REQUEST FOR BID
TRUCK LEASE

Due Date
Wednesday, October 22, 2014 – 10:00 A.M.

Bids shall be sealed and plainly marked as follows:

Sealed Bid – TRUCK LEASE
COMMUNITY UNIT SCHOOL DISTRICT 200
130 W. Park Avenue
Wheaton, Illinois 60189
Attention: Lisa Maher,
Director of Business Services
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REQUEST FOR BID
TRUCK LEASE

SECTION I

INSTRUCTIONS

The Board of Education of COMMUNITY UNIT SCHOOL DISTRICT 200 (CUSD200) will receive bids for the Truck Lease until Wednesday, October 22, 2014 at 10:00 a.m., at which time they will be publicly opened and read aloud.

Bids are to be addressed to: Lisa Maher, Director of Business Services, Community Unit School District 200, 130 W. Park Avenue, Wheaton, Illinois, 60189, and are to be enclosed in a sealed envelope clearly marked, "Sealed Bid – TRUCK LEASE."

Failure to comply with these bid documents and submit all required forms may lead to disqualification of your bid.

The Board of Education reserves the right to reject any or all bids in whole or in part or to accept that bid which is in the best interest of the COMMUNITY UNIT SCHOOL DISTRICT 200. Award of Contract shall be based on the fees charged, experience, reputations and the financial stability of the contractor as well as compliance with the format, terms and conditions of this proposal. A contract will be awarded only after a formal notice is given to a vendor as determined by the Board of Education. The Board of Education reserves the right to waive any and all formalities.

This invitation is for the purpose of entering into a five (5) year lease for truck(s) for the COMMUNITY UNIT SCHOOL DISTRICT 200. District reserves the right to exercise the option of leasing more than one (or none) of each type of vehicle at the submitted price. The statement, items and criteria set forth herein are minimal standards and statements.

GENERAL CONDITIONS

1. Bids shall be submitted on the forms provided with these specifications. Bids shall be in a sealed envelope properly marked with the title of bid, date and time of bid opening, and delivered to the COMMUNITY UNIT SCHOOL DISTRICT 200, Attention: Lisa Maher, 130 W. Park Avenue, Wheaton, Illinois, 60189 on or before 10:00 a.m. on October 22, 2014.

2. No proposal received after the date and time specified will be considered. The bidder assumes the risk of any delay in the handling or delivery of mail. Bids may be withdrawn by letter, telegram or in person prior to the time and date established for the opening of bids. Please be informed, that should a contractor find discrepancies and omissions in the
specifications or instructions, or should there be doubt as to their true meaning, the bidder shall at once notify CUSD200 Business Office. CUSD200 will in turn clarify such specifications and notify each and every person who has received specification documents as to the true interpretation thereof. The Board of Education shall not be held responsible for oral instructions to contractors. **All questions must be submitted and received in writing on, or before, Wednesday, October 15, 2014 (close of business), so necessary addenda can be delivered. Questions may be submitted via email to Lisa.Maher@cusd200.org, with a copy to Janine.Sillitti@cusd200.org.**

3. Bidders and other interested parties are cordially invited to be present at the public bid opening to be held at the time the sealed bids are due. Bids will be publicly opened and results announced. Awards, however, will not be made until after the staff has made a thorough analysis of all bids received. Bids will be officially awarded at a subsequent meeting of the Board of Education.

4. All proposals shall be submitted with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted. Should a bidder find any discrepancies in or omissions from any of the documents, or be in doubt as to their meanings, he shall advise the COMMUNITY UNIT SCHOOL DISTRICT 200 at 630-682-2005, who will issue the necessary clarifications to all prospective bidders by means of addenda. All questions must be submitted in writing.

5. The submission of a proposal by a contractor will be construed as an indication that he is fully informed as to the extent and character of the service required and can offer the services satisfactorily in compliance with the specifications.

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

7. Should the vendor fail to meet the terms of the contract, the District may, with thirty (30) days written notice, cancel the contract.

8. No employee of the COMMUNITY UNIT SCHOOL DISTRICT 200 is to be extended any form of gratuity in connection with this bid.

9. In accordance with Illinois law, once the bids have been opened, such bids may not be modified in any way without the written approval of COMMUNITY UNIT SCHOOL DISTRICT 200. All bidders will be bound by any and all math calculations, misquotes or mistakes of any kind once the bids have been opened. Once a bid has been accepted, it may not be modified or rescinded without the approval of COMMUNITY UNIT SCHOOL DISTRICT 200.

10. The School District will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. Representatives from COMMUNITY UNIT SCHOOL DISTRICT 200 reserve the right to inspect the company’s facilities and other operations under its management prior to any award of this contract at the expense of the interested company.
11. Bidders must submit a list of four (4) references. Bidders must prove to be financially viable and able to service a contract of this size.

12. The successful bidder shall comply with all applicable laws, regulations and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the contract.

Additionally, the successful bidder shall comply with all of the laws and regulations pertaining to Equal Opportunity Employment and Fair Employment Practices including the Illinois Human Rights Act. The successful bidder shall not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair employment practice. The successful bidder further agrees that this article will be incorporated by the successful bidder in all contracts entered into with suppliers of materials or services, subcontractors and all labor organizations, furnishing skilled, unskilled, or craft union skilled labor, or who may perform any such labor services in connection with this contract.

Further, the successful bidder certifies that it has adopted and implemented a written sexual harassment policy in full compliance with PA 87-1257 and Section 2-105A(4) of the Illinois Human Rights Act, 775 ILCS 5/2-105A(4), and in the case of a Contractor having 25 or more employees, a drug free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 30 ILCS 580/3. Also, the successful bidder must complete the Contractor Information Form (included in bid specifications).

13. A Cashier’s Check in the amount of 10% of the cost for the first year’s annual lease (for one vehicle of each type) must be included with the bidder’s proposal.

14. No Performance Bond is required.

15. This contract shall not be assigned or any part of the same subcontracted without written consent of CUSD200, and in no case shall such consent relieve the Contractor from its obligations or change the terms of this contract.

16. The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to determine whether, in the opinion of the Board of Education, a bidder is not a responsible bidder and should be disregarded, and what exceptions or deviations from written specifications will be accepted.

17. Bids must be open and firm for ninety (90) days to allow for Board of Education approval.

18. Insurance Requirements

The Contractor shall provide the Board a certificate verifying that the following insurance coverages are in full force and effect: The Contractor shall provide Workers’ Compensation Insurance (statutory limits); Third Party Bond in the amount of at least
$2,500 per employee of the Contractor; Property damage insurance of at least $250,000 per occurrence; and Bodily damage and personal injury insurance of at least $2,000,000 per occurrence and $3,000,000 aggregate through an insurance carrier duly licensed by the State of Illinois with a Best rating of "A-" or higher. Community Unit School District 200 and its Board of Education must be listed as additional insureds.

Such insurance shall name CUSD200 as an additional insured and shall insure members of the Board of Education, officers, employees and agents in all of their official capacities, and other persons, firms or corporation as the District from time to time may direct for claims arising out of performance of this contract. The Contractor’s insurance coverage is considered primary to any other collectable insurance. Contractual liability shall be provided under the Comprehensive General Liability policy to include the Hold Harmless Agreement set out in Section IV, Paragraph B.

A certificate of insurance shall be provided to the District evidencing this coverage and must include requirement of a thirty-day cancellation notice.

19. Bidder must submit the following items, all properly signed:

   b. References (page 17)
   c. Anti-Collusion Affidavit of Compliance (page 18)
   d. Certification Form: Eligibility to Contract, Prevailing Wage, Drug-Free Workplace, Sexual Harassment (page 28)
   e. Contractor Information Form (page 29)
   f. Written acknowledgement of any Addenda
   g. Cashier’s Check

20. These bid specifications, in their entirety, will serve as the Contract.

21. Bid requirements outlined in these Instructions, General Conditions, and Specifications override any similar duplicate requirements listed in the General Bid Specifications, following later in this Bid Package.
SECTION II

SPECIFICATIONS
TRUCK LEASE BID

Respondent must provide a Preliminary Cost Proposal which includes the basic monthly lease rates for each type of vehicle, assuming 60-month lease terms and which totals the payout over the life of the lease. The Preliminary Cost Proposal must provide this information using market residual value of the vehicles at the termination of the lease.

District reserves the right to exercise the option of leasing more than one (or none) of each type of vehicle at the submitted price.

The Preliminary Cost Proposal must also include 1) the interest rates used in the lease rate calculations; 2) lease buyout options for the school district; 3) mileage limitations and conditions.

**Respondent must use Preliminary Cost Proposal Worksheet to summarize the information required.**

<table>
<thead>
<tr>
<th>Type of Vehicle (1)</th>
<th>Options Over Minimum (2)</th>
<th>Preparation, License, Title, Taxes, Etc. (3)</th>
<th>Capitalized Cost of Vehicle (4)</th>
<th>Residual Value with Average Mileage (5)</th>
<th>Interest Rate or “Lease Factor” (6)</th>
<th>High Mileage Charge/Low Mileage Credit</th>
<th>60 Month Lease Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type 1: 2015 Ford F-350</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Type 2: 2015 Ford F-250</td>
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<tr>
<td>Type 3: 2015 Ford F-150</td>
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<tr>
<td>Type 4: 2015 Chevrolet Express</td>
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<tr>
<td>Type 5: 2015 Ford Transit Connect</td>
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</tr>
</tbody>
</table>

***All vehicles need to have a white exterior and neutral interior***

1. Type 1: 2015 Ford F-350  
   Type 2: 2015 Ford F-250  
   Type 3: 2015 Ford F-150  
   Type 4: 2015 Chevrolet Express Cutaway  
   Type 5: 2015 Ford Transit Connect XL Cargo Van
2. Minimum Specifications of Vehicle Types:
   Type 1: see attached
   Type 2: see attached
   Type 3: see attached
   Type 4: see attached
   Type 5: see attached

   If Respondent is offering vehicles with options or accessories over the attached minimum
   specifications, indicate those options or accessories in this column (2); Respondents may
   offer multiple equipment packages for each type of vehicle (indicate at Type 1A, Type
   1B, etc)

3. Respondent should indicate all categories of cost that are included in this column (3).
   “Tax” should be calculated as only applicable tax on vehicle sale to leasing entity; do not
   include state tax from which the School District is exempt by statute. The School District
   will be using a Municipal plate, please indicate cost for plate and processing

4. Respondent should provide price over/under dealer invoice cost; Respondents should also
   specify whether and how advertising, dealer holdback, factory incentives (consumer,
   dealer and fleet) or any other type of incentive will be credited.

5. Respondent should indicate what constitutes “average” mileage, and indicate mileage
   limits and any cost impact in the worksheet.

6. Respondent should indicate and explain the interest rate or “lease” factor used in their
   calculations.

7. Other Notes for the Preliminary Cost Proposal Worksheet:
   a. The dollar figures in the worksheet should represent the amounts associated with
      a single vehicle of each type.
   b. Respondents should provide a similar worksheet for each expansion step of the
      leasing program, up to 10 vehicles, noting any changes associated with the
      increased quantity of vehicles.
   c. Respondents should indicate how and why the aftermarket listed per vehicle
      would affect the capitalized cost and residual value of the vehicles.

8. Eight (8) vehicles will need to be disposed of for the School District (see attached list).
   Please state the trade-in value for each vehicle. Vehicles will be traded at time of
   delivery. Vehicles may be inspected through the Facility Operations Department of
   Community Unit School District 200 (John Robinson, Director of Facility Operations).
**VEHICLE INFORMATION:**

Type 1: 2015 Ford F-350 XL 4x4 SD Regular Cab 8 ft. box 137 in. WB SRW - US
Series ID: F3B

**SELECTED COLOR:**
Exterior: Z1 - (0 P) Oxford White
Interior: AS - (0 I) Steel w/HD Vinyl 40/20/40 Split Bench Seat

**SELECTED OPTIONS:**

**CODE DESCRIPTION**

- 137WB 137” Wheelbase
- 18B 6” Angular Black Molded in Color Running Board
- 213 4x4 Electronic-Shift-On-The-Fly (ESOF)
- 41P Transfer Case & Fuel Tank Skid Plates
- 433 Manual Sliding Rear Window w/Privacy Glass (Fleet)
- 44P Transmission: TorqShift 6-Speed Automatic
- 473 Snow Plow Prep Package
- 52B Trailer Brake Controller
- 54K Manual Telescoping 2-Way Fold Trailer Tow Mirrors
- 585 Radio: AM/FM Stereo/Single CD/MP3 (Fleet) (LPO)
- 610A Order Code 610A
- 62D Steering Wheel Audio Controls
- 64F Wheels: 18” Argent Painted Steel (4)
- 66S Upfitter Switches (4)
- 67D Extra Heavy Duty 200-Amp Alternator
- 76C Exterior Backup Alarm (LPO)
- 85G Tailgate Step & Handle
- 85S Tough Bed Spray-In Bedliner
- 90L Power Equipment Group
- 90LACD Accessory Delay
- 90LPAA Perimeter Anti-Theft Alarm
- 90LPLK Power Locks
- 90LPWN Power 1st Row Front-Seat Windows
- 90LRKE Remote Keyless Entry
- 91M SYNC Voice Activated Communication & Entertainment
- 996 Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel
- A HD Vinyl 40/20/40 Split Bench Seat
- AS_02 (0 I) Steel w/HD Vinyl 40/20/40 Split Bench Seat
- NONGV3 GVWR: 11,300 lb Payload Package
- PAINT Monotone Paint Application
- TDX Tires: LT275/70Rx18E BSW A/T (5)
- X3E Electronic Locking w/3.73 Axle Ratio
- Z1_01 (0 P) Oxford White

Aftermarket:
- Western – Tornado Hopper spreader 8’ 1.8 cu yd, 117’ x 63’ x 44’
- 8’ Western Pro V-Plow
- Rear Window Protector with Amber Light for Plowing on top
Type 2: 2015 Ford F-250 XL 4x4 SD Regular Cab 8 ft. box 137 in. WB SRW - US
Series ID: F2B

SELECTED COLOR:
Exterior: Z1 - (0 P) Oxford White
Interior: AS - (0 I) Steel w/Heavy Duty Vinyl 40/20/40 Split Bench Seat

SELECTED OPTIONS:

<table>
<thead>
<tr>
<th>CODE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>137WB 137&quot; Wheelbase STD</td>
</tr>
<tr>
<td>213 4x4 Electronic-Shift-On-The-Fly (ESOF)</td>
</tr>
<tr>
<td>41P Transfer Case &amp; Fuel Tank Skid Plates</td>
</tr>
<tr>
<td>433 Manual Sliding Rear Window w/Privacy Glass (Fleet)</td>
</tr>
<tr>
<td>44P Transmission: TorqShift 6-Speed Automatic</td>
</tr>
<tr>
<td>473 Snow Plow Prep Package</td>
</tr>
<tr>
<td>52B Trailer Brake Controller</td>
</tr>
<tr>
<td>54K Manual Telescoping 2-Way Fold Trailer Tow Mirrors</td>
</tr>
<tr>
<td>585 Radio: AM/FM Stereo/Single-CD/MP3 (LPO) (Fleet)</td>
</tr>
<tr>
<td>600A Order Code 600A</td>
</tr>
<tr>
<td>62D Steering Wheel Audio Controls</td>
</tr>
<tr>
<td>64A Wheels: 17&quot; Argent Painted Steel (4)</td>
</tr>
<tr>
<td>66S Upfitter Switches (4)</td>
</tr>
<tr>
<td>67D Extra Heavy-Duty 200-Amp Alternator</td>
</tr>
<tr>
<td>76C Exterior Backup Alarm (LPO)</td>
</tr>
<tr>
<td>85G Tailgate Step &amp; Handle</td>
</tr>
<tr>
<td>85S Tough Bed Spray-In Bedliner</td>
</tr>
<tr>
<td>90L Power Equipment Group</td>
</tr>
<tr>
<td>90LACD Accessory Delay</td>
</tr>
<tr>
<td>90LPAA Perimeter Anti-Theft Alarm</td>
</tr>
<tr>
<td>90LPLK Power Locks</td>
</tr>
<tr>
<td>90LPWN Power Front Side Windows</td>
</tr>
<tr>
<td>90LRE Remote Keyless Entry</td>
</tr>
<tr>
<td>91M SYNC Voice Activated Communication &amp; Entertainment</td>
</tr>
<tr>
<td>996 Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel</td>
</tr>
<tr>
<td>A Heavy Duty Vinyl 40/20/40 Split Bench Seat</td>
</tr>
<tr>
<td>AS_02 (0 I) Steel w/Heavy Duty Vinyl 40/20/40 Split Bench Seat</td>
</tr>
<tr>
<td>PAINT Monotone Paint Application</td>
</tr>
<tr>
<td>STDGV GVWR: 10,000 lb Payload Package</td>
</tr>
<tr>
<td>TBK Tires: LT245/75Rx17E BSW A/S (5)</td>
</tr>
<tr>
<td>X3E Electronic Locking w/3.73 Axle Ratio</td>
</tr>
<tr>
<td>Z1_01 (0 P) Oxford White</td>
</tr>
</tbody>
</table>

Aftermarket:
- 8' Western Pro Plow
- Rear Window Protector with Amber Light for Plowing on top
- 6 Pin Plug for towing
- (2) Weather Guard 364 High Side Aluminum Tool box
Type 3: 2015 Ford F-150 XL 4x2 Regular Cab Styleside 8 ft. box 145 in. WB - US
Series ID: F1C

SELECTED COLOR:
Exterior: YZ - (0 P) Oxford White
Interior: AS - (0 I) Steel Gray w/Vinyl 40/20/40 Front Seat or Vinyl 40/20/40 Front Seat (Fleet) or Vinyl 40/20/40 Front Seat w/101A

SELECTED OPTIONS:
CODE DESCRIPTION
100A Equipment Group 100A Base
145WB 145" Wheelbase
446 Transmission: Electronic 6-Speed Automatic
50S_ Cruise Control Included
54P Power Glass/Heated Side Mirrors
58B_ Radio: AM/FM Stereo/Single-CD Player w/Clock
61X XL Plus Package
61X91K MyKey
64C Wheels: 17" Gray Styled Steel
85AILL Illuminated Entry System
85APAL Perimeter Alarm
85APLK Power Door Locks
85APMR Black Power Mirrors
85APWN Power Front Windows
85A_ Power Equipment Group (Fleet)
86D XL Decor Group (Fleet)
86DFRB Chrome Front & Rear Bumpers
85H Back Up Alarm System
96W Tough Bed Spray-In Liner
99M Engine: 3.7L V6 FFV
AS_03
(0 I) Steel Gray w/Vinyl 40/20/40 Front Seat or Vinyl 40/20/40 Front Seat (Fleet) or Vinyl 40/20/40 Front Seat w/101A
A_ Vinyl 40/20/40 Front Seat (Fleet)
PAINT Monotone Paint Application
STDGV GVWR: 6,750 lbs Payload Package
T7B Tires: P235/75R17 BSW A/T (5)
X19 3.55 Axle Ratio
YZ_01 (0 P) Oxford White
Type 4:  2015 Chevrolet Express Cutaway Base Chassis 139 in. WB SRW - US  
Series ID: CG33503

SELECTED COLOR:
Exterior: 50U - (0 P) Summit White  
Interior: 93G - (0 I) Medium Pewter w/Custom Cloth Seat Trim

SELECTED OPTIONS:
CODE DESCRIPTION
1WT Preferred Equipment Group 1WT  
Add Power Windows/Power Locks  
50U_01 (0 P) Summit White  
93G_01 (0 I) Medium Pewter w/Custom Cloth Seat Trim  
AJ3 Driver-Side Only Frontal Air Bag  
AS5 Reclining High-Back Bucket Seats w/Inboard Armrests  
BA3 Engine Cover Console w/Swing-Out Storage Bin  
BNC Body Soft-Mount Donut & Bolt  
C4M GVWR: 9,900 lbs (4,490 kgs) STD  
D31 Manual Day/Night Inside Rearview Mirror  
DE2 Black Outside Manual Mirrors  
GU6 3.42 Rear Axle Ratio STD  
K34 Cruise Control  
L96 Engine: Vortec 6.0L V8  
MYD Transmission: HD Electronic 6-Speed Automatic w/OD STD  
NE1 CT/DE/ME/MD/MA/NJ/NY/OR/PA/RI/VT/WA Emissions Req  
QB5 Wheels: 16" x 6.5" Steel  
R04 Single Rear Wheel Configuration  
TILT Tilt-Wheel  
UM7 Radio: AM/FM Stereo w/Digital Clock  
XLP Tires: Front LT245/75R16E AS BW  
YLP Tires: Rear LT245/75R16E AS BW  
ZQ3 Convenience Package  
ZX2 Driver & Front Passenger High-Back Bucket Seats  
ZY1 Solid Paint STD  
~~G Custom Cloth Seat Trim

Aftermarket:
12' Box Truck Body  
BODY SIZE: 12' X 85"H X 90"W  
FLOOR: FLAT FLOOR  
3"FORMED CROSSMEMBERS-12" O.C. PRE-COATED  
5" FORMED CHANNEL LONGSILLS PRE-COATED  
PRE-COATED UNDERSTRUCTURE  
FLOOR 2 X 6 DENSE PINE SHIPLAPPED  
SCUFF: NO SCUFF  
CARGO CONTROL: CARGO CONTROL LOCATION NOTES: LOCATED AT 24' & 48" OFF CENTERLINE OF TRACK.  
CARGO CONTROL  
SURFACE MOUNT E-TRACK-HORIZ. SIDE  
E-TRACK 2 SIDES  
# ROWS E-TRACK ON SIDES=2  
INTERIOR LIGHTS: 1 DOME LGT W/REAR SWITCH HOT WIRED  
BULKHEAD: 4-1/2" SETBACK BULKHEAD FOR AERO TOPHAT FOR TALL ACCESS
FRONT END: NO INTERIOR FRONT WIRE COVERS
TALL CAB ACCESS DOOR WITH TOPHAT
3/8" CORE FRP FRONT WALL
FIBERGLASS WIND DEFLECTOR
2" RADIUS SMALL FRONT CORNERS
TOP HAT AERODYNAMIC CAB CONVERSION WITH CHASSIS ROOF CUTOUT
SIDEWALLS: 3/8" GELCOAT WHITE EXTERIOR
NO SKIRTS
ROOF: .032 ALUM ROOF SKIN
ANTI SNAP ROOF BOWS ON 24" CENTER
EXTERIOR LIGHTS: STD SEALED SYSTEM MODEL 21 LED CLEARANCE LIGHTS
LIGHTS WILL BE INCLUDED W/LIFTGATE
REAR END: STANDARD REAR END W/DOOR OPENING
GALVANNEAL REAR DOOR FRAME
STD ONE PIECE V-GROOVED THRESHOLD
BUMPER: ICC 3/16" FMD 4"CHANNEL POOCHED WELD ON DESIGN
REAR DOOR: TODCO OVERHEAD DOOR
TOUGH SHELL TOP COAT
OH REAR DOOR 82" X 79" CLEAR
MS LOCK ON OVERHEAD DOOR
MOUNTING: CHASSIS WILL BE PUCK MOUNTED
MUDFLAPS STD SUPREME FLAPS
ANTI-SAIL MUDFLAP BRACKETS
LIFTGATE/RAMP: INSTALL LIFTGATE - SEE SELECTIONS
MISC OPTIONS: 2020 BLACK MANUAL MIRROR 86"W GM 79" OR 86" WIDE VELVAC# 714601
SUPREME DECALS
*THIEMAN MODEL TVL-16-AL PLATFORM SIZE 83" X 30" +12" +6" WITH ABOVE BED
OPTIONS AND DUAL CART STOPS AND REAR TAIL LIGHTS.
SQ#140819-250
PAINT: PAINT REAR FRAME STD WHITE
REFLECTOR KIT #219- SAFETY TRIANGLES, 3 PIECES IN KIT.
MOUNT BEHIND DRIVERS SEAT ON FLOOR.
SAFETY:
FIRST AID KIT (STANDARD) MOUNT ON CAB ACCESS DOOR. CENTERED AND APPROX. 8" OFF FLOOR LINE.
SAFETY: BACK UP ALARM NAGYFLEETNET #BU2000CW112-P
(1) FIRE EXTINGUISHER 5 LB MOUNT FIRE EXTINGUISHER BEHIND PASSENGER SEAT ON FLOOR
COMPONENT SOLUTION 5" COLOR LCD COMPONENT
Type 5: 2015 Ford Transit Connect XL Cargo Van - US
Series ID: S6E

SELECTED COLOR:
Exterior: Z2 - (0 P) Frozen White
Interior: EK - (0 I) Pewter w/Vinyl Front Bucket Seats

SELECTED OPTIONS:
CODE DESCRIPTION
100A Order Code 100A
105WB 105" Wheelbase
20Z GVWR: 5,020 lbs
43D Rear Window Defroster
446 Transmission: 6-Speed SelectShift Automatic
55A 180-Deg Swing-Out Rear Cargo Doors w/Fixed Glass
997 Engine: 2.5L Duratec I4
E Vinyl Front Bucket Seats
EK_02 (0 I) Pewter w/Vinyl Front Bucket Seats
PAINT Monotone Paint Application
RMIRR Day & Night Inside Rear View Mirror
RWIPE Rear Washer & Wiper
STDAX 3.21 Axle Ratio
STDRD Radio: AM/FM Stereo Receiver w/2-Speakers
STDWL Wheels: 16" x 6.5" Steel w/XL Full Wheel Covers
T55 Tires: P215/55R16 97H XL AS
Z2_01 (0 P) Frozen White

Aftermarket:
- Open fence style bulkhead
- Backup alarm
SECTION III

BID PRICING FORM

BIDDERS NAME:_____________________________________

ESTIMATED DELIVERY DATE:________________________

Respondent must use Preliminary Cost Proposal Worksheet to summarize the information required.

<table>
<thead>
<tr>
<th>Type of Vehicle (1)</th>
<th>Options Over Minimum (2)</th>
<th>Preparation, License, Title, Taxes, Etc. (3)</th>
<th>Capitalized Cost of Vehicle (4)</th>
<th>Residual Value with Average Mileage (5)</th>
<th>Interest Rate or “Lease Factor” (6)</th>
<th>High Mileage Charge/Low Mileage Credit</th>
<th>60 Month Lease Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type 1: 2015 Ford F-350</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type 2: 2015 Ford F-250</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type 3: 2015 Ford F-150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type 4: 2015 Chevrolet Express</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type 5: 2015 Ford Transit Connect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Eight (8) vehicles need to be disposed of by the school district. Please provide trade-in value for each vehicle.

<table>
<thead>
<tr>
<th>Year/Make/Model</th>
<th>Mileage (As of 9/19/2014)</th>
<th>Vin</th>
<th>Trade-In-Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1997 Ford E-350 Utilimaster</td>
<td>114,000</td>
<td>1FDKE37L4VHA76031</td>
<td>$</td>
</tr>
<tr>
<td>1999 Chevrolet Utilimaster</td>
<td>123,000</td>
<td>1GBJG31RXX1103062</td>
<td>$</td>
</tr>
<tr>
<td>2000 Ford F-350</td>
<td>79,000</td>
<td>1FDSF35L5YEE08032</td>
<td>$</td>
</tr>
<tr>
<td>2001 Ford F-350</td>
<td>139,000</td>
<td>1FDSF35L21EB39574</td>
<td>$</td>
</tr>
<tr>
<td>2001 Ford F-350 Crew Cab</td>
<td>88,000</td>
<td>1FTSW31L61EC69349</td>
<td>$</td>
</tr>
<tr>
<td>2001 Ford F-350</td>
<td>86,000</td>
<td>1FDSF35LX1EC74737</td>
<td>$</td>
</tr>
<tr>
<td>1995 Vandura 3500 School Bus</td>
<td>26,019</td>
<td>1GDHG31K6SF539590</td>
<td>$</td>
</tr>
<tr>
<td>1994 Ford F-150</td>
<td>94,000</td>
<td>1FTEF14N5RLB07086</td>
<td>$</td>
</tr>
</tbody>
</table>
Name of Company

Address of Company:

Signed:

Name (printed):

Title:

Email Address:

Telephone Number: Date:
SECTION IV

REFERENCES

1. School/Company Name: ____________________________________________
   a. Contact Name: ________________________________________________
   b. Contact Phone: ______________________________________________
   c. Contact Email: ______________________________________________

2. School/Company Name: ____________________________________________
   a. Contact Name: ________________________________________________
   b. Contact Phone: ______________________________________________
   c. Contact Email: ______________________________________________

3. School/Company Name: ____________________________________________
   a. Contact Name: ________________________________________________
   b. Contact Phone: ______________________________________________
   c. Contact Email: ______________________________________________

4. School/Company Name: ____________________________________________
   a. Contact Name: ________________________________________________
   b. Contact Phone: ______________________________________________
   c. Contact Email: ______________________________________________
SECTION V

ANTI - COLLUSION AFFIDAVIT OF COMPLIANCE

Being first duly sworn deposes and says:

That he is___________________________________________________________
(Partner, Officer, Owner, etc.)

(Contractor)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantages against any other bidder or any person interested in the proposed contract.

(Name of Bidder if Bidder is an Individual)
(Name of Partner if Bidder is a Partnership)
(Name of Officer if Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this_________________day of_____________, 2014.

By:___________________________________________________________

The Bidder hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signature
SECTION VI

CHECKLIST FOR BIDDERS

- Have you properly completed all portions of the bid?
- Have you signed the bid?
- Is your bid provided in a sealed envelope?
- Is the envelope clearly marked as required?
- Have you carefully reviewed the specifications (Section II)?
- Have you indicated your total price for items bid on the Bid Pricing Form (Section III)?
- Have you verified your prices to be sure you have not made an error?
- Have you furnished business references (Section IV)?
- Have you submitted the Anti-Collusion Affidavit of Compliance (Section V)?
- Have you submitted Certification Form (page 28)?
- Have you submitted Contractor Information Form (page 29)?
- Have you submitted Cashier’s Check?
GENERAL BID SPECIFICATIONS
(in addition to specific proposal and bid specifications)

1. **Sealed bids**

Sealed bids will be received by the Board of Education (hereinafter "Board"), for the purchase of goods/services as set forth in the project Specifications and/or plans, which are attached hereto and incorporated herein.

2. **Bid Documents**

The bid documents include:

   A. Detailed Bid Specifications
   B. General Bid Specifications
   C. Project Specifications (if any)
   D. Addendum (if any)
   E. Bid Proposal Form
   F. Certification Form/Statement

3. **Modification**

These documents shall constitute the entire agreement between the parties upon the award of the contract. No change in, addition, or waiver of terms, conditions, and specifications herein shall be binding on the Board unless approved in writing by the Board. Any change, addition, or amendment of the terms shall be tendered in the bid envelope on the alternate proposal form with an explanation of the proposed alternate.

4. **Bid Submission**

The bid proposal forms shall be submitted to the offices of the Board located at 130 West Park Avenue, Wheaton, IL, 60189. The sealed bid must be submitted on the forms provided within the time frame set forth in the Project Specifications.
5. **Bid Security – Required Unless Otherwise Specified**

Bids should be accompanied by a Certified Check or Bank Draft in an amount equal to Ten Percent (10%) of the Base Bid as a guarantee that, if award is made, the bidder will sign the agreement within five days or forfeit its bid security.

1. Make the bid security payable to:
   Board of Education
   Community Unit School District 200
   130 West Park Avenue
   Wheaton, Illinois  60189

2. The bid security of all except the successful bidder will be returned within five (5) days after the award of the Contract.

3. The bid security of the successful bidder will be returned promptly after the Owner and the accepted bidder have executed the agreement.

6. **Withdrawal of Bids**

Bidders may withdraw their bids at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals. However, no bidder shall withdraw or cancel its bid for a period of ninety (90) calendar days after advertised closing time for the receipt of bids, nor shall the successful bidder withdraw or cancel or modify its bid after having been notified by the Business Manager that said bid has been accepted by the Board.

Where the contract will require approval by another agency, such as the federal government or State of Illinois, then the bidder shall not withdraw or cancel or modify its bid for a period of one hundred and twenty (120) days after said advertised closing time for the receipt of bids.

7. **Change or withdrawal of Bids**

A bidder may withdraw or change a bid if written notice of the withdrawal or change is received by the Board before the latest time specified for submission of bids. Any change may be made only by substitution of another bid.

8. **Late Bids**

Bids received after the time specified in the invitation to bid will not be considered. The method of transmittal of the bid proposal is at bidder’s risk of untimely receipt by the Board.

9. **Award of Bids**

Bids shall be awarded to the lowest responsible bidder meeting the Board’s specifications. Also, bid awards may be made by item.
10. **Bid Reservations**

The Board reserves the right to reject any and all bids or any part thereof, to waive technicalities in the bidding, and to accept the bid deemed most favorable to the interest of the Board after all bids have been examined and evaluated.

11. **Title and Risk of Loss**

Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by bidder. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

12. **Inspection**

All material and workmanship shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects in materials or workmanship or which fail to meet the specifications contained herein or bidder’s warranties (express or implied). Rejected goods shall be removed at the expense of the bidder, including transportation both ways, promptly after notification of rejection. As to rejected goods, bidder shall bear all costs of inspection and all risk of loss.

13. **Payment and Price**

Payment of the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specification contained herein.

Invoices will be paid in accordance with Board Policy.

14. **Shipping Instructions**

Unless otherwise specified, packages must bear bidder’s/Board’s order number and bulk containers must also show gross, tare, and net weights and/or quantity. No packaging charge shall be made to the Board unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier’s requirements.

15. **Deliveries**

**Time is of the essence.** Deliveries shall be made to the Board's receiving area or designated installation site.
16. **Rejection and Cancellation**

The Board reserves its rights to reject any goods and to cancel all or part of any sale if bidder fails to deliver all or any part of the goods described in the Project specifications in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the Project Specifications shall not obligate the Board to accept future shipments nor deprive it of its rights to revoke any of acceptance theretofore given. If bidder ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against bidder, or if a receiver for bidder is appointed or applied for, or if any assignment for the benefit of creditors is made by bidder, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to bid then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

17. **Waivers**

The Board's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the invitation to bid shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

18. **Warranties**

Bidder makes the following warranties to the Board and users of the goods herein described: (a) It will, at the date of delivery, have good title to any and all goods supplies hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) Any and all goods supplied hereunder will be of merchantable quality; (c) Any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or conformity with the specifications contained herein. Bidder agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the Board by bidder. Bidder shall, at its sole cost and expense, promptly repair or replace to the Board's satisfaction all goods/services received for a period of one year from date of delivery, unless the Project Specifications require a greater warranty period.

19. **Patent Infringement**

Bidder agrees to indemnify and hold harmless the Board, its successors, assigns, customers, and users of the goods herein described against any and all loss, damage, or injury arising out of a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. Bidder agrees that it will assume the defense of any and all such suits and pay all costs and expenses incidental thereto.

Items must be new and current. Unless otherwise specified in the specifications, all items and commodities must all be new and of the latest model, crop, or manufacture.

20. **Alternate Bids**

Alternate bids shall not be considered unless provided for in the advertisement and proposal form. An alternate bid shall not become a part of the contract unless approved by the Board in writing upon
the award of the bid. If bidding other than specified, alternates offered must be guaranteed equal or better than that originally specified. Burden of proof is on the bidder. Alternate bids should include specifications, brand name, numbers and/or trademark, if any, and any other information pertinent to the identification.

21. **Unit and Total Prices**

The price for the units specified in the Project Specifications should be clearly shown for each separate item in the space provided on the bid form. Only one unit price should be quoted for each item and this unit price should be according to the unit of measure as shown in the bid invitation. The total price for each item requested should also be shown.

22. **Acceptance of Split Award**

Every attempt will be made to award orders on all overall low bid basis. However, the right is reserved to split the award if it is in the interest of the Board. If a split award is not acceptable to a bidder, it must be so stated in the bid.

23. **Time Price Will Be Firm**

It must be stated in the place provided on the bid for the period of time bidder’s price will continue to be firm. This period must be at least ninety (90) days after the latest time specified for submission of bids.

24. **Delivered Price**

Unless otherwise specified in the Project Specifications, bidder’s bid price must be a delivered price, F.O.B. the Board's destination, with all transportation and handling charges paid by the bidder.

25. **Earliest Delivery Time**

Bidder must make delivery upon receipt of order unless otherwise specified in the Project Specifications. Bidder must indicate time required for delivery on bid.

26. **Maintenance and Repair Services**

If the Project Specifications provide that maintenance or repair services must be provided by the successful bidder, each bidder should explain in the bid how the services will be provided (that is, whether by the bidder or through an arrangement with another person or firm).

27. **Default**

Should bidder fail to fulfill any and/or all terms and conditions of the agreement, it shall forfeit the bid security as well as be subject to any and all other remedies available to Board.
28. **Compliance with Laws / Prevailing Wage Rate**

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner effect the preparation of proposals or the performance of the contract.

All laborers, mechanics and other workers employed on “public works projects” shall be paid no less than the prevailing hourly wage rate determined by the Illinois Department of Labor. The revised prevailing wage information can be found on the Department of Labor’s website.

28.1 Contractors must assure that all persons employed by Contractor, and all applicants for such employment, will not be discriminated against because of their race, creed, color, sex, handicap or national origin. Contractor must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

28.2 It is hereby stipulated that all laborers, workers and mechanics performing work under a contract for a public works project shall not be paid less than the prevailing wage as found by the Illinois Department of Labor or the Board, and that Contractor and all Subcontractors shall in all other respects comply with the Prevailing Wage Act, 820 ILCS 130/.01 et seq, in carrying out work under the contract. If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, the Board will notify Contractor and each Subcontractor of the change in prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by Contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the Contract Sum. Contractor shall protect, defend, indemnify and hold the Board harmless for any claims or demands made as a result of Contractor’s failure to comply with this paragraph.

28.3 The Contractor shall comply with all pertinent provisions of the Structural Work Act, 740 ILCS/1 et seq.

28.4 The Contractor shall certify that they are not barred from contracting with any unit of state or local government by reason of any violation of bid-rigging or bid-rotating under Article 33 E of the Criminal Code of 1961, as amended on the form attached.

28.5 Any Contractor or Subcontractor with 25 or more employees entering into a contract of $5,000 or more shall further certify that they shall provide a drug-free workplace in full compliance with the Illinois Drug-Free Workplace Act, 30 ILCS 580/1 et seq, on the form attached.

28.6 The Contractor shall certify that it has a written Sexual Harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).
28.7 The Contractor shall comply with provisions of Section 10-21.9(f) of the School Code (105 ILCS 5/10-21.9(f)), as it relates to Criminal History Records Information Checks for Contractors at Schools.

29. **Interpretation of Contract Documents**

If any bidder contemplating submitting a bid is in doubt as to the true meaning of any part of the specifications or other contract documents, it may submit to the Business Manager a written request for an interpretation thereof. The bidder submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by an addendum duly issued by the Business Manager. A copy of such addendum will be mailed or delivered to each bidder receiving a set of such contract documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of its bid. Bidders shall acknowledge receipt of each addendum issued in the space provided on the bid form. Oral explanations will not be binding.

30. **Order of Precedence of Component Contract Parts**

1. General Conditions.
2. Addenda, if any.
3. Special Conditions.
4. Plans or drawings, if any, which may be a part of this contract requirement.
5. Detail Specifications.
7. Advertisement for Bids.
8. Instructions to Bidders.

31. **State Tax**

The Board is exempt from paying Illinois Use Tax (35 ILCS 105/3) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (35 ILCS 120/1 et seq).

32. **Federal Excise Tax**

33. **Federal Transportation Tax**

In computing transportation costs, bidders should not include any federal transportation tax, because the Board is exempt.

34. **INSURANCE:**

The Contractor shall provide the Board a certificate verifying that the following insurance coverages are in full force and effect: The Contractor shall provide Workers’ Compensation Insurance (statutory limits); Third Party Bond in the amount of at least $2,500 per employee of the Contractor; Property damage insurance of at least $250,000 per occurrence; and Bodily damage and personal injury insurance of at least $2,000,000 per occurrence and $3,000,000 aggregate through an insurance carrier duly licensed by the State of Illinois with a Best rating of "A-" or higher. Community Unit School District 200 and its Board of Education must be listed as additional insureds.

35. **Freedom of Information Act**

The Contractor must comply with any Freedom of Information Act requests for public records received by the Board. Specifically, a public record in possession of a Contractor with whom the Board has contracted to perform a service on their behalf is considered a public record. Contractor will provide requested documents to Board in a timely manner in order to comply with the Freedom of Information Act.
CERTIFICATION FORM

THIS FORM MUST BE SIGNED AND NOTARIZED AND MUST ACCOMPANY THE BID TO COMMUNITY UNIT SCHOOL DISTRICT 200. THE UNDERSIGNED CERTIFIES THE FOLLOWING:

CERTIFICATE OF ELIGIBILITY TO CONTRACT

That, pursuant to section 33 E of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither they nor any of their partners, officers, or owners of their business have been convicted in the past five (5) years of the offense of bid-rigging under section 33 E of the Illinois Criminal Code of 1961 as amended; that neither they nor any of their partners, officers or owners have never been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended; and that neither they nor any of their partners, officers or owners have ever been convicted of bribing or attempting to bribe and officer or an employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.

PREVAILING WAGE FORM

That they and any subcontractors of the Contractor will, where applicable, comply with prevailing wage rates for DuPage County.

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

(Contractors With 25 or More Employees)

That having 25 or more employees, they do hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/1 et seq.) that they shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that they are not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

PUBLIC CONTRACTORS – WRITTEN SEXUAL HARASSMENT POLICY

That said Contractor has a written Sexual Harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

Signature______________________________________________

Printed Name and Title ___________________________________

Company ________________________________________________

Address_________________________________________________

City, State, Zip ___________________________________________

Date____________ Phone ______________ Fax ____________

Subscribed and sworn to before me

This _____ day of _____ 20___.

_______________________________________________________

NOTARY PUBLIC
CONTRACTOR INFORMATION

THIS FORM MUST BE COMPLETED AND SIGNED AND ACCOMPANY THE BID TO COMMUNITY UNIT SCHOOL DISTRICT 200.

In compliance with sub-section (c) of Section 10.20.44 of the School Code (105 ILCS 5/10-20.44, as a potential vendor for Community Unit School District 200, please answer yes or no for the following questions:

Minority owned ☐ YES ☐ NO

Female owned ☐ YES ☐ NO

Business owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act ☐ YES ☐ NO

Locally owned ☐ YES ☐ NO

Signature _______________________________________________________________

Printed Name and Title ____________________________________________________

Company _______________________________________________________________

Address _________________ ______________________________________________

City, State, Zip _________________________________________________________

Date _________________ Phone _________________ Fax _________________