



THOMAS | GREENBRIER | IVY HILL | OLIVE | PATTON
SOUTH | DRYDEN | WESTGATE | WINDSOR

INVITATION TO BID

Arlington Heights School District 25 will accept sealed bids for fiscal year 2025/26 for:

SCHOOL CROSSING GUARD SERVICES

Submit your bids to the attention of:

Stacey Mallek, Asst. Supt. for Business/CSBO
1200 S Dunton Avenue
Arlington Heights, IL 60005
(847) 228-2080

All sealed bids must be received at the above address no later than the following date and time of the public bid opening:

Wednesday, July 1, 2025 at 9:00 AM

All bids **MUST** be submitted in a **SEALED ENVELOPE**, **CLEARLY MARKED**:

“SCHOOL CROSSING GUARD SERVICES”

Company Name: _____

Company Address: _____

Phone: _____

Fax: _____

Email: _____

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
SCHOOL CROSSING GUARD SERVICES
INVITATION TO BID

The Board of Education of Arlington Heights School District 25 invites sealed proposals for School Crossing Guard Services in Arlington Heights School District 25. All bid documents may be obtained by contacting the District's Business Office.

Sealed bids must be marked: "School Crossing Guard Services" and delivered to Stacey Mallek, Asst. Supt. for Business/CSBO, 1200 S. Dunton Avenue, Arlington Heights, IL 60005. Proposals must be submitted by **Wednesday, July 1, 2025 at 9:00 AM**. Proposals may not be submitted via fax or email. Late proposals will not be considered.

Bids shall be awarded to the lowest, responsible, and responsive bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board. The Board reserves the right to reject any and all bids or any part thereof and to waive technicalities in the bidding procedure. Any such decision shall be considered final.

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
SCHOOL CROSSING GUARD SERVICES
GENERAL INSTRUCTIONS

1. GENERAL

- A. Proposals shall be submitted to the attention of the Assistant Superintendent in a sealed envelope properly marked with the title of the bid, date, and time of opening.
- B. All proposals must be made on the forms included with this bid package. Unsigned or late proposals will not be considered.
- C. Any interpretation of the proposed documents will be made only by an addendum issued by the School District. A copy of an addendum will be mailed to each person receiving a set of such bid documents. Vendors shall acknowledge receipt of each addendum issued in the space provided on the proposal form. Oral explanations will not be binding.
- D. School District 25 is exempt from all Federal, State, and Municipal taxes. Tax Exempt #E9997-8512.
- E. All freight prices must be quoted F.O.B. destination. Prices shall include all charges for packing, transportation and delivery. Shipments will become the property of the consignee after delivery and acceptance.
- F. All correspondence shall be directed to the Assistant Superintendent.

2. ERRORS AND OMISSIONS

- A. All proposals shall be fully completed when submitted. The signing of the submittal form shall be construed as acceptance of all provisions contained herein. All proposals shall be deemed final, conclusive and irrevocable. No claim for relief because of errors or omissions in the bidding will be considered. Vendors will be held strictly to the proposals as submitted.
- B. It is understood that the vendor has bid in strict accordance with the specifications, unless indicated by the vendor. Any explanation or statement which the vendor wishes to make may be placed in the same envelope with the proposal but shall be written separately and independently of the bid documents. Vendor acknowledges that any variation from the specifications will be grounds for the Board of Education to reject the bid, although the Board of Education may accept the bid with the variation if, in its sole discretion, it determines that such vendor's bid is in the School District's best interest.
- C. Should a vendor find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Assistant Superintendent who will issue the necessary clarifications to all prospective Vendors by means of addenda.
- D. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.

- E. 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 either party.

3. FIRM BID

All prices, terms and conditions will be considered to be firm for a period of ninety (90) days from the date of the bid opening.

4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by letter, FAX, or in person prior to the time and date established for the opening of proposals. No bid shall be withdrawn without the consent of the School District 25 Board of Education after the scheduled opening.

5. FINANCIAL STABILITY

The District may require, upon request, evidence as to the financial stability of the vendor. Upon request, the vendor 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 vendor, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

6. INVESTIGATION OF VENDORS

- A. District 25 will make such an investigation as is necessary to determine the ability of the vendor to fulfill bid requirements.
- B. The Board of Education reserves the right to reject any bid if it is determined that the vendor is not properly qualified to carry out the obligations of the contract.

7. RESERVATION OF RIGHTS BY THE DISTRICT

- A. The Board of Education reserves the right to reject any and all proposals or portions of proposals, and to waive informalities or irregularities in any bid, and to award the contract in the best interest of the School District, considering conformity with specifications, terms of delivery, quality, and serviceability. The contract will be awarded, if at all, to the lowest, responsible, and responsive vendor meeting specifications as determined by the Board of Education. While the financial responsibility of the vendor is a significant concern, the Board of Education is equally concerned with the proven ability of the vendor to satisfactorily perform the contract so that the service will be provided in accordance with proposed contract documents.
- B. The Board reserves the right to determine whether:
 - i. an equal or alternate is a satisfactory substitute.
 - ii. a vendor is not a responsible vendor.
 - iii. what exceptions or deviations from the written specifications will be accepted.

8. AWARD AND CONTRACT

All proposals will be awarded upon the approval by the Board of Education. The successful vendor will be required to enter into a contract incorporating the terms and conditions of this bid document.

9. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these forms will indicate the vendor's compliance with all instructions to bidders and bid specifications and included terms and conditions.

10. EXAMINATION OF DOCUMENTS AND SITES

Before submitting a bid, each vendor shall carefully examine the service locations and the contract documents, fully informing itself of existing conditions and limitations of the locations.

11. DISTRICT EMPLOYEES

Each vendor shall affirm that no Board of Education member, officer or employee of District 25 or their immediate family members, is interested financially in the proposed contract.

12. CANCELLATION OF CONTRACT

In case of bankruptcy of the contractor or failure of the contractor to pay supplies or workers or a work stoppage or a failure by the contractor to provide sufficient workers for the job or sufficient material for the job, the Board of Education may terminate the contract and take over the completion of the project, applying the unpaid balance of money for the contract to the completion of the work and any extra expenses incidental thereto.

At any time, the District may terminate the contract with or without cause. The contractor may receive payment for all work completed but will not be entitled to lost profit or overhead.

13. 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 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:
 - i. Caused in whole or in part by any 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.
 - ii. 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.

- iii. 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.

14. GOVERNING LAW

The contract 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.

15. VENDOR'S AGREEMENT

The vendor hereby declares understanding, agreement, and certification of compliance to provide the services to the School District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original bid specifications, and any issued addenda. The vendor further agrees that the language of this document shall govern in the event of a conflict with (1) his/her bid or (2) any subsequent purchase order between the vendor and the School District. The vendor further agrees that upon receipt of an authorized purchase order or when an authorized official of the School District countersigns this document, a binding contract shall exist between the vendor and the School District. This document combined with amendments, the vendor proposal, its required submittals, and the purchase order, if any, shall comprise the binding contract.

16. SERVICE PROVIDER IDENTIFICATION NUMBER

The Service Provider must have a Service Provider Identification Number (SPIN).

17. DISQUALIFICATION

Any proposals not meeting the District's requirements will be disqualified and not evaluated further.

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
SCHOOL CROSSING GUARD SERVICES
SPECIFICATIONS & CONTRACTUAL REQUIREMENTS

DISTRICT BACKGROUND

Arlington Heights District 25 serves approximately 5,300 students in grades Pre-K - 8 through nine buildings all located within the Village of Arlington Heights.

The school sites being supported through this bid opportunity are located as follows:

- A. Dryden Elementary School
- B. Greenbrier Elementary School
- C. Ivy Hill Elementary School
- D. Olive Mary-Stitt Elementary School
- E. Patton Elementary School
- F. Westgate Elementary School
- G. Windsor Elementary School
- H. South Middle School
- I. Thomas Middle School

The general information about the District can be found on the District's website at www.d25.org. Vendors may interface with Laura Comastro, Transportation Specialist. Preferred method for contact is by email: lcomastro@sd25.org. **Questions posed will be answered to all vendors via addendum.**

DESCRIPTION OF SERVICES TO BE PROVIDED:

- A. Contractor will provide a minimum of 2 (per "definite" below) and possibility of 4 (includes "TBD" below) properly trained crossing guards to provide services ("Services") for District 25 students based on the intersections and times below:

<u>2025/26</u>	<u>Location</u>	<u>AM</u>	<u>PM</u>	<u>School(s)</u>
Definite	Belmont St & Thomas St	7:15-9:00	2:30-4:00	Olive & TMS
Definite	Dwyer & Grove	8:35-9:05	3:35-4:05	Westgate
TBD	Arlington & Olive	7:15-9:00	2:25-4:10	Olive & TMS
TBD	Windsor & Kensington	8:25-9:10	3:30-4:15	Windsor

- B. The District reserves the right to adjust scheduled times at the start of each school year, not to exceed two hours daily.
- C. The District will remain solely responsible for any decisions or directions to the Contractor concerning the location, number or extent, or placement of crossing guards requested.
- D. The Services will include handling traffic and crossing children safely at each location
- E. Contractor will furnish the Services in conformity with practices that are generally accepted and current in the crossing guard industry.

- F. Contractor will provide all uniforms and equipment necessary for the performance of the Services, including, but not limited to, a safety vest/uniform that must be worn at all times that Services are provided meeting regulatory reflective guidelines.
- G. Contractor will provide all training of crossing guards.
- H. The District will have the option to contract for additional guards as necessary.
- I. Negotiations to keep the current guards will be done after accepting the bids.

COMPENSATION:

- A. Contractor will charge an hourly rate as set forth in the Bid Submission Form, which will include all costs of providing Services.
- B. Contractor shall invoice the District for Services for the prior month. Upon request, the Contractor shall furnish the District with copies of completed daily timesheets and other records which form the basis of billings for the Services performed. Such records shall contain information sufficiently detailed so as to indicate the schools where and when such Services were performed and at what rate.
- C. The District will only pay for Services actually provided. If school is closed or canceled for any reason, the Services will be canceled and will not be compensated.
- D. The District will pay invoices in accordance with the Illinois Local Government Prompt Payment Act after receipt.

SCHEDULE:

- A. Contractor will begin providing the Services beginning August 21, 2025 and will provide the Services on every day that students of the District attend school in person for the 2025/26 school year.
- B. Additional annual renewals may be negotiated based on the annual percentage increase, the number of intersections requiring crossing guards, and scheduled times needed.
- C. A current copy of the District's school calendar is included, however, that calendar is subject to change. It is incumbent upon the Contractor to confirm service dates with the Business Office as needed.
- D. Unless otherwise required by the District, the Services will be provided based on the schedules for each location.
- E. The District may revise this schedule upon notice to the Contractor and no minimum number of hours is guaranteed.

STAFF QUALIFICATIONS:

- A. Contractor will recruit, select, and employ qualified individuals to provide the Services, including sufficient alternate crossing guards as required to provide coverage at each crossing guard post each day.
- B. Contractor will replace any assigned individuals upon request of the District.
- C. Contractor represents that all persons performing the Services will be appropriately trained and will be competent to perform their duties and otherwise furnish the Services.

- i. Such training will include: handling traffic, crossing children safely, appearance, emergency conditions, and proper wearing of the uniform.
 - ii. The District may require individuals providing Services to the District to complete additional training, at the District's expense.
- D. Contractor must also provide an appropriately trained and experienced field supervisor who will manage the crossing guards and the Services.
 - i. The field supervisor shall be responsible for daily oversight at all times school crossing guards are on duty and will be required to be in the field, initiating on-site field visits.
 - ii. The field supervisor must be identifiable and available to District staff.
 - iii. The cost of the field supervisor will be included in the proposed hourly rate.
- E. The Contractor shall provide a roster of the names for all crossing guards (including alternates) and the field supervisor, including their assigned posts. The roster shall be provided no later than (7) days prior to the start of the school year and will be updated by the Contractor as changes occur.

DAMAGES TO PROPERTY

While on District premises, extreme care must be taken not to damage vehicles, lawns, landscaping, plants or any other fixtures, structures or equipment. Any damages caused by the contractor shall be repaired or replaced at the discretion of the District. The District may authorize necessary repairs using current/preferred vendors. Such repairs and/or replacements will be the sole responsibility of the contractor. The District may reserve the right to withhold payment for unpaid damages.

CANCELLATION OF CONTRACT

In case of bankruptcy of the contractor or failure of the contractor to pay supplies or workers or a work stoppage or a failure by the contractor to provide sufficient workers to perform the services under the contract, the Board of Education may terminate the contract, applying the unpaid balance of money for the contract to pay the costs of a replacement contractor. .

At any time, the District may terminate the contract with or without cause. The contractor may receive payment for all work completed but will not be entitled to lost profit or overhead.

HOLD HARMLESS AND INDEMNIFICATION

To the fullest extent permitted by law, 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 (collectively the "Indemnitees") from and against all claims, actions, suits, judgments, costs, losses, expenses, and liabilities of whatsoever kind or nature including reasonable legal fees incurred by the Indemnitees for:

- A. 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 any 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.

INSURANCE

- A. Within ten (10) days after bid award, Certificates of Insurance, the additional insured endorsement and the waiver of subrogation endorsements shall be submitted to the Asst. Superintendent for Finance & Operations.
- B. The Contractor shall provide and maintain insurance in the amounts not less than the amounts as outlined below with companies acceptable to the District and authorized to do business in Illinois and with at least an "A VII" rating from A.M. Best Company.
- C. The Contractor shall purchase and have in force the insurance coverage listed below. The Contractor shall provide a certificate of insurance on a form acceptable to the District evidencing the required insurance.
- D. Each policy shall be amended to include as additional named insured on a primary and noncontributory basis: Arlington Heights School District 25, the Board of Education of Arlington Heights District 25, Cook County, Illinois, its Board Members, officers, agents, volunteers, and employees. Certificates must be on file at the District Office prior to the release of any payments to the Contractor. Upon request of the Board, the Contractor shall provide a copy of the requested policy.

Workers Compensation Insurance:

- ◆ Coverage A - Illinois Statutory Limits
- ◆ Coverage B - Employers Liability \$1,000,000 Limit
- ◆ A waiver of subrogation in favor of SD23 shall be included

Automobile Liability Insurance

- ◆ \$1,000,000 combined single limit per occurrence for bodily and property damage and include coverage for all owned, non-owned, and hired automobiles.

Commercial General Liability Insurance shall provide the following limits:

- ◆ \$1,000,000 Each Occurrence
- ◆ \$2,000,000 General Aggregate
- ◆ \$3,000,000 Completed Operations Aggregate
- ◆ \$1,000,000 Personal Injury

Umbrella or Excess Liability Insurance for All Risks:

- ◆ \$5,000,000 for bodily injury and property damage

Cyber Liability

- ◆ \$1,000,000 per Instance

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

GOVERNING LAW & VENUE

The contract shall be governed and construed in accordance with the laws of the State of Illinois without regard to choice of law principles. 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. Venue for litigation between the parties will be in the state and federal courts located in Cook County, Illinois.

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
SCHOOL CROSSING GUARD SERVICES
PROPOSAL FORM

The following items MUST be included for a valid bid package:

- Company Background Statement
- Fully Completed Proposal Form
- Signed Certifications
- References as included in the Bid Package

Bid Description: **Crossing Guard Services for fiscal year 2025/26**

Bid Submission Date: **July 1, 2025**

Date and Time of Bid Opening: **Wednesday, July 1, 2025 at 9:00AM**
Arlington Heights School District 25
1200 S Dunton Ave
Arlington Heights, IL 60005

Bid must include the following information for each location based on an estimated 174 pupil attendance days:

<u>2025/26</u>	<u>Location</u>	<u>AM</u>	<u>PM</u>	<u>School(s)</u>	<u>Hourly Rate</u>	<u>Est Annual Hours</u>	<u>Est Annual Cost</u>
Definite	Belmont St & Thomas St	7:15-9:00	2:30-4:00	Olive & TMS			
Definite	Dwyer & Grove	8:35-9:05	3:35-4:05	Westgate			
TOTAL DEFINITE							
TBD	Arlington Hts Rd & Olive St	7:15-9:00	2:25-4:10	Olive & TMS			
TBD	Windsor & Kensington	8:25-9:10	3:30-4:15	Windsor			
TOTAL TBD							

The District may elect to extend the contract for an additional year.

The undersigned certifies that there are no judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers. The undersigned further certifies that he or she has read and understands the Bid Documents and that his or her bid is in compliance therewith.

By Company Representative: _____

Company Name: _____

Company Address: _____

Phone: _____

Email: _____

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
SCHOOL CROSSING GUARD SERVICES
CERTIFICATIONS

1. **CERTIFICATION** - The undersigned bidder of contractor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. The bidder also certifies that he/she has read, understands and agrees that acceptance by District 25 of the bidder's offer by issuance of a purchase order and/or contract will create a binding contract. District 25 may declare the contract void if the certification is false.
2. **NON-COLLUSION AFFIDAVIT** - The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Bidder further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.
3. **FAIR EMPLOYEE PRACTICES** - It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further that he will comply with all provisions of the Illinois Fair Employee Practices Commission as required by the Rules and Regulations for Public Contract.
4. **SEXUAL HARASSMENT CLAUSE** - Each bidder must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sex harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 25 is in full compliance with this law.
5. **NO SMOKING CLAUSE** - Bidder agrees that he, his employees and subcontractors, will abide by the District 25 no smoking policy on all District 25 sites.
6. **DRUG-FREE WORKPLACE** - Each bidder must certify compliance with the Drug-Free Workplace Requirement, which stipulates the prohibition of the unlawful manufacture and distribution, dispensing, possession, or use of a controlled substance while on District 25's premises or while performing work for the district.
7. **COMPLIANCE** - The bidder is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the contract throughout, and will be deemed to be included in the contract the same as though herein written in full.
8. **BID MODIFICATION** - In accordance with Illinois law, once the bids have been opened, such bids may not be modified in any way without written approval of School District 25. All bidders will be bound

by any and all math calculations, misquotes of any kind once the bids have been accepted, it may not be modified or rescinded without the approval of District 25.

9. SAFETY PRECAUTION CLAUSE - The contractor expressly agrees that it is solely and exclusively responsible for initiating, maintaining and supervising all safety precautions, and programs in connection with the performance of the contract.

10. CRIMINAL BACKGROUND CHECK CLAUSE - The contractor understands and acknowledges that its work, in whole or in part, will be performed on public school property where there may be direct, daily contact with school students. The contractor further understands and acknowledges that the State of Illinois requires that all employees of vendors, licensees, contractors or others having direct, daily contact with students are subject to a criminal background check and may not be listed on the State Sex Offender Registry. Prior to allowing any of its employees who will be performing the scope of work access to school property, the contractor agrees to provide the District with the following in writing:

- a. Evidence that each employee, agent, contractor, or other person performing work on school property under this agreement was subjected to a criminal background check in conformity with 105 ILCS 5/10-21.9; that said persons are not listed on said Registry; and said persons have no criminal convictions for the offenses listed under 105 ILCS 5/10-21.9;
- b. The contractor will provide the District, upon request, a copy of the criminal background check conducted on each such person.

In the event the contractor plans to subcontract with or use the services of another person or firm that may have direct, daily contact with students on school property, in order to fulfill its obligations under its agreement with the District, then in that event the contractor will require all such persons or firms to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9.

In the event the contractor fails to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student for harm caused by an employee of the contractor, or caused by an employee of a subcontractor to the contractor, then in that event the contractor agrees to fully defend and indemnify the District, including reimbursement of the attorney's fees and costs, against any such claims.

By signing this document, I state and declare that the Contractor listed below and I are in compliance, and will comply with all of the Certifications listed herein.

Signature: _____

Company Name: _____

Company Address: _____

Phone: _____

Email: _____

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
SCHOOL CROSSING GUARD SERVICES
REFERENCE LISTING

In order to determine the ability of the vendor to fulfill bid requirements, all vendors must furnish reference information listing at least four other schools, school districts or businesses of a similar size, scope and dollar value where the vendor has provided the services as specified. Please provide name and phone information for four current/recent clients and include the type of services provided. Prior work experience with school districts is required.

Customer Name: _____
Contact: _____
Phone Number: _____
Description of Service: _____
Date of Completion: _____

Customer Name: _____
Contact: _____
Phone Number: _____
Description of Service: _____
Date of Completion: _____

Customer Name: _____
Contact: _____
Phone Number: _____
Description of Service: _____
Date of Completion: _____

Customer Name: _____
Contact: _____
Phone Number: _____
Description of Service: _____
Date of Completion: _____

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
SCHOOL CROSSING GUARD SERVICES
CHECKLIST FOR VENDORS

- Have you carefully reviewed the specification including “General Instructions?”
- Have you properly completed all portions of the bid?
- Have you signed all required bid documents?
- Have you furnished business references as required?
- Have you verified your prices to be sure you have not made an error?
- Have you indicated your total price for items bid on the Bid Proposal Form?
- Is the envelope sealed and clearly marked as required?
- Have you made arrangements to submit samples if required?

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
SCHOOL CROSSING GUARD SERVICES
"NO BID" RESPONSE QUESTIONNAIRE

If you are not submitting a proposal, District 25 would like your input as to why.
Please indicate your reason and return by Bid Due Date to:

Stacey Mallek, Asst. Superintendent/CSBO
Arlington Heights School District 25
1200 S Dunton Avenue
Arlington Heights, IL 60005
smallek@sd25.org

- _____ Previous commitments, too busy
- _____ Too small a job
- _____ Too large a job
- _____ Our firm is not suited for this type of work
- _____ Do not like to bid jobs
- _____ Could not attend site examination
- _____ Cannot get bonding for this job
- _____ Other (Please Explain)

Company Name: _____

Company Address: _____

Phone: _____

Fax: _____

Email: _____