings or called for in the specifications, but not included in the Bid Form, shall be considered incidental items of work.
- The cost of incidental items of work shall be included in the prices bid or associated for adjacent work.
-

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

The Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq., (“Act”) prohibits any employee of the Contractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor, by its undersigned representative, hereby certifies and represents to the Vernon Hills Park District that [Contractor must complete either Part A or Part B below]:

A. The Contractor has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 et seq. [Contractor must attach a copy of its substance abuse prevention program to this Certification.]

Name _____ **Title** _____

Signature _____ **Date** _____

B. The Contractor has one or more collective bargaining agreements in effect for all of its employees that deal with the subject matter of the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq.

Name _____ **Title** _____

Signature _____ **Date** _____

VERNON HILLS PARK DISTRICT

ADDENDUM A

ALCOHOL AND DRUG ABUSE POLICY

I. PURPOSE

The District has implemented this Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on job performance, safety, and efficiency. Since District employees design, prepare, operate, and maintain District facilities, programs, equipment, parks, and services for use by District patrons and are in contact, either directly or indirectly, with District patrons, the District wishes to assure the health, safety, and welfare of its patrons and employees. This Policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this Policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. This Policy shall be deemed part of the District's personnel policies. As such, all District employees shall abide by its terms. This Policy is subject to periodic addition, modification, or deletion upon notice to employees.

II. ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession, or use of a Controlled Substance, including Cannabis and Alcohol is prohibited on District Property.

III. DEFINITIONS

- **"Alcohol"** means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
- **"Cannabis"** is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) which provisions are specifically incorporated in this Policy by reference and attached hereto.
- **"Controlled Substance"** means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code which provisions are specifically incorporated in this Policy by reference and attached hereto.

- **"Criminal Drug Statute"** means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance.
- **"District Property"** means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property shall include property used by District patrons while on District sponsored events or field trips.
- **"Drugs"** mean Legal Drugs and Controlled Substances, including Cannabis.
- **"Legal Drugs"** mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- **"Medical Facility"** means any physician, laboratory, clinic, hospital, or other similar entity.
- **"Policy"** means this Alcohol and Drug Abuse Policy of the District.
- **"Possess"** means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
- **"Public Safety Responsibility"** means jobs in which an employee is entrusted with direct responsibility over the health, safety and welfare of District patrons, either through supervision of programs or operation or maintenance of equipment.
- **"Under the Influence"** means that the employee is affected by Alcohol or Drugs in any determinable manner. A determination of being Under the Influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

IV. VOLUNTARY TREATMENT

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. Employees who suffer from alcohol or drug abuse are encouraged to voluntarily consult with District management and undergo appropriate medical treatment.

Participation in such treatment will be at the employee's expense. District management will keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

The District wishes to assure all employees that there will be no adverse employment consequences as a direct result of an employee voluntarily and successfully completing medical treatment.

V. SCREENING AND TESTING

The District may require employees who work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested upon reasonable suspicion that the employee is Under the Influence of Alcohol or Drugs. The screening or testing will be conducted by a Medical Facility selected by the District at District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the Medical Facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of Legal Drugs and to explain the circumstances of their use.

Each District employee is required to sign a consent form, a copy of which is attached to this Policy, at the time this Policy is distributed to the employee. Prospective full-time employees will be required to sign a consent form prior to taking the pre-employment physical. Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action. Such disciplinary action may include termination as deemed appropriate by the District, in its sole discretion, under the circumstances.

VI. TREATMENT

If the Medical Facility recommends treatment, the District will give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee. Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District will reinstate the employee provided that the employee submits a statement issued by the Medical Facility certifying that the employee has successfully completed the treatment program and that the employee is released to return to work.

VII. USE OF LEGAL DRUGS

Any employee who works on or near vehicles or machinery, handles hazardous materials or substances of any kind, or has Public Safety Responsibility and who has taken a Legal Drug must report the use of such Legal Drug to the Executive Director if the Legal Drug causes drowsiness or if it alters perception or reaction time. The burden is on the employee to ascertain from his or her doctor or pharmacist whether or not the Legal Drug has such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's supervisor, after conferring with the Executive Director, will decide whether or not an employee may safely continue to perform his or her job

while using the Legal Drug. Failure to declare the use of such Legal Drugs will be cause for discipline.

VIII. NOTICE OF CONVICTIONS

Any employee who is convicted of violating any federal or state criminal drug, statute on District Property must notify the Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any Controlled Substance or Cannabis.

IX. DISCIPLINE/ PENALTIES FOR VIOLATION

- An employee who reports to work Under the Influence of Alcohol, Controlled Substances, or Cannabis or who manufactures, possesses, uses, sells or dispenses Alcohol, Controlled Substances, or Cannabis while on District Property, is convicted of a drug related crime, causes financial or physical damage to the District, District Property or its employees, or fails to report the use of Legal Drugs in accordance with this Policy, will be disciplined or must successfully complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State or local health, law enforcement or other appropriate agency and by the District.

On the first occurrence, discipline may consist of suspension with or without pay, termination, and/or successful completion of a drug assistance or rehabilitation program as deemed appropriate by the District, in its sole discretion, under the circumstances. The employee will be terminated on the second occurrence.

- The District will terminate an employee (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the Medical Facility for purposes of drug screening or testing; (3) if the Medical Facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, who undergoes treatment, is again Under the Influence of Alcohol or Drugs in violation of this Policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with Section VIII of this Policy.
- An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a

treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory. The District, however, will not take adverse action against any employee solely on the basis of the employee's voluntary participation in and successful completion of medical treatment.

X. PRE-EMPLOYMENT SCREENING

As a final prerequisite in the District's employment selection procedure, persons otherwise offered a full-time position with the District will be required to undertake a physical examination which will include a drug and alcohol screening test.

XI. INSPECTIONS

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using Alcohol, Controlled Substances, or Cannabis, employees may be subject to inspection as follows:

- Lockers, desks, files, vehicles, equipment and other District containers and property that an employee is permitted to use during employment with the District are and remain the property of the District. Employees are not permitted to keep Controlled Substances, Cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District.
- Any refusal to submit to such an inspection will be treated as an act of insubordination and will result in disciplinary action which may include termination.

XII. RECORDS

The District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel file. Access will be limited to those who need to know. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

ADDENDUM B

Certification that Contractor Has Adopted and Maintains a Written Sexual Harassment Policy

As part of his/its proposal on above referenced Contract, the undersigned (Contractor) hereby certifies that Contractor has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCA 5/1-101 et seq.) including at least the following

1. A statement on the illegality of sexual harassment;
2. The definition of sexual harassment under Illinois law;
3. A description of sexual harassment, utilizing examples;
4. An internal complaint process, including penalties;
5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and
6. The Illinois Human Rights Commission ("Commission");
7. Directions on how to contact the Department and Commission; and
8. Protection against retaliation as provided by Section 6-101 of the Act.

Contractor further certifies that such policy shall remain in full force and effect throughout the term of the Contract.

Contractor: _____

(Print Name of Contractor)

Signed: _____

(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____

(Title of Signatory)

Dated: _____, 2024

STATE OF ILLINOIS)

VERNON HILLS PARK DISTRICT POLICY

PROHIBITING HARASSMENT IN THE WORKPLACE

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the District as well as every person using the District's facilities, to refrain from harassing any other person because of his his/her race, color, religion, national origin, ancestry, age, sex, marital status, handicap, citizenship status, military status, unfavorable discharge from military service, sexual orientation, or record of arrest. Any such harassment is illegal, unacceptable, violates the policies of the District and will not be tolerated by the District.

This Policy Prohibiting Harassment in the Workplace ("Policy") is intended to set forth the policy and procedures that the District has implemented to address sexual harassment in the workplace. This Policy, however, is not intended to create contractual obligations of any kind between the District and its employees and should not be construed as such.

DEFINITION OF SEXUAL HARASSMENT

Under the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
- (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended, and the Illinois Human Rights Act.

Sexual harassment may occur where an otherwise qualified individual is required to submit to sexual advances or sexual favors to qualify for or obtain employment opportunities and benefits. Sexual harassment may also occur where an individual is subjected to unwelcome sexual conduct which creates an intimidating, hostile or offensive working environment.

Conduct commonly considered to be sexual in nature which may constitute sexual harassment includes, but is not limited to:

Verbal: Unwanted sexual advances, sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

Non-Verbal: Suggestive or insulting sounds e.g., whistling, "catcalls," "smacking" or "kissing" noises, leering, obscene gestures, sexually suggestive bodily gestures.

Visual: Posters, photographs, art work, signs, buttons, shirts, stickers, pin-ups or slogans of a sexual nature.

Physical: Unwelcome touching, hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

The courts will assess sexual harassment by a standard of what would offend both the victim of the alleged harassment as well as the "reasonable person" in the alleged victim's situation.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey," "darling," and "sweetheart," may be objectionable to many women who may believe that these terms undermine their authority and their ability to deal with men on an equal and professional level. Therefore, employees should treat each other with respect and refrain from using names or terms that may be offensive.

Another example of sexual harassment is the use of a compliment which may be interpreted as sexual harassment. Below are three statements that might be made about the appearance of a woman:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment while the last statement may be perceived as sexual harassment. The main difference between the statements is the wording used to express the general idea that the woman is wearing a nice dress. Therefore, choose words carefully and do not use a tone of voice that is offensive or sexually suggestive. The words you choose and the tone of voice that you use may be the difference between a compliment and sexual harassment. To avoid the possibility of offending another person, it is best to treat others with respect and to err on the side of caution.

Sexual harassment most frequently involves a man harassing a woman, but it can also involve a woman harassing a man or harassment between members of the same sex if the harassment occurs because of the victim's sex.

RESPONSIBILITY OF INDIVIDUAL DISTRICT PERSONNEL

Each employee, officer, official, park commissioner, agent, and volunteer of the District has the responsibility to refrain from harassment in the District work place. Any such individual who harasses District personnel and/or patrons is liable for his/her individual conduct.

All District personnel are encouraged to report incidents of harassment in accordance with the procedure described below. All harassment complaints will be investigated by the District. Any employee found to have acted in violation of this policy will be subject to disciplinary action, as appropriate, up to and including dismissal.

PROCEDURES FOR FILING A COMPLAINT

If an employee experiences or witnesses harassment in the workplace that is prohibited by this Policy, he/she should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her disapproval of the conduct to the offending person, his supervisor, and/or the Executive Director. The employee should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident).

Documentation can include written records such as letters, notes, memos, and telephone messages. It is not necessary that the harassment be directed at the employee for the employee to make a complaint.

Employees are encouraged to report harassment as soon as possible so that the District may investigate the complaint and take appropriate action promptly. Please be advised that employees who, in good faith, report harassment or otherwise file a complaint, testify or participate in an investigation of sexual harassment are protected from retaliation by section 6-101 of the Illinois Human Rights Act (775 ILCS/6-101).

The process for making a complaint about harassment consists of several stages. The employee is encouraged to follow these procedures but the employee may proceed with the course of action with which he or she feels most comfortable.

Direct Communication with Offender. If there is harassing behavior in the workplace, the employee should directly and clearly express his objection to the offending person(s) regardless of whether the behavior is directed at the employee. If the employee is the harassed employee, he should clearly state that the conduct is unwelcome and the offending behavior must stop. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

Report to Supervisory and Administrative Personnel. At the same time direct communication is undertaken, or in the event an employee feels threatened or intimidated by the offending person, the employee should promptly report the offending behavior to his immediate supervisor or the Executive Director. If the harasser is the employee's immediate supervisor, the employee should report the problem to the next level of supervision or the Executive Director. Any supervisor who receives a report of harassment must immediately notify the Executive Director. The Executive Director or his designee will immediately investigate the complaint and take appropriate action if the complaint is substantiated. All employees must cooperate with any investigation by the Executive Director or his/her designee of a complaint of harassment.

Report to Executive Director/Board of Park Commissioners. An employee may also report incidents of harassment directly to the Executive Director. The Executive Director or his/her designee will immediately investigate the facts and take corrective action when an allegation is determined to be valid. If the employee's complaint alleges harassment by the Executive Director, the employee should immediately report the incident or incidents in writing directly to the Board. One member of the Board or the Board's designee will conduct the investigation and appropriate action will be taken when an allegation is determined to be valid. At no time will the investigation be conducted by personnel involved in the alleged harassment. All employees must cooperate with any investigation of workplace harassment.

Resolution Outside District. Most harassment complaints and incidents can be and it is hoped will be resolved within the District. However, employees have the right to contact the Illinois Department of Human Rights (DHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. A complaint with DHR must be filed within 180 days of the alleged incident(s). A complaint with the EEOC must be filed within 300 days of the alleged incident(s). If an employee makes a complaint alleging harassment against an agent, supplier, volunteer or person using District programs or facilities, the Executive Director will investigate the incident(s)

and determine the appropriate action, if any. Every reasonable effort will be made to protect the employee from further contact with such person. Please recognize, however, that the District has limited control over the actions of non- employees.

If you are suddenly transferred to a lower paying job or passed over for promotions or if other terms and conditions of your employment are changed to your disadvantage after filing a complaint with the DHR or EEOC, you may also file a retaliation charge. A complaint based on retaliation must be filed with the DHR within 180 days of the alleged retaliation or within 300 days of the alleged retaliation if the complaint will be made with the EEOC.

FALSE AND FRIVOLOUS COMPLAINTS

A false and frivolous charge refers to a situation where the accuser is using a complaint of harassment to accomplish some end other than stopping illegal harassment. It does not refer to charges made in good faith which cannot be proven.

Given the possibility of serious consequences for an individual accused of harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action up to and including dismissal.

ADMINISTRATIVE CONTACTS

The District will make every reasonable effort to investigate in a responsible and confidential manner. If the employee feels uncomfortable discussing harassment with the Executive Director, or if the employee believes the Executive Director is not enforcing this policy, the employee is encouraged to bring the matter directly to the Board.

If the employee believes that an allegation of sexual harassment was not properly investigated or addressed or if the employee believes that they are being retaliated against for filing a complaint, testifying, assisting or participating in an investigation, or the employee wishes to pursue other means of redress, the employee may contact:

Illinois Department of Human Rights

(312) 814-6200 Chicago

(312) 263-1579 TDD Chicago

(217) 785-5100 Springfield

(217) 785-5119 TDD Springfield